

Petition for Variance Form

Institution Ref. # \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Institution Street Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

\*\*\* If this petition involves other campuses you must attach a copy of this form for each campus with your submission.

Pursuant to Section 10.5 of the NACCAS *Rules of Practice and Procedure*, the Commission may accept for consideration a petition for a variance of the *Rules* by an institution. Petitions must be received forty-five days prior to a scheduled meeting of the Commission unless there are substantiated special circumstances. The Commission will only accept petitions that include this form and the required information below:

- \_\_\_ 1. List the specific section of the *Rules* to be varied, including the section and number.
- \_\_\_ 2. Provide a detailed explanation of the institution's rationale and circumstances for the variance.
- \_\_\_ 3. Provide all documents used by the institution to support the request for a variance.
- \_\_\_ 4. The institution must submit nine (9) copies of the petition and supporting documentation in soft sided binders for easy review by the Commission.

Note: Petitions for Variance can stop the clock in terms of the length of time an institution must remedy non-compliance as outlined in Section 8.18 of the NACCAS *Rules*. However, be advised that if the petition is denied, the 8.18 clock will be retroactive.

**CERTIFICATION**

I certify that the information provided herein is true and correct to the best of my knowledge and belief. I further understand that knowingly providing false or misleading information to NACCAS may result in the Commission taking adverse action against the institution.

\_\_\_\_\_  
Institution's Owner/or other Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name (clearly)

\_\_\_\_\_  
Title

**Note: All required documents must be submitted prior to Commission consideration.**

**Note: Beginning in 2015, the Commission will meet to consider applications eight (8) times a year. The meetings will be in the months of January, February, April, May, July, August, October and November so please consider your submission time in relation to this schedule.**