

NH DEPARTMENT OF EDUCATION
DIVISION OF EDUCATOR SUPPORT AND HIGHER EDUCATION
OFFICE OF CAREER SCHOOL LICENSING
25 HALL STREET
CONCORD, NH 03301
PHONE (603) 271-8508

ANNUAL FILING FORM

Please note this *Annual Filing Form* is hereby made to the Office of Career School Licensing for a license to conduct a private postsecondary career school under the provisions of RSA 188:G:1-10 and the NH Code of Administrative Rules, Hec 300, Office of Career School Licensing. In order to receive approval for the continuance of a license to operate a private postsecondary career school, the school must file this application pursuant to Hec 303.04 **at least 45 days prior** to the school's annual filing date, which is the one year anniversary that follows the school's most recently obtained certificate.

GENERAL INFORMATION

Name of School: _____

Address of School: _____

Administrator of school: _____

E-mail: _____

Phone number: _____

STUDENT INFORMATION

The numbers below should be based on all program(s)/course(s) offered by your school during its most completed year.

Total number of:

New Hampshire students enrolled: _____

Out-of-state students enrolled, if applicable: _____

New Hampshire students who completed the programs/courses: _____

Out-of-state students who completed the programs/courses, if applicable: _____

Full time students: _____

Part-time/half-time students: _____

FINANCIAL INFORMATION

Our school's annual gross tuition as defined in Hec 302.01(c) for the reporting year FY _____ is: \$ _____

A notarized copy of the school's surety indemnification is included as outlined in Hec 303.04.

Our school has enclosed a renewal licensure fee in the amount of \$ _____ as outlined in Hec 304.06.

*Please make checks payable to: **Treasurer, State of NH***

Please print your initials in the appropriate spaces below and then sign, print, and date at the bottom.

_____ I certify that our school is registered with the NH Secretary of State and is in good standing.

_____ I certify that if there are any changes to items outlined in the Initial License Criteria (Hec 303.01) including, but not limited to, changes to program(s)/course(s) or facility(ies) used for education instruction, our school will notify the Office of Career School Licensing prior to advertising, promoting, or implementing these changes.

_____ I certify that all information provided is true and correct in content and policy and that I have read the entirety and understand the applicability of RSA 188:G:1-10 and the N. H. Code of Administrative Rules Hec 300.

Administrator Signature

Print Name

Date