



**Frank Edelblut**  
Commissioner

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Deputy Commissioner

STATE OF NEW HAMPSHIRE  
**DEPARTMENT OF EDUCATION**  
Division of Educator Support and Higher Education  
Office of Career School Licensing  
101 Pleasant Street  
Concord, NH 03301  
TEL. (603) 271-6443

**NOTIFICATION OF CHANGE GUIDLEINES**

May 28, 2019

Please be advised that pursuant to Heds 303.01(b), a school is required to notify the Office of Career School Licensing of any change to the information listed in Heds 303.01(a)(1)-(3) 30 days prior to the change and pursuant to Heds 303.03(c), a school is required to notify the office of any change to the information listed in Heds 304.01 30 days prior publishing in the school, catalog, on the school's website, or both. To assist you in submitting the information, feel free to use the guide found on page two of this document. Please be sure to review 303.01, 303.03, and 304.01 in its entirety.

Please include supporting documentation and fee, if applicable.

NOTIFICATION OF CHANGE GUIDLEINES

Please submit to the Office of Career School Licensing the following information as required by Hedc 303.01(b) and Hedc 303.03(c). Please be sure to include the date, the name and address of the institution, and the name, email address, and contact phone number of the administrator.

1. An explanation of the change:

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2. Any changes to the following information as required in Hedc 303.01(b) and Hedc 303.03(c):

- Facility locations, descriptions, inspection reports, and safety plans
- Registration with the secretary of state
- School's mission
- Organizational char
- Credentialing requirements for faculty
- Admission requirements
- Beginning and ending dates, or rolling enrollment procedures
- Description of program/course to include objectives, length, and curriculum
- Description of school's grading system/requirements for completion/graduation
- Withdrawal/refund policy
- Schedule of tuition and fees
- Policy on transfer of credit
- Student complaint process
- Programs/courses
- Number of instructional hours
- School's policies and procedures

3. List of applicable documents relative to the changes indicated above:

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_
- (e) \_\_\_\_\_

4. Any fee associated with the change as specified in Hedc 304.06, if applicable.