APPLICATION FOR BRANCH LOCATION OF A PRIVATE POSTSECONDARY CAREER SCHOOL LICENSED IN NEBRASKA

[A branch is an auxiliary location of an institution offering full programs(s) or series of classes with a purpose of completing specified program objective(s).]

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<th>Program Title(s)</th>
<th>Program Objective: Credential Awarded: Certificate, Diploma, Associate, Other</th>
<th>Program Length in Days, Weeks, Months, Years</th>
<th>Clock Hours (cl. hrs.) and/or Credit Hours (cr. hrs.)</th>
<th>Date First Class/ Program Will Start</th>
<th>Date First Class/ Program Ends</th>
<th>NCD, State Maximum Enrollment Size</th>
<th>Tuition Rate Per Quarter/ Semester</th>
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Enclosed are the following: 1) Documentation of compliance with local, state, fire, safety and sanitation standards are required by the appropriate regulatory authorities; 2) enrollment agreement; 3) copies of advertising and other promotional materials used identifying branch; 3) a copy of the catalog or brochure identifying branch and courses/programs taken at the location; 4) Instructor Qualification Forms if not listed on Data Base for the school; 5) $135.00 fee per branch.

We have programs approved for veterans and other eligible persons and would like this branch location to be available. We have submitted three (3) additional copies of Course Description, Course Outline, and other supporting documents, i.e., class schedules, calendars. If referencing pages of a catalog, please submit three (3) additional copies of each of the pages referenced.

Send to Program Director, Private Postsecondary Career Schools and Veterans Education, Nebraska Department of Education, P.O. Box 94987, Lincoln, NE 68509-4987.

This form may not be reworded.

I certify that the branch facility is under the identical ownership as the main school; is operated in accordance with standards prescribed by appropriate state and federal laws; offers full student services; is under the full-time supervision of an on-site director who is an experienced educational administrator, and complies with the standards maintained by the main school. I further certify that the information herein and attachments are correct in content and policy.

Signature of Parent School Official, Title, and Date: