

**Checklist for Change of Ownership
for school licensed by another State Agency**

Name of School: _____ **Date:** _____

Location of School: _____

- Application for Change of Ownership– required when 50% or more change of the school’s stock or assets in one or a series of transactions within a three-year period occurs (008.01)
- List of names, full addresses, and corporate titles of those with 25% or more ownership (008.01A)
- No Felony Statements for all of the above (008.01A)
- Catalog – new or revised or supplement describing the changed operations (008.01B) (see catalog checklist) (004.09)
- Financial Statement (certified) (008.01C & 004.12C)
- Surety Bonds: **MUST SUBMIT ORIGINAL BONDS**
 - Agents Bond - \$5,000 per agent (Rule 42.007.02)
- Other changes in school’s organization & operations since last application (41,008.01E)
- Report – arrangements to ensure continuing operations & compliance during change of ownership (41,008.01F)
- Copy of Sales Agreement or Contract – showing items & conditions of sale (41,008.01G)
- Records Transfer (41,008.02)
 - Statement of Records Transfer
- Letter or Statement of Assumption of Liability - school will make all refunds due and honor previous student contracts (41,008.04)
- Agent’s Permit Applications if applicable
 - Agent’s Permit fee – if applicable (\$150.00 initial & \$150.00 renewal)
- Copy of license issued by other State Agency