

# Iowa College Student Aid Commission

Postsecondary Registration Administrator 200 10<sup>th</sup> Street, Fourth Floor Des Moines, IA 50309 (515) 725-3470

## Postsecondary Registration Iowa Code Chapter 261B

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

**Submit one paper copy and one electronic pdf copy of the application.**

### GENERAL INFORMATION

**Q.** *Who must register?*

**A.** Registration is required for any school that maintains or conducts one or more courses of instruction, including courses of instruction by correspondence or other distance delivery offered in this state or which has a presence in this state and offers courses in other states or foreign countries and is not subject to an exception described in Iowa Code Chapter 261B.11.

“School” is defined as an entity which:

- a. Is, owns, or operates a nonprofit postsecondary educational institution.
- b. Provides a postsecondary instructional program or course leading to a degree.
- c. Uses in its name the term “college”, “academy”, “institute”, or “university” or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which charges for its services.

“Presence” means maintaining a physical, postal, telephone or internet address within Iowa. “Presence” does not mean, “located in Iowa”.

**Q.** *What is required to register?*

**A.** To register, a school must first be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and be approved by all State of Iowa agencies with approval jurisdiction, and subsequently, except as provided in subsection 2, be approved for operation by the Iowa College Student Aid Commission.

An educational practitioner preparation program that is operated by a school that applies to register the program in accordance with this chapter must be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and in addition, be approved by the state board of education pursuant to section 256.7, subsection 3, and subsequently be approved for operation by the Iowa College Student Aid Commission.

**Q.** *When must registration and renewal occur?*

**A.** Registration must occur **prior** to the school commencing instruction which would bring the school under the registration requirement.

1. Registrations must be renewed every four years.
2. Registrations must also be renewed upon any substantive change in program offerings, location or

accreditation.

**Q.** *Must the school also file a bond under Iowa Code §714.17 et seq?*

**A.** The provisions of *Iowa Code § 714.17 et seq.* require the posting of proof of financial security, as defined by a list of organizations that are *not* required to provide proof of financial security. There is no automatic exemption between chapters 261B and 714.

Whether a school is subject to Iowa Code Chapter 714 depends upon the specific situation of the school. A school must review the provisions of Iowa Code Chapter 714 to determine how the law applies to the school's own situation.

**Q.** *If the school is incorporated under the laws of a jurisdiction other than Iowa, must the school also obtain a Certificate of Authority to do business in Iowa? Is registration under Chapter 261B required if a Certificate of Authority to do business in Iowa has been granted?*

**A.** *Iowa Code §490.1501* requires a non-Iowa for profit corporation to obtain a Certificate of Authority from the Secretary of State before business is transacted in Iowa. *Iowa Code §504.1501* similarly requires non-Iowa nonprofit corporations to obtain a Certificate of Authority from the Secretary of State prior to conducting affairs in Iowa. Registration under *Iowa Code Chapter 261B* is not a substitute for obtaining a Certificate of Authority. An incorporated school must review the provisions of *Iowa Code §490.1501 et seq.* or *§504.1501 et seq.* in the context of the school's planned activities to determine whether a Certificate of Authority is required. The Secretary of State may be contacted at the following address.

Secretary of State State Capitol, Room 105 Des Moines, Iowa 50319. Phone: (515) 281-8993 FAX: (515) 242-5952  
Website: [www.sos.state.ia.us](http://www.sos.state.ia.us)

**Q.** What is the fee for registration or renewal?

**A.** The complete application fee structure is as follows:

Initial application \$4,000 Renewal \$4,000 Substantive Change or Amendment \$1,000

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

# Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator 200 10<sup>th</sup> Street, Fourth Floor Des Moines, IA 50309 (515)  
725-3470

## Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD. Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for \$4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator 200 10th Street, Fourth Floor Des Moines, IA 50309

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

**Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:  
[(261B.4(2))] and [(261B.4(1))]**

Name of School: ITT Technical Institute  
Suite: \_\_\_\_\_  
Street: ITT Educational Services, Inc. – 13000 N. Meridian St.  
City: Carmel  
State: IN  
Zip: 46032  
Country: USA  
Telephone Number (including country or area code): 1-317-706-9200

**Type of corporation:**

For-profit

Non-profit

**Address of this school in all in other states, and in foreign countries:**

Suite	Street	City	State	Zip	Country	Telephone
	9511 Angola Court	Indianapolis	IN	46268	USA	317-875-8640

**Address of all locations in Iowa where instruction is to be provided**

Suite	Street	City	State	Zip	Country	Telephone
	3735 Queen Court SW	Cedar Rapids	IA	52404	USA	319-297-3400
110	1860 NW 118 <sup>th</sup> Street	Clive	IA	50325	USA	515-327-5500

**Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]**

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
B.S. - Information Systems and Cybersecurity	\$88,740	\$200	N/A	N/A	\$88,940
B.S. – Information Systems Security	\$88,740	\$200	N/A	N/A	\$88,940
B.S. – Project Management	\$88,740	\$200	N/A	N/A	\$88,940
B.S. – Software Applications Development	\$88,740	\$200	N/A	N/A	\$88,940
B.S. – Electrical Engineering and Communications Technology	\$88,740	\$200	N/A	N/A	\$88,940
B.S. – Electronics and Communications Engineering Technology	\$88,740	\$200	N/A	N/A	\$88,940
B.S. – Construction Management	\$88,740	\$200	N/A	N/A	\$88,940
B.S. – Business Management	\$88,740	\$200	N/A	N/A	\$88,940
B.S. – Project Management and Administration	\$88,740	\$200	N/A	N/A	\$88,940
B.S. – Criminal Justice	\$88,740	\$200	N/A	N/A	\$88,940
A.S. – Network Systems Administration	\$44,370	\$200	N/A	N/A	\$44,570
A.S. – Mobile Communications Technology	\$44,370	\$200	N/A	N/A	\$44,570
A.S. – Electrical Engineering Technology	\$44,370	\$200	N/A	N/A	\$44,570
A.S. – Drafting and Design Technology	\$44,370	\$200	N/A	N/A	\$44,570
A.S. – Graphic Communications and Design	\$44,370	\$200	N/A	N/A	\$44,570
A.S. – Business Management	\$44,370	\$200	N/A	N/A	\$44,570
A.S. – Criminology and Forensic Technology	\$44,370	\$200	N/A	N/A	\$44,570
A.S. – Paralegal	\$44,370	\$200	N/A	N/A	\$44,570
A.S. – Information Technology – Computer Network Systems	\$47, 328	\$200	N/A	N/A	\$47,528
A.S. – Software Development Technology	\$47, 328	\$200	N/A	N/A	\$47,528
A.S. – Computer and Electronics Engineering Technology	\$47, 328	\$200	N/A	N/A	\$47,528
A.S. – Computer Drafting and Design	\$47, 328	\$200	N/A	N/A	\$47,528
A.S. – Criminal Justice	\$47, 328	\$200	N/A	N/A	\$47,528
A.S. – Paralegal Studies	\$47, 328	\$200	N/A	N/A	\$47,528
B.S. - Information Systems and Cybersecurity <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Information Systems Security <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Project Management <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Construction Management <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Accounting <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Business Management <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Business Administration <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980

B.S. – Business Accounting Technology <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Project Management and Administration <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Technical Project Management <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Criminal Justice <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Criminal Justice – Cybersecurity <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
B.S. – Nursing <b>(Online)</b>	\$76,680	\$300	N/A	N/A	\$76,980
A.A.S. – Information Systems Administration <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Computer Forensics <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Network Systems Administration <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Drafting and Design Technology <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Construction Technology <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Web Design Technology <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Web Design <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Accounting <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Business Management <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Business Administration <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Business Accounting Technology <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Criminology and Forensic Technology <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Criminal Justice <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Paralegal <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
A.A.S. – Paralegal Studies <b>(Online)</b>	\$38,340	\$300	N/A	N/A	\$38,640
M.B.A. – Business Administration <b>(Online)</b>	\$25,056	\$300	N/A	N/A	\$25,356

***Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.***

**Refund**

(a) If, during the first quarter that the student is enrolled in the program, the student withdraws or is terminated from:

(1) any program course during any of the following specified calendar weeks of the quarter, the student will be obligated to the school for

- the entire cost of any tools purchased by the student from the school for use in that program course, and
- the following corresponding percentage of the tuition for that program course; and

<b><u>CALENDAR WEEK OF THE QUARTER</u></b>	<b><u>PERCENTAGE OF THE TUITION</u></b>
1 <sup>st</sup>	10%
2 <sup>nd</sup>	20%
3 <sup>rd</sup>	30%
After the 3 <sup>rd</sup>	100%

(2) the program during any of the following specified calendar weeks of the quarter, the student will also be obligated to the school for the following corresponding percentage of

- any Academic Fee charged to the student in that quarter, and
- the Administrative Fee.

<b>CALENDAR WEEK OF THE QUARTER</b>	<b>PERCENTAGE OF ANY ACADEMIC FEE AND THE ADMINISTRATIVE FEE</b>
1 <sup>st</sup>	10%
2 <sup>nd</sup>	20%
3 <sup>rd</sup>	30%
After the 3 <sup>rd</sup>	100%

(b) If, during any quarter that the student is enrolled in the program (other than the first quarter), the student withdraws or is terminated from:

(1) any program course during any of the following specified calendar weeks of the quarter, the student will be obligated to the school for

- the entire cost of any tools purchased by the student from the school for use in that program course, and
- the following corresponding percentage of the tuition for that program course; and

<b>CALENDAR WEEK OF THE QUARTER</b>	<b>PERCENTAGE OF THE TUITION</b>
1 <sup>st</sup> through 3 <sup>rd</sup>	50%
After the 3 <sup>rd</sup>	100%

(2) the program during any of the following specified calendar weeks of the quarter, the student will also be obligated to the school for the following corresponding percentage of

- any Academic Fee charged to the student in that quarter, and
- the Administrative Fee.

<b>CALENDAR WEEK OF THE QUARTER</b>	<b>PERCENTAGE OF ANY ACADEMIC FEE AND THE ADMINISTRATIVE FEE</b>
1 <sup>st</sup> through 3 <sup>rd</sup>	50%
After the 3 <sup>rd</sup>	100%

(c) The student's withdrawal or termination date for purposes of calculating any refund due under this section will be the student's last date of recorded attendance in a program course.

(d) Notwithstanding anything to the contrary above in this section:

(1) if the school determines that the student is (i) a member of the Iowa national guard or United States military reserve forces ("Member") or (ii) a spouse of a Member and has a dependent child, and the Member receives orders requiring active state military service or federal service or duty by the Member during any quarter, the student may:

- withdraw from the program during that quarter, in which case the student will not be obligated to the school for any tuition for the program course(s) that the student was registered to take in that quarter at the time of the student's withdrawal, any Academic Fee charged to the student in that quarter or the Administrative Fee;
- withdraw from any of the program courses that the student was registered to take in that quarter, in which case the student will not be obligated to the school for any tuition charged to the student for those program courses in that quarter; or
- arrange with the school to complete any of the program courses that the student was registered to take in that quarter by the end of the immediately succeeding quarter, in which case the student will not be deemed to have withdrawn from any such program courses; and

(2) if the student withdraws or is terminated from any program course or the program during any quarter, the student will remain obligated to the school for:

- all of the tuition, fees, cost of any tools and cost of any other supplies owed to the school for any previous attendance by the student at the school; and

- all other amounts owed to the school under the student's Enrollment Agreement with the school (including any addenda to the student's Enrollment Agreement with the school) and/or any other agreement between the student and the school.
- (e) If, at the time the student withdraws or is terminated from any program course or the program, the school has received any monies for tuition, the Academic Fee, the Administrative Fee or any tools from or on behalf of the student in excess of the student's obligation for those items as provided in this section, the school will refund such excess to the appropriate party(ies) as specified below in this section.
- (f) Any refund required under this section will be paid first to eliminate any outstanding balances for any student financial aid received by or with respect to the student in the following order and priority (unless applicable law requires otherwise) and within the time period prescribed by law:

1 <sup>st</sup> : private or institutional student loans;	5 <sup>th</sup> : unsubsidized Federal Direct Stafford loans;	9 <sup>th</sup> : Federal Direct PLUS loans;
2 <sup>nd</sup> : private or institutional parental loans;	6 <sup>th</sup> : subsidized Federal Direct Stafford loans;	10 <sup>th</sup> : state student loans; and
3 <sup>rd</sup> : unsubsidized Federal Stafford loans;	7 <sup>th</sup> : Federal Perkins loans;	11 <sup>th</sup> : state parental loans.
4 <sup>th</sup> : subsidized Federal Stafford loans;	8 <sup>th</sup> : Federal PLUS loans;	

- (g) The school will pay the student any refund remaining after all outstanding balances specified in Item (f) immediately above in this section are eliminated, within 60 days following:
- (1) the student's last date of recorded attendance in a program course, if the school terminated the student from the program course or the program;
  - (2) the latter of
    - the student's last date of recorded attendance in a program course,
    - the date that the school received the student's written notice of withdrawal from a program course or the program, or
    - the withdrawal date from a program course or the program specified in the student's written notice of withdrawal received by the school,
 if the student withdrew from the program course or the program and the school received the student's written notice of withdrawal; or
  - (3) the 22<sup>nd</sup> consecutive calendar day after the student's last date of recorded attendance in a program course, if the student withdrew from the program course or the program and such calendar day occurred before any applicable date in Item (2) immediately above in this section.

**Return of Federal Financial Aid**

If the student withdraws or is terminated from the program, depending on when his or her withdrawal or termination occurs during the quarter, the student and/or his or her parent(s) may be ineligible to use a portion of any federal student financial aid awarded to the student and/or his or her parent(s) for use in that quarter.

- (a) If the student's withdrawal or termination from the program occurs:
- within the first 60% of the quarter, the amount of federal student financial aid awarded for use in that quarter that the student and/or his or her parents may use is a proportional calculation based on the percentage of the quarter that has elapsed as of the student's withdrawal or termination date; or
  - after the first 60% of the quarter, the student and/or his or her parents may use 100% of the federal student financial aid awarded for use in that quarter.
- (b) If the student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid remitted to the school to satisfy the student's obligation for tuition, fees or other costs of the student's education:
- federal law requires the school to return to the appropriate party(ies) such unusable aid;
  - the school will advise the student of the amount of such unusable aid returned by the school; and
  - the student will be liable for an amount equal to the portion of such unusable aid for which the student is obligated to the school under the Refund section above, and will immediately pay that amount to the school in full.
- (c) If the student and/or his or her parent(s) are ineligible to use a portion of any federal student financial aid received by the student and/or the parent(s) and not remitted to the school:
- federal law requires the student and/or the parent(s) to repay to the appropriate party(ies) such unusable aid; and

- the school will advise the student and/or the parent(s) of the amount of such unusable aid.

(d) Any return or repayment of unusable federal student financial aid required under this section will be paid first to eliminate any outstanding balances for any federal student financial aid received by or with respect to the student in the following order and priority and within the time period prescribed by law:

1 <sup>st</sup> : unsubsidized Federal Stafford loans;	5 <sup>th</sup> : Federal Perkins loans;	9 <sup>th</sup> : Federal Academic Competitiveness Grants;
2 <sup>nd</sup> : subsidized Federal Stafford loans;	6 <sup>th</sup> : Federal PLUS loans;	10 <sup>th</sup> : Federal National Science and Mathematics Access to Retain Talent Grants; and
3 <sup>rd</sup> : unsubsidized Federal Direct Stafford loans;	7 <sup>th</sup> : Federal Direct PLUS loans;	11 <sup>th</sup> : Federal SEOG Program aid.
4 <sup>th</sup> : subsidized Federal Direct Stafford loans;	8 <sup>th</sup> : Federal Pell Grants;	

**NOTE:** The Cancellation and Refund sections contained herein apply to a student who is a resident of the state in which the school is located. A student who is a non-resident will be subject to the Cancellation and Refund sections contained in the student’s Enrollment Agreement with the school.

**Cancellation and Refund Requests**

Any cancellation or refund request by a student should be made in writing and mailed to:

Director -

- ITT Technical Institute, 3735 Queen Court SW, Cedar Rapids, Iowa 52404.
- ITT Technical Institute, 1860 NW 118<sup>th</sup> Street, Suite 110, Clive, IA 50325.
- ITT Technical Institute, 9511 Angola Court, Indianapolis, IN 46268

If the student is a minor, however, the request must be made by the student’s parent or guardian.

**Degrees granted by the school [(261B.4(5))]**

Offered in Iowa [(261B.4(11))]

B.S. - Information Systems and Cybersecurity
B.S. – Information Systems Security
B.S. – Project Management
B.S. – Software Applications Development
B.S. – Electrical Engineering and Communications Technology
B.S. – Electronics and Communications Engineering Technology
B.S. – Construction Management
B.S. – Business Management
B.S. – Project Management and Administration
B.S. – Criminal Justice
A.S. – Network Systems Administration
A.S. – Mobile Communications Technology
A.S. – Electrical Engineering Technology
A.S. – Drafting and Design Technology
A.S. – Graphic Communications and Design
A.S. – Business Management
A.S. – Criminology and Forensic Technology
A.S. – Paralegal
A.S. – Information Technology – Computer Network Systems
A.S. – Software Development Technology
A.S. – Computer and Electronics Engineering Technology
A.S. – Computer Drafting and Design
A.S. – Criminal Justice
A.S. – Paralegal Studies

Offered outside of Iowa:

B.S. - Information Systems and Cybersecurity (Online)
B.S. – Information Systems Security (Online)
B.S. – Project Management (Online)
B.S. – Construction Management (Online)
B.S. – Accounting (Online)
B.S. – Business Management (Online)
B.S. – Business Administration (Online)
B.S. – Business Accounting Technology (Online)
B.S. – Project Management and Administration (Online)
B.S. – Technical Project Management (Online)
B.S. – Criminal Justice (Online)
B.S. – Criminal Justice – Cybersecurity (Online)
B.S. – Nursing (Online)
A.A.S. – Information Systems Administration (Online)
A.A.S. – Computer Forensics (Online)
A.A.S. – Network Systems Administration (Online)
A.A.S. – Drafting and Design Technology (Online)
A.A.S. – Construction Technology (Online)
A.A.S. – Web Design Technology (Online)
A.A.S. – Web Design (Online)
A.A.S. – Accounting (Online)
A.A.S. – Business Management (Online)
A.A.S. – Business Administration (Online)
A.A.S. – Business Accounting Technology (Online)
A.A.S. – Criminology and Forensic Technology (Online)
A.A.S. – Criminal Justice (Online)
A.A.S. – Paralegal (Online)
A.A.S. – Paralegal Studies (Online)
M.B.A. – Business Administration (Online)

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: Kevin Modany  
Suite: \_\_\_\_\_  
Street: 13000 N. Meridian St.  
City: Carmel  
State: IN  
Zip: 46032  
Country: USA  
Telephone Number (including country or area code): 317-706-9200

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

**261B.9 DISCLOSURE TO STUDENTS.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

- 1 The name or title of the course.
- 2 A brief description of the subject matter of the course.
- 3 The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.

- 4 The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
- 5 Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
- 6 The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response:

An institution catalog is provided to prospective students and also during the enrollment process. The institution catalog lists the written disclosure required by 261B.9 on the Table of Contents page. The institution catalog also contains the name or title of courses and a brief description in the Curricula and Course Description pages. The catalog and enrollment agreement also lists the Tuition, Fees and Tools section, a Refund section, Graduation and Credential sections, and the name of the accrediting agency can be found in the Campus Information section as required by 261B.9.

**(See Attachment 1: School Catalogs)**

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

	<b>ITT Technical Institute – Cedar Rapids</b>	<b>ITT Technical Institute - Clive</b>
<b>Name</b>	Jaquelyn Parma, Director	Jodi Clendenen
<b>Suite</b>		110
<b>Street</b>	3735 Queen Court SW	1860 NW 118 <sup>th</sup> Street
<b>City</b>	Cedar Rapids	Clive
<b>State</b>	IA	IA
<b>Zip</b>	52404	50325
<b>Country</b>	USA	USA
<b>Telephone Number</b>	319-297-3400	515-327-5500

Name, address, and title of the other officers and members of the legal governing body of the school:  
[(261B.4(6))]

Officer Number 1

Name: SEE ATTACHMENT 2: LIST OF ITT EDUCATIONAL SERVICES, INC. OFFICERS AND DIRECTORS  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone No. (including country or area code): \_\_\_\_\_  
For officers 2 or more, add pages as needed:

Owner Number 2

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Name: SEE ATTACHMENT 3: BENEFICIAL OWNERS  
Suite: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone Number (including country or area code): \_\_\_\_\_  
For owners 2 or more, add pages as needed

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

Name: Accrediting Council for Independent Colleges and Schools  
Suite: 980  
Street: 750 First Street, NE  
City: Washington  
State: D.C.  
Zip: 20002  
Country: USA  
Telephone Number (including country or area code): 202-336-6780  
Contact Person: Dr. Joseph E. Gurubatham, Director of Campus Development

Is this agency recognized by the U. S. Department of Education? [  ] Yes [ ] No

**See Attachment 4: Accreditation Letter**

Accrediting Agency 2

Name: \_\_\_\_\_  
 Suite: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Telephone Number (including country or area code): \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

Is this agency recognized by the U. S. Department of Education?  Yes  No

Accrediting Agency 3

Name: \_\_\_\_\_  
 Suite: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_  
 Zip: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Telephone No. (including country or area code): \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

Is this agency recognized by the U. S. Department of Education?  Yes  No

Accrediting Agency 4+

Respond on a separate page:

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

**Student academic and financial files (active-inactive-graduate) are maintained in a secure fire resistant file room on in fire resistant file cabinets located in the school's administrative area. Students receiving Pell funding have duplicate files maintained at ITT/ESI headquarters in Carmel, IN.**

**All current graduate placement files are maintained in locked files in the Career Services offices. Older graduate placement files are maintained in the secure fire resistant file room. All active personnel records are maintained in locked files in the school Director's office. All inactive personnel records are maintained in fire resistant file cabinets.**

**All active and inactive personnel files are duplicated and maintained at ITT/ESI headquarters. Student academic, graduate placement and financial records, as well as faculty compensation analysis records are also stored electronically and backed up daily.**

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

<b>Name</b>	ITT Tech – Cedar Rapids Registrar's Office	ITT Tech – Clive Registrar's Office	ITT Tech – Indianapolis Online Registrar's Office
<b>Suite</b>		110	
<b>Street</b>	3735 Queen Court SW	1860 NW 118 <sup>th</sup> Street	9511 Angola Court
<b>City</b>	Cedar Rapids	Clive	Indianapolis
<b>State</b>	IA	IA	IN
<b>Zip</b>	52404	50325	46268
<b>Country</b>	USA	USA	USA
<b>Telephone Number</b>	319-297-3400	515-327-5500	317-875-8640

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency Name	Address	Contact Person	Telephone Number
<b>See Attachment 5: State Contact List</b>				

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used,, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

**Academic/Instructional Methodologies and Delivery Systems**

**The ITT Technical Institute is an institution of higher learning that is committed to offering quality undergraduate, graduate and continuing education locally, nationally and worldwide to students of diverse backgrounds, interests and abilities. The institution offers educational programs that integrate life-long learning with knowledge and skills to help students:**

- **pursue their personal interests and objectives;**
- **develop intellectual, analytical and critical thinking abilities; and**
- **provide service to their communities.**

**The programs employ traditional, applied and adult-learning pedagogies and are delivered through traditional, accelerated and distance methodologies in a learner-centered environment of mutual respect.**

**Program curriculums contain a mixture of technical basic, core, and general education courses. The general education courses include courses from communications, humanities, mathematics, physical science and social science.**

**For a continuation of Methodologies and Delivery Systems please see Attachment 6.**

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

State	Agency Name	Address	Contact Person	Telephone Number
<b>n/a</b>				

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes  No

If yes, explain below.

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

**DeNise Hill, USDE, (206) 615-3638**

Do you:

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No

Do you intend to:

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

**The ITT Technical Institutes located in Cedar Rapids and Clive currently offers residential programs to residents of Iowa and employs Iowa faculty members. ITT Technical Institute – Indianapolis offers online degree programs to residents of Iowa.**

Name, address, and telephone number of full-time employees in Iowa.

Name: **See faculty and administration listing in the attached school catalogs.**

Suite: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone Number (including country or area code): \_\_\_\_\_

Will your school comply with *Iowa Code* section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the *Iowa Code* for details)

Yes  No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "g"? [

(See the *Iowa Code* for details.)  Yes  No

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

Yes  No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

**Please see pages 1 and 2 of attachment 7: Consolidated Financial Statement for the year ended December 31, 2010.**

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

The on-site Learning Resource Center (LRC) is designed and equipped to support the technical, career, and life-long learning goals of the institution's educational programs. It provides access to a collection of print publications, AV materials, and software applications, as well as computer workstations, printers, and other equipment to support educational activities of students and faculty. The LRC also provides circulation and reference services, a study and tutoring space, and instructional programming.

Additional collections (both electronic and paper) will be built on the new curriculum and include basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

All students will be required to use the LRC to complete specific course assignments and research and to complete certain personal development, career research and resume building exercises. Tutorials in mathematics and electronics will be available in the LRC. Students will indirectly acquire research and critical thinking skills as they complete assignments that require LRC usage. Additionally, it is hoped that the student will develop a broader appreciation for the value of a library that will translate to lifelong usage of this valuable resource.

The Virtual Library will be the primary information resource provided to benefit students at the ITT Technical Institute. The ITT Tech Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Tech Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. Students will be able to access the ITT Tech Virtual Library from the college's LRC and from networked laboratories throughout the college. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. Attached is a brief summary of the more significant ITT Tech Virtual Library collections and links to Internet sites as well as a listing of examples of full-text books available in the Virtual Library. The ITT Tech Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Tech Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Tech Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty and curriculum developers. The Corporate Librarian ensures that the ITT Tech Virtual Library complies with accreditation criteria and applicable state regulations.

At the local level ITT Technical Institute will supplement the national supervision and management of the ITT Tech Virtual Library with on-site support staff. The support staff will be trained in the use of the ITT Tech Virtual Library and will be available to provide research assistance to students during the hours that the LRC is open.

Included in the LRC are computers with a variety of software and Internet access, printers, and audio-visual equipment and materials to further enhance the learning process. The school will continue to add CD, DVD materials and other technology. The school periodically will review the LRC holdings and resources with the goal of maintaining a relevant and up-to-date resource for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

**ITT/ESI has established a National Curriculum Committee for each educational program, which includes instructors, School Chairs, and deans from throughout the country. This committee is responsible for ongoing curriculum evaluations. Recommendations regarding changes and the updating of the curricula are made to the Corporate Curriculum Development Department. The Corporate Curriculum Department includes National Chairs who specialize in a particular industry or area of expertise. Each of these National Chairs pursues a rigorous and ongoing program of keeping up with trends, changes and standards in their specific industries, through attendance at industry conferences; participation in industry trade associations; reading industry journals, books and news; consultation with textbook publishers, hardware and software vendors, technology service providers and interaction with other educators in that field. In addition, they interact with ITT/ESI program chairpersons and instructors, who bring their unique experiences to bear on industry directions.**

**See attachment 8: National Chair and CAO resumes.**

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

**The ITT Technical Institutes located in Cedar Rapids and Clive, IA are divided into administrative and educational areas complete with theory rooms, laboratories, administrative offices, common areas and a Learning Resource Center. Ample and well-lighted parking is available at both locations. The facilities are designed to serve the disabled (see the Disables Applicants and Students section of the attached catalogs). Both facilities are in compliance with federal, state and local ordinances and regulations, including those regarding safety and health. See Attachment 9: lease agreements.**

**ITT Technical Institute – Indianapolis, IN offers Distance education degree programs and courses to Iowa residents that are delivered online over the Internet through an asynchronous learning network called Questa. There is a prescribed schedule for completion for each of the courses. Support materials for each distance education course are provided to the student. These materials may include course syllabus, textbook, CD-ROM and other printed documents required for the distance education course. Interaction between students, faculty, and Online support personnel is conducted through Questa and the email system.**

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document.

#### **See attachment 10: CEO Statement Letter**

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

**ITT Technical Institute is one of a network of co-educational, non-denominational private postsecondary educational institutions owned and operated by ITT Educational Services, Inc. a Delaware corporation.**

**See attachment 11: ITT Educational Services, Inc., District Offices, Learning Sites and ITT Technical Institute location list.**

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

#### **Student Complaint/Grievance Procedure**

Statement of Intent: To afford full consideration to student complaints concerning any aspect of the programs, facilities or other services offered by or associated with ITT Technical Institute. This complaint procedure is intended to provide a formal framework within which such complaints may be resolved. This procedure is not, however, a substitute for other available informal means of resolving complaints or other problems. Students are encouraged to communicate their concerns fully and frankly to members of the school faculty and administration. Reasonable measures will be undertaken to preserve the confidentiality of information that is reported during the investigation and to protect persons who report information from retaliation.

#### **Procedure**

All student complaints will be handled in the following manner:

##### **Step One - Contact School Director**

1. A student must present to the school Director (ITT Technical Institute, 3325 Stop Eight Road, Dayton, Ohio 45414, telephone (937) 264-7700) any complaint relating to any: (a) aspect of the programs, facilities or other services provided by the school; (b) action or alleged misrepresentation by an employee or representative of the school; (c) discrimination or harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status by any student, applicant, faculty member or other school employee, or visitor or invitee of the school; and (d) school activity. The complaint may be oral or written. The school Director will promptly acknowledge receipt of the complaint.
2. The school Director will meet with the student to discuss and respond to the complaint. The school Director's response may be oral or written and will address the specific complaint and indicate what, if any, corrective action has been proposed or accomplished.
3. Within three (3) school days of any such discussion, the school Director will prepare a written summary of the discussion, including any agreed upon or proposed solution of the student's complaint. The school Director will take the necessary steps to ensure that any agreed upon solution or other appropriate action is taken.

##### **Step Two - Appeal to ITT Educational Services, Inc. ("ITT/ESI")**

1. If a complaint is not resolved to the student's satisfaction, the student will, as soon as possible after the student's discussion with the school Director, submit the complaint on a Student Complaint Summary form to the Student Relations Specialist, ITT/ESI, 13000 N. Meridian Street, Carmel, Indiana 46032-1404, telephone (800) 388-3368.
2. Within ten (10) days after receipt of the student's written letter of complaint, the Student Relations Specialist, ITT/ESI or designee will reply to the student in writing, specifying what action, if any, ITT/ESI will undertake.

##### **Step Three - Contact the State**

If the complaint has not been resolved by ITT/ESI to the satisfaction of the student, the complaint may be referred to the Ohio State Board of Career Colleges and Schools, 35 East Gay Street, Suite 403, Columbus, Ohio 43215-3138, telephone (614) 466-2752 or toll free (877) 275-4219 and/or the Ohio Attorney General's Consumer Protection Section, 30 E Broad St. 14<sup>th</sup> Floor, Columbus, Ohio 43215-3400, toll free (800) 282-0515.

##### **Step Four - Contact the Accrediting Council**

If the complaint has not been resolved by ITT/ESI to the satisfaction of the student, the complaint may also be referred to the Accrediting Council for Independent Colleges and Schools, 750 First Street, NE, Suite 980, Washington, DC 20002-4241, telephone (202) 336-6780.

Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

**See Attachment 12: Iowa and Indiana Secretary of State Certificates of Authorization**

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

**See Attachment 13: ITT Technical Institute Cohort Default Rates**

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

**The institution does not track or capture individual personal financial debt loads at the campus or corporate level.**

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

**ITT Technical Institute, Cedar Rapids and ITT Technical Institute, Clive were not in operation during the applicable years, therefore graduation rate information is not available. For ITT Technical Institute, Indianapolis, 39% of the overall cohort were pursuing bachelor degrees in 2004. Of that cohort, 16% graduated in 4 years, 13% graduated in 5 years, and 16% graduated in 6 years.**

**SIGNATURE**

**Applicant School Chief Executive Officer**

Name: Kevin M. Modany

Title: Chief Executive Officer

Signature:



Date:

11-14-11

**If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.**