

Iowa College Student Aid Commission

Postsecondary Registration Administrator
603 East 12th Street, FL 5th
Des Moines, IA 50319
(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

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
603 East 12th Street, FL 5th
Des Moines, IA 50319
(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
603 East 12th Street, FL 5th
Des Moines, IA 50319

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: Liberty University
Suite: _____
Street: 1971 University Blvd
City: Lynchburg
State: Virginia
Zip: 24502
Country: United States
Telephone Number (including country or area code): 434-592-2000

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
NONE						

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

Suite	Street	City	State	Zip	Country	Telephone
NONE						

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
Associates	19,500	875	2000		22,375
Bachelors	39,000	1750	4000		44,750
Masters	16,740	700	1200		18,640
Doctorate	29,700	1225	2000		32,925

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.

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

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

Offered outside of Iowa see attached document.

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

Name: Jerry Falwell, Jr., Chancellor

Suite: _____

Street: 1971 University Blvd
City: Lynchburg
State: VA
Zip: 24502
Country: USA
Telephone Number (including country or area code): 434-582-2000

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:

Liberty Online students receive all the above information in various written disclosures during the enrollment management process. This process includes Financial Check In where students confirm course registration and applicable student aid for payment. During FCI students see disclosures on refund policies and specific tuition and fee charges. All online students can access catalog information at www.liberty.edu, which includes course descriptions, credential and accreditation information.

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

Name: CT Corporation (Registered State Agent)
Suite: _____
Street: 500 East Court Avenue
City: Des Moines
State: IA
Zip: 50309
Country: USA

Telephone Number (including country or area code): 515-245-4469

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 Attached Board of Trustees Info
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: None
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: Southern Association of Colleges and Schools Commission on Colleges (SACS)
Suite: _____
Street: 1866 Southern Lane
City: Decatur
State: GA
Zip: 30033
Country: United States
Telephone Number (including country or area code): 404-679-4500
Contact Person: Belle S. Wheelan, PhD--President of SACS

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

Accrediting Agency 2

Name: Commission on Collegiate Nursing Education
Suite: 530
Street: One Dupont Circle NW
City: Washington
State: District of Columbia
Zip: 20036
Country: United States
Telephone Number (including country or area code): 202-887-8476
Contact Person: Mary Margaret Mooney, Board of Commissioners Chair

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

Accrediting Agency 3

Name: National Council for Accreditation of Teacher Education
Suite: 500
Street: 2010 Massachusetts Avenue NW
City: Washington
State: District of Columbia
Zip: 20036
Country: United States
Telephone No. (including country or area code): 202-466-7496
Contact Person: James G. Cibulka-President

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))]

Liberty uses an electronic approach to preserve student data/records. We utilize and store data regarding student attendance on Blackboard, our Learning Management System. All grades are housed within our Student Management System, Banner. The attendance information, which includes student progress, is housed within a database in our Student Management System and is available for review via two Blackboard Building Blocks entitled "Activity Tool" and "Activity Tool 2". These records are housed indefinitely

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

Name: Liberty University--Office of the Registrar
Suite: _____
Street: 1971 University Blvd
City: Lynchburg
State: VA
Zip: 24502
Country: United States
Telephone Number. (including country or area code): 434-592-5100

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

N/A

Do you:

Enroll students in Iowa? [] Yes [] No

Employ Iowa faculty? [] Yes [] No

Do you intend to:

Enroll students in Iowa? [] Yes [] No

No Employ Iowa faculty? [] Yes [] No

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

Please see attached Marketing Strategy document. Liberty's plans for the employment of Iowa faculty is strictly for the hiring of qualified candidates for Liberty's online degree programs. At no time are any Iowa residents hired to teach courses face to face with Iowa students.

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

Name: _____
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.

ATTACHED.

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

Attached is a 5 page document that thoroughly explains the library resources available.

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

Full time faculty participate in all stages of curriculum and policy development processes, from proposing to approving courses and policies at the department and school levels, as well as at the university level. In addition, in cases where part-time faculty attend school meetings, they participate in decision-making about curricular and other academic matters. Both part-time and full-time faculty may serve as subject matter experts, or "lead instructors" and "content developers" for classes with uniform content across many sections.

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.

N/A

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. see attached written procedure.

Statement may be in an attached document.

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.

no plan to provide since no facilities exist that meet this explanation.

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. j

Liberty online student can use the attached Complaint Form provided by the Online Student Advocate Office. Students then forward the Complaint Form to their Academic Advisor who coordinates with the Student Advocate Office to facilitate the answering of the complaint with the appropriate department.

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

See attached documents for both Virginia and Iowa.

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.

4.1%

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

\$21,700

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.

Liberty does not report diploma or 2-year rates. Liberty's 4 year rate is 28% for students pursuing Bachelor's Degrees who began in Fall 2005.

SIGNATURE

Applicant School Chief Executive Officer

Jerry L. Falwell, Jr.

Name

Chancellor, President

Title

Signature

Date

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.