

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.

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

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

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. Other documents or materials may also be attached to support the application. \$

(Registrations must be renewed every two 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: Luther Rice University, Inc.
Street: 3038 Evans Mill Road
City: Lithonia
State: GA
Zip: 30038
Country: United States
Telephone Number (including country or area code): 770/484-1204

Type of school:

- For-profit
 Non-profit
 Public

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

Suite	Street	City	State	Zip	Country	Telephone
N/A						

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

Suite	Street	City	State	Zip	Country	Telephone
N/A						

Total 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
Bachelor of Arts-Religion	\$26,760	\$1,800	\$4,000		\$32,560
MA Leadership	\$ 8,100	\$ 540	\$1,200		\$ 9,840
MA Biblical Counseling	\$ 8,100	\$ 540	\$1,200		\$ 9,840
MA Christian Studies	\$ 8,100	\$ 540	\$1,200		\$ 9,840
MA Apologetics	\$ 8,100	\$ 540	\$1,200		\$ 9,840
Master of Divinity	\$20,250	\$1,350	\$3,000		\$24,600
Doctor of Ministry	\$ 8,250	\$ 450	\$1,000		\$ 9,700

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 policy attached – Appendix 2. On pgs. 24 – 26 in LRU Catalog, attached and marked.
 Prorated on-campus, online, modular, mini-term, Fri.-Sat. classes.**

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

Bachelor of Arts in Religion, Master of Arts in Leadership, Master of Arts in Biblical Counseling, Master of Arts in Christian Studies, Master of Arts in Apologetics, Master of Divinity, and Doctor of Ministry.

Offered in Iowa [(261B.4(11))]. All of the same degrees mentioned above.

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

Name: Dr. James Flanagan, President

Street: 3038 Evans Mill Road

City: Lithonia

State: GA

Zip: 30038

Country: United States

Telephone Number (including country or area code): 770/484-1204 ext. 5175

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: The university catalog (LRU Catalog) contains all of the information in items #1 through 6, 261B.9, Disclosure to Students. Tuition and fees, Catalog, Pgs. 21-22. Refund Policy- See attached - Appendix 2. Graduation, Catalog, pgs. 61-62. Accrediting Agency, Catalog, pg. 8. Additionally, a class schedule is published each semester which contains course number, course name, professor, credit hours, format, and time. See attached - Appendix 13 for two Course Schedule Planners. A syllabus is issued for each class that includes the course name and brief description. See attached - Appendix 14 for two syllabi.

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]. If the school is applying for distance education and has registered with the Iowa Secretary of State as a for-profit or non-profit corporation transacting business in Iowa, please list the corporation's Iowa registered agent.

Name: Phil Winfield
Suite: _____
Street: 4200 E. 25th Street
City: Des Moines
State: IA
Zip: 50317
Country: United States
Telephone Number (including country or area code): 515/265-0199

Name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]. Attached is a list of the Board of Trustees – Appendix 6.

Officer Number 1

Name: see enclosure Appendix 6
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: N/A
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: Transnational Association of Christian Colleges and Schools (TRACS)
Suite: _____
Street: 15935 Forest Road
City: Forest
State: VA
Zip: 24551
Country: United States
Telephone Number (including country or area code): 434/525-9539
Contact Person: Dr. Paul Boatner

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

Accrediting Agency 2

Name: N/A
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: N/A
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

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))].
Our records are backed up on our server, locked in a secure room with a sprinkler system, and the files are in fire proof cabinet. We also have our records scanned to Oasis (LRU's College Management Software) which is on the server as well as backed up at an off-site location.

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

Name: Luther Rice University, Inc. Registrar's Office
Suite: _____
Street: 3038 Evans Mill Road
City: Lithonia
State: GA
Zip: 30038
Country: United States
Telephone Number. (including country or area code): 770/484-1204 ext. 5266
Email: Registrar@LRU.edu

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
Georgia	Nonpublic Postsecondary Education Commission	2082 East Exchange Place, Suite 220, Tucker, GA 30084	Dr. Shelvey Holland	770/414-3235
Florida	Commission for Independent Education	325 W. Gaines Street, Suite 1414, Tallahassee, FL 32399	Mary Hamm-Ritacco	888/224-6684

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))]. **LRU offers all courses through the traditional classroom approach and through internet delivery using Blackboard as the platform.**

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.

Agency Name	Contact Person	Telephone Number	Approval Status
Office of the Iowa Secretary of State	Customer Service Division	515/281-5204	Approved-see attached Appendix 11 (Certificate of Authority from Iowa SOS).

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.

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
Employ Iowa faculty? Yes No

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

All advertising for students is generic and does not target specific states. Students are recruited over the internet and attendance at recruiting conferences. No plans currently exist to employ faculty from Iowa.

Name, address, telephone number and resume of employees in Iowa. Please identify which employees are full time.

Name: N/A Title: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone Number (including country or area code): _____

* Resumes may be provided as attachments

Will your school comply with Iowa Code section 261B.7 which requires the school to disclose that it is registered by the Commission, including, including Commission contact information?
(See the Iowa Code for details)

Yes No

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

(See the Iowa Code for details.) Yes No

Please provide policies that comply with these requirements as attachments:

- 261.9(1)e: Drug Policy – LRU Student Handbook, Sections 100.5-100.5.1, pgs. 11-12 – See attached - Appendix 15;
- 261.9(1)f: Sexual Abuse – LRU Annual Campus Security Report, pg. 8, See attached – Appendix 16; LRU Student Handbook, Section 100.3, pg. 10, See attached – Appendix 17;
- 261.9(1)g: Military Service: LRU Catalog, pg. 33, See attached – Appendix 18;
- 261.9(1)h: Reporting Abuse: LRU Annual Campus Security Report, See attached – Appendix 16.

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.

~~Audit for fiscal year ending June 30, 2012 is attached - Appendix 7. It is an unqualified opinion.~~

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs. **See attached "Library Resources" – Appendix 1.**

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa. **The Seminary Committee, Graduate Committee, and the Undergraduate Committee administer all academic programs. These committees discuss all curriculum issues and meet monthly. Recommendations are forwarded to the Faculty which meets monthly. Minutes document Faculty involvement. See attached Faculty Meeting Minutes – Appendix 8.**

If applicable, please 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. **LRU has no physical presence in Iowa and no physical facility.**

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 document – Application Letter of Intent attached – Appendix 9

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. **The only location for Luther Rice University, Inc. is 3038 Evans Mill Road, Lithonia, GA 30038, 770/484-1204. All operations are at this site.**

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. **The Student Grievance Policy and Non-Academic Appeals Process is contained in the LRU Catalog, Student Life section, pgs. 47-48. See attached - "Student Grievance Policy and Non-Academic Appeals Process" – Appendix 10. Also see the LRU Catalog attached, with the pages marked.**

The complaints are to be addressed to Dr. Dennis Dieringer, Vice President for Student Development, 3038 Evans Mill Road, Lithonia, GA 30038. 770/484-1204 ext. 5613.

If applicable, provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

Certificate of Authority from Iowa Secretary of State, See attached - Appendix 11; Certificate of Incorporation from Florida; License by Means of Accreditation from Florida; Certificate of Authorization from Georgia; and Certificate of Existence from Georgia (all GA & FL documents, see attached – Appendix 12).

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. **The three-year default rate provided by the USDE for years 2008-2009, 2009-2010, and 2010-2011 is 9%.**

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

The average debt per 2012 graduate that received student loans while attending Luther Rice is \$50,980.24. This figure includes the student loans that the students received elsewhere along with the student loans while at LRU.

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. **The latest graduation rate is 0% due to the fact that there were no first time, full-time undergraduates for the 2006 cohorts. The average age of LRU students is 38 and most of our students are transfer students. We also have a heavy graduate student population**

SIGNATURE

Applicant School Chief Executive Officer

Dr. James Flanagan	President
Name	Title
	January 24, 2013
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.

A registration fee of \$2,000 is due and payable to the State of Iowa upon registration approval.