



Petition for Closing a School or Relocating the Main Campus

for consideration by the ATS/COA Board of Commissioners

All fields marked with * are required and must be filled.

Commission-accredited schools must petition for approval prior to closing their school (i.e., ceasing operations permanently) or relocating their main campus (i.e., continuing operations in a new location), per [Policies and Procedures](#) IV.E.

For any closures due to mergers or acquisitions, schools should complete instead the petition for change in control or legal status. In completing this form, please include links to additional documentation as requested or as deemed helpful. Your Commission staff liaison will contact you if there are any questions regarding this petition.

i. Name of school: *

Click to select from menu



ii. Contact information for person submitting this form: *

Prefix

First Name (MI)

Last Name

Suffix

iii. Title: *

Position title of person submitting this form

iv. Email: *

A copy of your form will be sent to this address

v. Indicate the type of petition being submitted: *

Click to select from menu

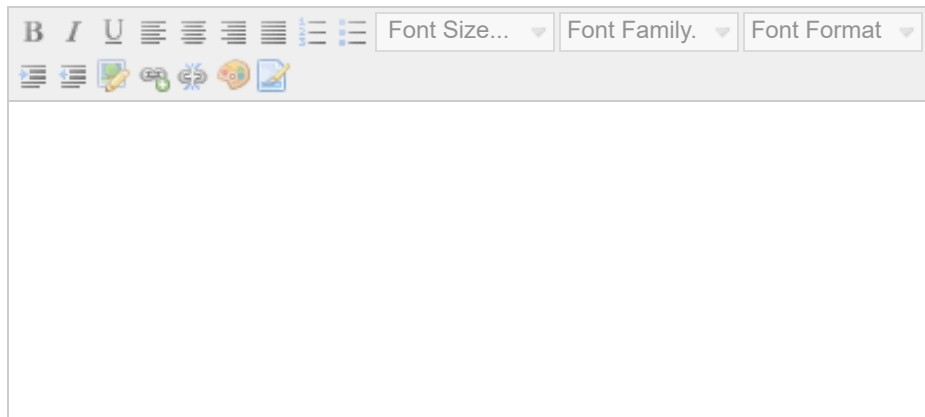


Once petition type is selected, complete the items on the following pages

(per Policies and Procedures IV.E; cf. III.L.1-3)

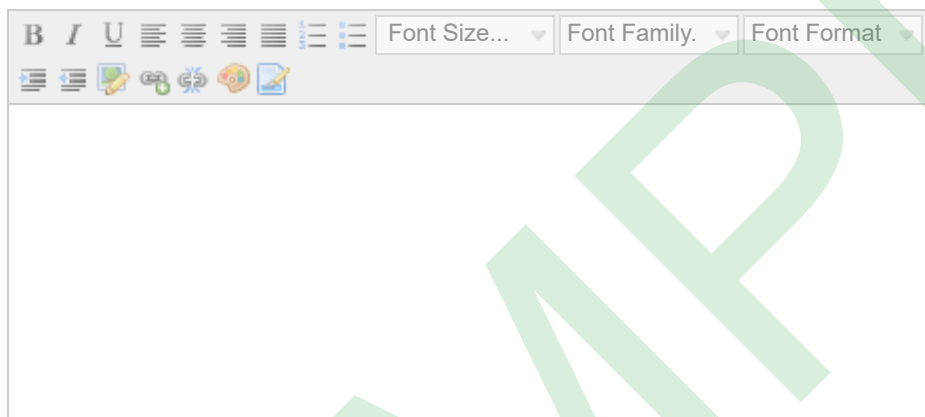
1. Effective date of closure: *

4. Describe how the school's teach-out plan addresses all Commission criteria (Policies and Procedures III.L); provide link(s) to all required documentation (III.L.1-2); if a teach-out agreement is also required, provide a link to that agreement (III.L3): *



All documents must also be uploaded; see final page of this form

5. What entity will maintain the official records of the school (including student transcripts) after the closure? *



List here the address of that entity and whether it is accredited

6. Is the school accredited by another agency? *

- ☐ No
- ☐ Yes*

***If YES, list the name and contact information for that agency:**

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Family, Font Format, Link, Unlink, Image, Video, Audio, and a text box for content.

7. Does the school participate in US Title IV federal financial aid programs? *

- ☐ No
☐ Yes**

****If YES, describe what steps the school has taken to communicate this closure to that federal office and what their response has been:**

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Family, Font Format, Link, Unlink, Image, Video, Audio, and a text box for content.

Relocating the main campus and continuing operations in a new location

(per Policies and Procedures IV.E.2; cf. III.L.1-2)

All fields marked with * are required and must be filled.

1. Effective date of relocation of main campus: *

/ / 

Month Day Year

2. Complete address of "OLD" location:

Street Address

Street Address Line 2

City

State / Province

Please Select



Postal / Zip Code

Country

3. Complete address of "NEW" location:

Street Address

Street Address Line 2

City

State / Province

Please Select



Postal / Zip Code

Country

4. Approximate distance between the closed and new locations: *

ex: 30 km

Indicate in miles or kilometers

5. If the new location is part of another entity (e.g., church or college), please list the name of that entity here and add a link to the written agreement allowing the school to use that facility: *

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Family, Font Format, Link, Unlink, Insert Image, Insert Video, Insert Audio, Insert Table, and a text area for input.

Written agreement must also be uploaded; see final page of this form

6. Describe reason(s) for relocation: *

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Family, Font Format, Link, Unlink, Insert Image, Insert Video, Insert Audio, Insert Table, and a text area for input.

7. Describe here any change in the degrees that will be offered there: *

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Family, Font Format, Link, Unlink, Insert Image, Insert Video, Insert Audio, Insert Table, and a text area for input.

(e.g., the same degrees as offered in the current location will be offered in the new location)

8. What resources are available at the new location:

8a. Faculty: *

Indicate whether all faculty will relocate

B I U [List Icon] [List Icon] [List Icon] [List Icon]
[List Icon] [List Icon] [Image Icon] [Image Icon] [Image Icon] [Image Icon]

Font Size... Font Family. Font Format

*

B	I	U											Font Size...	Font Family.	Font Format

Describe any changes to student support services

9. Describe how and when this relocation has been (will be) communicated to those affected, especially students and employees (provide links to sample letters sent to those affected): *

B	I	U											Font Size...	Font Family.	Font Format

All documents must also be uploaded; see final page of this form

10. Describe how the school's teach-out plan addresses all the criteria in Policies and Procedures III.L.1-2 (e.g., all students will relocate) and provide a link to any required documents: *

B	I	U											Font Size...	Font Family.	Font Format

All documents must also be uploaded; see final page of this form

11. Describe any authorization(s) needed for this relocation (e.g., approval of governing board, approval of a state or provincial entity, etc.) and provide a link to any documentation of the approval(s): *

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Family, Font Format, Link, Unlink, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Code, and a large text area below.

All documents must also be uploaded; see final page of this form

12. Is the school accredited by another agency? *

- ☐ No
☐ Yes*

***If YES, list the name and contact information for that agency:**

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Decrease Indent, Increase Indent, Font Size, Font Family, Font Format, Link, Unlink, Insert Image, Insert Video, Insert Audio, Insert Table, Insert Code, and a large text area below.

13. Does the school participate in US Title IV federal financial aid programs? *

- ☐ No
☐ Yes**

****If YES, describe what steps the school has taken to communicate this closure to that federal office and what their response has been:**

All fields marked with * are required and must be filled.

NOTE: Petitions for closing a school or relocating a main campus are typically decided by the Board of Commissioners within a few months (see submission deadlines on ATS [petitions and notifications webpage](#)). If the school is relocating its main campus, the Board will require a focused evaluation visit within six months of the effective date of relocation (relocations of embedded schools moving to another part of the campus do not require focused visits, per [Policies and Procedures](#) IV.E.2).

A copy of your form will be sent to this address

CEO Email

(optional)

A copy of your form will be sent to this address

CAO Email

(optional)

A copy of your form will be sent to this address

ALO Email

(optional)

A copy of your form will be sent to this address

PDF attachment (optional)

Choose File

 No file chosen

If submitting multiple documents, consolidate these as one (bookmarked) PDF file

Additional comments

Submit



ACCESSIBILITY
ENABLED FORM