

**COLORADO COMMISSION ON HIGHER EDUCATION
 Institutional Application to Participate
 In State-Funded Student Financial Aid Programs**

Criteria for institutional eligibility for state-funded student assistance programs is set forth in 23-3-101, C.R.S. Institutions that wish to participate in the Colorado financial aid programs must file this application by October 1 to participate in the following fiscal year (i.e., July 1 – June 30) and permit a determination of eligibility pursuant to the statute.

Legal Name of Institution: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Phone: _____

1. Institutional Eligibility Criteria

An institution must be accredited by, or have candidate status with, a nationally recognized accrediting agency. Describe accreditation. A private vocational school must submit a copy of its regular certificate from the Division of Private Occupational Schools.

Is the institution a branch of an institution whose principal campus and facilities are located outside of Colorado? yes _____ no _____

Does the institution offer degrees or programs that prepare students for careers in religious practice, such as the ministry, priesthood, or other clerical position? yes _____ no _____

2. Governance Structure

What is the organizational structure of the institution?

- a. Sole proprietorship _____
- b. Partnership _____
- c. For profit corporation _____
- d. Nonprofit corporation _____

If a corporation, describe the board type, number of directors/trustees, and how they are selected.

3. Institutional Administrative Capability

The institution must have participated in Federal campus-based student assistance programs for at least two years, have allocated at least 90 percent of Federal student assistance fund, and be able to demonstrate capability to administer state funds properly.

Has the institution's eligibility to participate in the Federal Stafford Loan Program been suspended, limited, or terminated? yes _____ no _____

Provide a resume of the person designated to have primary responsibility of the financial aid programs. Such person is expected to have experience in student aid administration and spend the majority of his/her time on student aid programs. Describe any additional duties required of this person:

This application must include:

- Copy of Fiscal Operations Report for the prior year;
- Copy of Application of Funds for the current year;
- Most recent audit of Federal Student Aid Administration
- Resume of the institution's fiscal officer or business manager.
- Copy of the most recent document(s) describing the institution's programs
- A statement of requirements for students to enroll at the institution

4. Enrollment Information

State-funded student assistance funds are available primarily to Colorado residents. In order to determine a reasonable allocation of funds for awards to in-state students at each school, enrollment information for the previous fiscal year must be provided to the Colorado Department of Higher Education through the Student Unit Record Data System (SURDS). Once an application is approved by the Colorado Commission on Higher Education, the department will provide instructions as to the format and submission of SURDS information.