

**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 that are devotional in nature or programs that prepare students for a career in the clergy?

YES ____ NO ____

I. Governance Structure

1. What is the organizational structure of the institution?

- a. Sole proprietorship _____
- b. Partnership _____
- c. Corporation _____

2. What type of body governs the institution?

- a. Owner _____

- b. Board of directors _____
- c. Trustees _____

3. How many persons constitute the governing body?
4. How are the persons governing the institute selected?

This information must be updated any time more than one-fourth of the governing individuals have been selected since the last report.

II. Institutional Administrative Capability

The institution must have participated in Federal campus-based student assistance programs for at least two years, have utilized at least 90 percent of federal student dollars, and be able to demonstrate capability to administer the funds properly. Please submit a copy of

- a. Fiscal Operations Report for the prior year;
- b. Application of Funds for the Current year; and
- c. A copy of the most recent audit of Federal Student Aid Administration at institution.

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(s) in charge of financial aid at the institution. This person has been designated to have primary responsibility of the financial aid programs; is expected to have experience in student aid administration; and spends the majority of his/her time working with student aid programs. Additional duties required of this person must be described below.

- Provide a resume for the institution's fiscal officer or business manager.
- Provide a copy of the most recent catalog describing the institution's programs and a statement of requirements students must meet to enroll at the institution.

III. 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 the application is approved by the Colorado Commission on Higher Education, instructions will be provided to upload the data.