Application for Approval to Offer Distance Education in New York State

Requirements and Terms of Approval

An institution applying to the New York State Education Department (NYSED) for approval to offer credit-bearing post-secondary distance education in New York State must meet the following requirements. The Chief Administrative Officer of the applicant organization must initial each item. NYSED reserves the right to request further information or conduct additional review for the purposes of evaluating the validity of the information provided herein.

**By initializing each item below, the signatory attests that the out-of-state higher education institution seeking authorization to provide distance education programs in New York:**

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|   | Is legally domiciled in a state other than New York or a United States territory, and hold proper authorization from such state/territory to offer degree-granting programs and confer degrees in such state/territory.  |
|   | Is accredited, with distance education approval, by a USDE recognized institutional accrediting body.  |
|   | Possesses a financial responsibility index score from U.S. Department of Education that is 1.5 or above.  |
|   | Affirms that the institution and its program meet and will continue to abide by the Interregional Guidelines for the Evaluation of Distance Education as defined in §49-2.2(f) of Commissioner’s Regulation (see Appendix A). |
|   | Agrees to be responsible for the actions of third-party providers used by the institution to offer distance education to New York State residents. |
|   | Agrees to notify NYSED of any adverse actions by its accreditor or any negative changes to its accreditation status. |
|   | Agrees to provide any data requested by NYSED for the purposes of periodic monitoring activities and/or responding to complaints. |
|   | Agrees to work with NYSED, other state agencies, and accreditors to resolve any complaints, and abide by the decisions of NYSED or other state agencies regarding complaint resolution, including but not limited to paying any refunds or fines and addressing any required corrective actions. |
|   | Agrees to notify all prospective and enrolled students in a course or program that customarily leads to professional licensure or certification, or which a student could reasonably believe leads to licensure or certification, that the institution is not able to recommend graduates for professional licensure in New York State, does not know whether the course or program leads to licensure requirements in New York State, and to provide the student with the contact institution for the appropriate state licensing or certification boards. |
|   | Agrees in cases where the institution cannot fully deliver the instruction for which a student has contracted, to provide a reasonable alternative for delivering instruction or reasonable financial compensation for the education the student did not receive. |
|   | Agrees to pay a non-refundable fee of $7,000 for the review and processing of the institution's application, and an annual administrative fee of $10,000 ($17,000 due upon initial application submission). |
|   | Agrees to cease and desist all operations, including offering any distance education programs to New York State residents, upon notification from NYSED that the institution has lost eligibility. |

**I hereby certify that I am the applicant institution’s Chief Administrative Officer, and on behalf of the institution I agree to the requirements and terms of approval.**

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| *Chief Administrative Officer Signature* | *Printed Name* | *Title* | *Date* |