



KENTUCKY COMMISSION On PROPRIETARY EDUCATION

300 Sower Boulevard, Frankfort, Kentucky 40601

(502) 564-4185

<http://kcpe.ky.gov>

APPLICATION TO TRANSFER OWNERSHIP OF A SCHOOL

INSTRUCTIONS

1. This application must be typed or printed legibly and completed in its entirety.
2. An ownership transfer includes any change of ownership.
3. This application and all supporting material must be submitted with the application fee in accordance with 791 1:025. This fee is nonrefundable. All fees must be paid by check or money order made payable to the Kentucky State Treasurer. **DO NOT SEND CASH.**
4. Attach continuation sheets if more space is needed to provide information.
5. Refer to KRS 165A:360(9) and 791 KAR 1:025.
6. This completed application shall be submitted within 10 days of ownership transfer to the Kentucky Commission on Proprietary Education and may be submitted by mail to 300 Sower Boulevard, Frankfort, Kentucky 40601.

SCHOOL INFORMATION AS IT APPEARS ON THE CURRENT LICENSE

Current School Name _____ Date Current License Issued _____

Street Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number _____ Website Address _____

Administrative Contact Person Name _____ Title _____

Administrative Contact Person Address _____ City _____ State _____ Zip Code _____

Administrative Contact Phone Number _____ Fax Number _____ Email Address _____

OWNER INFORMATION FOR THE CURRENT LICENSE

Current School Owner Name _____ Telephone Number _____

Street Address _____ City _____ State _____ Zip Code _____

Current School Owner Name _____ Telephone Number _____

Street Address _____ City _____ State _____ Zip Code _____

Ownership Form Corporation Limited Liability Company Partnership Individual





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OWNER INFORMATION FOR NEW LICENSE

New School Owner Name Telephone Number

Street Address City State Zip Code

New School Owner Name Telephone Number

Street Address City State Zip Code

Administrative Contact Person Name Title

Administrative Contact Person Address City State Zip Code

Administrative Contact Phone Number Fax Number Email Address

Ownership Form Corporation Limited Liability Company Partnership Individual

If the new owner is a corporation or limited liability company, is the corporation or limited liability company in good standing in the Commonwealth of Kentucky? Yes No

If No, please explain.

Has any administrator, owner or officer ever been associated with a school that closed? Yes No

If Yes, please explain.

Has any administrator, owner or officer ever been associated in any capacity with a school in Kentucky or any other state? Yes No

If Yes, please explain.

Has any administrator, owner or officer ever been cited to cease and desist operations by any act or practice of any federal or state agency? Yes No

If Yes, please explain.



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Has any administrator, owner or officer ever been refused approval by any federal, state, or accrediting agency to operate a school in any state? Yes No

If Yes, please explain.

Has any administrator, owner or officer of the school ever been convicted of a felony violation of the law? Yes No

If Yes, please explain.

Amount of operating capital available to sustain on-going operations.

OPERATIONAL CHANGES

Review and check the appropriate response for the following questions. If any statement is marked Yes, attach the referenced form or exhibit as indicated. If PE form(s) requiring a fee are submitted with this APPLICATION TO TRANSFER OWNERSHIP OF A SCHOOL (PE-21), additional fees are waived.

| Statement | Yes | No | If Yes, Attach |
|--|-----|----|--|
| 1. Will there be any changes or revision to existing programs or courses? | | | See 1a. and 1b. |
| 1a. If Yes to 1, are those changes less than 25% of currently approved content? | | | Form PE-12 for each program |
| 1b. If Yes to 1, are those changes 25% or greater of currently approved content? | | | Form PE-13 for each program |
| 2. Will new associate degree programs be awarded? | | | Form PE-10 for each program |
| 3. Will new certificate or diploma programs be added? | | | Form PE-14 for each program |
| 4. Will new instructors or school management be hired? | | | Form PE-11 for each individual |
| 5. Will new personnel be hired as school agents/recruiters? | | | Form PE-19 for each agent/recruiter |
| 6. Will the school name change? | | | Form PE-22 |
| 7. Will the school location change? | | | Form PE-23 |
| 8. Will the existing school facility be expanded? | | | Form Not Applicable |
| 9. Will there be any changes to the existing school catalog? | | | Changes to school catalog, marked Exhibit A |
| 10. Will there be any changes to the existing student enrollment form? | | | Changes to student enrollment form, marked Exhibit B |
| 11. Will there be any changes to the existing school calendar? | | | Changes to school calendar, marked Exhibit C |



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SUPPORTING MATERIAL

- ⑧ SCHOOL SURETY BOND (PE-26) or an irrevocable letter of credit at a financial institution in the minimum amount of Twenty Thousand Dollars (\$20,000.00) in the name of the new owner(s).
- ⑧ BLANKET AGENT SURETY BOND (PE-27) for each agent/recruiter soliciting in Kentucky in the minimum amount of Five Thousand Dollars (\$5,000.00) in the name of the new owner(s).
- ⑧ APPLICATION FOR PERMIT TO ACT AS AN AGENT (PE-19) for each such agent/recruiter.
- ⑧ A copy, marked Exhibit D, of the legal evidence showing any transfer of ownership agreement and/or evidence of purchase.
- ⑧ A listing, marked Exhibit E, of all assets being transferred including, but not limited to, buildings, equipment, furniture, vehicles and cash or cash equivalents.
- ⑧ A listing, marked Exhibit F, of financial liabilities being transferred and assumed by the new owner(s).
- ⑧ A copy of current lease, (if applicable) marked G
- ⑧ Copy of Article of Incorporation and Assumed Name paperwork marked

CERTIFICATION

I certify that the information provided on this application as submitted to the Kentucky Commission on Proprietary Education is true and correct in its entirety. In addition, I hereby pledge to follow all standards set out in KRS Chapter 165A and all rules and regulations set out in **791 KAR Chapter 1** [204-KAR-Chapter-40.]

| | | | |
|----------------------|-------|---------------------------|------|
| | | | |
| School Official Name | Title | School Official Signature | Date |

