

PROPRIETARY SCHOOL LICENSE REQUIREMENTS CHECKLIST

1. Licensure Application Form (PSC-1)
2. Notarized Commitment Statement (PSC-2)
3. Copy of documents from the Secretary of State's Office validating legal structure and accompanying documentation as required.
4. A current audited balance sheet of the school prepared by an independent Certified Public Accountant licensed in the State of Louisiana [per La. R.S. 17:3141.4C. (4)]
5. Inventory list of equipment available for instruction in each course of study
6. Copies of all enrollment contracts or agreements with a minimal cancellation and refund policy that has been approved by the Commission (sample is included in this packet)
7. Copies of all circulars, brochures, bulletins, certificates, diplomas and advertising copy for all media
8. Copy of school catalog (minimal contents to be included are in this packet)
9. Surety Bond for Certificate of Registration (PSC-3)
10. Copy of Bill of Sale (for Change-of-Ownership Applications only). In the event the sale involves loans, submit documentation in the form of a Commitment Statement showing that financing has been secured subject to Proprietary School Commission approval.
11. Blanket Bond for Solicitor(s) Permit (PSC-6) -- purchased by school for one or more solicitors/agents

OR Surety Bond for a Solicitor's Permit (PSC-5) -- purchased by individual solicitor/agent for himself/herself
12. License fee of \$2,000.00 (Please make check payable to "Louisiana Board of Regents")
13. Student Protection Fund fee of \$1,000 for initial schools and change-of-ownership schools (Please make check payable to "Student Protection Fund")
14. Solicitor fee of \$100.00 per solicitor (Please make check payable to "Louisiana Board of Regents")
15. Solicitor Permit Application (PSC-4)
16. Affidavit form for all owners/directors and school employees (except solicitors) (PSC-9)
17. Copy of detailed course outline and subject description of each course of study/career program
18. Copy of fee schedule for each course of study
19. Narrative geographic description of school location (easy access route from Baton Rouge to school location)
20. Copy of occupancy permit (relative to zoning, health and safety)
21. Initial License Tuition Refund Affidavit Form (PSC-17)
22. Business Plan