

**SUBMIT IN  
DUPLICATE**

**ILLINOIS STATE BOARD OF EDUCATION**  
Educator and School Development Division  
100 North First Street, E-310  
Springfield, Illinois 62777-0001

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RENEWAL APPLICATION FOR  
APPROVAL YEAR BEGINNING  
JULY 1, 2009.

**PRIVATE BUSINESS AND VOCATIONAL SCHOOLS  
GENERAL SCHOOL DATA**

NAME OF SCHOOL	ADDRESS (Street, City, State, Zip Code)
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**A. GENERAL FINANCIAL INFORMATION** (ISBE classifies financial information as confidential and not normally subject to public access.)

1. School's fiscal year ends on \_\_\_\_\_ Date
2. Gross revenue (tuition and fees) for last fiscal year \$ \_\_\_\_\_
3. Attach a separate sheet listing, by month, total collections of tuition/fees **AND** refunds issued for last fiscal year.
4. Unearned Prepaid Tuition (*the amount collected by the school during the school's last fiscal year for which instructional services were yet to be delivered*). Greatest amount of unearned prepaid tuition for Illinois students at any one time during fiscal year was \$ \_\_\_\_\_ on \_\_\_\_\_ Date
5. Current school surety bond amount is \$ \_\_\_\_\_
6. School Surety Bond Number \_\_\_\_\_ Surety Bond Company \_\_\_\_\_
7. Out-of-state schools only:
  - a. Number of Illinois students enrolled during last fiscal year \_\_\_\_\_
  - b. Gross revenues received from Illinois students \$ \_\_\_\_\_

**B. REQUIRED ANNUAL DATA: Graduation/Completion Rate Report** - Check (✓) **one** below that best describes the area in which the majority of your students are enrolled. (*The following definitions shall apply for purpose of collecting data for comparison of graduation or completion rates as required in Section 14.1 of the Act.*)

- Business Schools**  
"Business schools" include but are not limited to schools in which the majority of students are enrolled in courses of instruction or subjects such as accounting, business management, computer programming and operations, court reporting, data entry, fashion careers, hospital-ity/hotels, paralegal, retailing and merchandising, secretarial and office skills, securities and banking, travel, and word processing.
- Vocational School**  
"Vocational schools" include trade or technical schools in which the majority of students are enrolled in courses of instruction or subjects such as art/design, aviation, appliance repair, automotive repair, bartending, commercial arts, computer maintenance, carpentry, cooking, diesel technology, dog grooming, drafting. electronics technology, forestry, heating/air conditioning, horseshoeing, interior decoration, locksmithing, modeling, sign painting, radio/television broadcasting, shoe repair, truck driving, welding, and allied health occupations such as dental assistant, health aide, medical assistant, medical technician, nurse's aide/assistant, and pharmacy assistant.

**INSTRUCTIONS:** *The graduation or completion rate shall be calculated by dividing the total number of students who competed the course of instruction or graduated in that year by the total number of students who were originally scheduled to complete the course of instruction or graduate in that year, as set forth in their enrollment agreements.*

- A. Total Number of Students Scheduled to Graduate/Complete During the Reporting Period of July 1 - June 30 \_\_\_\_\_
- B. Total Number of Students who Graduated/Completed During the Reporting Period of July 1 - June 30 \_\_\_\_\_
- C. Percentage of Graduation/Completion (B divided by A =C) \_\_\_\_\_

**C. ACCREDITATION** (Complete this section only if the school is nationally accredited.)

1. \_\_\_\_\_ *Name of Accrediting Agency* \_\_\_\_\_ *Date of Original Accreditation*
2.  YES  NO Is the accrediting agency recognized by the US Department of Education?
3.  YES  NO Is your school currently approved for and participating in federal financial aid programs?
4.  YES  NO Does your school have articulation agreement(s) with college(s) or university(ies) for transfer of credit?  
*If yes, provide the name of these institution(s).*

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