# 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 23-3.3-101-23-3.3-104, 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:

I. Institutional Eligibility Criteria

1. An institution must be institutionally accredited, or have candidate accreditation status with, an institutional accreditor, recognized by the US Department of Education. A private vocational school must submit a copy of its regular certificate from the Division of Private Occupational Schools. Describe accreditation.
2. Is the institution a branch of an institution whose principal campus and facilities are located outside of Colorado?

YES NO

1. Does the institution offer degrees that are devotional in nature or programs that prepare students for a career in the clergy?

YES NO

II. Governance Structure

1. What is the organizational structure of the institution?
	1. Sole proprietorship
	2. Partnership
	3. Corporation
2. What type of body governs the institution?
3. Owner
4. Board of directors
5. Trustees
6. How many persons constitute the governing body? \_\_\_\_\_\_\_\_\_
7. How are the persons governing the institute selected?

\*This information must be updated any time more than 1/4th of the governing individuals have been selected since the last report.

1. Institutional Administrative Capability
2. 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
	1. Fiscal Operations Report for the prior year;
	2. Application of Funds for the Current year; and
	3. A copy of the most recent audit of Federal Student Aid Administration at institution.
3. Has the institution’s eligibility to participate in the Federal Direct Loan Program been suspended, limited, or terminated?

YES NO

1. 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.
1. 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.