



Tennessee Higher Education Commission (THEC)
Division of Postsecondary State Authorization (DPSA)
Information Request
(Applicable to Institutions Exempt Pursuant to T.C.A. § 49-7-2004(a)(6))

Institution Name OPEID

Institution Address 1

Institution Address 2

City State Zip Code

Please provide the following information for a person authorized to respond to inquiries from DPSA:

Contact Name

Title

Address 1

Address 2

City State Zip Code

Email Phone Number

Please provide the following information for a person authorized to respond to complaints from Tennessee residents:

Contact Name

Title

Address 1

Address 2

City: State Zip Code

Email Phone Number

Attach a PDF copy of the institution's grievance policy found in the student handbook or catalog. Be sure to include the page of the student handbook or catalog indicating the version and date of the student handbook or catalog.

PDF copy of policy attached.

Provide the following affirmations:

I affirm the institution has had its primary campus domiciled in the same state for at least twenty (20) consecutive years and continues to have its primary campus domiciled in that state.

I affirm the institution is accredited by an accrediting agency recognized by the United States Department of Education and has been accredited by a recognized accreditor for at least twenty (20) consecutive years.

I affirm the institution is chartered where its primary campus is domiciled as a not-for-profit entity and has continuously been so chartered for at least twenty (20) consecutive years.

I affirm the institution meets and maintains financial standards deemed acceptable by the accreditor for the purpose of maintaining accreditation and the United States Department of Education for the purpose of being a Title IV eligible institution.

(Applicable only to institutions with a brick and mortar location in Tennessee.) I affirm the institution met the exemption requirements of T.C.A. § 49-7-2004(a)(6) prior to May 1, 2014, the effective date of 2014 Public Acts chapter 890.

If DPSA has not reviewed the exemption status of your institution in the past and has not issued a letter declaring your institution to be exempt, you must attach documentation supporting the above affirmations. If DPSA previously declared your institution to be exempt, you must attach a copy of the letter. If you are unable to locate a copy of the letter, please contact DPSA at (615) 741-5293.

Documentation attached. Acceptable documentation includes documentation from an accreditor and secretary of state.

Exemption letter attached.

Provide the number of Tennesseans enrolled at your institution as either full-time or part-time students during the past July 1st through June 30th.

Pursuant to Rule 1540-01-02-.03(1)(t), enrollment "refers to those students who have completed the institution's application forms, submitted a financial deposit where required, and have actually attended one or more sessions of classes, or, in the case of home study programs, received one or more lessons."

In a separate document, provide a brief description of your institution's activities in Tennessee, including advertising, enrollment or recruitment.

Description attached.

This form was prepared by:

Name

Title

Address 1

Address 2

City:

State

Zip Code

Email

Phone Number

Date Completed

Hard copies of this form and all attachments may be mailed to:
Attn: Stephanie Bellard Chase
Tennessee Higher Education Commission
Parkway Towers, Suite 1900
404 James Robertson Parkway
Nashville, TN 37243-0830

PDF copies of this form and all attachments may be e-mailed to:
thec.dpsa-application@tn.gov
with the subject:
Information Request Form-TCA§49-7-2004(a)(6)

Upon receipt of this form and other documentation, DPSA will review the materials and determine whether an exemption is justified. If justified, DPSA will send your institution an exemption letter noting that in order to maintain the exemption, your institution must annually submit an Information Request. If further information is needed, DPSA will contact the above listed individual.

Questions concerning this form should be submitted to Lindsey Vaughan at (615)253-8874.