**Section 1095.90 Change of Location**

*A school must have approval prior to operating at a location and must make application to the Board for any change of location*.(Section 20 of the Act)

a) A school shall notify the Board at least 30 calendar days in advance of any change of its principal location. It shall file an application on forms provided, pay the fee specified in Section 1095.120, and secure approval prior to operating at the new location.

b) Included in the application for change of location shall be the following:

1) The address and telephone number of the new location;

2) Assurance that the site will be operated in accordance with the school's policies and guidelines as previously submitted to the Board;

3) Inventories of instructional equipment if different from those previously submitted to the Board;

4) Floor and training ground plans showing space is available for the school to deliver programs in accordance with this Part;

5) Certificate of liability coverage or a rider indicating coverage of the new site;

6) Documentation that the new site meets local health and safety requirements (e.g., fire marshal reports, occupancy certificates, public health certificates);

7) Documentation of school surety bond coverage for the site (i.e., the surety bond indicating coverage of the site in the amount required by this Part);

8) A copy of the new or revised catalog or a copy of the supplement to the catalog that gives a description of the new site and its address;

9) The academic calendar for the new location.

c) A school shall notify the Board when it is prepared for a visit to the site of any changed location of the school, which shall be conducted prior to the Board's issuing a permit of approval.