**Related Entities**

**Required Disclosures and Certification Statement**

*Effective Date: July 1, 2022*

*The required disclosures and certification statement must be completed by each related entity. The institution will submit the statement in conjunction with its written report and evidence at the time of application, grant of candidacy, grant of accreditation, self-study evaluation, and at any other time at the discretion of the Commission. The institution may be asked to submit this certification statement for certain types of substantive changes including but not limited to changes in legal status, form of control, or ownership.*

Each related entity must honestly and accurately make the following disclosures and provide sufficient description and documentation to explain the facts and circumstances.

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| Required Disclosures | | |
|  | Yes | No |
| Has any related entity been directly or indirectly employed or affiliated with any institution which has lost or been denied accreditation by any accrediting agency during that individual’s period of employment or affiliation?  If the answer is YES, please attach a statement which details the facts and circumstances surrounding that institution’s loss or denial of accreditation, including formal documentation of the loss of accreditation from the other accreditor. |  |  |
| Has any related entity been directly or indirectly employed or affiliated with any institution that has entered bankruptcy and/or receivership?  If the answer is YES, please attach a statement which details the facts and circumstances surrounding that institution’s bankruptcy, receivership, or both as applicable. |  |  |
| Has any related entity served in a similar capacity in any other institution where it closed without required approvals?  If the answer is YES, please attach a statement which gives full disclosure of the person(s) and the institution(s) involved and a description of approvals that were required and how the institution closed, including a description of the teach-out plan and/or any teach-out agreements that were developed and/or implemented. |  |  |
| Has any related entity been directly or indirectly employed or affiliated with any institution that has lost or been denied eligibility to participate in Federal Student Financial Aid (title IV) programs?  If the answer is YES, please attach a statement which details the facts and circumstances surrounding the loss or denial of title IV eligibility. |  |  |
| Is any action or investigation pending (e.g. court action, audit, inquiry, review, administrative action), or has action been taken, by any court or administrative body (e.g. federal or state court, grand jury, special investigator, U.S. Department of Education, or any state or federal regulatory or law enforcement agency) regarding any related entities associated with this institution?  If the answer is YES, please attach a statement which gives full disclosure of the person(s) and the matters involved. Include a statement of the facts and circumstances surrounding the action identifying the related entity and the institution involved. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the individual involved. If the matter is final, provide a copy of the final action documentation. |  |  |
| Has any related entity served in a similar capacity in any other institution where either that individual or the institution has been charged or indicted in a civil or criminal forum or proceeding alleging fraud, misappropriation, or any criminal act?  If the answer is YES, please attach a statement which gives full disclosure of the person(s) and the matters involved. Include a statement of the facts and circumstances surrounding the action identifying the related entity and the institution which is involved. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the proposed new owner or manager involved. If the matter is final, provide a copy of the final action documentation. |  |  |
| Does the related entity have any affiliation (financial relationship, articulation agreement, contractual arrangement, shared services agreement, etc.) with any other institution of higher education that is a member of the Middle States Commission on Higher Education?  If the answer is YES, please attach a statement which gives full disclosure of the name of the institution(s), the affiliation, and the nature of the affiliation/relationship, including an organizational chart diagramming the relationship with the other entity. |  |  |
| Does the related entity have any affiliation (financial relationship, articulation agreement, contractual arrangement, etc.) with any other institution of higher education that is not a member of the Middle States Commission on Higher Education?  If the answer is YES, please attach a statement which gives full disclosure of the name of the institution(s), the affiliation, the nature of the affiliation/relationship, and the accrediting agency that recognizes the institution, if any. Provide an organizational chart diagramming the relationship with the other entity. |  |  |

By signing and submitting this *Required Disclosures and Certifications Statement*, the individuals below certify that:

The related entity has reviewed the Commission’s *Related Entities Policy and Procedures.*

The related entity certifies that the information provided for the required disclosures is accurate at the time of submission and that supporting statements and documents have been provided as attachments and are appropriately labeled.

The related entity certifies that it recognizes the Commission's standards for accreditation, requirements of affiliation, policies and procedures, and applicable federal regulatory requirements for the institution and will ensure that the responsibilities that relate to areas controlled or influenced by the related entity are fulfilled.

The related entity understands that the Commission may require its participation in accreditation activities.

The related entity understands that the Commission may request additional information and/or communicate with the related entity for the purpose of sharing or obtaining necessary information for the accreditation process.

The related entity understands that it must notify the Commission of subsequent, significant developments that could affect the institution’s ongoing compliance with Commission standards for accreditation, requirements of affiliation, policies and procedures, and applicable federal regulatory requirements.

The related entity understands that communications with the Commission must be in English.

The related entity understands that the information provided in these required disclosures may result in additional monitoring or a non-compliance action for the institution.

The related entity understands that failure to provide the required disclosures and certification or other information as requested by the Commission may result in additional monitoring or a non-compliance action for the institution.

**The Required Disclosures and Certifications Statement must be submitted and signed by the institution’s Chief Executive Officer (CEO)/President, the Board Chairperson and by an authorized representative of all related entities.** *Please complete the following information and sign this form by typing your name or inserting an electronic signature in the space provided:*

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| CHIEF EXECUTIVE OFFICER/PRESIDENT OF INSTITUTION: | | | |
| Name: |  | Title: |  |
| Email: |  | Phone: |  |
| Signature: |  | Date: |  |

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| --- | --- | --- | --- |
| BOARD CHAIRPERSON OF INSTITUTION | | | |
| Name: |  | Title: |  |
| Email: |  | Phone: |  |
| Signature: |  | Date: |  |

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| --- | --- | --- | --- |
| AUTHORIZED REPRESENTATIVE(s) FROM RELATED ENTIT(IES) | | | |
| Name: |  | Title: |  |
| Email: |  | Phone: |  |
| Signature: |  | Date: |  |

*\*Please copy and paste additional signature lines as necessary.*