

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Request for Approval of
Additional Classroom Facility

DEPT. USE ONLY
Receipt #
Fee Paid
Date Paid
Initialed by

Instructions: Submit an original and one copy of the completed form. The request will not be processed without payment of the proper fee. Please make check payable to TWC Career Schools and Colleges and mail (with Fee Sheet PS-186) to Career Schools and Colleges - Controller, Texas Workforce Commission, 101 East 15th Street Austin, Texas 78778-0001.

(please type or print)
School # School Name

School Location (physical address) Phone ()

School Mailing Address City/State/Zip

School e-mail address School FAX () School (800) #

School Director Today's Date

Request that the "List of Approved Programs" issued to the above main campus be amended, under the provisions of Title 40, Texas Administrative Code, Section 807.14, to reflect that the following program(s) will be taught at the additional classroom facilities indicated below:

TITLE OF PROGRAM(S)*

*Please indicate whether the complete program or only part of the program will be taught at the additional classroom facility by adding the appropriate suffix letter (C - for complete program or P - for part of the program) to the title of the program.

ADDRESS OF ADDITIONAL CLASSROOM FACILITY: Student Capacity:

Please complete and submit with this request, the attached Facilities & Equipment Inspection Request, PS-004.

I certify that the above listed additional classroom facilities are located within one mile of the main campus and that all student records, administrative services, supervision, fiscal control and student services will be provided and maintained at the main campus. Student services such as financial aid, placement, etc., will be provided at the main campus and also at the additional classroom facilities when required. I further certify that the additional classroom facilities will comply with all city, county, state and federal regulations such as fire, building, and sanitation codes. The documents required by the Application for Approval, PS-001, paragraphs II.C.1., II.C.2. and II.C.4., will be maintained in a current status.

(Typed or printed name of School Owner or Director) (Signature - In Blue Ink) (Date)

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 104T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.