

STATE OF OHIO  
BOARD OF CAREER COLLEGES AND SCHOOLS  
30 EAST BROAD STREET, SUITE 2481 COLUMBUS, OHIO 43215-3414  
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## NEW OWNER CHANGE OF OWNERSHIP CERTIFICATION

SCHOOL NAME				
NEW OWNER NAME				
NEW OWNER ADDRESS	NUMBER & STREET	CITY	STATE	ZIP
NAME OF PERSON/NEW OWNER TO CONTACT REGARDING QUESTIONS ABOUT CHANGE OF OWNERSHIP:				
PHONE NUMBER		EMAIL ADDRESS		

I hereby certify that the following statements are true and accurate:

1. Change of ownership will not disrupt school operations during the transitional period.
2. New school owners understand and agree that they are responsible for the following:
  - a. Maintaining and servicing all student records that were the responsibility of the prior owners of the school.
  - b. Resolving all student complaints that were the responsibility of the prior owners and that were filed with the Board prior to the final approval of the change of ownership.
  - c. Honoring the terms of current student enrollment agreements, institutional scholarships or grants for all students who were enrolled and taking classes at the time the change of ownership took place.

SIGNATURE OF NEW SCHOOL OWNER:	
PRINT NAME	DATE

**ALL ITEMS MUST BE COMPLETED!**

COMPLETION OF THIS FORM IS REQUIRED BY SECTION 3332 OF THE OHIO REVISED CODE, PRIOR TO THE CONSIDERATION BY THE BOARD OF CAREER COLLEGES AND SCHOOLS FOR AN INITIAL OR A RENEWAL OF A CERTIFICATE OF REGISTRATION. ALL QUESTIONS MUST BE ANSWERED AND ALL MATERIALS REQUESTED MUST ACCOMPANY THE APPLICATION (FAILURE TO DO SO WILL RESULT IN THE RETURN OF THE APPLICATION, WITHOUT ACTION, TO THE SCHOOL AND ANY FEES PAID ARE SUBJECT TO FORFEITURE).