



# The Commonwealth of Massachusetts

## AUDITOR OF THE COMMONWEALTH

ONE WINTER STREET, 9<sup>th</sup> FLOOR  
BOSTON, MASSACHUSETTS 02108

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### OSA CHECKLIST/ COVER SHEET

#### APPLICATION FOR FINANCIAL CERTIFICATION/ SURETY ASSESSMENT BY THE OSA

NAME OF SCHOOL: \_\_\_\_\_

OWNER/ DIRECTOR/  
AUTHORIZED AGENT:

Name	Title	Date Submitted to OSA
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_____	1. INDEPENDENTLY-PREPARED YEAR-END FINANCIAL STATEMENTS- MA SCHOOL
_____	2. INDEPENDENTLY-PREPARED FINANCIAL STATEMENTS- PARENT ENTITY (IF APPLICABLE)
_____	3. BANK STATEMENT/ VERIFICATION OF AVAILABLE RESOURCES <u>AT FISCAL YEAR-END</u>
_____	4. <u>CURRENT</u> BANK STATEMENT/ VERIFICATION OF AVAILABLE RESOURCES LAST MONTH
_____	5. APPLICATION FOR FINANCIAL CERTIFICATION BY THE OFFICE OF THE STATE AUDITOR
_____	6. REPRESENTATIONS OF OWNERSHIP & MANAGEMENT
_____	7. ARTICLES OF INCORPORATION/ PARTNERSHIP AGREEMENT/ BUSINESS CERTIFICATE (VERIFICATION OF LEGAL NAME & OWNERSHIP STRUCTURE OF APPLICANT)
_____	8. DOCUMENTATION RE NONPROFIT, TAX-EXEMPT STATUS (IRS 501 (c) (3) DETERMINATION)
_____	9. DOCUMENTATION RE ACCREDITATION BY A U.S. DOE-RECOGNIZED ACCREDITING AGENCY
_____	10. DOCUMENTATION RE US DOE AUTHORIZATION TO PARTICIPATE IN TITLE IV / HEA STUDENT FINANCIAL ASSISTANCE PROGRAMS)
_____	11. SCHOOL CATALOG/ BROCHURES/ PROMOTIONAL LITERATURE
_____	12. STUDENT ENROLLMENT CONTRACT (MGL CHAPTER 255, SECTION 13K PRO RATA TUITION REFUND PROVISIONS MANDATED FOR FOR-PROFIT SCHOOLS))
_____	13. MASSACHUSETTS COURSE CALENDAR FOR THE UPCOMING YEAR
_____	14. MA TUITION INCOME & ENROLLMENT PROJECTIONS/ MONTH FOR THE UPCOMING YEAR
_____	15. DOCUMENTATION RE CURRENT MA INDEMNIFICATION/ SURETY PROTECTION LEVEL (MGL CHAPTER 112, SECTION 263 (g): INDEMNIFICATION MAY TAKE THE FORM OF A SURETY BOND, A TERM DEPOSIT ACCOUNT, OR AN IRREVOCABLE LETTER OF CREDIT.)

