



The Commonwealth of Massachusetts

AUDITOR OF THE COMMONWEALTH

ONE WINTER STREET, 9th FLOOR
BOSTON, MASSACHUSETTS 02108

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AUDITOR

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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.) |

