

Annual Renewal & 5th Year Permit of Approval Applications

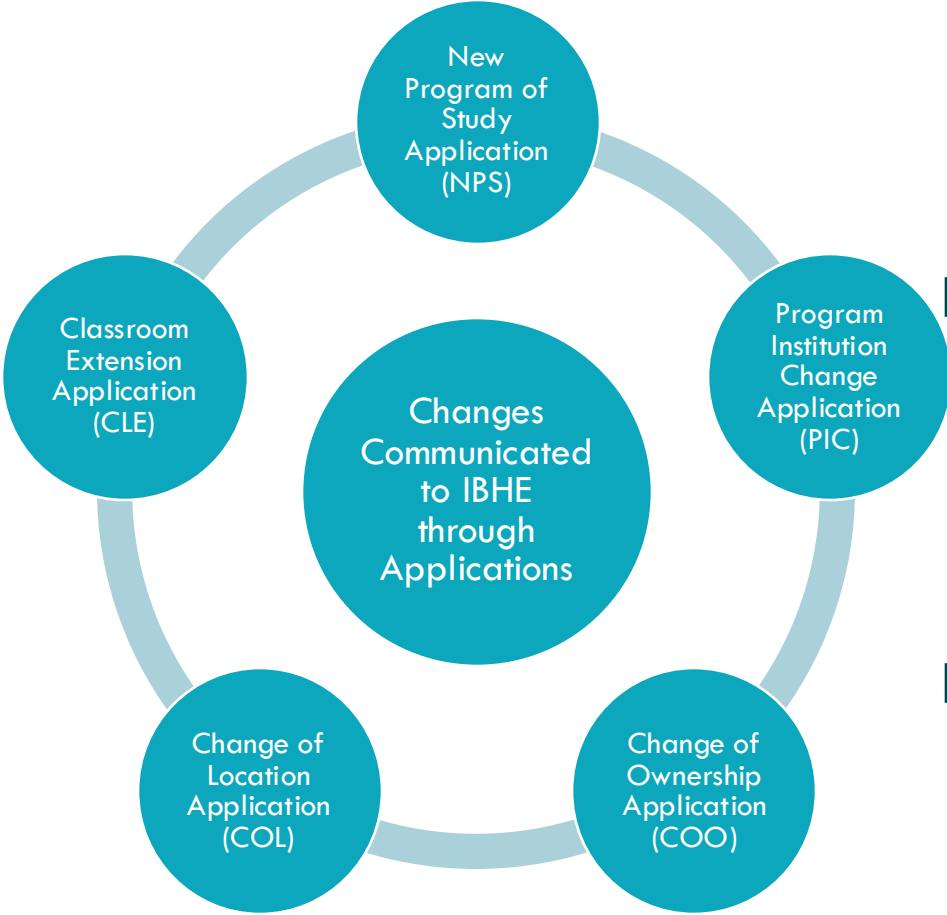
An Overview of the Renewal Applications

Objectives

- Overview of the PBVS Act of 2012 and Administrative Rule
- Review timeline for the Annual Renewal Application & 5th Year Permit of Approval Application
- Fee schedule
- Attributes of a quality application
- Steps to login to application system and locate Annual Renewal Application & 5th Year Permit of Approval Application
- Review the Annual Renewal Application process along with the 5th Year Permit of Approval Application process
- Summary of Annual Renewal Application and 5th Year Renewal Application differences
- Payment process
- Common mistakes within an application
- What institutions can expect during the review process once assigned to an analyst
- Q & A and contact info



Process Workflow



Initial Registration	
Permit of Approval Application (POA)	Initial New Program of Study Application(s) (NPS)

Renewal (Due April 25 or June 25)				
Initial Approval Year/Annual Renewal Application (ARW)	Annual Renewal Application (ARW)	Annual Renewal Application (ARW)	Annual Renewal Application (ARW)	5th Year Permit of Approval Application (5th YR)

School Closure Checklist (SCC)	Application Approval / Denial / Revocation
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PBVS Act of 2012 and Administrative Rule

IBHE Expectations

- IBHE expects all institutions to familiarize themselves with the Act and Administrative Rule and remain compliant to that statute.
- IBHE reviews all applications by the standard of the PBVS Act of 2012 and application decisions are based on that Act.
- IBHE will be forthcoming with any statutory changes, fee changes, or legislative issues that affect PBVS institutions.
- IBHE staff will respond to inquiries as rapidly as possible. Submit questions to: PBVS_Apps@IBHE.org
- IBHE has recently hired additional PBVS analysts, and this has improved response times.



Renewal Due Dates

New Permit Approval Month	Permit Expiration Date	Renewal Due Date
March, April, May, June	June 30	April 25
July, August	August 30	April 25
September, October, November	October 30	June 25
December, January, February	December 30	June 25



Annual Renewal & 5th Year Permit of Approval Application Fees and Late Fees

	Institution Size			
	< 100 Students	100 - 399 Students	400 - 700 Students	> 700 Students
Annual Renewal	\$500	\$1000	\$2000	\$3000
Late Fee	\$250	\$500	\$750	\$950
5th Year Permit of Approval	\$1000	\$2000	\$4000	\$5000
Late Fee	\$250	\$500	\$750	\$950

- Late fees apply to any institution that submits their renewal application and fees within 30 days after the due date.
- Please be aware that Fees are set by Administrative Rule and the PBVS unit does not set the rates.

Quality of Application

Attributes of a Quality Application

Effective

Complete—all documentation supplied

Accurate and truthful

Appropriate use of resources

Timely responses to Technical Questions

Ineffective

Incomplete—placeholders instead of documents

Vague, false, stolen content

Ignoring resources provided in the application

Disregarding deadlines, failure to respond

Login to Application System and Locate Annual Renewal & 5th Year Permit of Approval Applications

<https://www.ibhe.org/pbvsapplications.html>

IBHE Test

1 N old State Capitol,Suite 333,
Springfield,IL
62701

(217) 557-7386
www.ibhe.org
PBVS

 Institution Size < 100

 For Profit

 Annual Renewal 4/25/24 

 Fifth Renewal 4/25/26 

 School Closure Check List 

 Change Of Ownership 

- Locations

Operating In Process New Moved

MENU ▾

Programs by Location	Address	Start Date	Contact	URL	
Springfield	1 N old State Capitol,Suite 333, Springfield,IL 62701	02/27/19	(217) 557-7386	www.ibhe.org	CHANGE OF LOCATION

1 - 1 of 1 items

- Board Information

Governing Board

IBHE Demo

1 N Old State Capitol,Suite 333,
Springfield,IL
62701

Annual Renewal – ARW09434

IBHE Test **Annual Renewal - ARW09434**

SEARCH Search Type

IBHE Test **UPLOAD APPLICATION** (Allowed File Types: .zip) **DOWNLOAD APPLICATION**

In Preparation **SUBMIT**

[Resources](#)

Fees : \$500.00
Penalty : \$250.00

Created on:12/05/2024 Created by:IBHE Demo Last Modified on:12/05/2024 Last Modified by:IBHE Demo

If your certificate expires on June 30 or August 30 your application is due April 25. If your certificate expires on October 30 or December 30 your application is due June 25.

<input type="checkbox"/> Institution Structure	⊘	<input type="checkbox"/> Institution Structure	⊙
<input type="checkbox"/> Academic Programs and Curriculum	⊘	<input type="checkbox"/> Academic Programs and Curriculum	⊙
<input type="checkbox"/> Institutional Disclosures Reporting Table	⊘	<input type="checkbox"/> Institutional Disclosures Reporting Table	⊙
<input type="checkbox"/> Institutional Finances	⊘	<input type="checkbox"/> Institutional Finances	⊙
<input type="checkbox"/> Facilities and Equipment	⊘	<input type="checkbox"/> Facilities and Equipment	⊙
<input type="checkbox"/> Instructors and Staff	⊘	<input type="checkbox"/> Instructors and Staff	⊙
<input type="checkbox"/> Instructors Qualification Table	⊘	<input type="checkbox"/> Instructors Qualification Table	⊙
<input type="checkbox"/> Staff Qualification Table	⊘	<input type="checkbox"/> Staff Qualification Table	⊙
<input type="checkbox"/> Enrollment and Student Information	⊘	<input type="checkbox"/> Enrollment and Student Information	⊙
<input type="checkbox"/> Surety Bond	⊘	<input type="checkbox"/> Surety Bond	⊙

The Annual Renewal Application should contain the current Liability Insurance and Student Listing within the application. This was omitted by the vendor and will be asked by the assigned analyst.



Annual Renewal vs 5th Year Permit of Approval Application Questions

Annual Renewal Application:

- ⊕ Institution Structure ⓘ
- ⊕ Academic Programs and Curriculum ⓘ
- ⊕ Institutional Disclosures Reporting Table ⓘ
- ⊕ Institutional Finances ⓘ
- ⊕ Facilities and Equipment ⓘ
- ⊕ Instructors and Staff ⓘ
- ⊕ Instructors Qualification Table ⓘ
- ⊕ Staff Qualification Table ⓘ
- ⊕ Enrollment and Student Information ⓘ
- ⊕ Surety Bond ⓘ

5th Year Permit of Approval Application:

- ⊕ Governing Board ⓘ
- ⊕ Institution Structure ⓘ
- ⊕ Academic Programs and Curriculum ⓘ
- ⊕ Administrators ⓘ
- ⊕ Institutional Disclosures Reporting Table ⓘ
- ⊕ Academic Programs/Courses ⓘ
- ⊕ Mediated Instruction ⓘ
- ⊕ Institutional Finances ⓘ
- ⊕ Facilities and Equipment ⓘ
- ⊕ Instructors and Staff ⓘ
- ⊕ Staff Qualification Table ⓘ
- ⊕ Instructors Qualification Table ⓘ
- ⊕ Records and Retention ⓘ
- ⊕ Recruiting Practices ⓘ
- ⊕ Enrollment and Student Information ⓘ
- ⊕ Surety Bond ⓘ
- ⊕ Liability Insurance ⓘ
- ⊕ Student Complaints ⓘ
- ⊕ Student Listing ⓘ



Annual Renewal & 5th Year Permit of Approval

- Resources Tab



Revised 1/16/19

IBHE PBVS SAMPLE ENROLLMENT AGREEMENT FORM

This sample is provided to assist schools in developing an enrollment agreement for approval by the Illinois Board of Higher Education (IBHE). Please note that while schools may develop their own enrollment agreement, the following sample contains the minimum information that is required by IBHE. Any enrollment agreement is a contract binding both the student and the school; therefore, you are advised to obtain independent legal advice before developing a final agreement form.

SCHOOL NAME
 SCHOOL ADDRESS
 CITY, STATE ZIP CODE
 OFFICE TELEPHONE NUMBER
 FAX TELEPHONE NUMBER
 WEBSITE
 E-MAIL ADDRESS

ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT NAME: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 PHONE NUMBERS: H _____ C) _____ W _____
 E-MAIL ADDRESS: _____
 LAST FOUR DIGITS of SSN: _____ OR STUDENT ID #: _____
 EMERGENCY CONTACT: _____
 RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____
 PROGRAM / COURSE NAME: _____
 DESCRIPTION OF PROGRAM / COURSE: _____

 PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

 PROGRAM / COURSE OBJECTIVES: _____

Annual Renewal

- Academic Programs and Curriculum

- ⊕ Institution Structure ⓘ
- ⊕ Academic Programs and Curriculum ⓘ
- ⊕ Institutional Disclosures Reporting Table ⓘ
- ⊕ Institutional Finances ⓘ
- ⊕ Facilities and Equipment ⓘ
- ⊕ Instructors and Staff ⓘ
- ⊕ Instructors Qualification Table ⓘ
- ⊕ Staff Qualification Table ⓘ
- ⊕ Enrollment and Student Information ⓘ
- ⊕ Surety Bond ⓘ

Academic Programs and Curriculum

12/5/24, 8:02 AM

Complete the Institutional Disclosures Reporting Table. *All schools shall make, at a minimum, all disclosures outlined in Public Act 097-0650 Section 37 clearly and conspicuously on their internet websites, catalog, and enrollment agreement at all times. The disclosure shall contain all required information for the most recent 12-month reporting period of July 1 through June 30.

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FILE UPLOAD

(Allowed File Types: .xlsx,.pdf,.docx,.zip,.jpg)

All schools are required to submit information regarding admissions and refunds. Reports containing this information must be verified as accurate and authentic and signed by a campus administrator. 1) Submit an alphabetical list of students' names, addresses, and dates of admission by program and/or course of instruction for the last academic year. 2) Submit a report showing refunds to students for the last academic year. This report must contain, at a minimum, students' names, addresses, program and/or course of instruction, withdraw date, refund date, and refund amount.

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Annual Renewal & 5th Year Permit of Approval

- Institutional Disclosures

Institutional Disclosures Reporting Table

12/5/24, 8:02 AM

ADD

- Institutional Disclosures Reporting Table

Institutional Disclosures Reporting Table 1

12/5/24, 8:02 AM

Program Name/Course of Instruction *

CIP Code *

SOC Code *

Disclosure Reporting Category

A) For each program of study, report:

1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period. *

d) Not available for placement due to personal reasons *

e) Not employed *

B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period. *

B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period. *

C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence. *

D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence. *

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- If the red exclamation mark does not turn green when entering disclosure information this indicates values must be added in each Disclosure Table.



5th Year Permit of Approval

- Institutional Finances

- ☑ Governing Board
- ☑ Institution Structure
- ☑ Academic Programs and Curriculum
- ☑ Administrators
- ☑ Institutional Disclosures Reporting Table
- ☑ Academic Programs/Courses
- ☑ Mediated Instruction
- ☑ Institutional Finances
- ☑ Facilities and Equipment
- ☑ Instructors and Staff
- ☑ Staff Qualification Table
- ☑ Instructors Qualification Table
- ☑ Records and Retention
- ☑ Recruiting Practices
- ☑ Enrollment and Student Information
- ☑ Surety Bond
- ☑ Liability Insurance
- ☑ Student Complaints
- ☑ Student Listing

Institutional Finances

3/12/20, 8:57 AM

Submit externally prepared financial statements from the most recent fiscal year as well as other documentation to demonstrate adequate resources are available to support continuation of the institution's operation plan, and to show adequate resources will be available to meet the institution's future fiscal obligations. 1) Financial statements must capture funds from all revenue sources including tuition and fees as well as other sources, such as governmental grants and contracts, private gifts and grants, endowment/investment income, sales and services, etc.; 2) Financial statements must capture all expenditures including instructor salaries, administrative compensation, student services, equipment and instructional materials, library, contractual services, operation and maintenance of plant, etc.; 3) If the financial documents provided show the institution operating in the negative, a detailed account explaining the cause and the administration's plans to meet the institution's fiscal obligations must be provided. 4) If there any concerns expressed by the external preparer related to finances, policies, procedures, or other items, provide a detailed explanation documenting how the administration is working to address the findings.

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[FILE UPLOAD](#)

(Allowed File Types: .xlsx, .pdf, .docx, .zip, .jpg)

NO Does this institution participate in Title IV Federal Financial Aid Programs?

If not, will the school begin seeking approval to participate in Federal Financial Aid Programs so student may utilized federal loans or Pell Grant funds to pay their tuition and education expenses?



Institutional Finances

- 5th Year Renewal and Annual Renewal examples of unacceptable financial statements

Examples of Unacceptable Financial Statements

Excel spreadsheet documents – internally prepared for 5th YR Application

Banks statements that are not from the most recent fiscal year

Narrative documents without financial records

No screen shot notifications of financial records

Financial statements provided by the institutions LMS system

Tax statements



Institutional Finances

- 5th Year Renewal and Annual Renewal examples of “acceptable” financial statements

Examples of Acceptable Financial Statements for 5th Year Renewal

Externally audited financial records prepared by a Certified Public Accountant (CPA)

Examples of Acceptable Financial Statements for Annual Renewal

Bank statements and financial records from the most recent fiscal year

Externally audited financial records prepared by a Certified Public Accountant (CPA)

Profit and loss statements from the most recent fiscal year

Balance sheets from the most recent fiscal year



Annual Renewal – Statement of Assurance

- ⊕ Institution Structure
- ⊕ Academic Programs and Curriculum
- ⊕ Institutional Disclosures Reporting Table
- ⊕ Institutional Finances
- ⊕ Facilities and Equipment**
- ⊕ Instructors and Staff
- ⊕ Instructors Qualification Table
- ⊕ Staff Qualification Table
- ⊕ Enrollment and Student Information
- ⊕ Surety Bond

Facilities and Equipment

12/5/24, 8:02 AM

Submit a signed statement of assurance from an administrator indicating the institution is in compliance with all appropriate local, state, and federal ordinances or laws for use as an educational facility, including the Americans with Disabilities Act (e.g. fire marshal reports, occupancy certificates, zoning requirements); and the institution is maintained and operated in compliance with all local, state, and federal ordinances or laws.

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Assurance Statement: “Institution is in compliance with all appropriate local, state, and federal ordinances or laws for use as an educational facility, including the Americans with Disabilities Act (e.g. fire marshal reports, occupancy certificates, zoning requirements); and the institution is maintained and operated in compliance with all local, state, and federal ordinances or laws.” Signed & Dated



Annual Renewal – Instructors and Staff

- ☑ Institution Structure ①
- ☑ Academic Programs and Curriculum ①
- ☑ Institutional Disclosures Reporting Table ①
- ☑ Institutional Finances ①
- ☑ Facilities and Equipment ①
- ☑ Instructors and Staff ①**
- ☑ Instructors Qualification Table ①
- ☑ Staff Qualification Table ①
- ☑ Enrollment and Student Information ①
- ☑ Surety Bond ①

Instructors and Staff

12/5/24, 8:02 AM

Provide resumes for each instructor and staff member identified. Resumes should include name, current title, past professional employment, education, teaching experience, and relevant non-academic experience. Provide evidence of licensure/certification for each instructor and staff member if required as part of the institution's hiring criteria and guidelines and/or the standards detailed by accrediting, licensing, and certifying bodies. If applicable, identify each position yet to be filled (e.g. Position #1, Accounting Position) and include a job description and an employment advertisement if available.

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5th Year Permit of Approval – Records and Retention

- **Transcript must include:** Identifying student info (name, address, either the last 4 of ssn# or a student ID), program completed and broken down into class if appropriate, grades, dates the program began and ended, and signature of administrator with date.

- ⊞ Governing Board
- ⊞ Institution Structure
- ⊞ Academic Programs and Curriculum
- ⊞ Administrators
- ⊞ Institutional Disclosures Reporting Table
- ⊞ Academic Programs/Courses
- ⊞ Mediated Instruction
- ⊞ Institutional Finances
- ⊞ Facilities and Equipment
- ⊞ Instructors and Staff
- ⊞ Staff Qualification Table
- ⊞ Instructors Qualification Table
- ⊞ **Records and Retention**
- ⊞ Recruiting Practices
- ⊞ Enrollment and Student Information
- ⊞ Surety Bond
- ⊞ Liability Insurance
- ⊞ Student Complaints
- ⊞ Student Listing

Records and Retention

2/8/25, 11:19 PM

Describe plans for maintenance and security of student records and student access to records. Be sure to address documentation of attendance, academic progress, grades, financial history, and transcripts. Minimum standards regarding records retention must meet those commonly used in higher education such as those recommended by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). <http://www.aacrao.org/>

Provide a sample student transcript.

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⬆ FILE UPLOAD

(Allowed File Types: .xlsx,.pdf,.docx,.zip,.jpg)

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5th Year Permit of Approval - Recruiting Practices

- Submit copies of promotional, advertising, and recruiting materials referencing the Board’s approval by stating the institution is approved by the “Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.”
- All promotional materials and the institution’s website must provide the Board’s contact information and website for reporting complaints.

- ⊕ Governing Board ⓪
- ⊕ Institution Structure ⓪
- ⊕ Academic Programs and Curriculum ⓪
- ⊕ Administrators ⓪
- ⊕ Institutional Disclosures Reporting Table ⓪
- ⊕ Academic Programs/Courses ⓪
- ⊕ Mediated Instruction ⓪
- ⊕ Institutional Finances ⓪
- ⊕ Facilities and Equipment ⓪
- ⊕ Instructors and Staff ⓪
- ⊕ Staff Qualification Table ⓪
- ⊕ Instructors Qualification Table ⓪
- ⊕ Records and Retention ⓪
- ⊕ Recruiting Practices ⓪
- ⊕ Enrollment and Student Information ⓪
- ⊕ Surety Bond ⓪
- ⊕ Liability Insurance ⓪
- ⊕ Student Complaints ⓪
- ⊕ Student Listing ⓪

Recruiting Practices

2/8/25, 11:19 PM

Describe the institution’s recruiting practices. Submit copies of all promotional, advertising, and recruiting materials. Upon IBHE approval, all promotional materials must reference the Board’s approval by stating the institution is approved by the “Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.”

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Surety Bond - Summary

- Evidence of the continuation of the Surety Bond must be filed annually with the Board. (Section 55 of the Act). The amount of the Bond is not less than \$10,000. It is also the responsibility of the institution to ensure they have adequate coverage for a surety bond.
- The institution provides projections within the application of the greatest amount of unearned pre-paid tuition based on the record of the previous fiscal year with all succeeding annual renewal applications. Using the provisions of this section, the Board will then determine if the Bond amount needs to be changed. When the institution provides instruction at extension sites, the Surety Bond/riders shall indicate coverage for all Illinois students at all sites where instruction is or will be given.
- A lapse in coverage without a replacement provided to the Board, before the cancellation date, will result in revocation of the school's permit of approval.
- Errors in the projection calculation of the Surety Bond is a common mistake analysts identify during review. To assist with the projections and determining the accurate Surety Bond amount, the assigned analyst may provide the institution with a Surety Bond calculation worksheet to complete and submit during the exchange of technical questions.

5th Year Permit of Approval – Liability Insurance

- Governing Board
- Institution Structure
- Academic Programs and Curriculum
- Administrators
- Institutional Disclosures Reporting Table
- Academic Programs/Courses
- Mediated Instruction
- Institutional Finances
- Facilities and Equipment
- Instructors and Staff
- Staff Qualification Table
- Instructors Qualification Table
- Records and Retention
- Recruiting Practices
- Enrollment and Student Information
- Surety Bond
- Liability Insurance
- Student Complaints
- Student Listing

Liability Insurance

2/8/25, 11:19 PM

Provide a current certificate of liability insurance which meets the minimum insurance requirements and lists the Illinois Board of Higher Education as an interested party. The insurance policy shall specify limits of liability of not less than \$100,000 per person and \$300,000 per occurrence for bodily injury liability and not less than \$50,000 per occurrence for property damage liability. The insurance policy must also include coverage for off-campus learning experiences, internships/externships, cooperative education, and experiential learning activities unless the school furnishes documentation evidencing such coverage is being provided by the employer or other person responsible for the activities listed above.

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[FILE UPLOAD](#)

(Allowed File Types: .xlsx,.pdf,.docx,.zip,.jpg)

Liability limit per person

Liability limit per occurrence for bodily injury

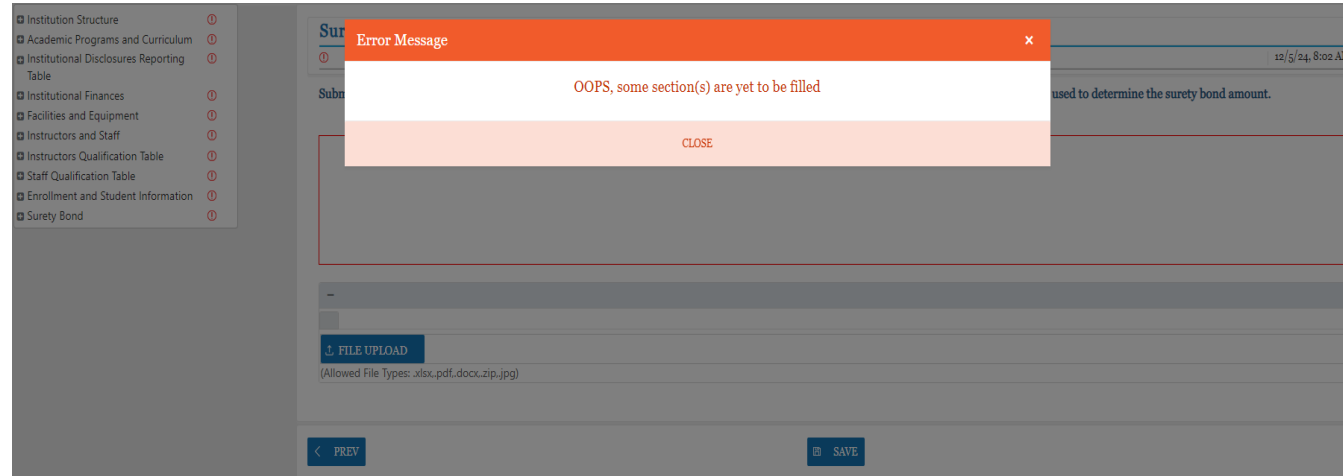
Liability limit per occurrence for property damage

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> NEXT

- IBHE must be listed as an interested party
- Limits not less than \$100,000 per person and \$300,000 per occurrence for bodily injury
- Not less than \$50,000 per occurrence for property damage liability
- Include coverage for off-campus learning experiences, internships/externships, cooperative education, and experiential learning activities
- Students cannot waive their rights to accident or injury within the institution or during institution functions
- The liability insurance is not referring to student malpractice insurance



Renewal Application



- Incomplete Application and Complete Application

- + Institution Structure ⓘ
- + Academic Programs and Curriculum ⓘ
- + Institutional Disclosures Reporting Table ⓘ
- + Institutional Finances ⓘ
- + Facilities and Equipment ⓘ
- + Instructors and Staff ⓘ
- + Instructors Qualification Table ⓘ
- + Staff Qualification Table ⓘ
- + Enrollment and Student Information ⓘ
- + Surety Bond ⓘ

- + Institution Structure ✔
- + Academic Programs and Curriculum ✔
- + Institutional Disclosures Reporting Table ✔
- + Institutional Finances ✔
- + Facilities and Equipment ✔
- + Instructors and Staff ✔
- + Instructors Qualification Table ✔
- + Staff Qualification Table ✔
- + Enrollment and Student Information ✔
- + Surety Bond ✔



Renewal Application Declaration

Application Declaration

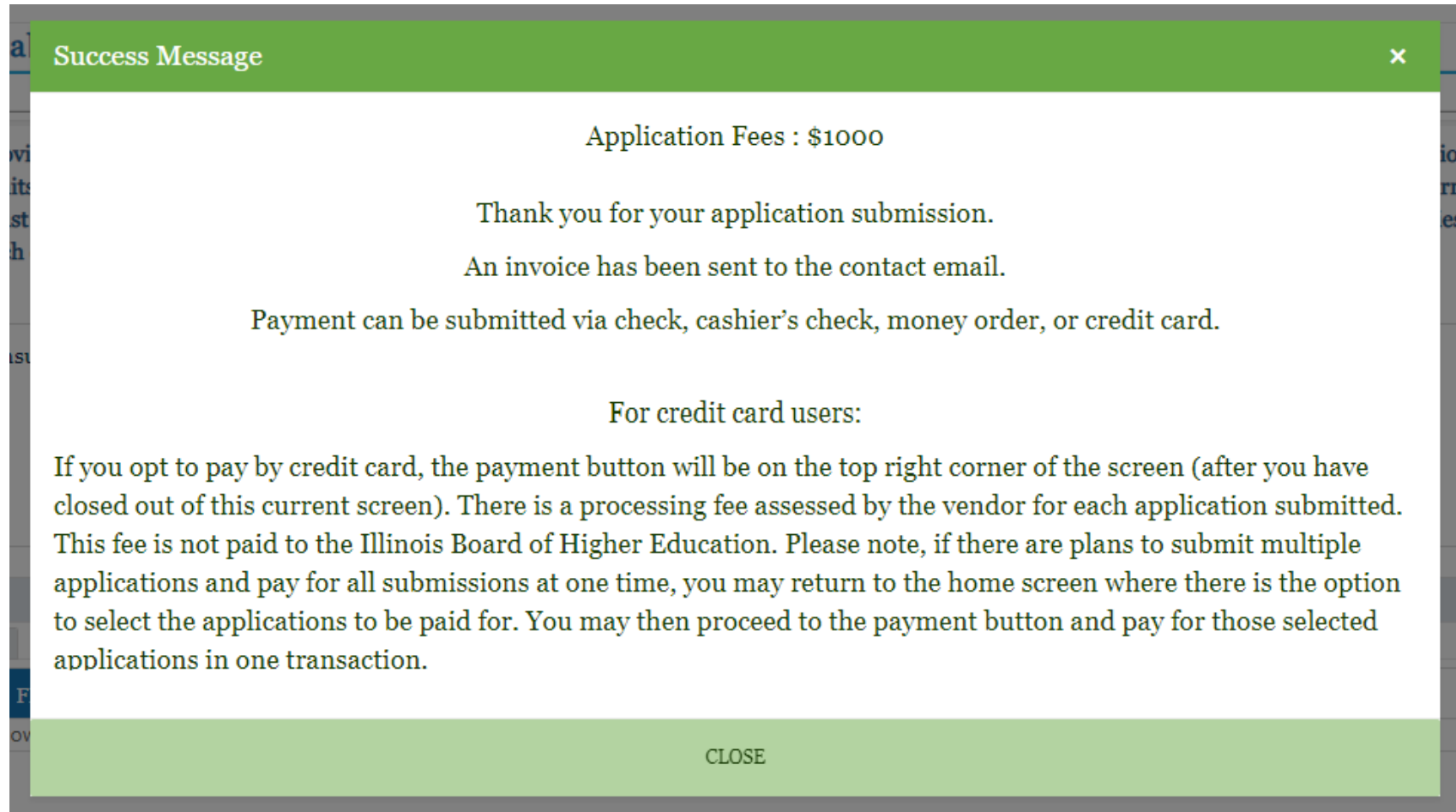
By Submission of this application, the owner/institution contact hereby attests the information provided in this application is true, complete, and correct to the best of my knowledge; and that he or she has the authority to submit this application on behalf of the institution; and he or she is an authorized representative of said institution.

Name

5/24/24



Successfully Submitted Application and Payment Instructions

A screenshot of a 'Success Message' dialog box. The dialog has a green header bar with the text 'Success Message' and a close button (X) on the right. The main content area is white and contains the following text: 'Application Fees : \$1000', 'Thank you for your application submission.', 'An invoice has been sent to the contact email.', 'Payment can be submitted via check, cashier's check, money order, or credit card.', 'For credit card users:', and a paragraph explaining the credit card payment process. At the bottom of the dialog is a green bar with the text 'CLOSE' centered.

Success Message

Application Fees : \$1000

Thank you for your application submission.

An invoice has been sent to the contact email.

Payment can be submitted via check, cashier's check, money order, or credit card.

For credit card users:

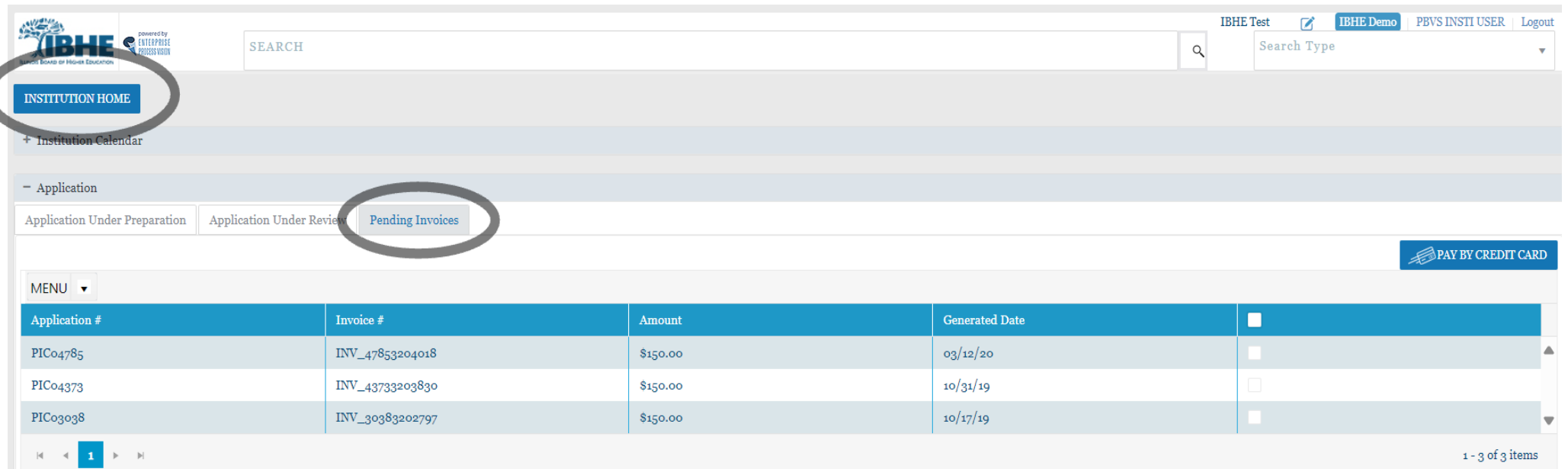
If you opt to pay by credit card, the payment button will be on the top right corner of the screen (after you have closed out of this current screen). There is a processing fee assessed by the vendor for each application submitted. This fee is not paid to the Illinois Board of Higher Education. Please note, if there are plans to submit multiple applications and pay for all submissions at one time, you may return to the home screen where there is the option to select the applications to be paid for. You may then proceed to the payment button and pay for those selected applications in one transaction.

CLOSE



Payment Screen When Paying By Credit Card

- Institutions can also make credit card payment for pending applications using the following method:
 - Log in to the PBVS application system.
 - On the “Institution Home” screen, visit the “Pending Invoices” tab to list the institution’s invoices ready for payment.



The screenshot displays the PBVS application interface. At the top, there is a navigation bar with the IBHE logo, a search bar, and user information including 'IBHE Test', 'IBHE Demo', 'PBVS INSTI USER', and 'Logout'. Below the navigation bar, there is a section for 'Institution Home' with a button labeled 'INSTITUTION HOME' circled in grey. Underneath, there is a section for 'Application' with three tabs: 'Application Under Preparation', 'Application Under Review', and 'Pending Invoices', with the 'Pending Invoices' tab circled in grey. A 'PAY BY CREDIT CARD' button is visible in the top right corner of the application section. The main content area shows a table of pending invoices with the following data:

Application #	Invoice #	Amount	Generated Date	
PICo4785	INV_47853204018	\$150.00	03/12/20	<input type="checkbox"/>
PICo4373	INV_43733203830	\$150.00	10/31/19	<input type="checkbox"/>
PICo3038	INV_30383202797	\$150.00	10/17/19	<input type="checkbox"/>

At the bottom of the table, there is a pagination control showing '1' and '1 - 3 of 3 items'.

Payment Screen When Paying By Credit Card (Continued)

- Select the application the institution wants to submit payment and the check box will highlight red with a checkmark.

The screenshot shows a web interface for the Illinois Board of Higher Education (IBHE). At the top, there is a search bar and a navigation menu with options like 'INSTITUTION HOME', 'Institution Calendar', and 'Application'. Below the navigation, there are tabs for 'Application Under Preparation', 'Application Under Review', and 'Pending Invoices'. A 'PAY BY CREDIT CARD' button is visible in the top right corner. The main content is a table with the following columns: 'Application #', 'Invoice #', 'Amount', 'Generated Date', and a checkbox. The first row is highlighted in blue and has a red checkmark in the checkbox column. The other two rows are not highlighted and have empty checkboxes. The table is on page 1 of 3 items.

Application #	Invoice #	Amount	Generated Date	
PICo4785	INV_47853204018	\$150.00	03/12/20	<input checked="" type="checkbox"/>
PICo4373	INV_43733203830	\$150.00	10/31/19	<input type="checkbox"/>
PICo3038	INV_30383202797	\$150.00	10/17/19	<input type="checkbox"/>

Payment Screen When Paying By Credit Card (Continued)

- Next, click “Pay By Credit Card” tab to prompt the “Application Payment By Credit Card” communication.

The screenshot displays the IBHE application management system. A modal window titled "Application Payment By Credit Card" is centered on the screen. The modal contains the following information and fields:

- Title:** Application Payment By Credit Card
- IBHE Test** (left) and **Total Due Amount: \$150.00** (right)
- CC Charge: \$3.38** (right)
- Balance: \$150.00** (right)
- Name on Card** (input field)
- Card Number** (input field)
- Expiry Month (MM)** (input field) and **Expiry Year (YY)** (input field)
- Zip** (input field), **Cvv2** (input field), and **Payment Amount: \$3.38** (text)
- CANCEL** and **SAVE** buttons at the bottom.

In the background, the main application interface is visible, including a search bar, navigation tabs, and a table of applications. A button labeled "PAY BY CREDIT CARD" is circled in red in the top right corner of the background interface.

- Input the institution’s credit card payment information and click “Save” to submit.
- The credit card fee is also generated for each application paid by credit card. The fee is generated by E-Pay and not IBHE. IBHE does not collect the credit card fee.

Changes Without Approval

- Changes were made to the institution or approved programs without completing a Program Institution Change Application.
- New Programs offered without approval.
- Changes made to previously approved Enrollment Agreement, Academic Catalog, Institution Website, Clock Hours, or Tuition without IBHE approval.

What Makes a Clean Application

- Financial statements that are accurate
- 5th Year Renewal application financial statements are externally prepared
- Surety Bond sample calculations are provided to support the rationale for the surety bond projection
- Responses with no N/A listed and thorough narrative responses are provided with uploaded supporting documents
- Institution completed its own due diligence in providing responses without plagiarism
- Use of AI is not prohibited, but keep in mind it can provide incorrect information
- Updated faculty and staff resumes are provided along with current licenses and certifications



What Makes a Clean Application (Continued)

- Accurate Disclosure Information and data reporting ranges provided.
- Enrollment Agreement and Disclosure Data is provided for each approved program.
- Disclosure Data for each approved program is provided within the Enrollment Agreement, Academic Catalog and Website.
- Signed/Dated Assurance Statement is provided, indicating the “Institution is in compliance with all appropriate local, state, and federal ordinances or laws for use as an educational facility, including the Americans with Disabilities Act (e.g. fire marshal reports, occupancy certificates, zoning requirements); and the institution is maintained and operated in compliance with all local, state, and federal ordinances or laws.”
- The approved Tuition aligns within all of the institution’s published documents.



What Makes a Clean Application (Continued)

- **Academic Catalog** is up to date and contains the following: Disclosures, Grievance Policy, Transferability Statement, Program/Course Descriptions, Program Objectives, Length of Programs and institutional calendars with program start and end dates. Schedule of tuition, fees and all other charges and expenses necessary for completion of the course of study, and cancellation and refund policies. Statement of the institution's accreditation status and approval statement. "*Institution Name* is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education." IBHE complaints messaging. Upon request, the school shall provide a catalog or brochure without gathering personal information from an individual unless that information is volunteered.
- **Website** is up to date and contains the following: Disclosures, Program/Course Descriptions, Program Objectives, Length of Programs and institutional calendars with program start and end dates. Schedule of tuition, fees and all other charges and expenses necessary for completion of the course of study, and cancellation and refund policies. Statement of the institution's accreditation status and approval statement. "*Institution Name* is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education." IBHE complaints messaging. Website includes an active link to the current Academic Catalog. Website includes link to the IBHE website and IBHE mailing address is listed for students to register complaints about the school.

Application is Submitted with Payment What Can an Institution Expect

Contact Info

- Email questions to pbvs_apps@ibhe.org
- Call IBHE main phone line at (217) 782 - 2551
 - If you reach a voice mail leave your:
 - Contact Name
 - School Name
 - Email Address
 - Provide detailed questions in both voicemail and email
 - Provide screenshots if appropriate
 - Analysts cannot, by statute, act as consultants for applicants
 - Can clarify the statute
 - Can clarify application questions
 - Cannot tell applicants how to answer questions or offer suggestions for responses.
 - Cannot walk an applicant through each question.

