

## **261B.4 Registration information.**

As a basis for registration, schools shall provide the secretary with the following information:

1. The name or title of the school.
2. The principal location of the school in this state, in other states, and in foreign countries, and the location of the place or places in this state, in other states, and in foreign countries where instruction is likely to be given.
3. A schedule of tuition charges, fees, and other costs payable to the school by a student.
4. The refund policy of the school for the return of refundable portions of tuition, fees, or other charges.
5. The degrees granted by the school.
6. The names and addresses of the principal owners of the school or the officers and members of the legal governing body of the school.
7. The name and address of the chief executive officer of the school.
8. A copy of or a description of the means by which the school intends to comply with section 261B.9.
9. The name of the accrediting agency recognized by the United States department of education or a successor agency which has accredited the school and the status under which accreditation is held.
10. The name, address, and telephone number of a contact person in this state.
11. The names or titles and a description of the courses and degrees to be offered.
12. A description of procedures for the preservation of student records.
13. The academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, electronic telecommunications, independent study, and portfolio experience evaluation.

84 Acts, ch 1098, § 4; 96 Acts, ch 1158, § 9, 10; 2000 Acts, ch 1095, §18