

261B.4 Registration information.

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

1. The name or title of the school.
2. As applicable, 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 the total tuition charges, fees, and other costs payable to the school by a student during the course of instruction.
4. The refund policy of the school for the return of refundable portions of tuition, fees, or other charges. The tuition refund policy for Iowa resident students of a for-profit school with at least one program of more than four months in length that leads to a recognized educational credential, such as an academic or professional degree, diploma, or license, must comply with [section 714.23](#).
5. The names and addresses of the principal owners of the school or the officers and members of the legal governing body of the school.
6. The name and address of the chief executive officer of the school.
7. A copy of or a description of the means by which the school intends to comply with [section 261B.9](#).
8. The name of the accrediting agency recognized by the United States department of education or a successor agency which has accredited the school, the status under which accreditation is held, the name of any other accrediting or licensing entity that has accredited or licensed the school or its programs, a copy of the accrediting or licensure notice issued by the entity, and a record of any sanctions the entity has levied against the school.
9. The name, address, and telephone number of a contact person in this state. A school that applies for registration to offer a course of instruction by distance delivery may provide the name and address of its registered agent in Iowa.
10. The names or titles and a description of the courses and degrees to be offered in Iowa.
11. A description of procedures for the preservation of student records and the contact information to be used by students and graduates who seek to obtain transcript information.
12. 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, distance delivery, independent study, and portfolio experience evaluation.
13. The name, title, business address, telephone number, and resume of an Iowa resident compensated by the school to perform duties at a location in Iowa. A school that applies for registration to offer a course of instruction by distance delivery may provide an internet address as the business address for an Iowa resident it compensates to perform duties remotely from a location in Iowa.
14. The school's official Stafford loan cohort default rate as calculated by the United States department of education for the three most recent federal fiscal years, if applicable.
15. Average student loan debt upon graduation of students completing programs at the school.
16. The graduation rate of undergraduate students as reported to the United States department of education.
17. Evidence that the school meets the conditions of financial responsibility established in [section 714.18](#), or that the school qualifies for an exemption under [section 714.18](#) or [714.19](#).
[84 Acts, ch 1098, §4; 96 Acts, ch 1158, §9, 10; 2000 Acts, ch 1095, §18; 2009 Acts, ch 12, §7; 2012 Acts, ch 1077, §4; 2013 Acts, ch 90, §65; 2015 Acts, ch 140, §48, 53, 54](#)

Referred to in [§261B.5](#), [261B.6](#)