



MEMORANDUM

Date: January 1, 2023

To: EAP-Designated Compliance Officer

From: Educational Approval Program

Re: Approval of School Renewal & Second Payment Renewal Fee – ACTIVE Status

Renewal of Approval

In accordance with §440.52 Wisconsin Statutes, the Educational Approval Program (EAP) certifies that your school has been approved and is legally authorized to do business in the state of Wisconsin as a private postsecondary school, subject to the provisions of §440.52 Wisconsin Statutes, and all administrative rules adopted pursuant to the statutes.

Approval is granted annually by the EAP for no more than one year. The approval will expire December 31, 2023. This approval is only for school renewal and does not include other pending applications, such as changes in programs or locations.

Enclosed is your school's new certificate(s) of approval. Schools with multiple branch campuses (instructional sites with an administrative presence) receive a separate certificate for each one.

Schools are reminded that they are required to contact their assigned EAP school administration consultant before making any program changes, offering a new program, or adding a new teaching location.

Renewal Fees

As a condition of approval, your school must make its second school renewal payment as provided under Wisconsin Administrative Code § SPS 404.10(2)(d). An invoice for this required payment is enclosed. The renewal fee payment is due no later than **March 1, 2023**. Payments postmarked after the deadline will be considered delinquent. Late payment fees (the greater of \$50 or 1.5% of the respective invoiced amount, per month), may be assessed. **Please note that no payment is required for second payment renewal fees less than \$50.**

Per Wisconsin Administrative Code § SPS 404.10(2)(d), the department has levied the second renewal fee. That fee is in the form of a multiplier which is equal to the percentage of all schools' total adjusted gross annual revenue needed to equal the cost of regulating schools. The EAP has worked hard to keep this a stable fee, but compounding factors have led us to do what is necessary to maintain our program. Due to the recent loss of several schools and factors exasperated by the pandemic and inflation, you will notice a slight increase in this fee.

Should you have questions regarding your renewal of approval or second payment renewal fees, please do not hesitate to contact your assigned school administration consultant.

Enclosures