WYOMING DEPARTMENT OF EDUCATION
Jillian Balow, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050

WYOMING DEPARTMENT OF EDUCATION

CHECKLIST FOR CHAPTER 1 NON-DEGREE GRANTING PROPRIETARY SCHOOL APPLICATION

PLEASE ENSURE YOU HAVE THE FOLLOWING INFORMATION READY PRIOR TO STARTING ONLINE APPLICATION AS YOU WILL NOT BE ABLE TO SAVE AND CLOSE THE APPLICATION ONCE STARTED:	
$10,000 Original Performance Bond OR Irrevocable Standby Letter of Credit with valid dates of July 1 – June 30 of the registration year	
$200.00 License Fee	
Registered Agent Fee - $100.00 (per agent)	
List of All Administrators, Faculty and Staff	
Attendance Record Form	
Enrollment Contract Including Tuition Fees and Refund Policy	
Probationary Academic/Discipline Policy	
Description of Instructional Methods/Outlines	
Course Outlines for Each Course	
Current Financial Statement	
Mission Statement	
Proof of Compliance with City, County and State Regulations	
Sample Copy of Graduation Certificate	