



“To offer quality professional trainings in healthcare, it & business related disciplines”

Policy for Institutional Eligibility and Reporting

Purpose

This policy ensures that CTK Healthcare & Career Institute maintains institutional eligibility for participation in Title IV federal student aid programs by promptly obtaining approvals and providing required notifications to the U.S. Department of Education for major institutional changes.

a. Required Departmental Approvals

CTK has established procedures to obtain prior written approval from the U.S. Department of Education before implementing the following changes:

- **Changes Requiring Approval Under 34 CFR § 600.20:**
 - **Change in Ownership or Control (including acquisitions, mergers, or majority stakeholder changes).**
 - **Establishing Additional Locations where federal aid is intended to be offered.**
 - **Re-establishing Eligibility after loss of Title IV participation.**
 - **Converting clock-hour programs to credit hours or vice versa.**
 - **Offering new educational programs that differ substantially from current ones.**

Procedure:

- **The Compliance Officer prepares the required ECAR update and submits appropriate applications through the Electronic Application for Approval to Participate in Federal Student Financial Aid Programs (E-App).**
- **No new location or program is launched until approval is received in writing.**

b. Notification Requirements Within 10 Days

Under 34 CFR § 600.21, CTK must notify the Department of the following changes within 10 business days:

Reportable Events Include:

- **Change in institution's legal name or DBA.**
- **Change in physical location or mailing address.**
- **Change in ownership interest under 25%, if not requiring full approval.**
- **Change in President/CEO, Director of Financial Aid, or Primary Contact Official.**

- **Change in accrediting agency or state licensing.**

Procedure:

- **A designated staff member updates the E-App system with supporting documentation.**
 - **Confirmation of submission and any Department response is documented and retained.**
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c. Monitoring and Oversight

- **A Change Monitoring Log is maintained to track any institutional changes and ensure deadlines are met.**
 - **The President and Compliance Officer are jointly responsible for determining when a change triggers a reporting or approval requirement.**
 - **Internal audits verify that no unapproved changes have been implemented.**
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d. Recordkeeping

All submissions, confirmations, approval letters, and internal communications are:

- **Retained in both digital and physical formats for a minimum of three years,**
- **Available upon request during audits or program reviews.**