**APPLICATION TO ESTABLISH A BRANCH CAMPUS**

***Branch Campus*** *– A branch campus is defined as a geographically separate and permanent instructional facility that is derived from and controlled by its main campus. A branch campus may provide complete and distinct programs and employ unique or shared instructional and administrative personnel. A branch may produce and maintain its own institutional and student records.*

**Instructions:** Complete the following information and submit this form with all required attachments and payment of the branch campus application fee. Incomplete proposals will not be reviewed until all required documentation is received.

     

Name of School (Main Campus) DHE Code

Name of Proposed Branch Campus

Physical Address of Proposed Branch Campus

Mailing Address of Proposed Branch Campus (if different)

Telephone / Fax / Website of Proposed Branch Campus

Name and Title of Authorizing School Official

**REQUIRED ATTACHMENTS**



















