**Section 451.60 Change of School Location**

a) A school shall notify the Superintendent at least thirty (30) calendar days in advance of any change of its principal location. It shall file an application on forms provided, pay the fee specified in the Act, and secure approval prior to operating at the new location.

b) Included in the application for change of location shall be the following:

1) the new location's address and telephone number;

2) assurance that the site will be operated in accordance with the school's policies and guidelines as previously submitted to the Superintendent;

3) inventories of instructional equipment if different from those previously submitted to the Superintendent;

4) floor and training ground plans showing space is available for the school to deliver programs in accordance with Section 451.270;

5) certificate of liability coverage or a rider indicating coverage of the new site;

6) documentation that the new site meets local health and safety requirements (e.g., fire marshal reports, occupancy certificates, public health certificates);

7) documentation of bond coverage for sales representatives at the site (i.e., the bond covering the sales representatives);

8) documentation of school surety bond coverage for the site (i.e., the surety bond indicating coverage of the site in the amount required in Section 6(9) of the Act);

9) three (3) copies of the school's revised catalog/bulletins or catalog/bulletin supplements which give a description of the new site and its address;

10) academic calendar for the location.

c) A school shall notify a designee of the Superintendent when it is prepared for a visit to the site of any changed location of the school, which shall be conducted prior to the Superintendent's issuing of a certificate of approval.