

**RCW 18.16.140 School licenses—Application—Approved security—
Issuance—Changes in application information—Changes in controlling
interest—Posting of licenses.** (1) Any person wishing to operate a
school shall, before opening such a school, pay the license fee and
file with the director for approval a license application containing
the following information:

(a) The names and addresses of all owners, managers, and
instructors;

(b) A copy of the school's curriculum satisfying the curriculum
requirements established by the director;

(c) A sample copy of the school's catalog, brochure, enrollment
contract, and cancellation and refund policies that will be used or
distributed by the school to students and the public;

(d) A surety bond in an amount not less than ten thousand
dollars, or ten percent of the annual gross tuition collected by the
school, whichever is greater. The approved security shall not exceed
fifty thousand dollars and shall run to the state of Washington for
the protection of unearned prepaid student tuition. The school shall
attest to its gross tuition at least annually on forms provided by the
department. When a new school license is being applied for, the
applicant will estimate its annual gross tuition to establish a bond
amount. This subsection shall not apply to community colleges and
vocational technical schools.

Upon approval of the application and documents, the director
shall issue a license to operate a school.

(2) Changes to the information provided by schools shall be
submitted to the department within fifteen days of the implementation
date.

(3) A change involving the controlling interest of the school
requires a new license application and fee. The new application shall
include all required documentation, proof of ownership change, and be
approved prior to a license being issued.

(4) School and instructor licenses issued by the department shall
be posted in the reception area of the school. [2002 c 111 § 9; 1991
c 324 § 11; 1987 c 445 § 1; 1984 c 208 § 6.]

Effective date—2002 c 111: See note following RCW 18.16.010.