



**INSTRUCTIONS FOR COMPLETING STATE FORM 55120, POSTSECONDARY CREDIT BEARING CAREER COLLEGE STUDENT ASSURANCE FUND QUARTERLY CONTRIBUTION**

**INSTRUCTIONS FOR COMPLETING STATE FORM 55120 AND SUBMITTING PAYMENT TO THE FUND**

***All sections of the form must be completed.***

Purpose: The career college student assurance fund is established to provide indemnification to a student or an enrollee of a postsecondary proprietary institution who suffers loss or damage as a result of any of the occurrences described in IC 21-18.5-6-6.

State Form 55120 is used to calculate and process quarterly payments to the Postsecondary Credit Bearing Career College Student Assurance Fund as directed under IC 21-18.5-6-7 and 500 IAC, the statute and regulations of the Board for Proprietary Education.

- This form and the required payment must be submitted quarterly in accordance with IC 21-18.5-6-7 and 500 IAC.
- A completed form and payment is required of each campus for which a surety bond is required for accreditation.
- Section D (Report of Quarterly Earned Tuition) pertains to all students who are residents of Indiana - regardless of instructional location – and all students instructed within the state of Indiana. The annual (four-quarter) totals from Line D1 and Line D2 should be comparable to the values reported on the Indiana Tuition Report (State Form 49926).
- Payment of the Administration Fee (Line E2) is required every quarter as defined in IC 21-18.5-6-7. If no tuition revenue is collected, please remit ONLY this amount. If the fund has reached required thresholds, no payment or submission is required.
- Failure to remit the appropriate fee(s) may result in the suspension or revocation of institutional authorization to operate as a postsecondary proprietary institution within the state of Indiana.
- Be sure to answer all applicable questions. Failure to do so may result in delays in crediting your account.
- Please print legibly or type the information on your application.

***Payment is due forty-five (45) days from the close of the quarterly reporting and collection period.***

***Send the completed form and payment to the Board for Proprietary Education, 101 West Ohio Street, Suite 300, Indianapolis, Indiana 46204.***

***If you have any questions concerning this form, please contact the Board for Proprietary Education at (317) 464-4400.***