

 **Substantial Presence Worksheet**

*Submission Instructions*Include the completed worksheet in PDF 2 of the institution’s Eligibility Filing. Instructions for submitting the Eligibility Filing are available in [Seeking Accreditation](https://download.hlcommission.org/SeekingAccreditation_PRC.pdf).

Institutions should familiarize themselves with [HLC’s Glossary](https://www.hlcommission.org/General/glossary.html). Many terms in this document are defined in the Glossary.

Institution:

City, State:

Name of person completing this form:

Title:

Phone:

Email:

Date submitted: MM/DD/YYYY

Part 1: Educational Administration

1. Where are the offices of educational administration employees (e.g., vice president for academic affairs, deans, etc.)?
2. Where does curriculum development and program review take place?
3. Where does the institution store student information and maintain a registrar?
4. Where are student support services (e.g., advisors, career counselors, student affairs professionals) located?

Part 2: Educational Activity

1. List all campuses and additional locations. Include the name of the location, if any, and the street address. Identify the main campus. If the institution does not have a main campus, list the name and address of the headquarters.

Part 3: Business Operations

1. Where does the institution receive and process tuition and fee payments?
2. Where does the institution maintain bank accounts?
3. Where are the offices of the chief financial officer and business officer?
4. Where are customer service representatives, recruiters, and admissions officers located when answering phone calls from students or the public?
5. What is the address of record for IRS filings (e.g., tax statements, 990s, etc.)?
6. In what state does the institution file state tax-related documents?
7. Where are the offices of the chief information officer located? If hardware is used to support the educational enterprise (including, if applicable, servers supporting online delivery), where is it located?

Part 4: Executive and Administrative Leadership

1. Where are the offices of the chief executive officer (CEO)?
2. Where does the CEO meet with senior administrators, cabinet or other groups that supports the CEO?
3. Where does the governing board conduct its meetings?