AFFILIATE LEARNING SUPPORT CENTER (ALSC) Application

AFFILIATION PROCESS

A prospective ALSC must go through the approval process. The steps are outlined below.

- **Inquiry.** Submit an inquiry to IIOUF to serve as an ALSC. The inquiry will be evaluated for viability.

- **Application.** Complete the digital ALSC application. No hand-written applications will be accepted. Make sure that all areas are completed thoroughly, so that IIOUF may fairly assess the organization.

- **Information, Documents, & Evidence.** Submit clearly scanned/emailed copies of all requested information, documents, & evidence in digital format. The organization is required to demonstrate compliance with the established ALSC Eligibility Requirements (AERs). See checklist.

- **Application Fee.** See Schedule of Fees. Payment can be made in the form of check, money order or bank wire

- **Review.** After receipt of application & all submitted supporting documents, a review will be conducted on the prospective ALSC by the ALSC Application Review Committee (AARC).

- **Initial Approval.** If the prospective ALSC is deemed initially acceptable, the prospective ALSC is awarded the title of applicant ALSC.

- **Deposit.** The prospective ALSC has 30 days to make a deposit to IIOUF. See Schedule of Fees. This deposit ensures that the ALSC is committed towards the partnership.

- **Site Visit.** A site visit will be scheduled before approving the ALSC if scheduling permits. If not, a site visit may be scheduled within the 1st year after receiving Affiliation. The site visit will serve to validate the Information, documents, evidence submitted at the time of application. Cost incurred on the site visit including the travel (including local), visa, accommodation, food etc shall be borne by the ALSC

- **MOU.** Upon satisfactorily meeting the requirements of the ALSC, IIOUF shall execute an MOU with the applicant.

INSTITUTIONAL OVERVIEW

1. INSTITUTION INFORMATION

Name of Institution:	
Campus Address:	
City:	
State/Province	
Zip/Postal Code:	
Country:	
Phone:	
Email:	
Website:	

2. CONTACT INFORMATION

Institution's Contact Person:	
Email:	
President/CEO Name:	
Email:	
Director of Student Services:	
Email:	

3. HISTORY OF THE INSTITUTION

Describe the applicant's history. Who are the founders? How was the organization established? What major milestones has the applicant achieved?

ALSC ELIGIBILITY REQUIREMENTS (AERs)

1. MISSION

The applicant's mission is appropriate to higher education, is consistent with its operating authority, and is implemented in a manner that complies with IIOUF's expectations. State the applicant's Mission to ensure that it aligns with and supports IIOUF's Mission Statement, Institutional Objectives, and Faith Statement.

2. OPERATIONAL AUTHORITY

The applicant has the legal authority to deliver educational services. Describe the applicant's legal authorization to operate from all appropriate governmental agencies (state, federal, territory, country) in which it is located to provide support services expected of an ALSC.

3. ORGANIZATIONAL STRUCTURE

The applicant has a system of governance that facilitates the accomplishment of its mission and objectives and supports institutional effectiveness and integrity. Through its organizational structure, the applicant creates and sustains an environment that encourages teaching, learning, service, scholarship, and, where appropriate, research activity. The applicant has sufficient independence from any external entity, such that it is solely accountable for meeting IIOUF ALSC requirements.

Describe the qualifications of the applicant's chief executive officer (CEO), the decision-maker who is ultimately responsible for the applicant's operation. The CEO ensures that the applicant has a system of operations that facilitates the accomplishment of its mission and objectives and supports the applicant's effectiveness and integrity.

Describe the qualifications of the applicant's director of student services at the main location. This person must be made known to IIOUF and shall be responsible for the management of the ALSC services.

Describe the qualifications of the applicant's administrative personnel who are the individuals responsible for delivering the support services.

4.   PUBLICATIONS AND POLICIES

The applicant produces and maintains current, accurate, and consistent publications (including its website) which appropriately reflect the applicant's mission and operations. The applicant develops and implements policies which are comprehensive and provide the guidance necessary for the institution to function appropriately.

State the applicant's policy on how it maintains current, accurate, and consistent publications, including its website, and marketing materials, which appropriately reflect the ALSC's mission and operations.

5.   RECRUITMENT

State the applicant's policy on ethical recruitment.

6.   EDUCATIONAL PROGRAMS

Describe the applicant's experience when it comes to supporting the programs that ΠΟUF offers (https://ΠΟUFla.edu/programs).

7.   FACULTY

The applicant employs dedicated and qualified faculty who possess the appropriate academic credentials and professional experience. Academic Facilitators shall be academically and experientially appropriate to the subject matter they teach. Academic Facilitator shall be competent to teach the subject matter offered and shall have reasonable latitude in their choice of teaching methods.

Summarize the applicant's faculty's experience with the American higher education system, online learning, learning management systems (LMS), and video web technologies.

State the applicant's interest in having its faculty undergo ΠΟUF's faculty training and joining ΠΟUF's pool of international adjunct instructors.

8.   STUDENT SERVICES

The applicant provides the services necessary to promote the spiritual, intellectual and personal development of its students. It recruits, admits, enrolls, and endeavors to ensure the success of its students and offers the resources and services that provide them the opportunity to achieve such success.

8.1. ADMISSIONS TO IIOUF

Describe the applicant's experience when it comes to student admissions advising, including but not limited to, international student admissions, requirements, and organizing documents.

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8.2. TECHNOLOGY RESOURCES

Describe the organization's technological resources available for student use.

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8.3. ACADEMIC ADVISING

Describe the applicant's experience when it comes to student academic advising, including but not limited to, international students, satisfactory academic progress, program completion, and graduation.

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9. FINANCIAL OPERATIONS

The applicant will exhibit financial stability and integrity as a means of demonstrating the viability of the institution. The applicant's financial resources will be adequate to carry out its mission and support its programs and activities for the foreseeable future. Describe the applicant's financial stability and viability.

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10. LIBRARY AND LEARNING RESOURCES

The applicant maintains library and learning resources (including physical as well as digital resources) which are adequate to support the mission of the institution, the educational programs offered, and to promote the intellectual, spiritual, and cultural development of faculty and students. Additionally, the applicant provides appropriate access to these learning resources and to relevant facilities, equipment, supplies and services. Describe the applicant's physical and digital library and learning resources.

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11. FACILITIES AND EQUIPMENT

The applicant maintains physical facilities and necessary equipment which are adequate to serve the institution's mission and objectives. Facilities, regardless of location, meet all state and local requirements and provide an atmosphere for safe and effective learning. Describe the applicant's physical facilities and necessary equipment.

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12. HEALTH AND SECURITY

The applicant provides a healthy, safe, and secure environment for the applicant's personnel and students, regardless of location. Describe the applicant's health and security measures, including an Emergency Plan and emergency and urgent-care student health needs.

APPLICANT INFORMATION, DOCUMENTS, & EVIDENCE

To support your application, provide the following information, documents, & evidence. Name the files by item number. If there are multiple different documents, name accordingly. For example, for item #1:

2.1 articles of incorporation
2.2 business license
2.3 authority to conduct educational activities
2.4 fire permits

Submit the application and supporting documents as digital files. You may email, upload to Google Drive, Dropbox or other file hosting service.

2. OPERATIONAL AUTHORITY

❑ Provide copies of the articles of incorporation, business license, or authority to conduct educational activities.

❑ Provide copies of all permits, certifications, or other evidence of inspections or authorizations to operate required by the jurisdictions within which the Center operates that the institution has obtained.

3. ORGANIZATIONAL STRUCTURE

❑ Provide an organization chart that shows the governance and administrative structure of the ALSC and the relationship between administrative offices and positions. Include offices or people who handle marketing and recruitment, admissions, student support, technological support, and library support.

❑ Provide a professional resume/CV for the chief executive officer, the decision-maker who is ultimately responsible for the ALSC.

❑ Provide a professional resume/CV for the director of student services, the individual who is ultimately responsible for delivering the services of the ALSC.

4. PUBLICATIONS AND POLICIES

❑ Provide sample student prospectus/brochure, student information literature, and other marketing information.

5. RECRUITMENT

❑ A list of a minimum of three (3) competing foreign (English-speaking, western counties, i.e. U.S.A., U.K., and Australian) affiliates' schedule of fees.

7. FACULTY

❑ Provide resumes/CVs of the Academic Facilitators.

8. STUDENT SERVICES

❑ Provide a list as a spreadsheet of technological resources, including but not limited to, quantity of computers, operating system (OS), software installed, internet connection, peripherals, and printers.

9. FINANCIAL OPERATIONS

□ Provide GAAP Financial Statements: Balance Sheet, Statement of Owner's Equity, Income Statement, and Cash Flow Statement.

10.   LIBRARY AND LEARNING RESOURCES

□ Provide a spreadsheet of physical and digital library holdings.

11.   FACILITIES AND EQUIPMENT

□ A floor-plan of the facility, noting offices, classrooms, conference rooms, library, etc.

□ Provide photos of facilities, classrooms, lecture halls, administrative offices.

12.   APPLICATION FEE

□ The total ALSC license fee is $5000. Application processing Fee is $1,000. Payment can be paid by check or bank wire. If international, bank wire is preferred. On center approval the balance amount of $4000 falls due within 30 days of such approval

VERIFICATION

By signing below, the President/Chief Executive Officer of the applying institution certifies that the information contained on this form and in the supporting documentation is current and accurate to the best of his or her knowledge. The signature also signifies that he or her is acting on behalf of the applying institution in submitting this application.

Name:

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Title:

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Sign:

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Date

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