

RENEWAL APPLICATION
FOR A PERMIT TO ACT AS AN AGENT
FOR A PRIVATE BUSINESS OR TRADE SCHOOL IN DELAWARE

Year: _____

Application is hereby made for a **RENEWAL** of a permit to represent a private business or trade school, in accordance with 14 *Del.C.* Ch. 85. A separate permit is required for each agent for each school represented. Complete an application for each agent.

I. Name of Applicant: _____

Address: _____

II. Name of School: _____

Address: _____

Check one:

School operating in
Delaware

School operating outside
of Delaware

School operating in
and outside of Delaware

III. Renewal Fee

With this renewal application for a permit to act as an agent for the above named school, include a check for \$5.00 payable to the State of Delaware, Department of Education. The renewal fee is non-refundable.

The renewal fee is not required if the agent is also a principal owner of the school.

Character references are **NOT** required for those agents who have represented the above-referenced school in the previous year and who are applying for a renewal to continue to so represent the school.

RENEWAL APPLICATION
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FOR A PRIVATE BUSINESS OR TRADE SCHOOL IN DELAWARE

IV. Verification of Employment

I, the undersigned, affirm the information set forth in this verification of employment and the attachments thereto are complete, true, and correct to the best of my knowledge. (Name of applicant) _____
_____ is presently employed by us and is to act as our agent to represent our school in the State of Delaware for the purpose of soliciting students. (He)(She) has been in our employ for ____ years and ____ months and is found by us to be truthful, honest, and of good reputation. I request that a permit be granted to said person for purposes of soliciting students in Delaware.

Date

Name of Employer (print or type)

Position

Signature of Employer

SWORN TO AND SUBSCRIBED before me on this _____ day of _____, _____.

My commission expires: _____
Date

Name of Notary Public (print or type)

Signature of Notary Public

V. Verification of Applicant

I, the undersigned, affirm that the information set forth in this application and the attachments thereto are complete, true, and correct to the best of my knowledge and that I will carry out all of the activities of representing as an agent of (name of school) _____ in a truthful and honest manner.

Date

Name of Applicant (print or type)

Position

Signature of Applicant

SWORN TO AND SUBSCRIBED before me on this _____ day of _____, _____.

My commission expires: _____
Date

Name of Notary Public (print or type)

Signature of Notary Public

ORIGINAL APPLICATION
FOR A PERMIT TO ACT AS AN AGENT
FOR A PRIVATE BUSINESS OR TRADE SCHOOL IN DELAWARE

Year: _____

Application is hereby made for an **ORIGINAL** permit to represent a private business or trade school, in accordance with 14 *Del.C.* Ch. 85. A separate permit is required for each agent for each school represented. Complete an application for each agent. Include two character references for each agent.

I. Name of Applicant _____

Address: _____

II. Name of School: _____

Address: _____

Check one:

- School operating in Delaware School operating outside of Delaware School operating in and outside of Delaware

Type of School - Check one or any combination:

- Business Trade Technical Correspondence Other: _____

III. Commitments

I solemnly agree as follows:

- A.** To represent the school in accordance with Delaware Law and standards, rules and regulations from time to time established by the Delaware Department of Education.
- B.** That all advertising and solicitation by the school will be free from misrepresentation, deception or fraud, and that no fraudulent or deceptive statements shall be made as to possible future employment opportunities or wage expectations.
- C.** That I am a person who is honest, truthful and of good reputation.

IV. Attachments: Supply the following materials with this application. Use spaces at the left to check off your attachments to ensure a complete application.

_____ **A.** Completed character references. Each agent shall supply two.

_____ **B.** **Check for ten dollars (\$10.00)**, made payable to the State of Delaware, Delaware Department of Education (not refundable). The fee is not required if the agent is also a principal owner of the school.

ORIGINAL APPLICATION
FOR A PERMIT TO ACT AS AN AGENT
FOR A PRIVATE BUSINESS OR TRADE SCHOOL IN DELAWARE

V. Verification of Employment:

I, the undersigned, affirm that the information set forth in this verification of employment and the attachments thereto are complete, true, and correct to the best of my knowledge. (Name of applicant)

_____ is presently employed by us and is to act as our agent to represent our school in the State of Delaware for the purpose of soliciting students. (He)(She) has been in our employ for ____ years and ____ months and is found by us to be truthful, honest, and of good reputation. I request that a Permit be granted to said person for purposes of soliciting students in Delaware.

Date

Name of Employer (print or type)

Position

Signature of Employer

SWORN TO AND SUBSCRIBED before me on this _____ day of _____,
_____.

My commission expires: _____

Name of Notary Public (print or type)

Signature of Notary Public

VI. Verification of Applicant

I, the undersigned, affirm that the information set forth in this application and the attachments thereto are complete, true, and correct to the best of my knowledge, and that I will carry out all of the activities of representing as an agent of (name of school) _____ in a truthful and honest manner.

Date

Name of Applicant (print or type)

Signature of Applicant

SWORN TO AND SUBSCRIBED before me on this _____ day of _____,
_____.

My commission expires: _____
Date

Name of Notary Public (print or type)

Signature of Notary Public

ORIGINAL APPLICATIONS ONLY
CHARACTER REFERENCE FOR AN AGENT
REPRESENTING A PRIVATE BUSINESS AND TRADE SCHOOL
IN DELAWARE UNDER 14 *DEL C.* CH. 85

Recommendation

Pursuant to 14 *Del.C.* Ch. 85, regarding the issuance of permits to agents representing private business and trade schools in Delaware, I (name), _____, do hereby attest that the applicant stated below has been found to be truthful, honest, and of good reputation and I recommend that a permit be granted to serve as an agent for the school as named.

Name of Agent _____

Address _____

Name of School _____

Address _____

Basis for Recommendation

I have known the applicant for _____ years in the capacity of _____

(co-worker, employer, friend, etc.).

Comments about the applicant

Date

Name of Person Making Recommendation (print or type)

Address

Signature of Person Making Recommendation

Telephone Number

ORIGINAL APPLICATIONS ONLY
CHARACTER REFERENCE FOR AN AGENT
REPRESENTING A PRIVATE BUSINESS AND TRADE SCHOOL
IN DELAWARE UNDER 14 *DEL C.* CH. 85

Recommendation

Pursuant to 14 *Del.C.* Ch. 85, regarding the issuance of permits to agents representing private business and trade schools in Delaware, I (name), _____, do hereby attest that the applicant stated below has been found to be truthful, honest, and of good reputation and I recommend that a permit be granted to serve as an agent for the school as named.

Name of Agent _____

Address _____

Name of School _____

Address _____

Basis for Recommendation

I have known the applicant for _____ years in the capacity of _____

(co-worker, employer, friend, etc.).

Comments about the applicant

Date

Name of Person Making Recommendation (print or type)

Address

Signature of Person Making Recommendation

Telephone Number