



CALIFORNIA CAREER COLLEGE

7003 Owensmouth Avenue, Canoga Park, CA 91303

Phone: (818) 710-1310, Fax: (818) 710-1329

www.californiacareercollege.edu

Policy on Determining Student Location

Purpose: Federal and state regulations require institutions of higher education to make a determination regarding the State in which a student is located, which must be applied consistently to all students.

Scope: This policy applies to all students enrolled at California Career College.

Policy:

1. The institution must, upon request, provide the Secretary of Education with written documentation of its determination of a student's location, including the basis for such a determination.
2. An institution must make a determination regarding the State in which a student is located at the time of the student's initial enrollment in an educational program and, if applicable, upon formal receipt of information from the student that the student's location has changed to another State.
3. Student location designations will remain in effect unless and until a student officially notifies the College that their permanent address has changed. Students are required to immediately notify, in writing, the admissions office of a change in location.
4. A determination of student's location is made at the time of application for admission. California Career College utilizes the physical address provided on the completed application for admission as the student's location.
5. Documentation of how the determination was made is the completed student application for admission, which is maintained in the student's file. Local Address is defined as where a student is physically located while engaged in their academic program. Students who are not located in a state in which CCC is authorized to enroll students or otherwise exempt from authorization may not be enrolled.
6. Online Programs: Students are made aware at the start of their enrollment in an online program that continued enrollment in an online program is subject to where the student is physically located while taking the course(s); that they are required to notify CCC, in writing, of any changes in state location; and that should they relocate to a state in which CCC is not authorized or otherwise exempt their enrollment and/or licensure eligibility may be negatively affected. If faculty or staff of an online program determine that a student has relocated to a state in which CCC is not authorized or otherwise exempt, they must notify the Program administration immediately.
7. **Record Keeping:** Documentation of the determination of student location must be provided when requested by a state, the U.S. Secretary of Education, and/or by any accreditation body.

Effective Date: This policy is effective as of July 1, 2023

Review and Revision: This policy will be reviewed annually and revised as necessary to ensure continued compliance with legal and regulatory requirements.

Review/Revision Date: 12/23, 12/24