

Re: Records and Documents to be available at the start of the Program Review, as applicable

We request that the following records or documents be assembled in advance of the visit so that they are available for examination by the review team at the start of the review on August 8, 2016.

1. Organizational chart of the institution that includes all employees currently employed by the institution.
2. A complete set of fiscal records for financial aid, including a chart of accounts, general ledgers and subsidiary ledgers, including lists of disbursements to students.
3. Original canceled checks, bank statements, deposit slips, checkbook or check register and any back-up documentation for cash transactions (including cash requests and refunds/returns of federal cash) with the Department's G5 System.
4. Fiscal Operations Report and Application to Participate, with supporting documentation (two most recently filed reports).
5. Annual Campus Security Reports and all relevant Part 86 documents.