

**TRANSNATIONAL ASSOCIATION OF
CHRISTIAN COLLEGES AND SCHOOLS (TRACS)**

APPLICANT GUIDELINES

Application Procedures for Corresponding Institutions

1. The corresponding institution requests and receives application materials from the TRACS office.
2. The corresponding institution must complete the *Institutional Profile* (with all enclosures) plus the Institutional Eligibility Requirements (IERs) Checklist and mail all materials to the TRACS office along with the required processing fee as shown on the enclosed Fee Structure Chart.
3. A Review Committee will complete a review of the *Institutional Profile* and all support materials and evaluate the institution according to the Institutional Eligibility Requirements (IERs).
4. The Review Committee will provide the institution with a written evaluation and assessment which is designed to assist the institution. A staff visit will be required for all applicant institutions.

Institutional Reference to Applicant. Applicant relationship is viewed as a **non-published** relationship between TRACS and an institution. The Accreditation Commission has established the following policy to safeguard the privacy of this relationship:

"Applicant institutions shall not advertise or publish the developmental relationship or use the TRACS logo."

Annual Reporting. By October 31 of each year, the active applicant institution must file the following materials with the TRACS office.

- One copy of the Annual Operational Report (sent from TRACS office).
- One copy of the Annual Financial Report (sent from TRACS office).
- One copy of the current budget.
- One copy of the current opinioned certified external audit for the previous academic year.

- A copy of the current catalog.
- A letter from the president which will include a list of any substantive changes pertaining to government authorization, constitution and bylaws, location of administrative office, chief executive officer, and/or **FOUNDATIONAL STANDARDS**. If no changes in these items occurred, then the letter should state that no changes have been made.
- The annual fee, calculated according to the enclosed Fee Structure Chart.

Institutional Termination. An institution may withdraw applicancy upon written notification to TRACS.

Relationship Termination. Termination of applicancy by TRACS may result for any of the following:

- Partial disclosure and/or deception or other unethical activity.
- Failure to provide all information required for the Annual Reports by the deadline indicated.
- Failure to pay dues.
- Misrepresentation of the meaning of Applicant relationship.

TRACS' Semi-Annual Meetings

It is important for developing institutions to attend the semi-annual meetings of TRACS and participate in the workshops and seminars.

Revisions 7/2000