

**RCW 18.16.140 School licenses—Application—Approved security—  
Issuance—Changes in application information—Changes in controlling  
interest—Posting of licenses.** (1) Any person wishing to operate a  
school shall, before opening such a school, pay the license fee and  
file with the director for approval a license application containing  
the following information:

(a) The names and addresses of all owners, managers, and  
instructors;

(b) A copy of the school's curriculum satisfying the curriculum  
requirements established by the director;

(c) A sample copy of the school's catalog, brochure, enrollment  
contract, and cancellation and refund policies that will be used or  
distributed by the school to students and the public;

(d) A surety bond in an amount not less than ten thousand  
dollars, or ten percent of the annual gross tuition collected by the  
school, whichever is greater. The approved security shall not exceed  
fifty thousand dollars and shall run to the state of Washington for  
the protection of unearned prepaid student tuition. The school shall  
attest to its gross tuition at least annually on forms provided by the  
department. When a new school license is being applied for, the  
applicant will estimate its annual gross tuition to establish a bond  
amount. This subsection shall not apply to community colleges and  
vocational technical schools.

Upon approval of the application and documents, the director  
shall issue a license to operate a school.

(2) Changes to the information provided by schools shall be  
submitted to the department within fifteen days of the implementation  
date.

(3) A change involving the controlling interest of the school  
requires a new license application and fee. The new application shall  
include all required documentation, proof of ownership change, and be  
approved prior to a license being issued.

(4) School and instructor licenses issued by the department shall  
be posted in the reception area of the school. [2002 c 111 s 9; 1991  
c 324 s 11; 1987 c 445 s 1; 1984 c 208 s 6.]

**Effective date—2002 c 111:** See note following RCW 18.16.010.