

WHEFA FINANCING ALTERNATIVES PROGRAM APPLICATION FOR EDUCATIONAL INSTITUTIONS

Name of School

Address

Contact Name

Title

Phone / Fax Number

E-Mail Address

Web Site Address

Requested Loan Amount

Project Description*

* Please provide further detail if necessary (*Attach as Exhibit A*)

Instructions: Unaudited date is acceptable for the just ended fiscal year if audited data is not available

1. STUDENT DATA: ENROLLMENT

ENROLLMENT	Fall 200__	Fall _____				
Total headcount enrollment	_____	_____	_____	_____	_____	_____
Total FTE enrollment	_____	_____	_____	_____	_____	_____
Undergraduate headcount	_____	_____	_____	_____	_____	_____
Undergraduate FTE	_____	_____	_____	_____	_____	_____
Full-time undergraduates	_____	_____	_____	_____	_____	_____
Part-time undergraduates	_____	_____	_____	_____	_____	_____
Graduate headcount	_____	_____	_____	_____	_____	_____
Graduate FTE	_____	_____	_____	_____	_____	_____
Professional headcount	_____	_____	_____	_____	_____	_____
Professional FTE	_____	_____	_____	_____	_____	_____
Non-traditional headcount	_____	_____	_____	_____	_____	_____
Non-traditional FTE	_____	_____	_____	_____	_____	_____

For the most current year, the % of total students from out-of state: _____ %.

2. STUDENT DATA: APPLICATIONS, ACCEPTANCES AND MATRICULATIONS

ADMISSIONS *	Fall 200__	Fall _____				
Freshman applicants	_____	_____	_____	_____	_____	_____
Freshman acceptances	_____	_____	_____	_____	_____	_____
Freshman matriculants	_____	_____	_____	_____	_____	_____
Mean SAT or ACT scores	_____	_____	_____	_____	_____	_____
Transfer applicants	_____	_____	_____	_____	_____	_____
Transfer acceptances	_____	_____	_____	_____	_____	_____
Transfer matriculants	_____	_____	_____	_____	_____	_____
Graduate applicants	_____	_____	_____	_____	_____	_____
Graduate acceptances	_____	_____	_____	_____	_____	_____
Graduate matriculants	_____	_____	_____	_____	_____	_____

** Numbers should reflect all incoming applicants including international, remedial and distance-learning students. If applicable, explain which student groups these numbers do or do not represent.*

2. STUDENT DATA: APPLICATIONS, ACCEPTANCES AND MATRICULATIONS - Continued

Has enrollment or applications declined by 5% or more since the last fiscal year, or over 15% in the last three (3) years

Yes_____ No_____

If yes, please describe. *(Please attach description as Exhibit 1A)*

Please provide 1-year retention rates (1st year to second year) and 5-year graduation rates. *(Please attach as Exhibit 1B)*

As applicable, please provide enrollment and admissions information for specific programs (business, medicine, law, engineering, etc.). *(Please attach as Exhibit 1C)*

3. FACULTY DATA

FACULTY	Fall 200__	Fall _____	Fall _____	Fall _____	Fall _____
Faculty - full-time	_____	_____	_____	_____	_____
Faculty - part-time	_____	_____	_____	_____	_____
Total faculty (full-time + part-time)	_____	_____	_____	_____	_____
% tenured (of full-time faculty)	_____	_____	_____	_____	_____
% full-time w/terminal degree	_____	_____	_____	_____	_____

Does the Institution have any union activity? Yes_____ No_____

If yes, please provide a brief description of labor relations at the Institution. Detail the union activity present at the Institution by noting the number of unionized employees, who represents them, the term of the current contract(s) and a history of any work stoppages which may have occurred. *(Please attach description as Exhibit 2A)*

4. TUITION/ROOM AND BOARD TREND

UNDERGRADUATE CHARGES *	Fall 200__	Fall _____	Fall _____	Fall _____	Fall _____
Annual tuition (resident)	_____	_____	_____	_____	_____
Annual tuition (non-resident)	_____	_____	_____	_____	_____
Annual R&B (20 meals)	_____	_____	_____	_____	_____
Other annual fees & charges	_____	_____	_____	_____	_____

If applicable to institution, provide above information for a full-time graduate student (minimum of 12 credit hours) *(Please attach detail as Exhibit 2B)*

Provide the number of available university-owned beds: _____; the number of students residing in university-owned housing in the fall semester of the current year (occupancy): _____; and the estimated percentage of full-time students housed by the university: _____%.

5. OUTSTANDING DEBT

Attach a list of outstanding debt issues, including capital leases, bank loans, or off-balance sheet debt. Show the outstanding principal balance of each debt obligation, and the security pledged. *(Please attach as Exhibit 3)*

6. DEBT SERVICE

Attach a combined debt service schedule for outstanding debt obligations. The schedule should show all years, and each debt issue. *(Please attach as Exhibit 4)*

7. SWAPS

Describe any exposure to interest rate swaps, and describe the terms.

8. CAPITAL CAMPAIGNS/FUNDRAISING

Attach information on recent and current capital campaigns, including initial and final fund-raising goal, date campaign announcement made, and estimated/actual date of campaign completion, amount raised (both cash and pledges), purpose(s) of campaign, if available, the number of living alumni, annual-fund participation rate for last full year, and provide the amount of annual-fund revenues for the last two fiscal years and the number of annual-fund donors. *(Please attach as Exhibit 4)*

9. ENDOWMENT AND INVESTMENTS

ENDOWMENT (\$ in 000's)	_____ est. Fall 200__	Fall _____	Fall _____	Fall _____	Fall _____
Total Endowment (Market Value)	_____	_____	_____	_____	_____
Quasi Endowment (Market Value)	_____	_____	_____	_____	_____

Attach the following as Exhibit 5:

- Describe any exposure to derivative investments or self-liquidity variable rate demand bonds;
- Attach a copy of the institutions investment policy;
- Attach a copy of the last quarterly investment report made tot he Board or Investment Committee;
- Provide investment returns for the following intervals: 1-year, 3-years, 5-years and 10-years;
- What is the institution's endowment spending policy? Has the policy formula been changed in the last five (5) years, or is a change contemplated now?

10. COMPETITORS

In the space below, please provide information concerning other schools of which the Institution competes for students. Provide win-loss data if available.
(Please attach an exhibit if additional space is necessary).

<u>Name of Competitor</u>	<u>Location</u>	<u>Annual Tuition</u>	<u>Annual Room & Board Fees</u>
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

11. MANAGEMENT

Please provide *(as Exhibit 6)* resumes or brief biographies of the Institution's management team (including president, provost, chief financial officer, development officer and admissions manager).

12. LITIGATION

Is there any litigation threatened or pending, in which the Institution is or may be a defendant and in which the Institution's potential liability, either individually or collectively, could exceed the Institution's insurance coverage with respect to such liability or liabilities?

Yes_____ No_____

If the answer is "yes", please attach a brief explanation to this application. *(as Exhibit 7)*

13. FOUNDATION/RELATED ORGANIZATION

Does the Institution have a related organization or foundation with assets that are not included in your audit?

Yes_____ No_____

If yes, for the most recent, available fiscal year only, please provide the following:

<u>Organization Name(s)</u>	<u>Unrestricted Net Assets (FY _____)</u>	<u>Temporarily Restricted Net Assets</u>	<u>Restricted Net Assets</u>	<u>Total Net Assets</u>
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____

14. CASH-FLOW

Does the Institution have bank lines of credit or revenue anticipation notes for cash-flow or capital financing?

Yes_____ No_____

If the answer is "yes", please attach a brief explanation

15. FINANCIAL AID

Describe the Institution's policy regarding student aid, and the tuition discount level.

16. ACADEMIC NICHE

Provide a brief description of the Institution's academic niche. What are the largest undergraduate and graduate programs in terms of enrollment? What professional degrees, if any, does the Institution offer? What programs is the Institution particularly known for? What programs/degrees are new within the last five years? What programs/degrees have been dropped within the last five years?

17. STRATEGIC PLANNING

Provide a brief description of recent strategic planning at the Institution, or attach a copy of the plan's executive summary. Also discuss briefly the status of deferred maintenance on the Institution's campus(s).

18. DOCUMENTS & INFORMATION TO BE ATTACHED TO APPLICATION

The following documents and information are to be attached to this application and submitted to WHEFA.

- a) Audited financial statements for the past four years including accompanying management letter
- b) The Institution's most recent year-to-date unaudited financial statements. These should include Balance Sheets and Income Statements along with comparative results for the preceding year.
- c) Annual Reports for the past three (3) years
- d) Official Statement(s) for any bond issues sold within the last three (3) years
- e) Outstanding Loan Agreement(s) and related Security Document(s) (i.e. Guarantees, Bank Credit Facilities, etc.)
- f) Course Bulletin or Catalog
- g) School Admission Policy and Student Application Form
- h) Organizational Chart, if available
- i) List of Board of Directors of Institution (include occupation)
- j) Publications--Development, Alumni, Admissions, Special Programs, etc.
- k) Campus Photographs