**Commission on English Language Program Accreditation**

**Extended Hiatus Application**

Please return this form to CEA at info@cea-accredit.org. Once your application has been reviewed, you will receive a response from CEA.

CEA must be notified of a hiatus of up-to-4 months. If a hiatus of operations is expected to last longer than 4 months, please use this form to report the conditions. CEA Staff will review all applications and the Commission will approve requests for approval of extended hiatus during regularly scheduled meetings . Please direct any questions about the use of this form to CEA staff at info@cea-accredit.org.

**Section 1: General information**

|  |  |  |
| --- | --- | --- |
|  | **Site Name** |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Site ID** |  | (as it appears in the Directory of Accredited Sites on CEA’s website:  www.cea-accredit.org/accredited-sites) |

1. **Organizational Structure:** [ ]  Single Site [ ]  Multi-site

|  |  |
| --- | --- |
| 1. **Name of site’s CEA primary contact**
 |  |
| Position Title |  | Email |  |

[ ]  This is a new (permanent) primary contact.

[ ]  This is a temporary change to primary contact.

**Section 2: Description of Hiatus**

1. Please describe your typical annual calendar.
2. What is the last date students were enrolled in face-to-face or online courses at your school?
3. What is the earliest date you expect to resume operations? When do you plan to have students enroll in either distance education or face-to-face courses on site? (subject to change)
4. Please describe the impact of COVID-19 on your operations.