**Commission on English Language Program Accreditation**

**Extended Hiatus Application**

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

CEA’s eligibility requirements include an operational requirement of at least 8 months per year, meaning there is a 4-month period allowable during which classes are not on offer. 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. The Executive Director will review all applications and grant permission for extended hiatuses on a case-by-case basis. Please direct any questions about the use of this form to CEA staff at info@cea-accredit.org.

**Section 1: General information** (to be completed by all applicants)

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Site ID** |  | (as it appears in the Directory of Accredited Sites on the [CEA website](http://cea-accredit.org/accredited-sites) – 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 courses at your school?
3. What is the earliest date you expect students to enroll in face-to-face courses on site? (subject to change)
4. Please describe the impact of COVID-19 on your operations.