



## MONTESSORI INSTITUTE OF AMERICA

### Substantive Change for Relocation of Permanent Site

**Instructions:** Complete and submit the Substantive Change Application Cover Sheet and the Substantive Change for Relocation of Permanent Site. Both forms must be submitted together.

All fields are required to be filled in. If a field does not apply to you, type in N/A.

**Application Must Be Typed or Clearly Printed in English**

Today's Date (month/dd/yy)	Effective Date (month/dd/yy) of Change
<b>SECTION 1 - TEP INFORMATION &amp; RELOCATION ADDRESS</b>	
Legal Name of Organization	Name of Owner / Director
Program Name (if different than above)	
Previous Program Address	
City	State / Province
Zip Code	Country
Relocation Address	
City	State / Province
Zip Code	Country
<b>SECTION 2 - IMPACT STATEMENT</b>	
<b>With reference to MIA's Quality Principles, briefly describe the impact of the change on the following:</b>	
Meet the needs of the Adult Learner (evaluate the Adult Learner, connect Adult Learner with practicum sites, etc.)	
Meet program capacity (size of building, number of classrooms, etc.)	
Meet financial responsibilities (income and expenses, etc.)	