

Prior to any application to the Commission, Alex Burlingame of Squire Sanders (US) LLP, Bond Counsel to the Commission, may be contacted for assistance in the preparation of the application. The following is only a sample form of application letter and should be completed only after discussion with Mr. Burlingame concerning the application process. Mr. Burlingame may be called at 216/479-8500. Eleven copies of the application letter along with the related accompanying materials should be sent to Mr. Burlingame for distribution to Commission members. A copy of the letter and a check for the Application Fee should be sent at the same time directly to Ben Christensen, OHEFC Administrator, at the Commission's address shown below.

**SAMPLE FORM OF LETTER
OF APPLICATION TO THE OHIO
HIGHER EDUCATIONAL FACILITY COMMISSION**

Thomas F. Needles, Chair
Ohio Higher Educational Facility Commission
25 South Front Street, 2nd Floor
Columbus, Ohio 43215

Re: Proposed OHEFC Project for _____

Dear Mr. Needles:

On behalf of the Board of Trustees of _____ College/University, I wish to provide the Ohio Higher Educational Facility Commission with information and assurances pertaining to this request for financing by the Commission of [*the Project, e.g., the construction of a new library*].

[*Describe the Project, the need for the Project and the Project costs, including estimated construction costs and costs relating to the financing of the Project to the extent available.*]

[*Discuss the projected operating costs of the Project including debt service on the bonds.*]

[*Discuss what Project costs are to be financed through the Commission and other sources, if any, particularly any grants or proceeds of fund-raising activities.*]

[*Discuss the proposed financing arrangements for the sale of the bonds, i.e., underwriter or financial advisor, if known at this time.*]

The Project will be constructed on real estate presently owned by the College/University as part of its main academic campus. Appropriate rights in the real estate would be conveyed by the College/University to the Commission if the Commission finances a portion of the Project. [*Revise as necessary. Discuss any existing mortgages or liens on property relating to the Project.*]

[*Discuss outstanding debt of the College/University.*]

[*Discuss past, present and projected enrollment; separate tables or charts may be attached.*]

_____ College/University is a corporation not for profit, formed and operated for purposes of providing higher education. The College/University is an undergraduate institution granting the degrees of Bachelor of _____.

The College/University is accredited by general official agencies and associations including the State of Ohio and the North Central Association of College and Secondary Schools.

_____ College/University represents to and assures the Commission that the College/University intends to use and operate the Project at all times as the type of facility originally planned and constructed, and the Project will not be used exclusively as a place for devotional activities.

_____ College/University represents to the Commission that the principal educational activity of the College/University is not the preparation of students for, or the granting of, degrees, diplomas or other marks of proficiency which have value only in religious or ecclesiastical fields.

_____ College/University represents to the Commission that, in accordance with Section 3377.06 of the Ohio Revised Code, the College/University admits students without discriminating by reason of race, creed, color or national origin.

Enclosed herewith is a copy of the College's/University's most recent audited financial reports for the fiscal years ending _____, 200_ and 200_.

Also enclosed is a copy of the current Certificate of Authorization from the Ohio Board of Regents authorizing the college/university to grant degrees.

[Discuss, in general terms, the financial condition of the College/University.]

[Also enclosed, if available, any resolution of the Board of Trustees or Executive/Finance Committee relating to the financing of the Project.]

The following is the proposed time schedule for the Project:

The Board of Trustees of the College/University or the College's/University's administrative officers would be pleased to provide you with any further information if required.

Enclosed with a copy of this letter to Thomas F. Needles, Chair, is a check from the College/University in the amount of \$500.00 made out to Ohio Higher Educational Facility Commission, representing payment of the Application Fee.

The undersigned certifies that he/she is familiar with the facts stated in this letter and enclosures, and that the same are true.

Very truly yours,

cc: Ben Christensen, OHEFC Administrator (with Application Fee check)

[More detailed descriptions of the Project and Project costs may be attached as appendices.]

[General information about the College/University, e.g. brochures, catalogs, etc., may also be enclosed.]