



## Scholastic Entity Liability and Employment Practices Insurance Application

1. Name of Organization: \_\_\_\_\_
2. Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Web Site Address: \_\_\_\_\_
4. Contact person to receive all notices on behalf of the Insured: \_\_\_\_\_  
 Title \_\_\_\_\_ Contact's Phone Number: \_\_\_\_\_
5. When organized? \_\_\_\_\_
6. Type of School:  Public K-12  Private K-12  Charter  Vocational  Junior/Community College  
 4-Year College/University  Graduate School  Other (please provide details): \_\_\_\_\_

**7. Enrollment Information:**

Enrollment	Current Year	Prior Year	Next 12 months (Projected)
Full-Time			
Part-Time			
Pre-School/Pre-K			

**8. Employment Information:**

Enrollment	Full Time	Part Time
Faculty/Instructors		
Administration/Management		
Student Teachers/Interns/Aids		
Volunteers		
Independent Contractors		
Others (seasonal, temporary, leased)		

9. Has the Applicant established:
  - a) Procedures for suspension/dismissal of students?  Yes  No
  - b) Procedures for reporting and investigating student sexual harassment allegations?  Yes  No
  - c) Procedures for reporting and investigating child abuse allegations?  Yes  No
  - d) A disaster/emergency plan for natural disasters, on-campus violence and terrorist acts?  Yes  No
10. Does the Applicant have Special Education programs for the developmentally, mentally, emotionally or physically disabled?  Yes  No
11. What percentage of the student enrollment currently has an Individual Education Plan (IEP) in place: \_\_\_\_\_%
12. How often are students evaluated for IEP adjustment?  Annually  Semi-Annually  Other (please advise)
13. In the past three (3) years, has the Applicant been involved in any IEP due process hearings/appeals?  Yes  No

**Financial Information:**

14.	Current Year	Prior Year	2 <sup>nd</sup> Prior Year
Revenues			
Expenditures			
Budget Surplus/Deficit			
Outstanding Bond Issues			

- a) Has any State or Federal funding (aid) been eliminated in the past year?  Yes  No
- b) Has the Entity been in default on principal or interest on any bond?  Yes  No
- c) Does the Entity anticipate any special projects that will substantially increase or decrease the budget in the next three years?  Yes  No

15. Please indicate the Applicant's bond rating: \_\_\_\_\_  S&P  Moody's  Fitch

**Employment Practices:**

- 16. Does the Applicant have a Human Resources or Personnel Department?  Yes  No
- 17. Has there been or is there an anticipated reduction of employees in the past/next (12) months?  Yes  No
- 18. Does a lawyer review involuntary employment terminations prior to the termination of an employee?  Yes  No
- 19. Does the Applicant have clear procedures in place to report Sexual Harassment and other complaints or grievances?  Yes  No
- 20. Does the Applicant have formal written procedures for hiring and firing employees?  Yes  No
- 21. Does the Applicant have policies/procedures outlining employee conduct with third parties?  Yes  No
- 22. Does the Applicant publish and distribute a uniform employee handbook?  Yes  No

Please indicate the policies adopted and published in the employee handbook:

- EEO Statement  At-will Statement  Sexual Harassment  Progressive Discipline
- FMLA Policy  Reasonable Accommodation  E-Mail Use  Retention of Computer Data/E-Mails

23. a) Within the last three (3) years, has any inquiry, complaint, notice of hearing, claim, or suit been made (including, but not limited to, Equal Employment Opportunity Commission, State Human Rights Boards, Municipal, State or Federal Regulatory Authorities), against the Organization, or any person proposed for insurance in the capacity of Director, Officer, Trustee, Employee, or Volunteer of the Applicant?  Yes  No

*Provide details of each claim on a separate page.*

b) Is any person(s) proposed for this insurance aware of any fact, circumstance, or situation, which may result in a claim against the Applicant or any of its Directors, Officers, Trustees, Employees, or Volunteers?  Yes  No

*Provide details of each claim on a separate page.*

24. Has any similar insurance on behalf of any person(s) or entity(ies) now sought to be insured been declined, non-renewed, cancelled or refused? If yes, provide details:  Yes  No

25. Current Insurance Company: \_\_\_\_\_

Policy Period: From: \_\_\_\_\_ To: \_\_\_\_\_  
Limit: \$ \_\_\_\_\_ Deductible: \$ \_\_\_\_\_ Premium: \$ \_\_\_\_\_

26. Limits of Insurance requested: \_\_\_\_\_

**NO FACT, CIRCUMSTANCE OR SITUATION INDICATING THE PROBABILITY OF A CLAIM OR ACTION AGAINST WHICH INDEMNIFICATION IS OR WOULD BE AFFORDED BY THE PROPOSED INSURANCE IS NOW KNOWN TO ANY DIRECTOR, OFFICER, TRUSTEE, EMPLOYEE OR VOLUNTEER OF THIS ORGANIZATION, AND IT IS AGREED BY ALL CONCERNED THAT IF THERE BE KNOWLEDGE OF ANY SUCH FACT, CIRCUMSTANCE OR SITUATION, ANY CLAIM OR ACTION SUBSEQUENTLY EMANATING THEREFROM SHALL BE EXCLUDED FROM COVERAGE UNDER THE PROPOSED INSURANCE.**

The undersigned authorized Officer of the Organization on behalf of the applicant and all persons or concerns seeking insurance, has read and understands the Application and declares that all statements set forth herein are true, complete and accurate. The undersigned further declares and represents that any occurrence or event taking place prior to the issuance of the policy applied for, which may render inaccurate, untrue or incomplete any statement made herein will immediately be reported in writing to the Insurer. The undersigned acknowledges and agrees that the submission and the Insurer's receipt of such written report, prior to the inception to the policy applied for, is a condition precedent to coverage.

The insured hereby further acknowledges that he/she/it is aware that legal defense costs that are incurred shall be applied against the retention amount.

**WARNING**

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act, which is a crime.

Although the signing of this application does not bind the undersigned on behalf of the Directors and Officers and the Organization to effect Insurance, the undersigned, on behalf of the Directors and Officers and the Organization, agrees that this application and the information furnished pursuant hereto shall be the basis of the contract should a policy be issued and this application will become part of the policy. The Insurers are hereby authorized to make any investigation and inquiry in connection with this application, as they may deem necessary.

Signed: \_\_\_\_\_  
**(Must be signed by Officer of the Applicant)**

Title: \_\_\_\_\_ Date: \_\_\_\_\_