



BRANCH PROFILE REQUEST FORM

Instructions: Completed forms should be sent to Marge Ramsey, 303 George St., New Brunswick, NJ 08901, via email to: maramsey@docs.rutgers.edu or faxed to 732-932-7164. Upon receipt, a meeting will be set up with your branch for implementation.

Section 1: Branch Information

Branch Name:	
Unit/Department (if different):	
Address:	
Phone:	Fax:
Main E-mail Address:	Website:
Branch Description:	
Branch Admin Name:	Go Live Date:

Section 2: Additional Documents

In addition to the **Branch Profile Request Form**, you must submit the following with your application:

- One (1) [ScholarChip Access Request Form](#), which will include your G/L account information.
- A minimum of one (1) [ANCOR Access Request Form](#), which will establish your branch administrator. Any additional users can also be added to your new branch by completing additional forms (one per person).
- Written refund and cancellation policies for your branch. (Samples provided upon request.)
- Two (2) digital signatures, in .jpeg format, along with the names/titles of the signers on your course certificates.

Section 3: Payment

A one-time set-up fee **in the amount of \$1,000** should be paid to the Division of Continuing Studies' Central Registration account via Journal Entry. Please initiate a JE transfer for the full amount to G/L **#470-1855-6533-0001-100-2910-42160**. Your branch will not be activated until funds are received.

I have read and accepted the Basic Expectations of ANCOR Administrative Users. The agreement is located at [Terms of Use](#).

Signature of Branch Administrator

Date

Enrollment Services ONLY

Date Received:		Date Implemented:	
Received By:			
Notes:			