

CHECKLIST FOR SCHOOL CLOSING

Name of School: _____ Date: _____
Location of School: _____

Authority: Rule 41, Section 012

A school which is closing, either voluntarily or involuntarily shall take the following actions:

- Inform the Department of this action immediately by certified mail;
- Return its authorization to operate to the Department immediately upon cessation of instruction or termination of authorization status;
- Give the Department the name, address and telephone number of the person who will be responsible for closing arrangements;
- Furnish the Department with names, addresses, and telephone numbers for each student who has not completed his/her course of instruction, and the name(s) of the course(s) of instruction in which they were enrolled; the amount of class time left to complete the course, and the amount of refund, if any, for which each student is eligible;
- Furnish the Department with copies of the written notice being mailed to all enrolled students explaining the procedures they are to follow to secure refunds or to continue their education, and
- File procedures with the Department for disbursement of refunds and set a date no later than thirty (30) days from last day of instruction to issue refund checks in the full amount to which students are entitled.
- Academic and Financial Records. A member of the school's administrative staff shall cause to be filed with the Department the original or legible true copies of all academic and financial records and such other records of the school as may be specified by the department. These records shall be signed by an authorized official of the school for authenticity. These records shall be filed alphabetically by the student's last name then first name. Students requesting a copy of his or her transcripts which are on file with the Department will be charged a fee of ten (\$10) dollars for each copy requested and received.
- If students are receiving instruction prior to the school's closing, the school shall file a plan including the information described in this section with the Department to ensure that the students will continue to receive training of the same quality and content as that for which they contracted.
- Arrangements for transferring students to a public or a private postsecondary career school authorized to operate shall be filed with the Department prior to any student transfer.
- Prior to approving the school's arrangements for completing its teaching obligations to the students, the Department shall verify that the students transferring will receive the same kind of program and instructional services as those for which they contracted;
- Refund of Tuition and Fees. The school shall refund all unearned tuition, fees, and other charges, if the Department, in any situation in which students are receiving instruction prior to a school's closing, determines that:
 - The school has not fulfilled its contractual obligations; or
 - A student has reasonable objections to transfer resulting from the closing.