

CATALOG

Attach a copy or a proposed copy of the school's catalog. The catalog shall include, but is not limited to the following: (Indicate on the line by each item the paragraph number and /or page number where that item is included in the catalog.)

Cover page for catalog that indicates the period of time the catalog covers Including the full legal name of the school and address. Page _____

Inside cover indicate address for any branch campus and additional sites and telephone number and fax number for all locations. Page _____

List School Staff and Title Page _____

State Purposes/objectives of school Page _____

Describe facility: number of square feet, classrooms, labs etc. Page _____

Outline the admission requirements and procedures, as well as any Re-admission policy. Provide school disclosure of information which includes all information on any a) required background check – assault, larceny, etc.; b) driving record check – driving violations, suspension; c) conditions required for employment in field of training; and d) license or certification required and Agency responsible for issuance. Page _____

Provide school calendar including legal holidays. Page _____

Provide placement information (include school can not guarantee placement) and other student services (counseling, housing, etc.) Page _____

State school's attendance policy Page _____

State school's conduct policy and which violations are grounds for immediate dismissal (such as carrying a weapon, use of drugs or alcohol etc.) Page _____

State school's grading policy (must use numeric grading system, except for externship/internship/clinical can be pass/fail) Page _____

State school's requirements for graduation and include type of credential awarded – diploma or certificate, include student will receive a copy of their transcript. Page _____

Provide a student withdrawal policy (note the school can not require the student to notify the school of withdrawal in writing and any withdrawal will be based on the last date of verifiable attendance.) Page _____

Provide the school's termination policy, outline grounds for dismissal whether there is a refund if student is terminated by the school. Page _____

Provide the school's refund policy when a student withdraws, before class starts, after enrollment and when school terminates student's enrollment. Timeframe of processing refund. Page _____

Provide name of course/program and description of training offered. If program is offered provide outline of courses, time/credits and description of each course. Include externship, internship or clinical. Include program length and hours/credits for each course. Include all information if licensure is a requirement to work in field. Page _____

Provide a complete outline of all costs of course/program which includes Application fee and/or Registration fee, tuition, other fees, books, room and board. State if any fees are non-refundable. Page _____

Outline method of payment school will accept and whether any payment plans are offered. Include any sources of financial assistance such as Sallie Mae etc. Page _____

If school offers room and board accommodations, provide information. Page _____

Provide school's complaint policy and include statement that student may contact the Executive Director of the Office of Higher Education if they are not satisfied with the school's resolution of the complaint. Include the address and telephone number of the Office of Higher Education. Page _____