CATALOG CHECKLIST

In order to assist the Division staff in ensuring that the school’s catalog meets the Minimum Standards required in § C.R.S. 23-64-112 and Board Rule III (H), please complete, sign, and return this Checklist along with the school’s Catalog submittal.

School Name ___________________________________________ Date ___________________

Page No. __________

1. Name and physical address of the school
2. Catalog volume number______ and date of publication______
4. Table of contents with applicable page nos.
5. Names of owners and officials, including any governing boards
6. School calendar: ___holidays; ___enrollment periods; ___beginning & ending dates of term; ___courses or programs
7. Entrance requirements
8. Enrollment procedures; ___including late enrollments if permitted
9. Description of placement assistance OR disclosure of no placement assistance
10. Attendance policy: ___requirements; ___unsatisfactory attendance; ___re-admittance; ___probation policy; ___leaves of absence; ___fees due to absence; ___minimum assignments required for correspondence courses (if applicable)
11. Progress policy: ___measurement and evaluation; ___grading system; ___unsatisfactory progress; ___probation; ___leaves of absence; ___dismissal; ___re-admittance; ___probation policy
12. System of reporting grades to students
13. Conduct policy (dismissal, re-admission, etc.)
14. Description of facilities, equipment and teaching aides exclusive of basic supplies
15. Description of each approved educational program: ___objectives; ___tuitions; ___fees; ___length; ___number of lessons or units of instruction [type of instruction, i.e. correspondence, on-line, classroom]; and, (if applicable) ___additional costs to the student for make-up hours required for completion of program; and ___designation of credit hours as semester or quarter
16. Credit for previous training, education, or experience OR disclosure of no previous credits accepted
17. A statement that the "school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution."
18. Complete Refund Policy
   a. Provides a full refund if student is not accepted by the school
   b. Provides 3-day cancellation right except when student has started training
   c. Identifies penalty fee after 3-day cancellation right and prior to beginning of program
   d. Identifies basis for refund (time-based for residential training OR lesson-based for distance education)
   e. Provides refund within 30-days of termination
   f. Identifies method of determining the official date of termination
   g. Provides a full refund if education service is discontinued by the school, except if the school ceases operation
   h. Statement that the policy for the granting of credit for previous training shall not impact the refund policy
   i. Policy is easily understood and clearly visible to applicant
   j. Refund formula including cancellation charge is consistent with statute

<table>
<thead>
<tr>
<th>A student terminating training...</th>
<th>Is entitled to a refund of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within first 10% of program (Lessons 1 -- ____)</td>
<td>90% less cancellation charge</td>
</tr>
<tr>
<td>After 10% but within first 25% of program (Lessons __ -- ____)</td>
<td>75% less cancellation charge</td>
</tr>
<tr>
<td>After 25% but within first 50% of program (Lessons __ -- ____)</td>
<td>50% less cancellation charge</td>
</tr>
<tr>
<td>After 50% but within first 75% of program (Lessons __ -- ____)</td>
<td>25% less cancellation charge</td>
</tr>
<tr>
<td>After 75% (Lesson __) [if paid in full, cancellation charge is not applicable]</td>
<td>NO Refund</td>
</tr>
</tbody>
</table>

19. School’s "Student Grievance Procedure" clearly identified
20. A statement informing students that complaints may be filed: ______ online with the Division of Private Occupational Schools and ______ there is a two-year limitation (from student’s last date of attendance) on the student filing a complaint. ______ Include the Division’s website address: highered.colorado.gov/dpos and ______ phone number: 303-862-3001.
21. The school’s policy regarding postponement of starting date and the effect on student’s right to a refund to read exactly as required by Rule III.H.3. Please refer to the “Sample Catalog”.
22. Proper identification of catalog addenda, if applicable
23. Disclose that apprenticeship councils do not accept training from trade schools for advanced placement if program is in the apprenticeship area, if applicable

_________________________________________  ________________
(Signed)                                          (Title)

Colorado Department of Higher Education, Division of Private Occupational Schools
Catalog Checklist

Rev05.07.18