

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 (G), 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 _____
- _____ 3. In-state school statement: "Approved and Regulated by the Colorado Department of Higher Education, Private Occupational **School Board.**"
- _____ 4. Table of contents with applicable page numbers.
- _____ 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. Admission 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 distance education (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; ___tuition; ___fees; ___length; ___number of lessons [type of instruction, i.e. on-line classroom or other]; 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 classroom 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

A student terminating training...	Is entitled to a refund of:
Within first 10% of program (Lessons 1 -- ___)	90% less cancellation charge
After 10% but within first 25% of program (Lessons ___ -- ___)	75% less cancellation charge
After 25% but within first 50% of program (Lessons ___ -- ___)	50% less cancellation charge
After 50% but within first 75% of program (Lessons ___ -- ___)	25% less cancellation charge
After 75% (Lesson ___) [if paid in full, cancellation charge is not applicable]	NO Refund

- _____ 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: higher.ed.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.G.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)