

## 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

<b>A student terminating training...</b>	<b>Is entitled to a refund of:</b>
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](http://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)