

CATALOG CHECKLIST

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., online, 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 regarding complaints that reads:
 Attempting to resolve any issue with the School first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the Division of Private Occupational Schools (DPOS) within two years from the student’s last date of attendance or at any time prior to the commencement of training at <http://higher.ed.colorado.gov/dpos>, 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)