

## 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, please complete, sign and return this Checklist along with the school's Catalog submittal.**

Page No. \_\_\_\_\_ School Name \_\_\_\_\_

- \_\_\_\_\_ 1. Name and physical address of the school
- \_\_\_\_\_ 2. Catalog volume number \_\_\_\_\_ and date of publication \_\_\_\_\_
- \_\_\_\_\_ 3. Out-of-state school statement: "Agents approved by the Colorado Department of Higher Education, Private Occupational **School Board**"
- \_\_\_\_\_ 4. Disclaimer statement notifying students to check with appropriate Colorado regulatory agencies to confirm program/course work will satisfy initial or renewal licensing or certification of that agency.
- \_\_\_\_\_ 5. Table of contents with applicable page numbers
- \_\_\_\_\_ 6. Names of owners and officials, including any governing boards
- \_\_\_\_\_ 7. School calendar: \_\_\_holidays; \_\_\_enrollment periods; \_\_\_beginning & ending dates of term; \_\_\_courses or programs
- \_\_\_\_\_ 8. Entrance requirements
- \_\_\_\_\_ 9. Enrollment procedures; \_\_\_including late enrollments if permitted
- \_\_\_\_\_ 10. Description of placement assistance **OR** disclosure of no placement assistance
- \_\_\_\_\_ 11. Attendance policy: \_\_\_requirements; \_\_\_unsatisfactory attendance; \_\_\_re-admittance; \_\_\_probation policy; \_\_\_leaves of absence; \_\_\_fees due to absence; \_\_\_minimum assignments required for correspondence courses (if applicable)
- \_\_\_\_\_ 12. Progress policy: \_\_\_measurement and evaluation; \_\_\_grading system; \_\_\_unsatisfactory progress; \_\_\_probation; \_\_\_leaves of absence; \_\_\_dismissal; \_\_\_re-admittance; \_\_\_probation policy
- \_\_\_\_\_ 13. System of reporting grades to students
- \_\_\_\_\_ 14. Conduct policy (dismissal, re-admission, etc.)
- \_\_\_\_\_ 15. Description of facilities, equipment and teaching aides exclusive of basic supplies
- \_\_\_\_\_ 16. Description of each approved educational program: \_\_\_objectives; \_\_\_tuitions; \_\_\_fees; \_\_\_length; \_\_\_number of lessons or units of instruction [type of instruction, i.e., online, classroom, 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
- \_\_\_\_\_ 17. Credit for **previous** training, education, or experience **OR** disclosure of no previous credits accepted
- \_\_\_\_\_ 18. 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."
- \_\_\_\_\_ 19. 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

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

- \_\_\_\_\_ 20. School's "Student Grievance Procedure" clearly identified
- \_\_\_\_\_ 21. 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.
- \_\_\_\_\_ 22. 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".
- \_\_\_\_\_ 23. Proper identification of catalog addenda, if applicable
- \_\_\_\_\_ 24. 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)