



## **School Closing Procedures State Board of Private Licensed Schools**

**Although school closing situations vary, the priority must always be the welfare of the students.**

**The following steps are required by closing schools to ensure that the needs of the students are met.**

License or registration will automatically be terminated upon school closure. Closed schools must reapply for a new original license to return to operations.

### **1. BOARD NOTIFICATION**

A school must notify the State Board of Private Licensed Schools (the Board) at least 30 calendar days in advance of a school closure. The notification should be emailed to the schools Board Administrator. Failure to notify the Board of school closure and to follow the outlined procedures are regulatory violations that can be prosecuted even after the license/registration has been terminated.

### **2. POST-CLOSURE SCHOOL REPRESENTATIVE**

A school must provide the Board with the name, address, phone number, and email address of a school representative that will be the responsible official of the school for at least one year following the date of closure. This information should be emailed to the schools Board Administrator at the time of Board notification.

### **3. STUDENT INFORMATION**

Contact Information. A school must provide the Board with a current list of all active/current students (including those on a leave of absence). Included with the list of students, the student's address, phone number, email address, enrollment start date, anticipated graduation date, and enrolled program is to be provided. This information should be emailed to the schools Board Administrator at the time of Board notification.

Financial ledger. A school must provide the Board with an up-to-date financial ledger for all active/current students (including those on a leave of absence). These documents should be emailed to the schools Board Administrator at the time of Board notification.

Academic transcript. A school must provide the Board with an up-to-date academic transcript for all active/current students (including those on a leave of absence). These documents should be emailed to the schools Board Administrator at the time of Board notification.

### **4. ACTIVE/CURRENT STUDENT NOTIFICATION**

A school must notify its students of the impending closure. The notification must provide the date of closure, along with school representative contact information for students needing to discuss program completion opportunities and to discuss financial matters. This notification is to be shared with students in writing as soon as possible. A copy of the notification shared with students should be emailed to the school's Board Administrator within one week of Board notification.

Recommended best practice includes the school scheduling individual meetings with students one-on-one to discuss program completion opportunities and to discuss financial matters. The school is responsible for ensuring program completion by all students – whether via teach-out at the closing

school or via student transfer to another school.

Schools may not post notice of school closings on the doors of the school.

## **5. FORMER STUDENT NOTIFICATION**

A school must notify students who attended the school within the calendar year how they will be able to obtain higher education related tax forms from the school (1098-T, 1098-E, 1099-DIV for U.Plan, and 1099-Q). A copy of the notification shared with students should be emailed to the school's Board Administrator within one week of Board notification.

## **6. PROGRAM COMPLETION FOR ALL STUDENTS**

A school must provide a plan for ensuring program completion of all active/current students (leave of absence students should also be considered). The plans should be emailed to the school's Board Administrator as soon as possible, but no later than one week after Board notification.

### Teach-out at the closing school.

A school must provide the following information in their teach-out plan.

- A list of all active programs offered by the school.
- The number of students enrolled in each program.
- Date of anticipated school closure.
- Date students were notified of the school closing.
- Identify all courses that active/current students need to complete their programs, by program.
- Provide a schedule of when the courses will be offered, indicating the intended instructor.
- Provide the projected graduation date for each program cohort.

### Teach-out via student transfer to another school.

A school must provide the following information in their teach-out plan.

- A list of all active programs offered by the school.
- The number of students enrolled in each program.
- Date of anticipated school closure.
- Date students were notified of the school closing.
- Identify all courses that active/current students need to complete their programs, by program.
- Provide the name of the schools assisting in the teach-out, along with individual contact information (note that transfer schools should be located within a 25-mile radius of the closing school).
- Identify the institution and course number and name of the courses to be taken.
- Provide evidence that the courses intended to be taken meet the course outcomes and credits/clock hours of the enrolled program/course.
- Provide a schedule of when the courses will be offered.
- Provide the projected graduation date for each program cohort.
- Financial cost information, detailing the impact of transfer on students.
- Confirmation of the credential to be awarded by the teach-out school.

## **7. ACADEMIC TRANSCRIPTS**

A school must provide students with access and a means by which to request their academic transcripts upon closure. Within one week of closure, all student academic transcripts must be provided to the Board's central repository. Confirmation of transcripts being provided should be emailed to the school's Board Administrator within one week of closing.