

## INTRODUCTION TO THE APPLICATION FOR A CHANGE OF OWNERSHIP

The following is the application for approval of a change of ownership of a private career school in Maryland. A change of ownership means any action by which a person or corporation obtains new authority to control the actions of the private career school. That action may include, but is not limited to the following:

- Sale and purchase of an institution.
- Transfer of the controlling interest of stock of the institution or its parent corporation.
- Merger of two or more institutions.
- Division of one institution into two or more.
- Transfer of controlling interest of stock or assets of the institution to its parent corporation.
- Transfer of the liabilities of an institution to its parent corporation.

The institution and its prospective transferees, if applicable, shall apply for approval of a change of ownership before the transfer or change of control is finalized. Section 13.01.01.04.D.3 of the regulations governing private career schools in Maryland states:

**If an approved school is sold, pledged, or otherwise transferred without the approval of the Secretary, the initial approval shall be automatically revoked.**

If the approval of a school were thus revoked, the school would be required to close and to issue full refunds to all active students.

The change of ownership application is reviewed to assure the Secretary that the school will operate on a sound educational and financial basis under the new ownership. Change of ownership approval is granted for a period of five years. After this period, the approval is renewable.

Approval for a change of ownership is granted with the assumption that with the proposed change, the school will be operated at the same facility and under the administrative and educational conditions that were approved and in effect under the previous ownership or control. Therefore, any change in facility or modification of programs or policies should be proposed separately, preferably before or after the change of ownership application and approval.

If financial conditions warrant, a financial guarantee may be required. Section 13.01.01.04.D.5 of the regulations states:

**The Secretary may require the prospective owner of a school to forward a financial guarantee in the form of a performance bond or an irrevocable letter of credit. The bond or letter of credit shall be in an amount and under terms and conditions determined by the Secretary, and it shall be made payable to the Secretary of Higher Education.**

**APPLICATION FOR APPROVAL OF A CHANGE OF OWNERSHIP  
OF A PRIVATE CAREER SCHOOL**

1. Name of School: \_\_\_\_\_

2. Proposed School Name If Different From Above: \_\_\_\_\_

3. Address: \_\_\_\_\_  
*Street* *City* *State* *Zip*

3. Telephone #: _____	4. Fax #: _____
5. E-mail: _____	6. Website: _____

7. Contact Information:

7a. Primary person to contact about Application:  
\_\_\_\_\_

7b. Title:  
\_\_\_\_\_

7c. Mailing address if other than above:  
\_\_\_\_\_

7d. Telephone number if other than above:  
\_\_\_\_\_

Please submit duplicate typewritten copies of the completed application.

In order for an application to be processed, complete responses to all the items must be provided. If additional sheets are necessary to complete a response, please clearly identify on those sheets the item in the application that is being addressed, i.e., Item 2.B.

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**TAB I Cover Page**

(All required materials for Section I should be included, in order, after this page.)

**I. OWNERSHIP AND ORGANIZATION**

- A. Identify the type of ownership of the school after the change.
1.  Corporation
  2.  Limited liability company
  3.  Sole proprietorship
  4.  Other (please specify: \_\_\_\_\_ )
- B. If the school will be owned by a corporation, attach the following:
1. Copy of articles of incorporation or other incorporation papers.
  2. Documentation of good standing with the Maryland State Department of Assessment and Taxation.
  3. List of corporate officers and directors.
  4. List of the stockholders who own 10% or more of the voting stock, and the percentage of ownership for each.
- C. If the school will be owned by a limited liability company, attach the following:
1. Corporation Copy of operating agreement or other formative papers.
  2. Documentation of good standing with the Maryland State Department of Assessment and Taxation.
  3. List of officers, if any.
  4. List of members with an interest of greater than 10%, and the percentage of interest for each.
- D. If the school will be established as a solely owned subsidiary or will otherwise be related to another corporation or limited liability company, attach:
1. Documents identified above in item # 2 for the related entity.
  2. Description of the structure and mission of the other entity(ies) and include an organization chart and a brief narrative that clearly define the relationship between the proposed school and the related entity(ies).
- E. If the school will not be owned by a corporation or limited liability company, identify who will own and control the school and provide information on the nature and structure of any other legal entity that will own and control the school:
- \_\_\_\_\_
- F. Describe the organization of the school after the change. Attach an organization chart.
- \_\_\_\_\_
- G. Provide documentation that the school trade name has been filed and updated with the Maryland Department of Assessments and Taxation.

**TAB II Cover Page**

(All required materials for Section II should be included, in order, after this page.)

**II. DOCUMENTATION OF CHANGE OF OWNERSHIP**

Complete Section (1) or (2) below, according to the type of ownership change that applies.

A. SALE AND PURCHASE:

**Attach** relevant and supporting documentation concerning the sale and purchase of the school. The documentation should include material on all financial arrangements related to the transaction. The sale and purchase agreement must clearly address the responsibility for the liabilities of the school being purchased. **THIS INFORMATION MUST BE SUBMITTED FOR REVIEW AND APPROVAL BEFORE THE TRANSACTION IS FINALIZED.**

B. CHANGE OF CONTROL (other than sale and purchase)

A change in ownership resulting from a change of control, other than a sale and purchase, means any action by which a person or corporation obtains new authority to control the actions of the school. That action would include but would not be limited to the following:

1. The transfer of the controlling interest of stock in the school or its parent corporation.
2. The merger of two or more approved schools.
3. The division of one school into two or more schools.
4. The transfer of the controlling interest of stock or assets of the school to its parent corporation.
5. The transfer of the liabilities of a school to its parent corporation.

On an **attached** sheet, explain in detail the proposed change of control of the school. **Attach** copies of all pertinent documentation.

**TAB III Cover Page**

*(All required materials for Section III should be included, in order, after this page.)*

**III. FINANCIAL INFORMATION:**

All financial information that is provided to the Maryland Higher Education Commission will be treated as confidential.

- A. **Attach** a current financial statement for the school, and, in the case of sale and purchase, for the applicant (new owner). The financial statements of both the buyer and the seller will be evaluated to determine the appropriate amount of a financial guarantee, if it is warranted.

The financial statement(s) must meet the following criteria:

1. Be prepared in accordance with generally accepted accounting principles (GAAP).
  2. Be reviewed or audited by an independent certified public accountant.
  3. Contain, at a minimum:
    - a) A balance sheet
    - b) An income statement
    - c) Appropriate accounting notes
- B. If the proposed new owner is part of a larger organization or is a wholly owned subsidiary, **submit** the financial information requested in the items outlined in Section A above for the parent corporation.
- C. **Submit** comparative financial data for the previous three fiscal years if the applicant was operational during this period. Include the financial data requested in the items outlined in Section A above for these past years.

**Note:** The Secretary may require a school to forward a financial guarantee in the form of an irrevocable letter of credit or renewable performance bond. The letter of credit or renewable performance bond shall be in an amount and under terms and conditions determined by the Secretary and shall be made payable to the Secretary of Higher Education.

**TAB IV Cover Page**

*(All required materials for Section IV should be included, in order, after this page.)*

**IV. ANNUAL PROJECTIONS OF ENROLLMENTS, EXPENSES, AND INCOME**

- A. On an **attached sheet**, list the planned start dates for each program and the projected total annual enrollment for each program during the first year of operation. Include the projected student starts for all applicable schedules (e.g., morning, afternoon, evening, and weekend).
  
- B. **Provide** an annual projection of income for the school's first year of operation, using the enclosed form (**Appendix 1**) or a comparable form, and an annual projection of expenditures for the school's first year of operation, using the enclosed form (**Appendix 2**) or a comparable form. Clearly state the assumptions upon which the projections are based, including the estimated student enrollments, student attrition, and staffing levels.

**TAB V Cover Page**

*(All required materials for Section V should be included, in order, after this page.)*

**V. PROGRAM OFFERINGS AND SCHEDULE OPTIONS:**

- A. Complete and **submit** the enclosed form, “*Proposed Programs*” (**Appendix 3**).
- B. Complete and **submit** the enclosed form, “*Schedule Options Available for Proposed Programs*” (**Appendix 4**).

**TAB VI Cover Page**

*(All required materials for Section VI should be included, in order, after this page.)*

**VI. EQUIPMENT**

For each program, on a **separate sheet**, provide a list of classroom and laboratory equipment used in the program. This list should identify the type and quantity of each item. (Only equipment that supports the curriculum should be included. Do not include furniture or other non-curricular items.)



**TAB VII Cover Page**

*(All required materials for Section VII should be included, in order, after this page.)*

**VII. ENROLLMENT LIMITATIONS AND RATIOS**

- A. For each program, identify the proposed number of students who will be enrolled in any one session based on the school’s available space, equipment, and faculty.

<u>Programs</u>	<u>Maximum Enrollment</u>

- B. For the entire school (all programs), identify the proposed maximum number of students to be enrolled in any one session based on the school’s available space, equipment, and instructional staff.

Maximum number of students enrolled per session:

- C. Identify the maximum student:instructor ratio for each program. Distinguish ratios for lecture and laboratory.

<u>Programs</u>	<u>Maximum Student:Instructor Ratio</u>	
	<u>Lecture</u>	<u>Lab</u>

**TAB VIII Cover Page**

*(All required materials for Section VIII should be included, in order, after this page.)*

**VIII. STAFFING**

- A. Identify the proposed school director. [redacted] If the school director is not a school owner, principal stockholder, or corporate officer, please state below the extent of authority that the school director will have in the operation of the school.  
[redacted]
- B. **Provide a list** of all the school faculty and staff including administrators, admissions representatives, and instructors. *(Identify the page(s) in the school catalog where this information is provided. [redacted])*
- C. **Attach a list** of instructors which identifies the courses each will be teaching.
- D. Complete and **attach** the Maryland Higher Education Commission “*Personnel Information Form*” (**Appendix 5**) for each faculty and staff member of the proposed school (not clerical staff).

**Note:** All personnel need not have been hired at the time the application is presented for review. However, prior to the approval of new ownership by sale and purchase, all personnel must have been hired and all Personnel Information Forms submitted.

**TAB IX Cover Page**

*(All required materials for Section IX should be included, in order, after this page.)*

**IX. FACILITY**

- A. Identify the owner of the school facility under the new ownership.            If the school facility is to be leased, **attach** a signed and executed lease agreement for the school under new ownership.
- B. **Provide** verification that the school facility meets the local standards of the fire, health, and zoning departments by providing the following documents:
1. Occupancy permit.
  2. Documentation of satisfactory inspections by the fire and health departments, and A Private Educational Institution (PEI) license issued by the Montgomery County Health Department, if the proposed school is located in Montgomery County.

**TAB X Cover Page**

*(All required materials for Section X should be included, in order, after this page.)*

**X. INSURANCE**

- A. **Attach** a current certificate of general liability insurance for the school. Include a copy of the binder showing the specific categories and amounts of coverage. *(NOTE: general liability insurance is not professional liability insurance. General liability insurance typically addresses claims of bodily injury or property damage. Professional liability insurance pertains to negligence associated with professional services.)*
- B. **Attach** a current certificate of workers' compensation insurance for the school. *(NOTE: Maryland law requires employers to secure compensation for covered employees. See Annotated Code of Maryland, Labor and Employment Article, Title 9, Workers' Compensation.)*

**TAB XI Cover Page**

*(All required materials for Section XI should be included, in order, after this page.)*

**XI. DOCUMENTS**

- A. **Attach** a copy of the enrollment contract to be used by the school to enroll students under the new ownership. The enrollment agreement must include all items identified on the enclosed “*Enrollment Agreement Checklist*” (**Appendix 6**). In addition, please insure that any school policy that is stated in both the enrollment contract and the catalog is worded exactly the same in both documents (e.g., refund policy and completion requirements).
  
- B. **Attach** a sample of the student’s permanent record card (transcript) that will be used for each proposed program under the new ownership. The transcript must include all items identified on the enclosed “*Student’s Permanent Transcript Checklist*” (**Appendix 7**).
  
- C. **Attach** a copy of the student’s permanent account card to be used under the new ownership. The account card must include all items identified on the enclosed “*Student’s Permanent Account Card Checklist*” (**Appendix 8**).

**TAB XII Cover Page**

*(All required materials for Section XII should be included, in order, after this page.)*

**XII. SCHOOL CATALOG**

- A. **Submit** 2 draft copies of the school’s catalog to be used under the new ownership.
- B. Complete and **submit** the enclosed “*Catalog Checklist for a Private Career School*” (**Appendix 9**) to insure that all required items are included in the catalog.

**Note: The catalog must describe comprehensively the school’s programs, policies, and other information prescribed by the Secretary and identified on the *Catalog Checklist for a Private Career School*.**

**TAB XIII Cover Page**

*(All required materials for Section XIII should be included, in order, after this page.)*

**XIII. APPLICATION FEE**

- A. **Enclose** a non-refundable fee of \$300.00 with this application. Make the check or money order payable to the Maryland Higher Education Commission.
- B. Complete and **submit** the enclosed “*Payment Form for Application Fee*” (**Appendix 10**).

**TAB XIV Cover Page**

*(All required materials for Section XIV should be included, in order, after this page.)*

**XIV. AFFIDAVIT**

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing document are true and correct.

\_\_\_\_\_

*Name & Title of Chief Executive Officer*

\_\_\_\_\_  
*Signature*

*(print this page and sign)*

\_\_\_\_\_

*Date*



**TAB XV Cover Page**

*(All required materials for Section XV should be included, in order, after this page.)*

**XV. PAYMENT INTO THE GUARANTY STUDENT TUITION FUND (GSTF)**

Payment into the Guaranty Student Tuition Fund is required for the approval of a change of ownership (13B.01.01.18.E.8).

All approved private career schools in Maryland are required to make an annual payment into the fund. The purpose of the fund is to reimburse unearned tuition due to students, should a school cease to operate. The amount of the annual payment is based upon the gross annual tuition earned by each school. If the fund is insufficient to satisfy authorized claims, the Secretary may reassess schools as necessary. Refer to the enclosed copy of Title 13B of the Maryland Code of Regulations for a detailed explanation of the fund.

- A. **Enclose** the required GSTF payment with this application. Use the schedule identified on the enclosed “*Payment Form for the Guaranty Student Tuition Fund Payment*” (**Appendix 11**) to determine the amount of your school’s payment into the Fund. Make the check or money order payable to the Maryland Higher Education Commission. The payment will be refunded if the new ownership application is withdrawn or not approved by the Secretary.
  
- B. Complete and **submit** the enclosed “*Payment Form for the Guaranty Student Tuition Fund Payment*” (**Appendix 11**).

**TAB XVI Cover Page**

*(All required materials for Section XVI should be included, in order, after this page.)*

**XVI. AFFIDAVIT**

I agree to the following:

- A. To **maintain** the continuity of operation of the school as previously approved, including all administrative policies, and the content and delivery of all programs;
- B. To be **liable** for all funds which the institution received and improperly expended before the effective date of the change of ownership;
- C. To **abide** by the institution's policy regarding refunds of institutional charges to students that were in effect before the effective date of the change of ownership for students who were enrolled before the effective date; and
- D. To **honor** all student enrollment contracts that were signed by the institution before the effective date of the change.

Furthermore, I do solemnly declare and affirm under the penalties of perjury that the contents of the foregoing document are true and correct.

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*Name and Title of Chief Executive Officer (print or type)*

*(In the case of a change in the chief executive officer, the new CEO should sign.)*

\_\_\_\_\_  
*Signature of Chief Executive Officer (print this page and sign)*

█

*Date*

**INCOME  
ONE -YEAR PROJECTION**

<u>ITEMIZATION OF INCOME</u>	<u>AMOUNT</u> (in whole dollars)
Tuition <sup>1</sup>	\$ <input type="text"/>
Fees	\$ <input type="text"/>
Books sold to students, if applicable	\$ <input type="text"/>
Supplies and materials sold to students, if applicable	\$ <input type="text"/>
All additional income (please itemize below) <sup>2</sup>	\$ <input type="text"/>
<b>TOTAL</b>	\$ <input type="text"/>

**Comments:**

**Itemizations:**

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<sup>1</sup> Reduce tuition to reflect anticipated student attrition and delinquent student accounts.

<sup>2</sup> Additional income includes the following: \_\_\_\_\_

**EXPENDITURES  
ONE -YEAR PROJECTION**

<b>ITEMIZATION OF EXPENDITURES</b>		<b>AMOUNT (in whole dollars)</b>
<b>Salaries and Benefits</b>		
	Salaries	
	Staff Benefits	
<b>Recruitment and Marketing</b>		
	Advertising	
	Postage	
	Telephone	
	All Other	
<b>Equipment and Facility</b>		
	Equipment	
	Utilities	
	Mortgage or rent	
	Insurance	
	Maintenance and repairs	
	Other equipment and facility expenses	
<b>Books, Materials and Supplies</b>		
	Books	
	Materials and supplies	
<b>Financial Obligations</b>		
	Any loans	
	Capital Stock	
	Refunds to Withdrawn Students	
	Other Financial Obligations	
<b>Taxes</b>		
	State and local taxes	
	Federal taxes	
	Employee payroll taxes	
	Any other taxes	
<b>Any Additional Expenditures (identify below)</b>		
<b>TOTAL EXPENDITURES</b>		

SCHOOL NAME: \_\_\_\_\_

**PROPOSED PROGRAMS**

PROGRAM TITLES	PROGRAM LENGTH MEASURED IN:					PROGRAM COSTS			
	CLOCK HOURS				CREDIT HOURS <sup>3</sup>				
	Lecture	Lab	Externship	Total	Total	Tuition	Registration Fee	Other Charges	Total
						\$	\$	\$	\$
						\$	\$	\$	\$
						\$	\$	\$	\$
						\$	\$	\$	\$
						\$	\$	\$	\$
						\$	\$	\$	\$
						\$	\$	\$	\$

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<sup>3</sup> Optional to Report - Should you choose to report the program(s) in credit hours, utilize the formula contained within Section 13B.01.01.09A of the Code of Maryland Regulations.

SCHOOL NAME: \_\_\_\_\_

**SCHEDULE OPTIONS AVAILABLE FOR EACH PROPOSED PROGRAM**

List separately each schedule option available for each program (e.g. morning, afternoon and evening schedule)

<b>PROGRAM/ SCHEDULE OPTION</b>	<b>TOTAL HOURS</b>	<b>HOURS PER WEEK</b>	<b>TOTAL WEEKS</b>	<b>DAILY SCHEDULE (class time per day)</b>
e.g. MCSE Program/ Evening Schedule	192	12	16	6:00 - 9:00 p.m. (Mon. - Thurs.)
e.g. MCSE Program/ Day Schedule	192	20	9.6	9:00 a.m. - 2:00 p.m. (Mon. - Fri.) with 1 hr lunch

(Rev. 12/99)



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**20.** List below all of your postsecondary education including coursework at career schools, colleges and universities. By Maryland regulations, “*Instructors shall demonstrate up-to-date knowledge and continuing study of the field they are teaching. Instructors must possess, and have maintained for a minimum of 2 years, at least the level of licensure, certification, or credential for which the program they are instructing prepares graduates.*”

Name & Location of Educational Institutions	Dates Attended		Major or Major Subject	Graduated		Degree, Certificate or License and Date Received	Hours Completed
	From	To		Yes	No		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		

**21.** List below any certificate(s) or license(s) now held. **(A copy of each certificate/license MUST be attached.)**  
By Maryland regulation, “*Instructor must possess, and have maintained for a minimum of 2 years, at least the level of licensure, certification, or credential for which the program they are instructing prepares graduates.*”

Name of Certificate/License	Entity that Issued Certificate/License	Date Received	Expiration Date

**22.** List any other courses or workshops directly related to your position at the school that you have completed in the past 5 years. Include the dates of attendance.

Courses or Workshops	Dates of Attendance



**23. Employment Information:** List each position you have held, beginning with the most recent. (**Attach any additional pages.**)  
 By Maryland regulation, “*Instructors shall have a minimum of 2 years of successful practical experience in the occupation or subject or its equivalent in formal training beyond the standard learning period recognized for the trade or occupation they are to teach*”.

<b>1. Name of Employer:</b>			
Employer's Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor's Name and Phone Number:	
Dates of Employment: <b>From:</b>		<b>To:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

<b>2. Name of Employer:</b>			
Employer's Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor's Name and Phone Number:	
Dates of Employment: <b>From:</b>		<b>To:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

<b>3. Name of Employer:</b>			
Employer's Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor's Name and Phone Number:	
Dates of Employment: <b>From:</b>		<b>To:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

<b>4. Name of Employer:</b>			
Employer's Address (Street, City, State, Zip):			
Type of Business:			
Your Job Title:		Supervisor's Name and Phone Number:	
Dates of Employment: <b>From:</b>		<b>To:</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Job Duties:			
Reason for Leaving:			

**24. Required for Instructors:**

Summarize below your education, licensure/certification, teaching experience, and employment that directly relates to your area of instruction at the school and qualifies you to be an instructor at a Maryland private career school.

a) Education, licensure, and certification directly related to your area of instruction:

b) Teaching experience directly related to your area of instruction:

c) Employment directly related to your area of instruction:

**25. Required of School Director:**

Summarize below your education and employment that directly relates to the administration of the school and qualifies you to be a director of a Maryland private career school.

a) Education directly related to the administration of the school:

b) Employment directly related to the administration of the school:

**26. To be answered by all:**

By Maryland regulations, *“The owner or owners and employees of an applicant for approval or of a school shall have a demonstrated history of ethical personal and professional practices”*.

a) Have you ever been convicted of any violation of the law except for minor traffic violations?

Yes  No If “Yes”, explain:

b) Have you ever been named in connection with financial aid fraud, post office fraud or a school’s FTC citation?

Yes  No If “Yes”, explain:

**27. Required of School Sales Representatives:**

a) Have you ever been denied a permit issued by a state to represent or solicit students on behalf of a school?

Yes  No If “Yes”, explain:

b) Have you ever been named in connection with financial aid fraud, post office fraud or a school’s FTC citation?

Yes  No If “Yes”, explain:

**Affidavits by Employee and School Owner or School Director:**

*“I hereby certify that I have reviewed the information given on this form and any attachments and thereby certify that it is complete and correct to the best of my knowledge.”*

**NOTE: This signature page must be mailed or faxed in order to have the written signatures on file.**

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name of School Owner or Director*

\_\_\_\_\_  
*Title of School Owner or Director*

\_\_\_\_\_  
*Signature of School Owner or School Director*

\_\_\_\_\_  
*Date*

**MARYLAND HIGHER EDUCATION COMMISSION**

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**SCHOOL NAME:** \_\_\_\_\_

**ENROLLMENT AGREEMENT CHECKLIST  
FOR A PRIVATE CAREER SCHOOL**

The following is the enrollment agreement checklist approved by the Secretary. To meet minimum standards, all the items listed below must be included in the enrollment agreement.

1. Name, street address, and telephone number of school.
2. Name, address, telephone number, and social security number of prospective student.
3. Program title.
4. Length of program in clock hours.
5. Program scheduling to include:
- a. Date training begins.
  - b. Date training ends.
  - c. Hours of instruction per day to include daily time schedule(s) and number of hours per day.
  - d. Days required each week.
  - e. Total hours required each week.
  - f. Number of weeks required to complete the program.
  - g. If any portion of the program is delivered via distance education, a-through- residential or distance education. f must be individually broken out by instructional delivery method:
6. Indication as to whether upon satisfactory completion of program a diploma/certificate will be awarded.
7. Criteria/obligations the student must meet before receiving:
- a. Diploma/certificate.
  - b. Academic transcript and record of attendance.
8. A statement affirming that the school does not guarantee job placement and salaries.
9. Identification of the specific books, supplies, and equipment required for the program. Statement that student may purchase these items either from the school or on the open market. If any portion of the program is delivered via distance education, then minimum equipment specifications for receipt and performance of distance education must be identified.
10. Costs for program. (Please note: COMAR Section 13B.01.01.12C requires the submission of payment plans for student charges be provided to the Secretary for approval at least 60 days before their use.)
- a. Application fee, if applicable.
  - b. Registration or enrollment fee (cannot exceed 10% of the tuition or \$150, whichever is less).

- c. Tuition and when payable.
- d. Books and supplies.
- e. Credit terms and interest rates, if any, and the following required FTC notice if there are credit terms: *“Any holder of this Consumer Credit Contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.”*
- f. Other fees, if any, and when payable. (Please note: COMAR Section 13B.01.01.12G: *“Other mandatory fees charged shall be requested by a school and approved by the Secretary prior to implementation....”*)
- g. Total cost to the student as payable to the school.
- h. For a combined resident-distance education program, the tuition price for the distance education portion and the tuition price for the resident portion shall be separately stated on the enrollment agreement. The total of the two shall be the total tuition charge.
- i. Any direct costs to be assumed by the student (e.g., supplies and materials, uniforms, etc.).

11. Student refunds. The refund policy must be **consistent** with the **minimum** requirements of the Code of Maryland Regulations, which are quoted below. While it is recommended that it be quoted exactly for the school’s policy, the school may certainly exceed these minimum requirements to make the refund policy more beneficial to the student. The refund policy stated on the enrollment agreement must be the same as the language utilized in the catalog.

- a. If the school closes or discontinues a course<sup>4</sup> or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- b. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. [This involves all fees paid to the school by the student or on behalf of the student. Exceptions must be approved by the Secretary and identified according to 11g.]
- c. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.
- d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

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<sup>4</sup> "Course" means a *portion* of a program of study covering specific subject matter. [COMAR 13B.01.01.02B(10)]

**Proportion of total course or program  
taught by date of withdrawal**

**Tuition  
refund**

Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

- e. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
  - f. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
  - g. Identification of any non-refundable items and applicable criteria [e.g. books must be returned in like-new condition].
  - h. For a program or portion of a program delivered by distance education, the minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun shall be prorated based on the proportion of the program completed by the student. The proportion of the program completed via distance education shall be the percentage of submitted lesson assignments completed by the student compared to the total number of lesson assignments in the program or portion of the program delivered by distance education.
- 
- 12. Indication that the student has received a copy of the enrollment contract.
  - 13. Statement advising student to keep all documents regarding enrollment and financial obligations.
  - 14. Indication that the student has received a copy of the school's **current** catalog.
  - 15. Date enrollment contract signed.
  - 16. Signatures of school official and student, and parent or guardian if student is a minor.
  - 17. Statement that, in order for the enrollment contract to be binding, the contract must be signed by the applicant, the guardian if applicable, and the school official.
  - 18. Statement that the enrollment contract may be extended or modified only with the written consent of both the student and the school.
  - 19. *(If the school participates in a private lending program)* Statement that the student has received a copy of MHEC's private lending brochure.

**SCHOOL NAME:** \_\_\_\_\_

**STUDENT'S PERMANENT TRANSCRIPT CHECKLIST  
FOR A PRIVATE CAREER SCHOOL**

By regulation (COMAR Section 13B.01.01.11A), *The school shall maintain adequate permanent student records which include:*

- (1) *Evidence of compliance with the school's admissions requirements;*
- (2) *Credit granted for previous experience or training;*
- (3) *Dates of admission, start dates, and withdrawal or completion dates;*
- (4) *Reasons for withdrawals when known;*
- (5) *Daily attendance;*
- (6) *Student transcripts indicating achievements; and*
- (7) *Tuition and financial aid records, when applicable.*

Section 13B.01.01.11D requires that: *A school shall maintain accurate and complete records of a student's academic achievement and daily attendance. On a regular basis, which is at least every grading period, the school shall record this information on an approved permanent record form which is maintained in the student's individual file.*

The following revised checklist, approved by the Secretary in 1999, addresses the transcript document only. Please note that the transcript comprises only one document of the student's permanent records. The requirements for the student's permanent records with retention schedule are addressed separately.

To meet minimum standards, all the items listed below must be included on the student's permanent transcript.

1. School's name, street address, and telephone number.
2. Student's name, address, telephone number, and social security number.
3. Name of the program and program length in clock hours, as well as credit hours, if applicable.
4. Credit granted for prior training, if applicable.
  - a. Source of previous training.
  - b. Date of previous training.
  - c. Name of course being credited and clock hours awarded.
5. Program start date.
6. Last date of attendance.
7. Dates of leave of absence, when applicable.

8. Training outcome. Clearly note one of the following and indicate the date.
- a. Withdrew. Include reason for withdrawal when known.
  - b. Completed program but ineligible to graduate. Include reason.
  - c. Graduated. *(If graduated, the record **must** document that **all academic and attendance requirements to graduate have been met.** If applicable, the record must include any required skill proficiencies; i.e., typing speed or CPR certification.)*
9. Academic achievement. The transcript must document the following:
- a. Grades received for each course or subject in the program. *(Note: If the grade on the mid-term or final is a criterion for program completion, this grade must also be recorded. If the program delivery is by modules, grades for the subject matter areas in each module must be recorded.)*
  - b. Dates for each course.
  - c. Cumulative grade point average, if applicable.
  - d. Performance grade on externship, if applicable.
10. Attendance. *(Note: The Maryland regulations require that a student have a minimum attendance rate of 80% of the total program in order to be graduated from the program.)*
- a. Daily attendance record.<sup>5</sup>
  - b. Percentage of the total number of scheduled hours attended (attendance rate).
11. Signature line for school official and date.

Comments:

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<sup>5</sup> The record of daily attendance may be formatted on the reverse side of the academic record or may be recorded on an accompanying page. If the daily attendance record is maintained on a separate page, an attendance summary, posted each evaluation period, may be formatted with the academic achievement transcript.



**SCHOOL NAME:** \_\_\_\_\_

**STUDENT PERMANENT ACCOUNT CARD CHECKLIST  
FOR A PRIVATE CAREER SCHOOL**

By regulation (COMAR Section 13B.01.01.11E), *A school shall maintain an accurate, complete, and current record of a student's financial account in a form and manner approved by the Secretary.*

The following is the student permanent account card checklist approved by the Secretary in 1999. To meet minimum standards, all the items listed below must be included with the student permanent account card.

- 1. School's name, street address, and telephone number.
- 2. Student's name, address, telephone number, and social security number.
- 3. Name of program and program length in clock hours.
- 4. Total charges.
  - a. Tuition.
  - b. Fees.
  - c. Books, supplies, equipment.
  - d. Any other costs, specifically identified.
- 5. Record of payments.
  - a. Date of transaction.
  - b. Type of method of payment.
  - c. Amount of payment.
  - d. Running balance.
- 6. Refund calculation. A section of the account card, or accompanying document, for student refunds for those students canceling or withdrawing before program completion.
  - a. Last date of attendance.
  - b. Refund calculation.
  - c. Amount of any refund due to student or any balance due to school.
  - d. Date refund made, if applicable.
  - e. Name of person, bank, and/or agency to whom the refund was paid.

Comments:

**SCHOOL NAME:** \_\_\_\_\_

**CATALOG CHECKLIST  
FOR A PRIVATE CAREER SCHOOL**

The Code of Maryland Regulations, Section 13B.01.01.15 A. states:

*Each school shall have a catalog that shall be given to all students at the time of enrollment. The catalog shall describe comprehensively the school’s facilities, educational offerings, activities, policies, and other information prescribed by the Secretary, and shall state the estimated length of each of the school’s programs and courses in clock hours, weeks, and months.*

The following is the catalog checklist as prescribed by the Secretary. To meet minimum standards, all the items listed below must be included in the catalog.

Please complete this checklist by listing next to each item the page or pages in the school catalog that contain this information. Put “N/A” if the item is not applicable to the school.

In order to provide current information to the student, updated information such as faculty lists or program costs may be printed on a catalog insert or addendum. A recently approved program modification or new program may also be described with a catalog insert until the new printing of the catalog occurs.

**Please note: Catalog pages must be numbered.**

Date of Catalog (Month and Year Published): \_\_\_\_\_

Page #

- \_\_\_\_\_ 1. Name, complete street address, and telephone number of the school. May include facsimile number, school email contact, and website identification.
- \_\_\_\_\_ 2. Date of publication of the catalog (month and year published).
- \_\_\_\_\_ 3. A full description of the ownership and control of the school, including names of any corporate officers, general partners, managing members, stockholders, partners or members who make decisions concerning the operation of the school or directly or indirectly have a controlling ownership interest.
- \_\_\_\_\_ 4. Names and titles of:
  - \_\_\_\_\_ a. The school director;
  - \_\_\_\_\_ b. Administrative staff; and
  - \_\_\_\_\_ c. Instructional staff (include subject matter each teaches).

- \_\_\_\_\_ 5. Description of the school’s facility, which includes at a minimum a description of instructional and student service space such as classrooms, lab rooms, administrative areas, restrooms, and break rooms. Classrooms and lab room should include square footage
- \_\_\_\_\_ 6. General description of the school’s instructional equipment (for instance, white boards, student computers, audio-visuals, etc.). If any portion of a program is delivered via distance education, student home equipment minimum requirements must be disclosed.
- \_\_\_\_\_ 7. Statement of the mission of the school.
- \_\_\_\_\_ 8. A calendar, which identifies
- \_\_\_\_\_ a. The academic calendar:
    - \_\_\_\_\_ 1) Program start and end dates.
    - \_\_\_\_\_ 2) Beginning and end dates of each term or module.
  - \_\_\_\_\_ b. The school calendar:
    - \_\_\_\_\_ 1) All holidays observed.
    - \_\_\_\_\_ 2) Any vacation time or known periods of school closure.
    - \_\_\_\_\_ 3) Closing policy due to inclement weather to include how students and staff are notified and how missed classes are made up.
- \_\_\_\_\_ 9. Description of the school’s policy for granting credit for previous training or experience to include information collection, evaluation, and notification process. Should a school not grant credit for previous training or experience, there must be a statement to that effect.
- \_\_\_\_\_ 10. For each program dually approved in credit hours, the definition of a credit hour and the formula used to convert clock hours to credit hours. Identify the institutions accepting these transfer of credit hours as well as a breakdown of the specific transferrable credit hours. Include the statement: “*Credits earned are for determining progress toward program completion only, and the credits are not necessarily transferable to another private career school or to a collegiate institution.*”
- \_\_\_\_\_ 11. Overview of each program, which includes:
- \_\_\_\_\_ a. Title and total program length in clock hours (and credit hours, if applicable).
  - \_\_\_\_\_ b. Vocational objectives of the program which include identifying the specific occupations for which graduates will qualify, along with occupational descriptions in accordance with the Bureau of Labor Statistics Occupational Outlook Handbook (<http://www.bls.gov/ooh/>).
  - \_\_\_\_\_ c. Description of process relative to how and when a student may enroll to include location, days of the week, times available and whether by appointment or walk-in.
    - \_\_\_\_\_ 1) Entrance requirements (for instance, minimum age requirement, educational level, health tests or reports, etc.)

- \_\_\_\_\_ 2) Training programs for occupations requiring state licensing, certification or registration must contain the following disclosure statement: *Criminal convictions may affect a student's ability to be licensed, certified or registered.*
  - \_\_\_\_\_ d. Program outline identifying each course or subject and the following:
    - \_\_\_\_\_ 1) Total hours of instruction for each course or subject.
    - \_\_\_\_\_ 2) Total hours for each course designated for lecture/theory.
    - \_\_\_\_\_ 3) Total hours for each course designated for lab/practical.
    - \_\_\_\_\_ 4) Total hours for each course designated for clinic/externship.
    - \_\_\_\_\_ 5) If any portion of the program is delivered via distance education, 1-4 must be individually broken out by instructional delivery method: residential or distance education.
  - \_\_\_\_\_ e. Brief summary description of each topic area or course within the program.
  - \_\_\_\_\_ f. Brief summary description of clinic/externship to include identifying the sites and locations, capacities, and distances from the school.
  - \_\_\_\_\_ g. Schedule options. Identification of the following for each schedule; i.e., full-time day schedule, part-time evening schedule, etc.
    - \_\_\_\_\_ 1) Specific times and number of hours of instruction per day,
    - \_\_\_\_\_ 2) Specific days required each week,
    - \_\_\_\_\_ 3) Number of hours required each week, and
    - \_\_\_\_\_ 4) Number of weeks required to complete the program.
    - \_\_\_\_\_ 5) If any portion of the program is delivered via distance education, 1-4 must be individually broken out by instructional delivery method: residential or distance education.
  - \_\_\_\_\_ h. Maximum student-to-instructor ratio(s) for lecture, lab/practical, clinic/externship.
  - \_\_\_\_\_ i. Graduation requirements including all academic, attendance, and financial requirements.
- \_\_\_\_\_ 12. Program performance. A statement which clearly discloses that students and prospective students may obtain from the Maryland Higher Education Commission information regarding the performance of each approved program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and (if applicable) pass rate of graduates on any licensure examination. The web site address of the Maryland Higher Education Commission must be provided in this statement ([www.mhec.state.md.us](http://www.mhec.state.md.us)).
- \_\_\_\_\_ 13. Cost for the programs to include the amount of the:
- \_\_\_\_\_ a. Application fee;
  - \_\_\_\_\_ b. Registration or enrollment fee (cannot exceed 10% of the tuition or \$150, whichever is less);
  - \_\_\_\_\_ c. Books and supplies;

- \_\_\_\_\_ d. Tuition;
- \_\_\_\_\_ e. Other costs, specifically identified and described, to include to whom payable, when, and for what purpose. (Please note: COMAR Section 13B.01.01.12G: “*Other mandatory fees charged shall be requested by a school and approved by the Secretary prior to implementation....*”)
- \_\_\_\_\_ f. Total cost for the program as payable to the school.
- \_\_\_\_\_ g. For a combined resident-distance education program, the tuition price for the distance education portion and the tuition price for the resident portion shall be separately stated on the enrollment agreement. The total of the two shall be the total tuition charge.
- \_\_\_\_\_ h. Any direct costs to be assumed by the student (e.g., supplies and materials, uniforms, etc.).

\_\_\_\_\_ 14. School’s attendance policy that must address items a through g below (if any portion of the program is delivered via distance education, policies regarding the two delivery methods must be separated out):

- \_\_\_\_\_ a. Absences, including tardiness and leaving early (reminder: all time missed must be tracked by the school).
- \_\_\_\_\_ b. If a program prepares students for a licensed occupation which requires completion of all program hours, a make up policy must describe the number of hours which can be made up while maintaining the required attendance rate and the time frame for such make up, along with the manner in which these hours can be made up.
- \_\_\_\_\_ c. Description of early and frequent evaluation points in the program(s) when student attendance will be evaluated and reported in writing to students. Identify the minimum attendance standard that each student must achieve at these evaluation points.
- \_\_\_\_\_ d. The number of hours and percentage of hours absent allowed before a student will be placed on probation or terminated.
- \_\_\_\_\_ e. Description of the attendance probationary period, if any. If the school does not have an attendance probationary period, then a statement must be included to that effect.
- \_\_\_\_\_ f. The action the school will take if a student fails to achieve the minimum attendance standards.
- \_\_\_\_\_ g. Attendance requirement to graduate. Note: The Maryland regulations require that a student shall have a minimum attendance rate of 80 percent of the total program, in order to be graduated from a program.
- \_\_\_\_\_ h. Identification of whether the school has a Leave of Absence policy, and what that policy is, dependent upon program length and educational soundness. Note that by Maryland regulation, an “official leave of absence” means any leave of absence granted by a school under the terms

set out in Section 13B.01.01.09M of the Code of Maryland Regulations.<sup>1</sup>  
A leave of absence must be requested in writing by a student, documented in the student's file, and granted by the school in accordance with sound educational practice for a maximum of 180 cumulative days.

- \_\_\_\_\_ 15. The school's policy on student conduct and the conditions for dismissal for unsatisfactory conduct. (At a minimum, address inappropriate interactions and behavior, dishonestly, violent acts, and policy violations.)
  
- \_\_\_\_\_ 16. The school's policy regarding academic progress must include the following (if any portion of the program is delivered via distance education, policies regarding the two delivery methods must be separated out):
  - \_\_\_\_\_ a. The grading system and the grading scale.
  - \_\_\_\_\_ b. Minimum grades considered satisfactory.
  - \_\_\_\_\_ c. The school's policy regarding make up work.
  - \_\_\_\_\_ d. Description of early and frequent evaluation points in the program(s) when student academic achievement will be evaluated and reported in writing to students. Identify the minimum academic standard that each student must achieve at these evaluation points.
  - \_\_\_\_\_ e. Description of the academic probationary period, if any. If the school does not have an academic probationary period, then a statement must be included to that effect.
  - \_\_\_\_\_ f. The action the school will take if a student fails to achieve the minimum academic standards.
  - \_\_\_\_\_ g. Conditions of re-entrance for students dismissed for unsatisfactory progress, including costs, conditions, and time limits associated with re-enrolling.
  - \_\_\_\_\_ h. The minimum grades or grade average that must be maintained if the student is to graduate.
  - \_\_\_\_\_ i. A statement verifying that the school maintains permanent grade records for as long as the school exists.
  - \_\_\_\_\_ j. A statement verifying that, on a regular basis which is at least every evaluation point, the school will record on an approved individual

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<sup>1</sup> 13B.01.01.09M. Leaves of Absence.

- (1) Official leaves of absence may be granted by a school only under a written leave policy that is published in the school's catalog. The policy shall require a student to provide a written, signed, and dated request for a leave of absence. The school shall document the leave of absence in the student's file, report the student's last date of attendance as the start of the leave, record the reason for the leave, and specify, with the consent of the student, an end date for the leave of absence.
- (2) The school shall grant a leave of absence in accordance with sound educational practice. There shall be space and resources available for the student to resume instruction upon conclusion of the leave of absence. There shall also be a reasonable expectation that the student will return to the school and complete the program successfully. If a student does not resume attendance at the school on or before the end of the leave of absence, the school shall treat the student as a withdrawal in accordance with section 13B.01.01.12M(3) of this chapter.
- (3) Additional charges may not be imposed upon the student related to an official leave of absence. Any effects on student loan repayment terms, including possible exhaustion of available grace periods, shall be explained to the student before a leave of absence is granted. Evidence of compliance shall be maintained by the school as part of the student's permanent record.
- (4) In total, a student may not be granted cumulative leave from the school for more than 180 days.

student permanent record form each student's daily attendance and record of academic achievement.

\_\_\_\_\_ 17. The school's refund policy which addresses the items listed below and is **consistent** with the **minimum** requirements in the Code of Maryland Regulations. While it is recommended that it be quoted exactly for the school's policy, the school may certainly exceed these minimum requirements to make the refund policy more beneficial to the student. The refund policy stated within the catalog enrollment must be the same as the language on the enrollment agreement.

\_\_\_\_\_ a. If the school closes or discontinues a course<sup>6</sup> or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

\_\_\_\_\_ b. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract. [This involves all fees paid to the school by the student or on behalf of the student. Exceptions must be approved by the Secretary and identified according to 17g.]

\_\_\_\_\_ c. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee or registration fee, or both.

\_\_\_\_\_ d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

<b><u>Proportion of total course or program taught by date of withdrawal</u></b>	<b><u>Tuition refund</u></b>
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

\_\_\_\_\_ <sup>6</sup> "Course" means a *portion* of a program of study covering specific subject matter. [COMAR 13B.01.01.02B(10)]

- \_\_\_\_\_ e. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
- \_\_\_\_\_ f. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
- \_\_\_\_\_ g. Identification of any non-refundable items and applicable criteria [e.g. books must be returned in like-new condition].
- \_\_\_\_\_ h. For a program or portion of a program delivered by distance education, the minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun shall be prorated based on the proportion of the program completed by the student. The proportion of the program completed via distance education shall be the percentage of submitted lesson assignments completed by the student compared to the total number of lesson assignments in the program or portion of the program delivered by distance education.

- \_\_\_\_\_ 18. Description of student services including the nature and extent of placement assistance available to students and/or graduates.
- \_\_\_\_\_ 19. Identification of school-specific student rights, privileges and responsibilities (for instance, parking, transcripts and costs (if any), work-station clean-up, dress code, etc.).
- \_\_\_\_\_ 20. Student grievance procedure, which includes the information that the student has the right to appeal in writing to the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations. Other agencies or boards that must also be identified by name, address, and telephone number in the grievance policy include applicable State licensing boards and commissions, accrediting bodies, and the Maryland Office of the Attorney General, Consumer Affairs, 200 St. Paul Place, Baltimore, MD 21202, 888-743-0023/410-528-8662.
- \_\_\_\_\_ 21. Pages numbered in the school catalog.



**Note: Items 22a. – g. apply only to those schools approved for students to receive veterans education benefits.** (After a school has been approved by the Secretary and successfully operated for a two-year period, it may elect to apply for and obtain approval from the Maryland Higher Education Commission State Approving Agency to offer its students veterans education benefits.)

\_\_\_\_\_ 24. VA APPROVED SCHOOLS: For schools approved to offer VA education benefits, the catalog must meet the minimum state requirements outlined in items 1 through 21 above, and must also include each item listed below. These may be incorporated into the catalog or published in a catalog addendum.

- \_\_\_\_\_ a. On or inside the front cover of catalogs submitted to the Commission, the following statement which must be *signed and dated* by the school director or other authorized representative: “**CERTIFIED TRUE AND CORRECT AS TO CONTENT AND POLICY.**”
- \_\_\_\_\_ b. Statement of approval: “The school is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA educational benefit programs.”
- \_\_\_\_\_ c. The school’s policy for granting credit for previous training or experience (#10 above) which must indicate that the school will obtain written records on a VA beneficiary’s previous education and experience, complete a documented evaluation, grant credit where appropriate, advise the VA claimant and the Department of Veterans Affairs accordingly, and maintain records
- \_\_\_\_\_ d. Identification of which programs are approved for VA educational benefits and which are not.
- \_\_\_\_\_ e. Statement verifying that the school will notify the VA of any change in the enrollment status of students certified to receive veterans education benefits. This would include when the student is placed on attendance and/or academic probation, changes schedules, or terminates training.
- \_\_\_\_\_ f. Statement verifying that the school maintains permanent grade records and an indication as to when grade reports will be furnished to each student.
- \_\_\_\_\_ g. Statement that all refunds due to students who receive veterans education benefits will be paid within 40 days of the last date of attendance.
- \_\_\_\_\_ h. If the school is *not* nationally accredited, a refund policy which must state that the amounts charged a recipient of VA education benefits for tuition, fees, and other charges for a portion of the course will not exceed the approximate prorata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the program bears to the total length (Code of Federal Regulation 21.4255). The school may retain \$10.00 for administrative costs.



**PAYMENT FORM FOR  
THE GUARANTY STUDENT TUITION FUND PAYMENT**

Applicants seeking approval for a **change of ownership** of a private career school are required to make a payment into the Guaranty Student Tuition Fund before approval is granted by the Maryland Higher Education Commission.

SCHOOL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
*Street*
*City*
*State*
*Zip*

Federal Tax ID Number or Social Security Number: \_\_\_\_\_

The amount of this payment is determined by either of the following.

A. If the school being purchased has been in operation for less than one assessment (calendar) year, a payment of **\$2,500.00** must be made into the Guaranty Student Tuition Fund.

B. If the school has been operational for more than one assessment (calendar) year, the payment into the fund will be based upon the adjusted gross tuition collected during the previous assessment year for the school being purchased. The adjusted gross tuition is the gross tuition collected during the most recent complete reporting cycle (July 1 through June 30) minus any tuition refunds paid to or on behalf of students.

$$\underline{\$Gross\ Tuition\ Collected} - \underline{\$Tuition\ Refunds\ Made} = \underline{\$Adjusted\ Gross\ Tuition}$$

The payment fee structure beginning July 1, 2011 is tiered as follows:

- Reporting cycle July 1, 2010-June 30, 2011: .12% of the school’s adjusted gross tuition
- Reporting cycle July 1, 2011-June 30, 2012: .165% of the school’s adjusted gross tuition
- Reporting cycle July 1, 2012-June 30, 2013: .21% of the school’s adjusted gross tuition
- Reporting cycle July 1, 2013-June 30, 2014 and thereafter: .25% of the school’s adjusted gross tuition

To calculate your school’s payment into the Guaranty Student Tuition Fund, perform the following calculation:

$$\underline{\$Adjusted\ Gross\ Tuition} \times .0012 = \underline{\$GSTF\ Payment}$$

**Please be aware that the *minimum* payment into GSTF is \$250.00 and is *required* even if tuition is not charged.**

**Please make the payment in the form of a check made payable to the Maryland Higher Education Commission and submit with the application to: Maryland Higher Education Commission, Planning and Academic Affairs Division, 6 N. Liberty Street, 10<sup>th</sup> Floor, Baltimore, Maryland 21201.**

**AFFIDAVIT FOR GSTF:**

*I do solemnly declare and affirm under the penalties of perjury that the foregoing document is true and correct.*

\_\_\_\_\_  
*Name (Typed)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

(Rev. 8/11)