

ACCSC TEACH-OUT AGREEMENT APPROVAL FORM

In accordance with *Section IV (E)(7) Rules of Process and Procedure, Standards of Accreditation*, if a school voluntarily enters into a Teach-Out Agreement or if the Commission requires a school to submit a proposed Teach-Out Agreement as part of a Teach-Out Plan, the school must submit all information listed below in an electronic format, prepared in accordance with ACCSC's Instructions for Electronic Submission. The Commission must approve the Teach-Out Agreement prior to implementation.

Check One: _____ Main School _____ Branch		
Name of School: _____		School Number: _____
Address: _____		
City: _____	State: _____	Zip Code: _____
Telephone Number: _____		Fax Number: _____
Contact Person: _____		E-mail Address: _____

1. A complete copy of the proposed Teach-Out Agreement.
2. The Teach-Out Agreement must demonstrate the following:
 - a. The Teach-Out Agreement must be with one or more institutions, accredited by a recognized accrediting agency, which currently offer programs similar in content to those offered at the closing school or which would be capable of conducting a teach-out.
 - b. The Teach-Out Agreement must stipulate that the teach-out school will provide for the equitable treatment of students by ensuring that it has the necessary experience, resources, and support services to:
 - Provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the institution that is ceasing operations whether entirely or at one of its locations.
 - The teach-out institution must demonstrate its capacity to remain stable, carry out its mission, and meet all obligations to existing students.
 - c. The Teach-Out Agreement must provide that the teach-out school will agree that if the closing school terminates its teaching activities, the teach-out school will, upon a set schedule, offer each student enrolled at the closing school a reasonable opportunity to promptly resume and complete the course of study, or a substantially similar course of study, in the geographic area in which the closing school provided the original course of study.
 - d. The Teach-Out Agreement must state that the teach-out school will demonstrate its capacity to provide all students with all of the instruction for which the students originally contracted and paid but did not receive due to the closure of the school, and will provide students with information and sufficient advance notification about additional charges, if any. Nothing in this paragraph precludes a student from the closing school from voluntarily transferring into the teach-out school and receiving additional training for an additional cost.
 - e. The closing school shall provide notice in a timely manner to each student of the availability of the teach-out and effectively advertise the availability of a teach-out. The teach-out school must agree to provide information to students enrolled at the closing school at their request with respect to the teach-out school's programs, facilities, faculty, equipment, services, policies and practices, the manner and means by which it

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will accomplish the teach-out, and other information pertinent to the teach-out. The teach-out school shall also provide information, if applicable, on the state tuition recovery fund.

- f. The Teach-Out Agreement must clarify the financial responsibilities of all parties.
- g. The Teach-Out Agreement must clearly indicate the location and type of facility where the students will be taught-out.
- h. The Teach-Out Agreement must state whether, upon completion of the program, the student will receive a degree, diploma or certificate from the teach-out school, or whether the degree, diploma or certificate will be awarded by the closing school.
- i. The Teach-Out Agreement must indicate whether students who had already enrolled but who had not yet started their course of study at the closing school, and whether students who are on leave of absence from the closing school, would be entitled to begin training or re-enroll at the teach-out school.
- j. The Teach-Out Agreement must state that the closing school will provide the teach-out school with copies of the following records for the students being taught-out:
 - i. Enrollment Agreements
 - ii. Financial Aid Transcripts
 - iii. Attendance Records
 - iv. Academic Transcripts
 - v. Student Registration List
 - vi. Student Accounts
- k. The Teach-Out Agreement must provide for placement services to students who complete their courses of study.
- l. The Teach-Out Agreement must require that the teach-out school shall separately maintain records and document performance under accrediting standards for the students being taught-out.
- m. The Teach-Out Agreement must provide for appropriate notification to the Commission and federal and state authorities.
- n. The Teach-Out Agreement must comply with applicable federal and state law.

I certify that the information set forth herein and attached hereto is correct.

Name: _____ Title: _____
(Chief Executive Officer)

Signature: _____ Date: _____

**SUBMIT TO: Executive Director
Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard / Suite 302
Arlington, Virginia 22201**