

Amendment to Policy III.02, Item #2

*When advertising its accredited status in advertising, promotional literature or letterhead, the school shall do so by using the NACCAS emblem along and/or by using any one of the following descriptions:*

- a. Accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.;*
- b. Nationally accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.; or*
- c. Accredited by NACCAS.*

*Either statement above may be followed by “The National Accrediting Commission of Career Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and ~~programs of~~ departments of cosmetology arts and sciences, ~~electrology,~~ and massage therapy”.*

Amendment to Policy IV.02(II)(1):

*Tests: Tests used to determine a student's Ability To Benefit may be of three types: nationally recognized tests, standardized tests, or industry-developed tests ~~that are approved by the United States Department of Education.~~ For a current list of tests recognized by the U.S. Department of Education, go to [www.ed.gov](http://www.ed.gov).*

## Policy IV.03, paragraph 2:

### **Required Elements**

A copy of this checklist (or the abbreviated version found in the NACCAS [Sample Forms and Guidelines](#) booklet, found on the NACCAS website under “[Applications and Forms](#)/Other Key Documents”) is to accompany each enrollment agreement copy sent to the Commission, and this form is also a required exhibit for the Institutional Self-Study (ISS). For each of the items below, review the relevant section of your enrollment agreement to determine if it contains all of the information required by the item in the NACCAS Enrollment Agreement Requirements. Then list the item number of your enrollment agreement where the information can be found.

## Policy IV.04, Item 26:

- \_\_\_\_\_ 26. Costs for each course and/or program ~~or course~~:
- \_\_\_\_\_ a. Tuition – Total tuition for each course.
  - \_\_\_\_\_ b. Books and Supplies – Must be actual cost to the student.
  - \_\_\_\_\_ c. All fees – Must be separately identified.
  - \_\_\_\_\_ d. Other Costs.
  - \_\_\_\_\_ e. Payment – Methods and terms of payment of monies owed to the institution must be identified.

Amendment to Policy VII.01, Items 4 and 19 - 28

\_\_\_ 4. Requires that refund calculations are performed and refunds made timely as **outlined in Standard VII, Criterion 7.**

FINANCIAL PRACTICES & MANAGEMENT  
WITHDRAWAL AND SETTLEMENT POLICY AND CHECKLIST

\_\_\_ 19. All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.

\_\_\_ 20. A non-refundable application fee does not exceed \$100.00, if applicable.

\_\_\_ ~~26~~**21.** The NACCAS Minimum Tuition Adjustment Requirements are followed.

Minimum Tuition Adjustment Schedule

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage Length Completed to Total Length of <b><u>Course and/or Program</u></b> , Semester, <del>or</del> Term <b><u>or</u></b> <b><u>Billing Period, per Contract</u></b>	Amount of Total Tuition Owed to the School
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

**Course and/or Program ~~or~~ Course Cancellation Policy**

\_\_\_ ~~24~~**22.** If a **course and/or** program ~~or course~~ is canceled subsequent to a student's enrollment, and before instruction in the **course and/or** program ~~or course~~ has begun, the school shall at its option:

\_\_\_ a. Provide a full refund of all monies paid; or

\_\_\_ b. Provide completion of the **course and/or** program ~~or course~~ .

\_\_\_ 23. . **If as school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option**

\_\_\_ a.. **Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, or**

\_\_\_ b. **Provide completion of the course and/or program, or**

\_\_\_ c. **Participate in a Teach-Out Agreement, or**

\_\_\_ d. **Provide a full refund of all monies paid..**

\_\_\_ ~~27-24.~~ If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. **The school has at its option:**

\_\_\_ a. Provide a pro rata refund, or

\_\_\_\_\_ **b. Participate in a Teach-Out Agreement**

- \_\_\_\_\_ ~~28. A list of all students who were enrolled at the time of the school closure including the amount of each pro rata refund is submitted to NACCAS.~~

\_\_\_\_\_ *Collection Policy* requires that:

- \_\_\_\_\_ ~~22-25. Collection procedures reflect good taste and sound, ethical business practices.~~
- \_\_\_\_\_ ~~23-26. The name of the National Accrediting Commission of Career Arts and Sciences is not used in the institution's refund policy or in any of its collection efforts.~~
- \_\_\_\_\_ ~~24-27. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the withdrawal and settlement policy.~~
- \_\_\_\_\_ ~~25-28. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.~~
- \_\_\_\_\_ ~~26. The NACCAS Minimum Tuition Adjustment Requirements are followed. School Closure Policy~~

~~If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students.~~

Amendment to Standard IV and Policy IV.01, Item 1b

*D1.b. ~~Have a state issued credential for secondary school completion if home schooled; or~~*

*D1.b. **Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or***

## Policy VII.01, Item 4

\_\_\_\_ 4. Requires that refund calculations are performed and refunds **are** made timely as outlined in [\*Standard VII, Criterion 7\*](#).