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Pertinent to: Vocational Institutions

Name of Institution: d/b/a (if applicable): Address: Current Catalog Publication Date:

CATALOG GUIDELINES AND CHECKLIST

Policy Requirements

An institution must ensure that clear and accurate information is provided to prospective and current students relative to the institution's educational program offerings, charges, and services. Prospective students are entitled to sufficient, accurate data to make a rational choice of training opportunities offered at ACCET accredited institutions. Therefore, an institution must provide full disclosure of such information in advance of enrollment to assure that prospective students clearly understand the expectations, rights, responsibilities, and/or obligations of each party. The catalog must provide a clear, accurate, and professional description of the institution and its programs and policies. The catalog must not contain false, misleading, or exaggerated statements.

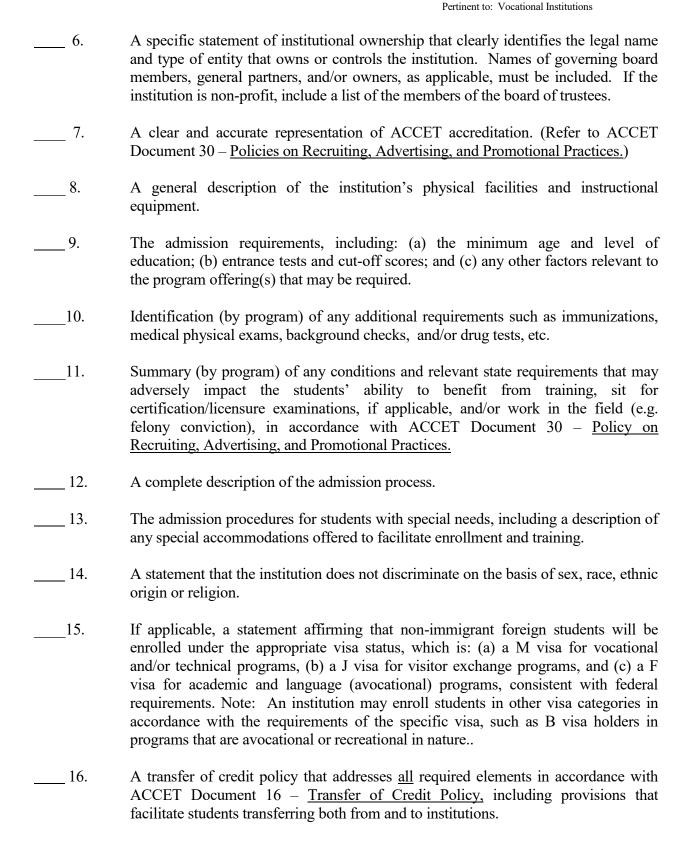
Instructions for Completion

The following components must be incorporated into the catalog though not necessarily in the order indicated in this checklist. Identify below the page number where each item on the checklist is located in the catalog or catalog addendum. Certain items may not apply, such as a list of branches or advisory board members. If so, place "N/A" in the blank and reference the numbered item with an explanatory narrative at the end of the checklist. Additionally, the checklist numbers must be noted in the appropriate sections of the catalog and catalog addendum.

For multi-site institutions utilizing the same version of the catalog, specific differences among the campuses (e.g., program offerings, facilities, staff, etc.) must be clearly delineated, where applicable. For all institutions, program names and number of clock/credit hours listed in the catalog must be consistent with state and ACCET approvals.

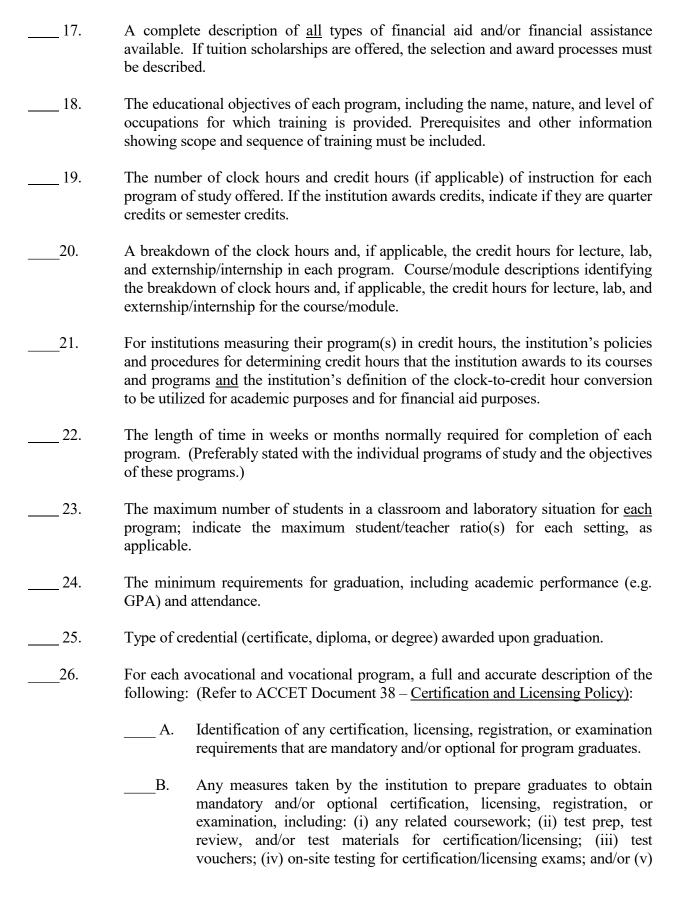
NOTE:	institution's website(s).
1.	Complete name, address, website, and telephone number of the institution on the front cover or the inside cover.
2.	Date or month/year of current catalog publication on the front cover or inside cover.
3.	A list of all branches and auxiliary classrooms including the complete name, address, and telephone number for each site.
4.	A statement of the institutional mission.
5.	A brief history of the institution.

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payment or reimbursement of any certification/ licensure/registration fees. 27. The institution's guarantee of the students' right to access their records and its policy for releasing information about an individual student, in accordance with the Family Education Rights and Privacy Act (FERPA). Copyright infringement policies and civil/criminal liabilities the student may face for 28. unauthorized use/distribution of materials. 29. Policy and procedures for assessing and tracking satisfactory academic progress. The policy must address all required elements in accordance with ACCET Document 18 – Satisfactory Academic Progress Policy. 30. The grading system/scale consistent with sound educational practices. 31. Attendance policy that specifically indicates the minimum standards for student progress and for completion/graduation, including provisions for tardies and early departures, in accordance with ACCET Document 35 - Policy on Attendance Requirements. The policy also indicates the maximum number of consecutive days absent at which point a student will be automatically withdrawn. 32. Policy relating to make-up work with specific time frames defined. 33. A leave of absence policy that addresses all required elements in accordance with ACCET Document 36 – Leave of Absence Policy. 34. Policy relating to student conduct and termination. ____ 35. Drug and alcohol prevention/awareness policies and programs available to students (Title IV institutions only). A detailed and explicit description of the extent and nature of placement assistance 36. provided to students and/or graduates. Include a clear statement that the institution does not guarantee employment. 37. A description of other available student services, such as housing, counseling, etc., as applicable. 38. A detailed description of the institution's student complaint policy/procedure. Member institutions must also reference ACCET as the institution's accrediting agency and as a contact for conflict resolution, and include ACCET's current address and phone number. (Refer to ACCET Document 49 – Policy for Processing Complaints Against ACCET Institutions and Applicant Institutions.)

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39.	An academic calendar for the school year that includes beginning and ending dates of classes or programs, and that lists all scheduled holidays/breaks, etc. If an open-enrollment policy is utilized, a clear statement to that effect must be provided, including the standard frequency of class/program start dates (e.g., every Monday, every four weeks, etc.)			
40.	Costs for each program and/or course.			
		A.	Total tuition price for each program and/or course.	
		B.	Itemized costs for books, supplies, and other extras. If such charges are included in the total tuition price, so indicate.	
		C.	Application or registration fee for each program (must be separately identified and cannot exceed \$200).	
		D.	Administrative costs associated with withdrawal or termination (not to exceed \$100), if applicable.	
		E.	Payment methods and terms of payment of monies owed to the institution must be identified, including both cash and financial aid students, as applicable.	
41.	term, s	semest	tion charges tuition by payment periods or periods of obligation (e.g. er, module, or session), a description of how/when all the program ed above are charged students to include:	
		A.	The schedule of payment; and	
		B.	The impact of these payment periods or periods of obligation on the institution's cancellation and refund policy.	
42.	and Re require	efund l ements	tion and refund policy. (Refer to ACCET Document $31 - \underline{\text{Cancellation}}$ Policy.) The institution's policy must also comply with state licensing, as applicable. Include in the cancellation and refund policy, the nditions regarding:	
		A.	Cancellations due to: (i) rejection of enrolled applicant by the institution; (ii) program cancellation by the institution; (iii) cancellation by students during any established cancellation period; and (iv) no shows/students never start training.	
		B.	Withdrawals or terminations after the start of class and after the cancellation period.	

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	The method used for collecting delinquent tuition which must be consistent for all students.	and/or any other monies owed			
	A list of the names and titles of the administrative and/or programs taught.	staff and faculty and their titles			
45.	A list of the advisory board members, if applicable.				
Explanatory N	arrative (as applicable)				
Completed by:	Authorized School Representative/Title	Date:			
	Signature				
Reviewed by:		Date:			