

# Texas Workforce Commission—Career Schools and Colleges

## Instructions—Summary of Changes

**Instructions:** Submit the notarized Summary of Changes (CSC-042) form for the following categories:

**REVISED:** Changes to existing information

**NEW:** Information not previously provided

**DELETED:** Information being removed

**What to Submit (as applicable):** Submit **page 2** of this form along with information about the proposed changes. (See items 1–24 on page 2.) Do **not** submit page 1.

**Additional Requirements:** You must also submit the following:

- For all submissions, include a separate list explaining the changes.
- For updates to the school catalog, send a **COMPLETE** catalog, not just revised pages. TWC needs to have on file the catalog that you are providing to your students.
- For revised enrollment agreements (EAs), send the latest revision and note the month, date, and year, such as when changing cancellation or refund policies.
- For accredited schools submitting CSC-307COI Requesting Acknowledgment of an Accredited Course (New or Revised), submit one copy of the **current catalog pages** and one copy of the **revised catalog pages**.
- For licensed schools submitting CSC-302COI New Course of Instruction—Application, submit one copy of the proposed catalog pages.
- For licensed schools submitting CSC-303 Revised Course of Instruction, send one copy of the **current catalog pages** and one copy of the **revised catalog pages**.

### Required of All Schools

All schools must do as follows:

- Notify TWC about all changes.
- Submit revised documents with this form, Summary of Changes (CSC-042).
- Be aware that revised documents submitted without CSC-042 will be returned unprocessed.

### Penalties

Failure to notify TWC about changes, or failure to ensure that the changes comply with TWC requirements, may result in any of the following penalties:

- Revocation of the Certificate of Approval
- Denial of the Certificate of Approval
- Civil Penalty
- Refund Audit
- Full Refund of Tuition
- Interest Penalties

# Texas Workforce Commission—Career Schools and Colleges

## Summary of Changes

**Instructions:** Please **mail** this completed form, a list describing the changes, and the proposed or complete catalog pages, if applicable to TWC. **Mailing Address:** Texas Workforce Commission—Career Schools and Colleges, 101 East 15th Street, Austin, Texas 78778-0001. **Required:** Please follow the instructions provided above exactly.

School Information			
School Number:	School Name:		
Physical Address:			
City:	State:	ZIP Code:	
What Is Being Changed?			Page#
1. Catalog—Table of contents and/or index (Submit form CSC-001Y or CSC-001XOUT.)			
2. Name and physical address of school (Submit CSC-033.)			
3. Catalog—Identifying data (Provide volume number, publication date, effective date, revision date.)			
4. Catalog—History, including any/all accreditations and/or approvals			
5. Catalog—Description of available space, facilities, and equipment (Submit CSC-004.)			
6. Catalog—List of owners (Submit the list as an addendum, supplement, or insert.)			
7. Catalog—List of key staff and faculty members (Submit as an addendum, supplement, or insert.)			
8. Catalog and/or EA—Fees, tuition, or other charges (Submit as an addendum, supplement, or insert.)			
9. Catalog—School calendar (Submit as an addendum, supplement, or insert.)			
10. Catalog—Normal hours of operation (Submit as an addendum, supplement, or insert.)			
11. Catalog—Admission, enrollment, and readmission policies			
12. Catalog—Policy for granting credit			
13. Catalog and/or EA—Cancellation and refund policy			
14. Course of instruction (Submit CSC-307COI, CSC-302COI, or CSC-303.)			
15. Catalog—Synopsis of each subject offered			
16. Catalog—Grading and marking system			
17. Catalog—Policy concerning satisfactory progress			
18. Catalog—Attendance policy			
19. Catalog—Policy regarding student conduct			
20. Catalog—Requirements for graduation			
21. Catalog—Description of the school’s placement assistance policy			
22. Catalog—Policies and procedures to resolve student grievances and/or complaints			
23. EA—Identifying data—Include the revision date.			
24. Addendum, supplement, or insert (Submit CSC-001X.)			
Certification			
<p>I certify that the attached document contains all information required by TWC and that all statements and policies made in the attached document are true, correct, and in compliance with the Texas Education Code, Chapter 132, and Texas Administrative Code, Chapter 807. I understand that submitting false, misleading, or incomplete information may result in a <b>fine and/or revocation or denial</b> of the school’s Certificate of Approval. I understand that a <b>100 percent refund</b> is due to any student whose enrollment was procured as result of misrepresentation in the school’s advertising or promotional materials.</p>			
<b>Typed or Printed</b> Name of Owner, Director or Owner’s Designee:			Title:
<b>Signature</b> of Owner, Director, or Owner’s Designee:			Date:
Notary			
State of	County of _____, where witnessed.		
Subscribed and sworn to me on (mm/dd/yyyy)	My commission expires on (mm/dd/yyyy)		
Signature of Notary:			

Stamp/Seal: