

# Instructions for Notice of Cancellation Policy for Residence and Correspondence Schools

## Texas Workforce Commission – Career Schools and Colleges

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The Texas Career Schools and Colleges Act requires each school to make a full refund of all monies paid by a student if the student cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student.

Additionally, any potential student of a residence school program longer than 40 hours who has not toured the facilities and inspected the equipment prior to signing an enrollment contract has an additional three days, excluding Saturdays, Sundays, and legal holidays following a tour and inspection, to cancel his enrollment agreement. The school shall then release the student from all obligations and give the student a full refund (of all monies that had been previously paid to the school) within 60 days from the date of cancellation.

In addition, for any contract consummated in the home, State law requires the Notice of Cancellation be attached to the contract, yet be easily detachable. Two copies of the notice must be left with the student and be in a form that the potential student can use as a Notice of Cancellation should he so desire. The notice must be 10 point bold face type and attached in a conspicuous manner.

If enrollment agreements or contracts will not be executed off the school premises, the Notice of Cancellation is not required to be in a detachable form. An enrollment agreement that does not have the detachable cancellation policy will not be approved unless we have a notarized statement by the school owner or director, form CSC-001V, Affidavit of On Campus Enrollment, certifying that enrollment agreements or contracts will not be executed off the school premises.

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*Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.*

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