

Statement of Assurances for Career School or College Officer, Principal Owner, Board Member or Director

Texas Workforce Commission – Career Schools & Colleges

- A. The programs, curriculum, and instruction are of such quality, content, and length as may reasonably and adequately achieve the stated objective for which the programs, curriculum, or instruction are offered.
- B. There is in the school adequate space, equipment, instructional material, and instructor personnel to provide training of good quality.
- C. Education and experience qualifications of directors, administrators, and instructors meet the minimum requirements.
- D. The school will furnish to each student, prior to enrollment, a copy of the school bulletin, supplements, addenda, and student handbook (if a handbook is published).
- E. The school complies with all local, city, county, municipal, state and federal regulations, such as fire, building, and sanitation codes.
- F. The school is financially sound and capable of fulfilling its commitments for training.
- G. The school's administrators, directors, and instructors are of good reputation and character.
- H. A Master Student Registration List will be maintained.
- I. Adequate records as prescribed by the administrator will be kept to show attendance and progress or grades, and satisfactory standards relating to attendance, progress, and conduct are enforced.
- J. On completion of training, and when the financial obligation has been fulfilled, the student is given a certificate by the school indicating the program and training was completed satisfactorily.
- K. The school will maintain student academic transcripts which record academic records permanently and will retain all other student records for at least five (5) years from the last date attended for all students who graduated, dropped out, or transferred. Financial records will be retained as required by federal retention requirements.
- L. Transcripts will be available to prospective employers and to students upon request and without charge for the first copy. (This statement should be included in the school bulletin.) The transcript should show the name of the program and the length of time it was pursued and should include a copy of the program curriculum with a clear explanation thereof as to the extent to which each subject was completed. The transcript should also include grades, information as to conduct, and records of any education and training of the student prior to enrollment for which credit has been granted.
- M. The school will submit to Career Schools and Colleges prior notice of any proposed changes in this application, bulletin, supplements, addenda, and exhibits. Approval must be obtained in advance of implementation.
- N. The school will not utilize erroneous or misleading advertising, either by actual statement, omission, or intimation.

- O. The school will not use a name like or similar to an existing tax supported school in the same area.
- P. Prospective students will not be denied admission on the basis of race, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitutes a bona fide occupational qualification necessary to proper and efficient administration). (This statement should be included in the school bulletin.)
- Q. The school will not exceed the enrollment limitation and pupil-teacher ratios established by the Career Schools and Colleges Act ([Texas Career Schools & Colleges Law – Education Code Chapter 132](#)) and Texas Workforce Commission Rules ([Career Schools & Colleges Rules – Texas Administrative Code Chapter 807](#)).
- R. There is no action pending against the school or against any of the owners, officers, staff, faculty, or sales representatives of the school by any federal, state or local agency.
- S. The school will notify Career Schools and Colleges of any unplanned school closures as soon as possible and will ensure that the class time is made up so that the students receive the lecture and laboratory hours as listed for the approved course.
- T. A copy of the school’s grievance procedures will be provided to all students and the procedures will be fully described in the school’s published catalog. Student complaints will be responded to and resolved promptly by the school. A notice regarding the school’s agency approvals, the school’s grievance policy, and option to file a complaint with TWC will be posted in such a way as to be easily visible and readable by students, both on the school’s website and on the school premises: (1) centrally located at or near the school’s main entrance; (2) in at least one of the student common areas such as a break room; (3) in places where student solicitation, financial aid advising, and enrollment activities take place; and (4) any other areas as may be requested by Career Schools and Colleges. The notice must convey that:
1. The school has a certificate of approval from TWC to operate a career school or college in the state of Texas (and provide the TWC-assigned school number);
 2. The school’s programs are approved by TWC, and other Texas state agencies and school accrediting bodies, which must be named, if applicable;
 3. Students must address their concerns about the school or an educational program by following the grievance process outlined in the school’s catalog;
 4. Students dissatisfied with the school’s response to their complaint can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable; and
 5. Information on filing a complaint with TWC can be found online at www.texasworkforce.org/careerschoolstudents.