

Sample School Catalog

School Name, Address, Phone Number January – December 2010 Volume Number and Date of Publication

Owners, Personnel, and Licensure

Owners:

Administrators:

Governing Board: **(If you have one.)**

Name and Address of School's Administrative Offices and Auxiliary Facilities:

Name and Address of Parent Company: **(If you have one.)**

Instructors and Qualifications:

Licensure: This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

**Workforce Training and Education Coordinating Board
128 – 10th Avenue Southwest
Olympia, Washington 98504
360-753-5662
workforce@wtb.wa.gov**

Accreditation: **(If applicable.)**

School Calendar and Class Schedules

Sample Wording: The following holidays will be observed and classes will not be held. **(List the holidays you will observe, such as New Years Day, Martin Luther King Day, Independence Day, Memorial Day, Labor Day, Thanksgiving, and so on.)** Holidays are not counted as part of the contracted time schedule.

Sample Wording: The total hours of each program vary and are dependent upon the curriculum. Business hours are from a.m. until p.m. Monday through Friday. Classes are scheduled Monday through Friday from a.m. until p.m.

Program Starting Dates

Add your program start dates here.

Facilities

Sample Wording: XYZ school features a well lighted facility with a reception area and two classrooms. Training equipment includes The school has a break room for students with a refrigerator, sink, tables, and chairs. Both male and female lavatories are available. There is parking available in a well lighted parking lot. This is an accessible facility with handicapped ramps and lavatories. The maximum class size is 10 and the student/teacher ratio is 10 to 1.

Entrance Requirements

Sample Wording: Students must possess a High School Diploma, a General Education Development (GED) Diploma, or pass an entrance exam. **(Add other requirements here.)**

Attendance Requirements

Sample Policy: XYZ School records the daily attendance of each student. Records are available for student review. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. A student who has greater than 20 percent absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program.

Make-up Work

Sample Policy: Lessons and/or assignments missed due to absences must be made-up within five business days of returning to school. Students should meet with their instructors to get missed assignments.

Tardiness

Sample Policy: Developing good work ethics is an important part of the training at XYZ School. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Code of Conduct

Sample Policy: The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.

2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.

Conditions for Dismissal

Sample Policy: Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Sample Policy: Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

Credit for Previous Training

Sample Policy: XYZ School is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. Students wishing to receive recognition for previous training must show proof of previous training.

Student Complaint/Appeal Process

Sample Policy: Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy. Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-753-5662 at any time with a concern or a complaint.

Grading System

Add your grading system here.

Incomplete Grades

Sample Policy: Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests. If a student does not make arrangement to take missed tests, a failure grade will be given. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

Probation For Below Average Grades

Sample Policy: Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance. Students unable to increase their grade point averages may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Student Evaluation Techniques

Sample Policy: A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study, or tutoring. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Withdrawing from School

Sample Policy: Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

Student Records

Sample Policy: Student records will be maintained by the school for 50 years (**Note: 50 years is mandatory**) or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

Cancellation and Refund Policy

Sample Policy: (You may change this wording, but only if the changes result in a refund policy that is more favorable to the student.) Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.

3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
 - a. When the school receives notice of the student’s intention to discontinue the training program;
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student’s official termination date.

Tuition and Additional Costs

Tuition (based on class hours)

Administrative fee

Textbooks and workbooks

Supplies and materials

Licensing fees

Sample Policy: Students who withdraw from the program may be able to sell textbooks back to the school if they are in excellent condition. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

Financial Aid Assistance (If applicable.) Explain your financial aid assistance here.

Sample Wording: It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at XYZ School. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Externship Policy: (If applicable.) Explain your externship policy here.

Placement Assistance: (If applicable.) Explain your policy for placement assistance here.

Programs Offered at XYZ School: (For each program, include the objective, sequence of courses, number of clock or credit hours of instruction, and method of instruction. If instruction is calculated in credit hours, the catalog must contain a statement describing the contact hour conversion formula.