



Commonwealth of Massachusetts
Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street • Boston • Massachusetts • 02118

SCHOOL CLOSURE INFORMATION AND FORM

Please notify the Division of Professional Licensure (DPL) by telephone before completing this form and submitting it to DPL. Voicemail is not considered telephone notification. Please complete this form, attach all supporting materials, and immediately mail it to the attention of your licensure specialist. If only a branch location is closing, please complete the *Branch Closure* form.

When a school ceases to operate, even if it's by choice, it can be a difficult transition for the school, its employees, and its students. We have provided suggestions below to help you ease the transition to help ensure the necessary information is provided to DPL.

Schools should communicate with both current and former students about the closure and provide them with as much information and support as possible. If the school is closing before the conclusion of classes, students will want to know how they can finish their studies or obtain a refund of their tuition so they may continue their studies elsewhere. Students will also want to know the following:

Claims for Restitution: As part of its closed schools procedures process, DPL will mail a restitution form to everyone on the list of students provided by the school. Claims take several months to process and due to the amount of a school's surety in relation to the amount of student claims, restitution is rarely for the full amount owed to the student.

Teach-out Agreements: Schools often make arrangements with other institutions that offer similar programs to "teach-out" their students in lieu of providing a refund or having students to file a Claim for Restitution with DPL against the schools' surety. Schools should use the attached Guidelines for Teach-Out Agreements.

Student Records: Students will also be concerned about their records and how they may obtain copies, either now or in the future. Schools should send a letter to all current and former students informing them of the closure date and offer to provide students with their entire files at the time of closure. Schools should also inform students that DPL will retain copies of their transcripts for sixty (60) years and will retain copies of their student files for six (6) years. If phone service will be available for a period of time, we also recommend that this information be provided on the school's answering machine and website.

Please include the DPL's contact information in all correspondence with students: Division of Professional Licensure, Office of Private Occupational School Education, 617-727-5811, Occupational.Schools@state.ma.us, <http://mass.gov/dpl/schools/>. DPL keeps a list of closed schools on its website with repository information. If after sending your school closure notice students have questions about seeking restitution of their tuition or your school's teach-out agreement, please have them contact DPL.

We can help you with the above. Please do not hesitate to contact us. We would like to make this transition as smooth as possible for you and your students.





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SCHOOL CLOSURE FORM

School and License Information: Please type or print clearly

School Name: _____

Address: _____

Branch locations, if any:

Address: _____

Address: _____

Address: _____

If more than three branch locations, attach supplemental pages with information for each additional branch.

School's License Number: _____ Expiration Date: _____

Attached is the original license for this school to be submitted to DPL.

Effective Date of Closure: _____ Expiration Date of Surety: _____

Reason for Closure: _____

Contact Person for School Closure Information:

Name: _____ Phone Number: _____

Email Address: _____

Advertising:

- The school has withdrawn all advertising from all media sources (print, TV, radio, etc.), or notified all media sources to cease all advertising effective: _____ (date).
- The school has notified its website service provider and/or domain host to remove the website effective: _____ (date).
- The school's telephone number(s) will be disconnected effective: _____ (date).

Students' Records:

In accordance with M.G.L. 112, § 263(e) schools shall convey all student records to DPL. For students who attended the institution, provide DPL with student transcripts in both hard copy and in electronic format. Student files should be provided in hard copy.

DPL will retain all records in accordance with the Commonwealth's record retention policy.

Notifying Students: Students attending this school (check all that apply):

- Have been notified of the school's closure and have been provided the repository information provided on page one of this form.
 - Enclosed is a copy of the written notification provided to students.
 - A "Notice to Students" informing them of the closure has been posted on the door of each location of the school furnishing them with the necessary contact information.
 - Completed their courses or programs of study on: _____ (date)
 - Will complete their courses or programs of study on: _____ (date)
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Student Teach-Out or Transfer Information:

- The school is proposing to have students complete their courses or programs of study with the following school(s):

 - The closing school must provide to DPL the following:
 - Enclosed is a draft of a teach-out agreement for DPL review and approval in accordance with the attached Guidelines for Teach-Out Agreements; or,
 - Enclosed is a draft of a Transfer Agreement for DPL review and approval.
 - Enclosed is a complete list of all students who need to finish their courses or programs and copies of their enrollment contracts and transcripts to date.
 - Enclosed is a list, and/or individual worksheets, of all refunds owed in accordance with refund policy set forth in M.G.L. c. 255, §13K.
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By signing this document, I understand that the institution shall make the school's records immediately available for inspection and copying, without charge during normal business hours by any entity authorized by law to inspect and copy records. In addition, I am certifying that the above information is true and accurate to the best of my knowledge and this document contains no misrepresentations or falsehoods.

Signature*

Date

Title

*This document must be signed by the owner, director, or authorized agent.

To ensure timely delivery, please address all correspondence as follows:

Massachusetts Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street, Suite 710
Boston, MA 02118-6100

<i>For DPL Use Only:</i>	
Acknowledged By: _____	Date: _____
<i>Copy sent to: Tom Meagher, Office of the State Auditor, One Ashburton Place, Boston, MA 02108</i>	

OFFICE OF PRIVATE OCCUPATIONAL SCHOOL EDUCATION

Guidelines for Teach-Out Agreements

Schools seeking to enter into teach-out agreements are required to provide to each student a teach-out plan that contains the following:

1. The teach-out agreement must be with one or more accredited institutions that are licensed by DPL and currently offer programs similar to those offered at the closing school or which would be capable of conducting a teach-out.
2. The agreement must provide that the school will agree that if the closing school terminates its teaching activities, the teach-out school will, upon a set schedule, offer each student enrolled at the closing school a reasonable opportunity to promptly resume and complete the course of study, or a substantially similar course of study, in the geographic area in which the closing school provided the original course of study.
3. If the student paid for training at the closing school, the agreement must state that the student will be provided all of the instruction for which the student originally contracted, but did not receive due to the closure of the school, without additional cost. Nothing in this paragraph precludes a student from the closing school from voluntarily transferring into the teach-out school and receiving additional training for additional cost.
4. The closing school shall provide notice in a timely manner to each student of the availability of a teach-out. The teach-out school must agree to provide information to students enrolled at the closing school at their request with respect to the teach-out school's programs, facilities, faculty, equipment, services, policies and practices, the manner and means by which it will accomplish the teach-out, and other information pertinent to the teach-out. If students do not accept a teach-out agreement, the school shall also provide information, if applicable, on how to file a Claim for Restitution with the Massachusetts Division of Professional Licensure.
5. The agreement must clarify the financial responsibilities of all parties.
6. The agreement must clearly indicate the location and type of facility where the students will be taught-out.
7. The agreement must state whether, upon completion of the program, the student will receive a diploma or certificate to be awarded by the closing school or the school providing the teach-out.
8. The agreement must indicate whether students who had already enrolled, but who had not yet started their course of study at the closing school, and whether students who are on leave of absence from the closing school would be entitled to begin training or re-enroll at the teach-out school.
9. The agreement must state that the closing school will provide the teach-out school with copies of the following records for the students being taught-out:
 - a. Enrollment Agreements
 - b. Financial Aid Transcripts
 - c. Attendance Records
 - d. Academic Transcripts
 - e. Student Registration List
 - f. Student Accounts
10. The agreement must provide for placement services to students who complete their courses of study.
11. The agreement must require that the teach-out school shall separately maintain records and document performance under accrediting standards for the students being taught-out.
12. The agreement must provide for appropriate notification to the Director of Division of Professional Licensure and federal and state authorities.
13. The agreement must comply with applicable federal and state law.