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Policy on School Closures

The Board of Registration of Cosmetology and Barbering ("Board") issues the following Policy to define the proper processes and procedures for the closing of a school.

Responsibilities of Schools That Are Closing

Upon closure, school must notify the Board in writing that it is closing and confirm their projected date of closure. The school shall also notify all currently enrolled students and any students who are on leaves of absence of its closure.

Information Required to be Provided to the Board by Closing Schools:

Schools that are closing must provide the following information to the Board in writing no later than 10 business days upon notifying the Board of their closure:

1. A list of all currently enrolled students and their program hours earned to date
2. A list of all students who are on leaves of absence, and their program hours earned to date
3. A list of students who have graduated or completed their programs within the last calendar year
4. A list of student who have withdrawn from the program, and their earned hours to date
5. Whether the school plans a teach-out of all enrolled students, with projected end dates for each student's program
6. If the school is not planning a teach-out, the school must send a list of all enrolled students who are not able to complete their program
7. If the school is not planning a teach-out, the school must sent a list of all tuition records of students who are currently enrolled, including records of tuition paid by students for hours they have not yet earned.
8. Detailed information regarding tuition refunds issued to students and the school's detailed plans for refunding students for tuition hours for which they have paid that the school will not be able to provide.

If the school does not comply with any of the above-listed requirements, or if students are owed money for hours they are not able to complete at the school, the School must sign a release informing the surety company underwriting the bond that the Board shall be given immediate access to the school's bond(s) for student refunds, and the school may be subject to discipline or further administrative action by the Board.

Students Affected by School Closures

Students displaced by a school closure will be able to transfer their hours to other schools. Schools accepting these transfer students must accept the full amount of hours that the student



earned at the closing school. The Board may stamp/approve the student's application to take their exam if their previously earned hours exceed a school's typical threshold for accepting transfer hours.

In the event that a closed school's records for a student are unavailable, the Board will make a determination, based on any official documentation the student has, or lack thereof, of an approximate accumulation of their hours, and allow the student's new school discretion to assess the student to determine an approximate estimate of the student's hours.

In the event that a closed school's records are unavailable for students who have completed a program, the student will need to provide the Board official documentation, including but not limited to, records of hours earned, school notes, and tuition payments. The Board will use this documentation to make a determination whether the student has sufficiently proven they have completed the program, and if so, will approve the student to take their exam.