



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 and its students. We have provided suggestions below to help you ease the transition for students to help ensure that all of 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. Student will also want to know the following:

Claims for Restitution: If students will not be able to complete their programs prior to the school's closure, 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 who offer similar programs to "teach-out" their students in lieu of giving a refund or requiring students to file a Claim for Restitution with DPL against the schools' surety. Schools should use the attached Guidelines for Teach-Out Agreements to draft an agreement for DPL's review and approval.

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 of DPL's Closed School Information page at <http://www.mass.gov/dpl/schools>, select Closed Schools. 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 following DPL contact information in all correspondence with students:

Division of Professional Licensure, Office of Private Occupational School Education, 1000 Washington Street, Suite 710, Boston, MA 02118, 617-727-5811, Occupational.Schools@mass.gov.

DPL maintains a list of closed schools on its website with students' records 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 forward them to DPL's Closed School Information page at <http://www.mass.gov/dpl/schools>, select Closed Schools and the Bulletin(s) for your school.

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: _____

Contact Person Name: _____ Phone Number: _____

School's License Number: _____ Expiration Date: _____

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

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

Reason for Closure: _____

Branch locations, if any:

Address: _____

Address: _____

Record Transmittal to DPL:

Student records include:

- (a) attendance records;
- (b) documents referencing leaves of absence;
- (c) transcripts;
- (d) progress reports;
- (e) student complaints and the School's response;
- (f) externship records;
- (g) diplomas or certificates of completion;
- (h) documents reflecting the form and dates of any payments made by or on behalf of students;
- (i) loan documents including any disclosure forms and disbursement schedules provided to the school by the lender;
- (j) enrollment contracts, as well as any addendums, extensions, or amendments to that contract; and
- (k) all records to support any effective date of termination of an enrollment contract used in a refund calculation under 230 CMR 15.04(7) or (8).

The above records are ___ enclosed, or will be submitted to DPL by ___/___/___ (date) in the following format(s):

___ Electronic Records (secure hard drive or flash drive)

___ Hard Copy Records. If submitting hard copies, please note that since certain records must be retained for a minimum of sixty (60) years; therefore, the following records **must** be transferred electronically to DPL:

- Documents reflecting payments made by or on behalf of students records of the form and dates of any payments; and,
- Copies of the following, which must be signed by an authorized school representative (electronic signatures are acceptable):
 - Students' official grades;
 - Certificates of completion; and,
 - Transcripts.



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)

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

- Current students, and those who are on leaves of absence or have withdrawn from the school within the last year, 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)

Student Teachout 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 Division review and approval in accordance with the attached Guidelines for Teach-Out Agreements.
 - Enclosed is a complete list (preferably on Excel) of all students who need to finish their courses or programs and copies of their enrollment contracts, ledger cards/financial statements 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, s. 13K.
 - Enclosed are copies of all checks sent to students who are owed refunds. (In the event the closing school is unable to provide necessary refunds or identify sufficient and appropriate teach out options for students, the surety required under Massachusetts General Law c. 112, s. 263, will be enacted by DPL to provide necessary refunds. Schools holding surety bonds are advised the insurance companies may seek restitution for funds paid directly from the school’s owner(s).

The above information is true and accurate. This document contains no misrepresentations or falsehoods. Signed under the penalties of perjury.

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: _____
Copy sent to: Office of the State Auditor, Boston, MA	

OFFICE OF PRIVATE OCCUPATIONAL SCHOOL EDUCATION

Guidelines for Teach-Out Agreements

Schools that enter into teach-out agreements are required to provide to each student a teach-out plan that contains the following; however, this agreement **MUST** be approved by DPL before implementing.

1. The teach-out agreement must be with one or more institutions 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 or who have withdrawn from the school within the last year from the school may 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 Transcripts/Ledgers
 - 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 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.

All teachout agreements must be submitted to DPL for approval prior to use.

