Application for Reimbursement of Teachout Expenses

Texas Workforce Commission – Career Schools and Colleges

DUE DATE

In order to be eligible for reimbursement from the fund, a school's Application for Reimbursement of Teachout Expenses must be submitted by **January 31,** for those students who completed the program during the 12-month period from October 1, through September 30, . The teachout school must submit a separate application for each program considered for reimbursement and the appropriate verifiable supporting documentation to:

Texas Workforce Commission (TWC)
Career Schools and Colleges
101 E 15th St, Rm 226T
Austin, Texas 78778-0001

INSTRUCTIONS

Verifiable supporting documentation includes, but is not limited to, all of the following:

1. Submitted on a separate sheet attached to the application, the name of the certificate or degree program along with a list including:
   a. student's name;
   b. social security number; and
   c. date of birth.

   In addition, the following supporting documentation for ***each*** student must be submitted:
   a. copy of enrollment agreement;
   b. graduation certificate or termination notice; and
   c. total amount received for the student and the funding source (if applicable).

2. Actual expenses, by expense item, that were ***directly associated with the additional cost*** of the teachout program including teacher salaries, rental of additional facilities, rental of equipment, rental of furniture, required supplies including student-owned books, equipment, tools, or supplies purchased by the school. ***These are only items that are over and above the normal operating costs due to the addition of students from the teachout.*** This information should be entered on the attached application. To support the additional cost of the teachout program, the following verifiable documentation should be provided:

   a. **Instructor Salaries** (see application, page 1, item 1a) Documentation *must* include:
      - copies of the original payroll records, ledgers, journals, or time cards and
      - copies of canceled payroll checks (front and back)

      These records must also include, for comparison, payroll information for the semester/term *prior* to the teachout as well as the semester/term in which the teachout occurred. These records must show that the additional instructor(s) were employed to instruct teachout students or existing instructor(s) had an increase in hours for the purpose of instructing teachout students.

b. **Facilities, Equipment, and Furniture Rental** (see application, page 1, items 1b-1d)

A record of rental expenses and copies of canceled rental expense checks (front and back) showing that increased rental payments for additional facilities, equipment, or furniture began when the teachout started and was required for teachout students.

c. **Required Office Supplies** (see application, page 1, item 1e)

Copies of invoices/requisitions showing supplies purchased or distributed during the teachout with an explanation of the need for the supplies.

d. **Student-owned Books, Equipment, Tools, or Supplies** (see application, page 1, item 1f)

Copies of each student's receipts for books, equipment, tools, or supplies paid by the school.

NOTE: The teachout school shall not claim expenses for facilities, equipment, utilities, or other items which were owned, rented, used, or otherwise obligated by the school prior to the director's approval of the teachout program even though such items may be used for the teachout program. **Claims for teachout expenses must be supported by verifiable documentation showing that *extra* expenses were incurred due to the teachout**.

1. Teachout expenses shall be disbursed to a teachout school in accordance with the following conditions:

   a. School claims for reimbursable teachout expenses require the approval of the Commission;

   b. Actual expenses shall be determined by the teachout school following the graduation or termination of he students from the teachout school;

   c. Reimbursable teachout expenses shall be limited to expenses for tuition and fees that are non-recoverable from all financial resources including, but not limited to, grants and loans;

   d. The sum of the tuition and fees paid to the student's account at the closed school and the teachout school must be the lesser of the amount the student would have been charged for the complete program at the closed school or the teachout school;

   e. The teachout school must give credit for all training that is comparable to the training received at the closed school; and

   f. Additional information may be requested.

2. Reimbursement from the fund for teachout expenses will occur after disbursements for student tuition refunds have been processed for the fiscal year in which the school for which the teachout is offered had closed. The amount reimbursed will be prorated among those schools approved for reimbursement from the remaining balance.

If you have any questions, call TWC Career Schools & Colleges at 512-936-3100.

REIMBURSEMENT CLAIM FOR TEACHOUT EXPENSES
(FOR THE 12-MONTH PERIOD OF OCTOBER 1,___THROUGH SEPTEMBER 30,___)__

A ***separate application*** must be completed for each program to be considered for reimbursement.

TEACHOUT SCHOOL	CLOSED SCHOOL
Name	Name
Street	Street
City, State Zip	City, State Zip
Program Name	Program Name
Contact Person at Teachout School	Telephone Number at Teachout School

Initial number of students in teachout program	_____	**NOTE:** *Completed*
Number of students *completing* teachout program this period	_____	students are those who
Number of students *completing* teachout program in prior period(s)	_____	have either graduated
Balance of students to be taught	_____	or terminated.

1. Additional Costs of Teachout Program (*attach verifiable supporting documentation*)
   a. Teacher salaries $_____
   b. Facilities rental $_____
   c. Equipment rental $_____
   d. Furniture rental $_____
   e. Required office supplies $_____
   f. Student-owned books, equipment & tools/supplies paid by school $_____
2. Total of Additional Costs [Add Lines 1a through 1f] $_____
3. Total program revenues received for all students $_____
4. Net Claim [Subtract Line 3 from Line 2] $_____

THE UNDERSIGNED HAVE THOROUGHLY INSPECTED THE ATTACHMENTS LISTED BELOW AND, UNDER PENALTY OF PERJURY, TESTIFY THAT THEY ARE TRUE AND CORRECT.

SIGNATURE OF EACH OFFICER OR PRINCIPAL OWNER:

SIGNATURE	TYPED NAME AND TITLE
SIGNATURE	TYPED NAME AND TITLE
SIGNATURE	TYPED NAME AND TITLE
SIGNATURE	TYPED NAME AND TITLE

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20 _____.

MY COMMISSION EXPIRES (mm/dd/yyyy) _____.

FOR STAFF USE ONLY			
Reviewer	Date Reviewed (mm/dd/yyyy)	Director Approval	Date Approved (mm/dd/yyyy)
Amount of Claim	Amount Paid	Date Paid (mm/dd/yyyy)	Warrant Number

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.