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| Texas Workforce Commission logo | Texas Workforce Commission  Career Schools and Colleges  Index to Catalog and Supplements |

**School Number:**

School Name: DATE (mm/dd/yy):

Page Number

1. Name of School and Physical Address
2. Identifying Data
   1. Catalog Volume Number
   2. Date of Publication
   3. Effective Date
3. Table of Contents and/or Index
4. History, including any/all Accreditations/Approvals
5. Description of Available Space, Facilities, and Equipment
6. A Listing of:
   1. Officers, Directors, Trustees, or
   2. Partners, or
   3. Individual Owner
7. A Listing of Key Staff and Faculty
   1. Degrees Held
   2. Specialized Training
   3. Area(s) of Instruction
8. Fees, Tuition, and/or Special Charges
   1. Tuition Fee
   2. Registration Fee
   3. Book Fee
   4. Supplies Fee
   5. Tools Fee
   6. Laboratory Fee
   7. Total Charges for the Program
   8. Scholarship Terms (if any are given)
   9. Any other expenses
   10. Individual Subject Fee (if offered)
9. School Calendar
   1. Holidays to be observed
   2. Enrollment Periods
   3. Beginning and Ending Dates of Terms
   4. Scheduled Vacation Periods
10. Normal Hours of Operation
    1. School
    2. Office
    3. Definitive Class Schedules (Morning, Afternoon, Evening)

(1.) Breaks

(2.) Mealtimes

(3.) VA Statement (if applicable)

1. Admission/Enrollment Policies
   1. Minimum Age
   2. Specific Entrance Requirements (HS, GED, ATB)

(1.) Name of Entrance Test (if applicable)

(2.) Required Score for each Program (if applicable)

(3.) Other requirements, if any

1. Credit
   1. Credit for previous education, training, or experience
   2. Limitations on transferability of earned credit
2. Cancellation and Refund Policy
   1. Cancellation Policy
   2. Career Schools and Colleges Refund Policy
3. Programs
   1. Title of each Program
   2. Printed Disclaimer for Programs not regulated by TWC
   3. Objective/Purpose of each Program
   4. Complete Listing of Subjects

(1.) Identifying Number

(2.) Title

* 1. Contact Hours (and Credit Hours, if applicable) per Subject
  2. Total Contact Hours (and Credit Hours, if applicable) required for

completion of the Program

* 1. Explanation of credit hour conversion, if applicable
  2. Length of Time, in weeks, required for completion of each Program
  3. Additional or Special Requirements for completion
  4. Type of Certificate, Diploma, or Degree awarded

1. A Synopsis of Each Subject Offered
   1. Identifying Number
   2. Title
   3. Theory/Lab/Externship Contact Hours and Total Contact Hours

(or Total Credit Hours, if applicable)

* 1. Prerequisites
  2. Complete Synopsis of the Contents of the Subject

1. Grading and Marking System Used
2. School's Policy Concerning Satisfactory Progress
   1. Definition of Satisfactory Progress
   2. Definition of:

(1.) Grading Period

(2.) Frequency

* 1. Probation Policy
  2. Conditions for Termination
  3. Conditions for Readmittance
  4. System for providing Progress Reports
  5. Policy on:

(1.) Incompletes

(2.) Withdrawals

(3.) Repeat Subjects, and

(4.) Remedial Work

1. School's Attendance Policy
   1. Policies regarding:

(1.) Absences

(2.) Tardies

(3.) Make-up work

(4.) Leaves of Absence

* 1. Conditions for Probation
  2. Conditions for Termination
  3. Conditions for Readmittance

1. School's Policy Regarding Student Conduct
   1. Causes for Termination
   2. Causes for Readmission
2. Requirements for Graduation
   1. GPA
   2. Maximum Time Allowed
   3. Other
3. Description of School's Placement Assistance Policy
4. Policies and Procedures to Resolve Student Grievances/Complaints
5. True and Correct Statement (Catalog and **ALL** Supplements)

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](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.