

## Catalog

The catalog is a published document that describes all aspects of the institution including the courses offered, rules and regulations of the institution, graduation requirements, etc. Each prospective and enrolled student *must* receive a copy of the catalog and it must be published in the principle language used in the sales presentation to the student.

What follows on the next page is a checklist which indicates all of the required components for a catalog to be approved.

### *Description of Item 19 on the next page.*

In order to satisfy Item 19 on the checklist, schools need to include the following disclaimer without quotes:

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

	<b>Catalog Requirements</b>	Acceptable	Deficient
(1)	Identifying Data (volume and date of publication)		
(2)	Name of school, governing body, officials and faculty, and other instructional personnel and their qualifications		
(3)	Calendar (including legal holidays, beginning and ending dates of each term, quarter, etc.)		
(4)	School policy and regulations on enrollment dates and entrance requirements for each course		
(5)	School policy on leaves of absence, class cuts, make-up work, tardiness, etc.		
(6)	Standards of progress including marking periods, grading system, minimum satisfactory grade, conditions for interruption, probationary period, etc.		
(7)	School policy on student conduct and dismissal		
(8)	Detailed schedule of fees, tuition, books, supplies, etc.		
(9)	Refund policy on unused portion of tuition, fees, etc.		
(10)	Weekly Student Tuition Liability Chart		
(11)	Description of available space, facilities and equipment including any special facilities for handicapped access		
(12)	Description of each course or curriculum including program objectives		
(13)	Policy for granting credit for previous education and training		
(14)	Financial assistance information or statement:		
	(a) detailed description of all aid available		
	(b) statement of student rights, responsibility and eligibility		
	(c) designated employee or group of available employees to assist students in obtaining above information		
(15)	Data regarding student completion and job placement for the two most recent reporting periods (OEDS Data)		
(16)	Pass rate of school's graduates for license of any certificate exam required by state or city for employment		
(17)	Names of associations, agencies and governmental bodies which accredit, approve, register or license the school including the NYS Ed. Department.		
(18)	Description of complaint procedure		
(19)	Description of process for obtaining a tuition refund		
(20)	Disclosure statement – indicates student should review approved catalog for factual information ( <b>see description on first page</b> )		
(21)	Statement, "the failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law."		
(22)	College Credit – Disclaimer Statement Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.		

Number the pages in the catalog. Every catalog should contain a table of contents that correctly identifies the page number for each of the items listed above.

Due to the length of a catalog, the variety of the possible programs, entrance requirements, etc., presenting a sample catalog is impossible. When developing your catalog, attempt to satisfy all of the requirements listed above. If you have specific questions, contact the Education Team liaison to whom you are assigned when you file your school application and fee.