

SCHOOL CLOSURE CHECKLIST

- ☐ HECC notified of closure by Certified Mail (*template included in this packet*).
- ☐ Closure plan sent to HECC.
- ☐ Students notified of closure.
- ☐ List of currently enrolled students prepared and sent to HECC.
- ☐ Student completion determined (*teach-out or transfer*) and HECC informed.
- ☐ Refund disbursement plan for student tuition refunds developed and sent to HECC (*if applicable*).
- ☐ Refunds calculated and sent to HECC (*may be included in roster of students*).
- ☐ Final roster of enrolled student information as listed in Step 8 prepared and sent to HECC.
- ☐ Final School Closure Plan edited and sent to HECC (*if applicable*).
- ☐ Student/Personnel records transferred to the Custodian of Records and will be kept for 3 years (*suggested*).
- ☐ Transcripts of current students sent to HECC within 4 days of the last date of instruction.
- ☐ Current Private Career School license sent back to HECC by certified mail.
- ☐ Refunds paid to students by School within 30 days of last instruction.
- ☐ Transcripts of **ALL** students sent to HECC within 90 days of the last date of instruction.

TEN STEPS TO A SUCCESSFUL SCHOOL CLOSURE

The following steps will assist you in properly closing your school. If you have any questions about any of the steps, please contact the Higher Education Coordinating Commission at info.PPS@HECC.Oregon.gov or 503-947-5716.

If a closing step or specific line requesting information does not apply to your school, please add Not Applicable or N/A..

STEP 1: Prepare a School Closure Plan.

You can create your own school closure plan and include all the elements required by Oregon Administrative Rule (OAR) [715-045-0067](#), or you can use the form that the Higher Education Coordinating Commission ("HECC") has provided in this packet.

The plan should identify the dates of the closure ramp down period starting with the earliest closure related activities and ending with the return of your license to the HECC after all students have completed instruction.

Please allow enough time in the closure ramp down period to complete the successful closure of your School.

Your Closure Plan should include:

- The anticipated date of the closure (last day of student instruction).
- Date of notification of students.
- The last date of instruction for each educational service or program.
- Teach-out arrangements.
- Name and contact information of person who will be responsible for closing arrangements.

If the plan is not signed by all owners of the school, then the Plan needs to be signed by those with legal control over the school. The Plan will be reviewed and may need to be approved by HECC officials.

It is recommended that all owners sign the Closure Plan to avoid any issues with miscommunication.

STEP 2: Designate a Contact Person for the duration of the closure process.

Indicate who will be the main contact for HECC to work with on the closure process.

STEP 3: Formally notify the HECC of your school's planned closure and provide a copy of the Closure Plan.

See OAR 715-045-0067(2)(a). The school is required to send this notice and the Closure Plan by certified mail within 30 days of the start of the closure ramp down period. When 30-day's notice is not given, a civil penalty may be assessed. *(A notification letter template and optional School Closure Plan is included in the packet).*

It is recommended that you notify your accreditor, the Veteran's Affairs (VA), and the United States Department of Education (USDE) of the schools proposed Closure *(if applicable)*.

STEP 4: Notification of students.

- Written notification to students, within 30 days prior to students last day of instruction at the school *(end of the closure ramp down period)* and inform students of provisions made for student teach-out, transfer, and transcripts.
- Provide HECC with a copy of the written notice being mailed to all enrolled students

within 30 days of closure, explaining the procedures they are to follow to secure refunds or to continue their education.

- When the school notifies the students, the HECC recommends that the school be prepared to schedule individual meetings with students who are concerned. This direct communication with the students on an individual basis will allow students to understand the options that are available to them.

STEP 5: School to provide HECC details for teach-out or transfer options for students for HECC approval.

If students are receiving instruction prior to the school's closing (*during the closure ramp down period*), the school's Closure Plan must be approved by HECC and must detail how the school's students will continue to receive training of the same quality and content as that for which they contracted at **no additional cost to the student**.

This may be done on an individual, program, or cohort basis. Many schools will have "transfer fair" events that invite multiple schools to one location to meet with students one-on-one to explore their transfer options. Students transferring to other schools should be encouraged to review all of their options and to select the best school that meets their needs.

Students should have their transcript reviewed at their school(s) of interest, to secure a transfer of credit analysis, program completion outline, and full cost estimate prior to deciding where to transfer.

School has the primary responsibility for the teach out arrangements, although HECC may be able to assist in a limited way with the coordination of teach-out or transfer agreements that involve other Private Career Schools with similar or congruent programs.

STEP 6: File procedures for disbursements of student tuition refunds with the HECC.

Students may opt for teach-out or refunds, therefore the school must inform the HECC of potential refund for all students as of the date of closure.

(Review the refund policy for your school included in the last page of this Closure Packet).

For students that will be owed refunds as a result of the School's closure, the school must provide a refund procedure for them to follow *(if applicable)*.

Submit disbursement plan to HECC. Set a date no later than 30 calendar days from the last day of instruction to issue refund checks in the full amount for which students are entitled as per OAR 715-045-0067(2)(d).

If the school to be closed offers a combination of distance learning and resident training, the school shall refund the entire cost of both the distance learning and resident portion paid as per OAR 715-045-0067(5).

If any classes are cancelled before the closure ramp down period ends, they may be due refunds at an earlier date. For example, please see OAR [715-045-0036](#) (12).

STEP 7: Custodian of Records (Recommended).

The Higher Education Coordinating Commission is the custodian for all student transcripts. See Step 9 below.

It is suggested that the School designate a Custodian of Records. Student/staff records such as academic, administrative, employment, contracts, and other documents should be transferred to a responsible custodian upon closure. Frequently, this can be a non-closing school within the same ownership, accounting firm, or law firm designated to handle the school's affairs after closure.

STEP 8: Provide a roster with the following information to HECC on currently enrolled students prior to the start of the closure ramp down period.

Student information requested in an Excel spreadsheet and provided on a thumb-drive organized by cohort:

- Name of student (*Last, First*).
- Phone number.
- Email address.
- Mailing address.
- Program of study.
- Number of credits completed/remaining.
- Date of student enrollment.
- First and last date of student attendance.
- Original tuition agreed by student.
- Amount of tuition paid to school by student.
- Funding source and contact information.
- Amount of financial aid / student loan paid to School on behalf of student.
- Remaining balance owed by student.
- Any tuition refund that may be due for the unused portion of education paid.

STEP 9: Provide HECC with one official copy of all student transcripts.

For students currently enrolled within the closure ramp down period: Provide HECC a copy of each student transcript within 4 days of closure.

For all other students not currently enrolled: Provide HECC a copy of each student transcript within 90 days of closure.

HECC requests the transcripts be in a digital format on a thumb-drive, sent securely to the HECC. HECC will save and store them and make them available to students on request for a minimum of 25 years.

Within four calendar days of its closing transfer permanent student transcripts and roster of all students enrolled at the time of Closure to the Commission. All transcripts of students not enrolled at the time of Closure are due to the Commission within 90 calendar days after Closure [OAR 715-045-0067(2)(e)].

Pursuant to OAR [715-045-0067](#), the school will need to submit transcripts of currently enrolled students within 4 days of Closure and ALL student transcripts since school was originally licensed are due within 90 days. Please enclose transcripts as a digital file on a thumb drive device, sent securely to the HECC. It is recommended to include a list of the transcripts included on the drive. Sort transcripts by the following:

- Last and first name of the student.
- Date the student completed the program or submit any current transcripts of the students that is currently enrolled in the school.
- By the type of program.

Each transcript is required to include the following information:

- School name and location.
- Student's name.
- First and last date of attendance.
- Specific program(s) taken.
- Clock and credit hours (if applicable).
- Grade for each course.
- Name of accrediting agency, if the school is accredited.
- Statement indicating the school maintains transcripts for a minimum of 25 years.
- Signature of the appropriate school official with school seal (if any) and date of issue.

It is requested that you submit a spreadsheet, alphabetically listing each student transcript (PDF) by Student Name, last 4 digits of SS#, start date, and end date/date of graduation.

Please send the individual PDF transcript files on a USB Flash Drive using a trackable package delivery service; you may password protect the drive but not the individual files. Multiple drives are allowed. It is not uncommon for HECC to receive transcript requests from students 25 or more years after school closure.

If a student would like a copy of their transcript after Closure, they can contact the HECC, or click on the link to download a [Transcript Request Form](#) from the website.

STEP 10: Return license to HECC

The school shall return its physical license to the Commission immediately after the last day of instruction and the ramp down period has closed.

**Private Career School Regulatory Agency:
Higher Education Coordinating Commission**

Private Career School Licensing Unit

3225 25th St SE

Salem, OR 97302

503-947-5716

Info.pps@hecc.oregon.gov

www.oregon.gov/HigherEd

SCHOOL CLOSURE PLAN

TO BE SENT TO HECC A MINIMUM OF 30 DAYS PRIOR TO THE START OF THE CLOSURE (RAMP DOWN)

This form is being provided for your convenience only.

If a closing step or specific line requesting information does not apply to your school, please add Not Applicable or N/A.

This document is a guide intended to inform HECC of your action plan for closure. Other forms of written notice that address the requirements in OAR [715-045-0067](#) may be accepted by the Commission.

☐ **Initial School Closure Plan**

☐ **Revised Closure Plan**

Date of Revision: _____

1. PRIVATE CAREER SCHOOL INFORMATION *(Complete for location closing):*

Name: _____ School Lic #: _____

Physical Address of location closing: _____

City: _____ State: _____ Zip: _____

Mailing Address *(if different from above)*: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Web Address: _____

ANTICIPATED CLOSURE RELATED DATES *(estimates)*:

a. Start of closure ramp down period: _____
(The earliest date when normal business operations as school cease due to closure).

b. Anticipated final date of instruction for educational programs: _____

c. Date students will be notified by your school: _____

d. Are there any students that will not be able to finish their programs due to this closure? ☐ Yes ☐ No *If yes, please answer the following:*

i. Date School can provide roster of non-completing students to HECC: _____

ii. Date School can finalize alternate teach out arrangements: _____

iii. Date set for students to select either teach out or refund: _____

iv. Estimated date that refunds will be sent to students: _____

e. Date transcripts for non-completing students will be sent to the HECC: _____

f. Date physical license will be returned to the HECC: _____

g. Date all remaining transcripts for students will be sent to the HECC: _____

h. Reason for Closure (*Brief Summary*):

2. DESIGNATED CONTACT PERSON(S) FOR SCHOOL CLOSURE

PRIMARY CONTACT PERSON:

Name/Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

ALTERNATE CONTACT PERSON:

Name/Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

3. DATE HECC WILL BE NOTIFIED OF SCHOOL CLOSURE: Date: _____

4. DATE LETTER TO STUDENTS SENT TO STUDENTS: Date: _____

School will provide to HECC a copy of the letters sent to students regarding this Closure, including but not limited to: closing date, tuition refund, transcripts, teach-outs/transfers. Has a letter been sent to all current students? *Attach copies of letter(s).*

☐ Yes ☐ No – (If no, indicate reason below)

5. TEACH-OUTS AND/OR TRANSFERS

Provide any teach-out or transfer options to Students and submit those options to HECC as per the following Oregon Administrative Rule(s) for your school listed below.

a.) If there are non-completing students, is there a plan for the students continuing education, either a teach-out or transfer options?

☐ Yes ☐ No ☐ Not applicable (*all students will be completing*)

Is there a teach-out or transfer plan established, if so, provide the HECC a copy of the Private Career School's proposed teach-out or transfer plan (this is **REQUIRED**).

This Closure Plan will not be approved without HECC receiving the teach out or transfer plan.

☐ Yes ☐ No – If yes, teach-out or transfer plan is attached.
(If no, indicate reason and date it will be provided).

b.) Is the School anticipating refunds to non-completing students?

☐ Yes ☐ No

c.) If yes, provide the estimate of the number of students that may request refunds.

Best Case? _____ Worst Case? _____

d.) Amount of anticipated refunds in each case?

Best Case: \$ _____ Worst Case: \$ _____

e.) Planned date of refunds (Must be within 30 calendar days from the last day of instruction).

Date: _____

Please provide any needed explanation) _____

f.) Does the Private Career School participate in Title IV federal student financial aid programs? If yes, what arrangements been made for providing refunds and returning of these funds?

☐ Yes ☐ No (if no, indicate reason) _____

Lender Contact Info. If your school has a specific lender contact or external contact for financial aid, please provide the contact. (This can be provided with the roster in Step 8).

Lender	Contact Name	Phone	Email

6. REFUNDS

Provide HECC with the process the School will use to refund eligible students by no later than 30 days after the last day of instruction. The HECC may request additional information, such as Enrollment Agreements or student financial aid documentation. *The refund information for each student can be included in the roster in Step 8.*

7. CUSTODIAN OF RECORDS *(Recommended)*

Name of Custodian of Student Records: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone number: _____ Fax number: _____

8. ENROLLED STUDENTS

Provide HECC a roster with information on all students enrolled at the Private Career School within the last 60 days. Please refer to Step 8 in the '10 Steps for a Successful School Closure' for a detailed list of the information needed on the School's enrolled students.

9. TRANSCRIPTS

Dates HECC will receive the transcripts pursuant to OAR [715-045-0018\(10\)\(d\)](#) and [715-045-0067\(2\)\(e\)](#)?

Date transcripts for current students will be provided to HECC: _____

(within 4 days of last day of instruction):

Date transcripts for all other students will be provided to HECC: _____

(within 90 days of last day of instruction):

10. SEND PRIVATE CAREER LICENSE BACK TO HECC

HECC must receive the current original license immediately after the last day of instruction by certified mail.

Date license will be returned to the HECC: _____

SIGNATURES

If the plan is not signed by all owners of the school, then the Plan needs to be signed by those with legal control over the School. It is recommended that all owners sign the Closure Plan to avoid any issues with miscommunication.

*(Any school owner, including a corporation and/or any of its officers, involved in the decision to close a school in violation of this section **will not** be granted a license to operate any other private career school in Oregon [OAR 715-045-0067 (6)].*

Print Name of Owner or Corporation/LLC: _____

Signature: _____ **Date** _____

Owning ____% Member * Board of Directors ____ * General Partner ____ * Chief Executive Officer ____

Print Name of Owner or Corporation/LLC: _____

Signature: _____ **Date** _____

Owning ____% Member * Board of Directors ____ * General Partner ____ * Chief Executive Officer ____

Print Name: _____

Signature: _____ **Date** _____

Owning ____% Member * Board of Directors ____ * General Partner ____ * Chief Executive Officer ____

Print Name: _____

Signature: _____ **Date** _____

Owning ____% Member * Board of Directors ____ * General Partner ____ * Chief Executive Officer ____

At any time during the closure process, staff from the Higher Education Coordinating Commission (HECC) is available to meet with you. The Commission's participation and assistance can answer questions or alleviate any concerns you or the students may have about the closure process. For the most effective assistance, please provide the Commission at least 48 hours notification for this service.

If you have questions or require clarification, contact the HECC's Private Career School Licensing Unit at Info.PPS@HECC.Oregon.gov, call our office at 503-947-5716 or call your assigned Specialist.

For the Oregon Administrative Rule pertaining to school closures, see OAR [715-045-0067](#).

Mail this completed form to:

Kia Sorensen, Ph.D.,
Deputy Director, Private Postsecondary Education
Office of Academic Policy and Authorization
Higher Education Coordinating Commission
3325 25th St. SE
Salem, OR 97302

LETTER OF CLOSURE - TEMPLATE

(Print on School letterhead)

Date:

Sent by Certified mail and email: kia.sorensen@HECC.Oregon.gov

Kia Sorensen, Ph.D.
Deputy Director, Private Postsecondary Education
Office of Academic Policy and Authorization
Higher Education Coordinating Commission
3325 25th St. SE
Salem, OR 97302

RE: Notice of School Closure

Dear Dr. Sorensen:

This letter serves as notification of Closure of **{SchoolName}**. This cessation of educational operations shall be effective as of **{Date}**. By setting the Closure at the end of **{term, year}**, all students will be able to graduate with the courses and faculty originally described for their program. We will work with you, the USDE and our accreditors during this process.

The closure period will begin on (DATE) and end on (DATE) with the cessation of all teaching and educational operations. Attached to this letter is the Closure Plan required by OAR 715-045-0067(1).

Students **{are/are not}** enrolled during this closure period and students **{will/will not}** be able to finish their educational programs as planned. Please see the attached Closure Plan for details.

We will forward a copy of this notification to our accrediting body **{Name}** then send you their response when it is available.

Sincerely,

{Name of Administrator}
{Title}
{SchoolName}

HIGHER EDUCATION COORDINATING COMMISSION

Chapter 715

DIVISION 45 PRIVATE CAREER SCHOOLS

OREGON ADMINISTRATIVE RULE

715-045-0067

School Closure

- (1) In the event a school closes, the school shall file a plan with the Higher Education Coordinating Commission designed to protect the contractual rights of its students and graduates, including the right to complete the course of instruction in which they were enrolled. The school shall return its license to the Commission immediately by certified mail upon cessation of instruction, except as provided in 715-045-0069
- (2) A school that is closing, either voluntarily or involuntarily, shall:
- (a) Inform the Commission of this action by certified mail at least 30 calendar days prior to the anticipated cessation of instruction and other normal school business practices. Such notice shall detail the school's Closure plan including:
 - (A) Teach-out arrangements (if made with another school);
 - (B) The name, address, and telephone number of the person, who will be responsible for closing arrangements;
 - (C) The name, address, telephone number, and the name of the course of instruction for every student who will not complete their course of instruction; and
 - (D) The amount of class time left for each student to complete the course with the amount of refund, if any, for which each student is eligible;
 - (b) Provide written notice to all registered and enrolled students of the school's Closure plan at least 30 calendar days prior to Closure;
 - (c) Furnish the Commission with copies of the written notice being mailed to all enrolled students explaining the procedures they are to follow to secure refunds or to continue their education;
 - (d) File procedures for disbursement of refunds with the Commission and set a date no later than 30 calendar days from the last day of instruction to issue refund checks in the full amount for which students are entitled; and
 - (e) Within four calendar days of its closing transfer permanent student transcripts and roster of all students enrolled at the time of Closure to the Commission. All transcripts of students not enrolled at the time of Closure are due to the Commission within 90 calendar days after Closure.
- (3) If students are receiving instruction prior to the school's closing, the school shall file a plan, approved by the Commission's Executive Director, with the Commission to ensure that the school's students will continue to receive training of the same quality and content as that for which they contracted.
- (4) If the Executive Director, in any situation in which students are receiving instruction prior to a school's closing, determines that the school has not fulfilled its contractual obligations or that a student has reasonable and justifiable objections to the proposed transfer resulting from the closing, the school shall refund all tuition, fees, and other charges as related to OAR 715-045-0026(6).
- (5) If the school to be closed offers a combination of distance learning and resident training, the school shall refund the entire cost of both the distance learning and resident portion paid.
- (6) Any school owner, including a corporation and/or any of its officers, involved in the decision to close a school in violation of this section will not be granted a license to operate any other Private Career School in Oregon.
- (7) When a school closes or ceases operation, for any reason, its license is automatically revoked effective the day following the date of Closure or cessation of operations, except as provided in 715-045-0069.

Please review the applicable refund policy for your school below:

OAR [715-045-0036](#) **Cancellation and Refund Policy: Resident Instruction**

(12) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

OAR [715-045-0037](#) **Cancellation and Refund Policies: Distance Learning Instruction**

(13) A school shall be considered in default of the enrollment agreement when a functioning course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

OAR [715-045-0038](#) **Cancellation and Refund Policy: Self-Directed Instruction (Clock Hour Program/Lesson Based)**

(11) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

OAR [715-045-0067\(5\)](#) *If the school to be closed offers a combination of distance learning and resident training, the school shall refund the entire cost of both the distance learning and resident portion paid.*