



# STATE BOARD OF CAREER COLLEGES AND SCHOOLS

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## MEMORANDUM

To: **School Directors**

From: **John Ware, Executive Director  
State Board of Career Colleges and Schools**

Date: **December 7, 2006**

Subject: **Administrative Rule Changes**

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The 2006 Administrative Rule changes will go into effect on January 2, 2007. The rule changes are posted on the Board's web site at <http://www.scr.ohio.gov/lawrule.htm>. I would strongly encourage you to review the rules as a number of important changes were made. I have included with this memorandum, a brief summary of some of the key rule changes.

If you have any questions on these matters, please let me know.

# **Ohio State Board of Career Colleges and Schools**

## Summary of Key Administrative Rule Changes Rule Changes are Effective January 2, 2007

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1. **Student Disclosure Form Requirement:** All schools must assure that any student who enrolls in a program at an Ohio school after January 2, 2007 has reviewed and signed the Board's Student Disclosure Form prior to their enrollment in the program. I have enclosed a copy of the form with this memorandum. In addition, the form is available on the Board's web site at <http://www.scr.ohio.gov/lawrule.htm> .

2. **Refunds for General Fees Charged to Students:** The new administrative rules clarify how refund provisions apply to fees that are charged to students (separate from the school's tuition and registration fee). Administrative, academic, general supply and any other "general" fees are refundable in the same manner as a school's tuition (refer to the applicable tuition refund policy). Fees for books or other specifically designated school supply items are refundable in the manner prescribed by rule 3332-1-11.1 of the administrative code.

3. **Refunds for Clock Hour Programs:** The refund policy for clock hour programs has changed. Essentially, the Board has combined the two clock hour refund policies that exist under the current rules and created one refund policy for all clock hour programs. The new refund policy for clock hour programs is as follows:

Refunds in clock hour programs shall be made for each academic term in accordance with the following procedures:

(1) A student who starts class and withdraws before the academic term is fifteen per cent completed will be obligated for twenty-five per cent of the tuition and refundable fees plus the registration fee.

(2) A student who starts class and withdraws after the academic term is fifteen per cent complete but before the academic term is twenty-five per cent completed will be obligated for fifty per cent of the tuition and refundable fees plus the registration fee.

(3) A student who starts class and withdraws after the academic term is twenty-five per cent complete but before the academic term is forty per cent completed will be obligated for seventy-five per cent of the tuition and refundable fees plus the registration fee.

(4) A student who starts class and withdraws after the academic term is forty per cent completed will not be entitled to a refund of the tuition and fees.

4. **Refund Clarifications and Changes:** A number of other clarifications and changes were made to the tuition and fee refund regulations including the following items:

3332-1-10(F)(6): A student's withdrawal date used to calculate refunds shall be the student's last date of attendance and participation in an academic activity unless another method for calculating withdrawal dates has been approved by the board. A school may not require that notice of withdrawal be in writing, on or in any particular form, or delivered in any specific manner.

3332-1-10(F)(7): Schools must complete a refund calculation for each student who officially withdraws, is dismissed, or otherwise ceases attending and a record of the refund calculation must be kept in the student's file. If it is determined that a student is owed a refund, the refund must be issued in accordance with this rule. If it is determined that a student is not due a refund, the student must be notified of the determination in writing, within sixty days of the student's last date of attendance, and a full explanation must be made to the student. Any correspondence dealing with refunds shall be made a part of the student's permanent records.

3332-1-10(F)(8) Schools may not assess any additional fees associated with a student's withdrawal or termination from school.

5. **Distance Education Changes:** Several changes and clarifications were made to administrative rule 3332-1-06 that addresses distance education. In particular, the separate refund policy for distance education programs was eliminated and the rule has been clarified to apply the academic standards to both distance education programs as well as distance education courses that may be offered as part of a traditional program. If you offer any distance education programs or courses, please review the changes to this rule.