STATE OF OHIO BOARD OF CAREER COLLEGES AND SCHOOLS 30 EAST BROAD STREET, SUITE 2481 COLUMBUS, OHIO 43215-3414

(614) 466-2752 Fax (614) 466-2219 Toll Free (877) 275-4219

E-mail: bpsr@scr.state.oh.us Website: http://scr.ohio.gov/

300 Hour Rule - Academic Term Notification

Name of School	
Ohio Administrative Code 3332-1-10 requires that any program that exceeds 300 clock hours must be broken into academic terms for the purpose of collecting tuition and issuing refunds. Schools may only collect tuition and financially obligate students for individual academic terms.	
You have requested approval for the following program that is more than 300 clock hours in length:	
Name of Program:	
Number of Clock Hours in Program:	Number of Required Academic Terms:
The program must be broken into academic terms for the purpose of collecting tuition and fees and issuing refunds. Please provide a clock hour and course breakdown of how the program will be broken into academic terms. (Attach separate sheet of paper if necessary)	
DATE OF DEVIEW.	
DATE OF REVIEW:	
REVIEWER COMMENTS:	

COMPLETION OF THIS FORM IS REQUIRED BY SECTION 3332 OF THE OHIO REVISED CODE. ALL ITEMS MUST BE COMPLETED! ALL QUESTIONS MUST BE ANSWERED AND ALL MATERIALS REQUESTED MUST ACCOMPANY THE APPLICATION (FAILURE TO DO SO WILL RESULT IN THE RETURN OF THE APPLICATION, WITHOUT ACTION, TO THE SCHOOL AND ANY FEES PAID ARE SUBJECT TO FORFEITURE). YOU ARE REQUIRED TO FILL IN ALL BLANKS. IF NOT APPLICABLE, PLEASE PUT N/A.

PSR 0014 (Revised 10/11)