

3332-1-09 Student enrollment policies and practices.

- (A) It is the responsibility of the school to determine with reasonable certainty, in advance of the acceptance of a prospective student's enrollment, that the student meets the minimum basic admissions qualifications to successfully assimilate the program they intend to enter.
- (B) Prior to a student's enrollment, a school shall determine, with reasonable certainty, that a prospective student is fully informed as to:
 - (1) The graduation requirements and expected outcomes of the program they desire to take; and,
 - (2) The obligations they are entering into; and,
 - (3) The financial obligations they are entering into; and,
 - (4) Their responsibilities and rights under any contracts or agreements that they are given to sign; and,
 - (5) The placement and graduation rates for the program they are entering into. No applicant will be allowed to sign an enrollment agreement until the school has provided the applicant with placement and graduation rates, by program, for each of the preceding three years.
- (C) Prior to completing an enrollment agreement, all potential students enrolled in an Ohio school must review and complete the state board of career colleges and schools' student disclosure form as required by the board.
- (D) A prospective student may be officially enrolled in school only when they have completed the school's enrollment agreement. A copy of the enrollment agreement must be furnished to the student at the time the agreement is completed.
- (E) All enrollment agreements shall be on forms provided by the school and contain the following minimum information:
 - (1) Name and address of school.
 - (2) Program title and starting date.
 - (3) Number of clock or credit hours in the program including the number of weeks or months necessary to complete the program. For clock hour programs, schools must also list the number of clock hours in each academic term.
 - (4) A breakdown of tuition charges and all other school fees for which the student is responsible. This shall include a disclosure concerning any tuition or fee increase policies that may affect the student before their expected graduation date.
 - (5) The school's refund policy as required by administrative code rule 3332-1-10.

- (6) The school's cancellation and settlement policy including notification that the enrollment agreement may be canceled by submitting written notice within five days pursuant to rule 3332-1-10 of the Administrative Code.
 - (7) Signature or other electronic verification from applicant and school official including date completed.
 - (8) Notice to student concerning their ability to file a complaint with the state board of career colleges and schools including board's correct name, address and toll-free telephone number.
 - (9) Date of publication and revision.
- (F) It is the responsibility of all schools to develop an informational briefing on financial aid with special attention on the obligations of any student who applies for and accepts a financial aid grant or loan. A student who applies for financial aid through the school shall be required to attend a school's informational briefing on financial aid and sign a statement acknowledging an understanding of the financial obligations into which they are entering and a copy must be kept in the student's file.
- (G) If a school accepts an enrollment from a person who does not meet the normal basic qualifications for acceptance, it should have a record of whatever communication has taken place about the prospective student and of the reasons why they were permitted to enroll, and be prepared to justify its action to the board in accepting the enrollment, if requested.
- (H) No school shall accept an enrollment from a person of compulsory school age unless legally dismissed from school, nor one attending a school of elementary or high school level, until and unless it has been established through contact with properly responsible persons that pursuit of the course would not be detrimental to his/her regular school work.
- (I) It is the responsibility of each school to assure that their enrollment agreement is in compliance with this rule. The board reserves the right to periodically review and inspect enrollment agreements and require changes to comply with this rule.

HISTORY: Eff 12-1-70; 4-16-90 (Emer.); 7-12-90; 10-14-94; 4-17-00; 1-2-07.

Rule promulgated under: RC Chapter 119

Rule authorized by: RC 3332.031

Rule amplifies: RC 3332.031

R.C. 119.032 review dates: 3/25/00, 3/25/05, 9/30/11

Replaces: former 3332-1-09