

COMMONWEALTH OF VIRGINIA



State Council of  
Higher Education for Virginia

## GUIDANCE DOCUMENT

### PRIVATE POSTSECONDARY EDUCATION (POPE)

#### Guidance on closure of a postsecondary institution certified to operate in the Commonwealth of Virginia

In accordance with Virginia Administrative Code 8VAC40-31-280(C), when a school decides to voluntarily cease operations, it must immediately inform the council and provide information that includes teach-out arrangements, provisions for records maintenance and information on currently enrolled students. The purpose of this guidance document is to provide assistance to institutions preparing for closure.

Once the institution has made its decision to cease offering postsecondary education in Virginia, it must prepare and submit the following documents to the State Council of Higher Education for Virginia (SCHEV) for approval:

1. Complete the *“Report on the Closing of a Campus”* form available on the SCHEV website. This form and the accompanying attachments will serve to inform SCHEV of:
  - The planned date for the termination of operations.
  - The planned date and location for the transfer of student records.
  - The name and address of the organization to receive and manage the student records and the name of the official who is designated to manage transcript requests. The council may receive student records, if an appropriate depository has not been established. (Note: Please see *GUIDANCE ON RECORDS TRANSFER* if student records are to be transferred to SCHEV for storage.)
  - Arrangements for the continued education of currently enrolled students via teach-out agreement or other practical solution. (Note: See the teach-out agreement section under item 6 below for additional information.)
  - A roster of students enrolled at the time of the school's closure which includes the following information: name, address, telephone number(s), email address, program of study, and estimated graduation date for each student. Students receiving Veteran's education funding and international students with F1 or M1 visas should be clearly identified.

2. Financial documentation for all currently enrolled students, students on official leave of absence and students who withdrew during the current semester is required as follows:
  - Ledger cards or financial records for each student that include tuition and fees charged, payments from the student, payments from other sources on the student's behalf (including financial aid received), and refunds.
  - The status of all current refunds due and balances owed.
  - A listing of those students who prepaid for any portion of their training and a calculation of the total amount that was prepaid by each student.
  - Federal financial aid documentation for currently enrolled students.
  - Veteran's administration records
  - Foreign student forms for international students
3. Transcripts for all currently enrolled students.
4. Enrollment agreements for currently enrolled students.
5. A statement that provides information on currently enrolled students who will complete their programs of study prior to the school closure and procedures for awarding their certificates, diplomas, or degrees.
6. Teach-out agreements between the closing institution and one or more local educational institutions able to provide adequate education to currently enrolled students. Teach-out agreements must be approved by the institution's accrediting agency and SCHEV. The Teach-out agreements must contain the following:
  - A listing by program of students enrolled at the time of the school's closure including address, telephone number, email address and expected graduation dates for each student;
  - Identification of the school's official/expected date of closure;
  - The status of unearned tuition, all current refunds due and balances owed;
  - A listing of those students who had prepaid for any portion of their training and a calculation of the total amount that was prepaid by each student;
  - Signed agreement with one or more local educational institutions able to provide adequate education to students in all programs;
  - Procedures for awarding graduates their certificates, diplomas, or degrees;
  - Name of accrediting agency and dates of accreditation; and
  - Explanation of plan to notify students of closure.
7. Other documents to be forwarded to SCHEV:
  - A copy of the institutions most recent catalog;
  - One set of course descriptions for all courses offered by the school;
  - Financial aid information for title IV eligible students for last three years, if available; and
  - Evidence of accreditation, if any during the years covered by transcripts.

Adopted: August 1, 2016

8. The school must notify all enrolled students of the pending closure immediately, describing their financial obligations as well as their rights to a refund or adjustment, and provisions made for assistance toward completion of their academic programs, whether at the closing institution or by contract with another institution or organization to teach out the educational programs. Any such agreements must be approved by the State Council of Higher Education for Virginia.

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