



Program Closure and Teach-Out Plan

*For institutions ceasing to offer a program (per 5, CCR §74200)
or having a program suspended (per 5, CCR §74240 or §74250):*

Supplying the following information will allow the Bureau to determine whether your institution has made provision for students enrolled at the time of default.

Institution's contact for teach-out (provide telephone, email, and mailing address):

Reason for program(s) ceasing to operate:

Identify program(s) ceasing to operate (title, hours/units, method of instruction, and total institutional cost):

Last date classes taught:

How many students are in each educational program affected?

Explain what arrangements are being made for students to complete their educational program elsewhere:

What (if any) institution(s) do you propose an agreement with to "teach out" your remaining students in each applicable program?

Name of teach-out institution

Contact information for teach-out institution: Name, position, email, telephone & mailing address

Address of campus location where students will be taught-out

Method of instructional delivery that will be used

Approval status

Accreditation status (if applicable)

Concurrent approvers (i.e., BBC, CDPH, etc.)

Programs(s) they will teach-out

For each program, describe how the teach-out institution's program is comparable in nature to the students' current program.

Is this agreement a true "teach out" or a transfer agreement? (Note: In a teach-out arrangement, the identified institution agrees to provide a comparable education at no additional cost beyond the total charges on the original enrollment agreement. They are essentially inheriting the terms of the original enrollment agreement.)



If no teach-out is proposed, please provide a list of potential transfer institutions to the Bureau and affected students for each applicable program.

Provide a copy of the information (to be) provided to students explaining options.

Please acknowledge your understanding of the following by initialing below:

- If students choose not to participate in a Bureau-approved (or accreditor-approved, where applicable) teach-out, the institution must provide a *pro rata* refund of all units/courses/modules not completed. This refund is due to affected students no later than 45 days from the date the program ceased to operate. *Initial here:* _____
- If no teach-out arrangement is proposed and approved, students must be provided a **full refund** for all institutional charges as the institution has defaulted on the enrollment agreement. This refund is due to affected students no later than 45 days from the date the program ceased to operate. *Initial here:* _____

Please attach a list of all students enrolled in affected programs 0-60 days prior to the program(s) ceasing to operate. Provide student contact info (email, phone, and mailing address), program of study, program start date, date of expected graduation, cost of program, student status, and note any state or federal funding sources utilized.