

**FORM 7000 - CATALOG/BULLETIN CERTIFICATION**

**No Fee**

NAME OF SCHOOL					
ADDRESS (LOCATION)					
CITY		STATE		ZIP	

Indicate the page number(s) from the school's catalog/bulletin on which the following items can be found.

Item #	Catalog Requirement	Page Location in Catalog
1.	Name and address of school.	
2.	Publication date of catalog/bulletin.	
3.	Indication that the information contained in the catalog/bulletin is expected to remain in effect during not less than the forthcoming licensing year.	
4.	A calendar for the school showing beginning and ending dates for each school year, semester, quarter, term and/or session, vacation periods and holidays observed by the school.	
5.	School policy regarding leave(s) of absence that has specified limits concerning probation and termination of enrollment.	
6.	School policy regarding excused and unexcused absences that has specified limits concerning probation and termination of enrollment.	
7.	School policy regarding make-up work that has specified limits concerning probation and termination of enrollment.	
8.	School policy regarding tardiness that has specified limits concerning probation and termination of enrollment.	
9.	School policy regarding satisfactory progress that has specified limits concerning probation and termination of enrollment.	
10.	Explanation of the grading system.	
11.	Enrollment prerequisites for each program offered	
12.	Policy for granting credit for previous education, training, and/or work experience.	
13.	Cost of each program offered and what is covered in the cost.	
14.	School policy regarding refunds.	
15.	An outline of each licensed program showing courses and the number of clock or credit hours to be earned by the student in each course of the program.	
16.	The school complaint process that includes information on how to contact Arkansas State Board of Private Career Education.	

**STATEMENT OF COMPLIANCE**

Under penalty of perjury, I declare and affirm that the statements made on this form and any attached documents are true, complete, and accurate. I certify that each student will receive a copy of this catalog/bulletin no later than the first day of attendance. Further, I certify that the Board will receive advance notice in the event of changes in the content of the catalog/bulletin. I did not answer N/A as the page location of any of these items as they are required by Rules and Regulation, Section XXI.

Printed Name of Official		Title	
Signature of Official <b>(Sign in Blue Ink)</b>		Date	