



### **APPENDIX D. 21 - TEACH-OUT AGREEMENT APPROVAL FORM**

In accordance with *Section VII of COMTA Policies & Procedures Manual*, if a school voluntarily enters into a Teach-Out Agreement (as either the closing school or the teach-out school) or if the Commission requires a school to submit a proposed Teach-Out Agreement as part of a Teach-Out Plan, the school must submit all information listed below. The Commission must approve the Teach-Out Agreement **prior** to implementation.

NOTE: If the Closing School is a currently COMTA-Accredited school, *Appendix D.20 Teach-Out Plan* must also be submitted for approval.

**Name of Closing School:**

Accrediting Agency:

Type of Accreditation:

Institutional       Programmatic

City:  State:  Zip Code:

Telephone Number:  Fax Number:

Contact Person:  Email Address:

**Name of Teach-Out School:**

Accrediting Agency:

Type of Accreditation:

Institutional       Programmatic

City:  State:  Zip Code:

Telephone Number:  Fax Number:

Contact Person:  Email Address:



Please submit the following:

- A. A complete copy of the proposed Teach-Out Agreement(s)<sup>1</sup> between the closing school and the school to teach-out the students (“teach-out school”) cross-referenced to the following checklist and demonstrating the following substantive criteria:
- B. Further, in order to demonstrate that the teach-out school has the necessary experience, resources, and support services the school must submit **evidence** to support the following requirements. **Approval cannot be granted without supporting evidence.**

Teach-out Agreement		Teach Out Agreement Minimum Requirements	COMTA use only
Page #	Paragraph #		Check if approved
		1. Evidence to show that the teach-out institution is accredited in good standing by an accrediting agency recognized by the U.S. Department of Education.	
		2. Evidence to show that the teach-out institution is appropriately licensed and in good standing with any applicable state or federal regulatory oversight agency.	
		3. The Teach-Out Agreement must stipulate how the teach-out school will provide for the equitable treatment of students.	
		4. The Teach-Out Agreement must stipulate that the teach-out school has the necessary experience, resources, and support services to meet the requirements herein and has the capacity to remain stable, carry out its mission, and meet all obligations to existing students. <i>Submit supporting documentation as evidence, including:</i> <ul style="list-style-type: none"> <li>a. A schedule of time allocation between the administration of the teach-out students’ and existing students’ education; and</li> <li>b. A budget of projected income and expenses for the entire period of the teach-out, as determined by the last date of graduation, that shows income and expenses required for the proper operation of the teach-out.</li> </ul>	
		5. The Teach-Out Agreement must stipulate that the teach-out school will provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the institution that is ceasing operations whether entirely or at one of its locations. <i>Submit supporting documentation as evidence, including:</i> <ul style="list-style-type: none"> <li>a. A list of all programs at the closing school and all programs offered at the teach-out institution in a side-by-side comparison;</li> <li>b. A list of any staff or faculty being hired or retained temporarily for the purposes of the teach-out, the programs and courses taught by each, and information showing that each faculty member meets COMTA faculty qualification requirements; and</li> <li>c. An explanation as to how the proposed teach-out institution would be capable of conducting a teach-out of the programs.</li> </ul>	

		<p>6. The Teach-Out Agreement must show that the teach-out school has the capacity to provide all students with all of the instruction and services for which the students originally contracted and paid but did not receive due to the closure of the school without requiring them to move or travel substantial distances. <i>Submit supporting documentation as evidence, including:</i></p> <ul style="list-style-type: none"> <li>a. A description of the location and type of facility where the student will be taught out, as well as any arrangements for the absorption or addition of sites;</li> <li>b. An explanation as to the adequacy of the teach-out location's facilities and equipment and how it complies with COMTA Standard 4.0; and</li> <li>c. A map detailing the distance between the closing school and the teach-out institution.</li> </ul>	
		<p>7. The Teach-Out Agreement must stipulate that the students will not be incurring additional charges to complete their originally contracted program, and any changes to their original program must be made through the execution of a new enrollment agreement.</p>	
		<p>8. The Teach-Out Agreement must include the maximum number of students that can be accepted from the closing school and their expected date of completion.</p>	
		<p>9. The Teach-Out Agreement includes description of the financial responsibilities of all parties, including the assumption of any liability.</p>	
		<p>10. The Teach-Out Agreement must state whether, upon completion of the program, the student will receive a degree, diploma or certificate from the teach-out school, or whether the degree, diploma or certificate will be awarded by the closing school.</p>	
		<p>11. The Teach-Out Agreement must indicate whether students who had already enrolled but who had not yet started their course of study at the closing school, and whether students who are on leave of absence from the closing school, would be entitled to begin training or re-enroll at the teach-out school.</p>	
		<p>12. The Teach-Out Agreement must state that the closing school will provide the teach-out school with copies of the following records for the students being taught-out:</p> <ul style="list-style-type: none"> <li>a. Enrollment Agreements</li> <li>b. Financial Aid Transcripts</li> <li>c. Attendance Records</li> <li>d. Academic Transcripts</li> <li>e. Student Registration List</li> <li>f. Student Accounts</li> </ul>	
		<p>13. The Teach-Out Agreement must provide for placement services to students who complete their courses of study.</p>	
		<p>14. The Teach-Out Agreement must require that the teach-out school shall separately maintain records and document performance under accrediting standards for the students being taught-out.</p>	

		15. The Teach-Out Agreement must provide for appropriate notification to the Commission and federal and state authorities.	
		16. The Teach-Out Agreement must comply with applicable federal and state law.	
		17. Signature of the chief executive officer of both the closing school and the teach-out school.	

**I certify that the information set forth herein and attached hereto is correct.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Closing School Chief Executive Officer)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Teach-Out School Chief Executive Officer)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Do not write below the line – for COMTA staff use only**

Date received: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Directed by Commission? Yes  (Date requested: \_\_\_\_\_ ) No

Complete? Yes  No

If incomplete, what is missing? (list)

Date missing information requested:

Information received: Yes  No

Approved? Yes  No

Date other accrediting agencies notified, if applicable: \_\_\_\_\_