

SCHOOL CLOSURE PROCEDURE

“Cessation of operation shall mean the cessation of all instructional and business operations directly related to the offering of education and training as authorized under the provisions of the Proprietary Schools Law with no reasonable prospect of resuming operations” - R.S. 17:3141.16 D (10).

There are specific items that must be addressed in the closure process. They are as follows:

1. Provide in writing the exact date of closure and if there were any students enrolled in your program at the date of closure.
2. If there are students enrolled at the time of closure, arrangements are to be made for them to be “taught out” at another school or a refund of tuition.
3. Arrangements must be made with this office to secure all student records as required by R.S. 17:3141.16 D (4). The closed school is responsible for bringing or sending them to Baton Rouge so they can be stored for use upon student request.