



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office of Adult Career and Continuing Education

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Effective November 2013

INSTRUCTIONS FOR EXPEDITING THE REVIEW AND APPROVAL OF CHANGES TO ENROLLMENT AGREEMENTS - APPROVAL PROCESS for TUITION INCREASES ONLY:

School director submits the following:

- 1) Cover letter indicating price change only (tuition, materials, etc.) and including the following statement, "I attest that the only change in this enrollment agreement from the previously approved enrollment agreement (attached) is the change in one or more costs and the total cost. I understand that any other change will subject the school to potential disciplinary action."
- 2) 3 copies of new enrollment agreement
- 3) 1 copy of previously stamped approved enrollment agreement

For tuition increases or increases in other costs, which must be noted in the catalog, an addendum may be created and listed in the Table of Contents. Changes in tuition, faculty, and the Occupational Education Data Survey (OED) are permitted to be addended to an approved catalog. Please note: Education Law Section 5002.3(h), adopted in December 2012, requires that a Weekly Tuition Liability Chart also be included in the catalog. This chart must show the amount of tuition in dollars that will be refunded to a student if he or she withdraws within a pre-specified period of time. We cannot approve a revised enrollment agreement with a tuition increase, without also reviewing the commensurate changes made to the Weekly Tuition Liability Chart in the catalog. Additional information may be found at: <http://www.acces.nysed.gov/bpss/schools/documents/EdLaw12-15-12.pdf>

Process for BPSS review and approval: The information should be sent to your field associate. He or she will return a copy of the enrollment agreement, stamped "Approved," and a brief cover letter indicating approval of the new Enrollment Agreement with a price change only. As required, a copy of the revised catalog addendum, including the Weekly Tuition Liability Chart, will also be stamped "Approved" and returned to the school director.

INSTRUCTIONS FOR EXPEDITING THE REVIEW AND APPROVAL OF CHANGES TO CATALOGS:

CATALOGS: All currently licensed schools submitting changes to current catalogs - for review and approval - should include an itemized list of all changes being made to the currently approved catalog. All changes should be highlighted in the new catalog for BPSS staff to identify quickly and easily. This approach should enable BPSS staff to expedite the review and approval of catalogs when changes are being requested. Please be sure to send two copies of the new catalog.

Please note that any change not highlighted – and therefore not reviewed and approved - will be considered unapproved. If the change subsequently warrants any form of disciplinary action, our investigative unit will be notified to proceed with an investigation.

Process for BPSS review and approval: The information should be sent to your field associate. He or she will return a copy of the catalog and the itemized list, stamped “Approved,” to the school director.