

WAC 490-105-042 Catalog requirements. (See RCW 28C.10.050

(1)(c).) The school must publish a catalog that explains its operations and requirements. The catalog must be current, comprehensive, and accurate. The school must disclose the following, in some combination of a catalog, brochure, or other written material and furnish that information to each prospective student prior to completing an enrollment agreement. The catalog must include at least the following:

(1) Date of publication;

(2) Names of owners having a ten percent or more equity ownership and officers, including any governing boards, and the name and address of its parent corporation, if a subsidiary;

(3) Names, addresses, and telephone numbers of the school's administrative offices and all auxiliary facilities;

(4) Names and qualifications of faculty. The list must be accurate as of the date of catalog publication. Any changes of faculty must be noted on a catalog errata sheet;

(5) The school calendar, including hours of operation, holidays, enrollment periods, and the beginning and ending dates of terms, courses, or programs as may be appropriate;

(6) Admission procedures, including policies describing all prerequisites needed by entering students to:

(a) Successfully complete the programs of study in which they are enrolled; and

(b) Qualify for the fields of employment for which their education is designed.

(7) A description of the job placement assistance offered, if any. If no assistance is offered, the school must make that fact known;

(8) The school's policy regarding student conduct, including causes for dismissal and conditions for readmission;

(9) The school's grievance procedure. The policy must be preceded by "Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint, workforce@wtb.wa.gov";

(10) The school's policy regarding leave, absences, class cuts, makeup work, tardiness, and interruptions for unsatisfactory attendance;

(11) The school's policy regarding standards of progress required for the student. This policy must define the grading system, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory progress, a description of the probationary period, if any, allowed by the school, conditions for reentrance for those students dismissed for unsatisfactory progress, and information that a statement will be furnished to the student regarding satisfactory or unsatisfactory progress;

(12) An accurate description of the school's facilities and equipment available for student use, the maximum or usual class size, and the average student/teacher ratio;

(13) The total cost of training including registration fee if any, tuition, books, supplies, equipment, laboratory usage, special clothing, student activities, insurance, and all other charges and expenses necessary for completion of the program;

(14) A description of each program of instruction, including:

(a) Specific program objectives including the job titles for which the program purports to train;

(b) The number of clock or credit hours of instruction, the method of instruction (e.g., correspondence, classroom, lab, computer as-

sisted), and the average length of time required for successful completion;

(c) If instruction is calculated in credit hours, the catalog must contain at least one prominent statement describing the contact hour conversion formula applied by the school; i.e., the number of contact hours applicable to each quarter or semester credit hour of lecture, laboratory/practicum, and/or externship/internship;

(d) For distance education schools, instructional sequences must be described in numbers of lessons.

(15) The scope and sequence of courses or programs required to achieve the educational objective;

(16) A statement indicating the type of educational credential that is awarded upon successful completion;

(17) The school's cancellation and refund policy;

(18) The following statement must appear prominently on either the first or last printed page or inside the front or back cover: "This school is licensed under chapter 28C.10 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Workforce Board, 128 10th Avenue S.W., Olympia, Washington, 98501, 360-709-4600, web: www.wtb.wa.gov, email: workforce@wtb.wa.gov";

(19) The availability of financial aid, if any. If no financial assistance is available, the school must make that fact known;

(20) Supplements or errata sheets for the catalog and other written materials related to enrollment must be filed with the agency prior to being used. (See RCW 28C.10.110(2)):

(a) Supplements or errata sheets must be made an integral part of that publication;

(b) The supplement or errata sheet must include its publication date;

(c) In the event information on a supplement or errata sheet supplants information contained in the catalog, the insert must identify the information it replaces, including at the least an appropriate page reference;

(21) The school must furnish proof that they provide adequate liability coverage for students;

(22) The school must provide a statement that it does not "discriminate against students or potential students on the basis of race, creed, color, national origin, sex, veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability";

(23) The school must provide a statement explaining the procedure to be used by a student with a disability to request a reasonable accommodation; and

(24) Any other information that the agency deems appropriate.

[Statutory Authority: RCW 28.10.040 [28C.10.040]. WSR 15-24-088, § 490-105-042, filed 11/30/15, effective 12/31/15.]