

Filed August 2, 1966
12:45 P.M.

EAC 1, 2

CERTIFICATE CERTIFYING RULES

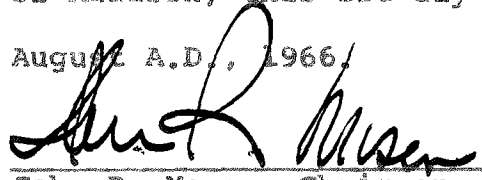
STATE OF WISCONSIN)
) SS
EDUCATIONAL APPROVAL COUNCIL)

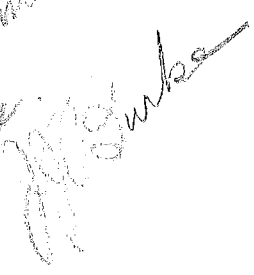
TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, John R. Moses, Chairman of the Educational Approval Council, do hereby certify that the annexed rules and regulations relating to the Educational Approval Council were duly approved and adopted by the Council on July 12, 1966.

I further certify that said copy has been compared by me with the original on file with the Council and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal at the Capitol, in the City of Madison, this 1st day of August A.D., 1966.

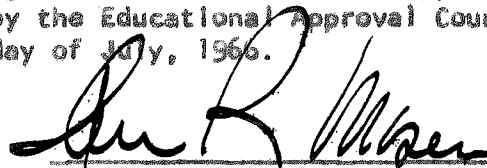

John R. Moses, Chairman (SEAL)

The change made on p. 2 because of determination that the provision was not a proper rule.


ORDER OF THE EDUCATIONAL APPROVAL COUNCIL
ADOPTING RULES

Pursuant to authority vested in the Educational Approval Council,
by section 15.98 and Chapter 227, Wisconsin Statutes, the Educational
Approval Council hereby repeals the present Governor's Educational Advisory
Committee Code consisting of Chapters 1 and 2 and a new code of the
Educational Approval Council consisting of Chapters 1 and 2 is herewith
adopted.

This is to certify, that the foregoing is a true and correct copy of a
resolution duly and legally adopted by the Educational Approval Council
at a legal meeting held on the 12th day of July, 1966.



John R. Moses, Chairman

Ch. 195. ...

EDUCATIONAL APPROVAL COUNCIL
CHAPTER EAC 1
APPROVAL OF SCHOOLS

EAC 1.01: DEFINITIONS. In this chapter and chapter 2, the following terms shall have the designated meanings:

(1) "Council" means the Educational Approval Council.

(2) "Course" means an organized unit of subject matter in which instruction is offered within a given period of time or which covers a specified amount of related subject matter.

(3) "Course of instruction" means a series of classroom or correspondence courses having a unified purpose which lead to a diploma or degree or to an occupational or vocational objective.

(4) "School" means any individual, partnership, association, or corporation or any combination thereof operating a private trade, correspondence, business or technical school not excepted under section 15.98(9), Wis. Stats., which maintains, advertises or conducts any course or course of instruction for profit or a tuition charge.

(5) "Solicitor" means a person employed by or representing a school located either within or outside this state who, in places other than the actual business premises of the school, personally attempts to secure the enrollment of a student in such school.

EAC 1.02: APPROVAL OF SCHOOLS AND COURSES OF INSTRUCTION. (1) INVESTIGATION AND INSPECTION. Upon application, the council shall investigate and inspect schools doing business within this state, whether located within or outside this state, and courses of instruction offered by these schools, and shall approve schools and courses of instruction meeting its requirements and standards and complying with its rules.

(2) REVOCATION OF APPROVAL. (a) Upon a determination by the council that there has been a failure to maintain the standards or to continue to comply with the rules or meet the requirements for approval, approval of the school or the course of instruction shall be revoked.

(b) Refusal by a school to allow reasonable inspection or to supply information after written request therefore by the council shall be grounds for withholding of approval or for revocation of approval.

(3) NOTICE OF WITHHOLDING OF APPROVAL OR OF REVOCATION OF APPROVAL. Notice of withholding of approval or of the revocation of approval of a school or course of instruction shall be sent by registered mail to the last address of the school involved. Revocation of approval of the school or course of instruction shall be effective 10 days after the notice of revocation has been mailed to the school.

EAC 1.03 APPLICATIONS FOR APPROVAL. Before any school or course of instruction offered by a school shall be approved, the council shall require the school to furnish an application for approval. In addition to an application, the school shall submit information concerning school location, ownership, financial condition, officers, faculty, course descriptions, enrollment policies, requirements for graduation, withdrawal procedures and refund policies, practices concerning negotiability of promissory instruments received in payment of tuition and other charges, and any other information required by the council so that the school and its courses of instruction may be evaluated according to the criteria set forth in Wis. Adm. Code, section E.A.C. 1.04, unless such information has already been submitted and is correct and complete at the time of application.

EAC 1.04: CRITERIA FOR APPROVAL OF SCHOOLS AND COURSES OF INSTRUCTION. (1) CONTENT AND INSTRUCTION. (a) The content, length and instruction of courses and courses of instruction shall be consistent in quality with similar courses and courses of instruction in public schools or private schools with standards which have been examined by the council and are deemed to be acceptable.

(b) The administrators and instructors of the school shall have suitable educational qualifications and experience, and be of good reputation and character.

(c) The school shall have a sufficient number of instructors for its courses and courses of instruction to provide adequate student-teacher relationships.

(2) FACILITIES. The school shall have adequate space, suitable and sufficient equipment, and sufficient and appropriate instructional materials to carry out its program.

(3) STUDENT SERVICE. (a) The school shall provide to each student a comprehensive description of each course of instruction and shall furnish it, together with the school's policy on enrollment procedures, attendance requirements, standards of conduct and progress, including the grading system and conditions under which students may be suspended or dismissed, and other pertinent information concerning the school's operation so that the student may know what to expect and what is expected of him.

(b) The school shall keep records of attendance, progress and grades.

(c) The school shall make reports periodically to each student of his progress in his courses.

(4) ADVERTISING AND PROMOTION. (a) The advertising and enrollment policies of the school shall not misrepresent its courses or courses of instruction by statement, omission or implication.

~~(b) Current trade practice rules of the Federal Trade Commission shall be observed by the school.~~

JKW 8/17/66

HLW 8/17/66 (b) All advertisements for the soliciting of students must state the address of the actual business premises of the school.

HLW 8/17/66 (c) "Men wanted", "women wanted", or similarly captioned advertisements shall not be used to secure students for enrollment.

(5) COMBINATION COURSES. Courses of instruction consisting of both resident and correspondence instruction in which the completion of the correspondence part is a prerequisite for starting the resident part, or vice versa, and for which a charge is made, will not be approved unless a separate charge is made for each part which separate charge is equitable in relation to the total charge.

(6) REFUND POLICY. The school's policy for refund of unused portions of tuition, fees and other charges if a student does not enter a course or course of instruction or withdraws or is discontinued therefrom must provide for refunds which are at least equal to the council's established minimum standards.

(7) PROMISSORY INSTRUMENTS. No school shall negotiate promissory instruments received in payment of tuition and other charges until the student has progressed far enough into the course of instruction so that the entire amount of the promissory instrument is exempt from refund under the minimum standards for refund of unused portions of tuition and fees established by the council.

(8) FINANCIAL STABILITY. The school must be in sound financial condition.

EAC 1.05: INVESTIGATION AND REVIEW. (1) PERIODIC REVIEW. The council shall periodically investigate and review all approved schools and courses of instruction. The method of review shall be determined by the council in each case, and generally will consist of such of the following as it deems appropriate to the particular situation:

(a) Consideration of information available from the following: Federal Trade Commission, better business bureaus, state or other official approval agencies, local school officials or interested persons.

(b) Review of reports and statements from the school involved.

(c) Conferences with officials or representatives of the school involved or with interested persons.

(d) Public hearing respecting the course of instruction under review with adequate written notice of the holding thereof to the school offering the course of instruction.

(e) Investigation by visitation of the school involved.

(2) UPON COMPLAINT. In addition to investigation upon its own initiative, the council may investigate any school and its courses or courses of instruction upon receipt of a complaint from an interested person.

EAC 1.06 LIST OF APPROVED SCHOOLS AND COURSES OF INSTRUCTION.

(1) **DISTRIBUTION.** A directory of approved schools and courses of instruction shall be distributed by the council to all approved schools and to others upon request. Cumulative supplements to such directory bringing it up to date by showing additions and removals subsequent to the distribution of the directory shall be distributed by the council from time to time. The directory shall be brought up to date by distribution of a new directory of approved schools and courses of instruction whenever the changes from the last directory are sufficient therefor.

(2) **CURRENT LISTING.** The council shall at all times maintain as a part of its official records a complete listing of the schools and courses of instruction which are currently approved by it. The current list of approved schools and courses of instruction shall be maintained at the office of the executive secretary of the council.

EAC 1.07 MINIMUM STANDARDS FOR REFUND. The council shall establish minimum standards for the refund of unused portions of tuition, fees and other charges if a student does not enter a course or course of instruction or withdraws or is discontinued therefrom and shall distribute a statement of such minimum standards to all approved schools and all schools making application for approval and to others upon request.

EDUCATIONAL APPROVAL COUNCIL
CHAPTER EAC 2
SOLICITORS' PERMITS

EAC 2.01 PERMIT NECESSARY. No solicitor representing any school offering any course or course of instruction shall sell any course or course of instruction or solicit students therefor in this state for a consideration or remuneration, except upon the actual business premises of the school, unless he first secures a solicitor's permit from the council. If the solicitor represents more than one school, a separate permit shall be obtained for each school represented by him. A solicitor's permit shall be valid for one year from the date issued.

EAC 2.02 APPLICATION FOR PERMIT. (1) ORIGINAL APPLICATION. An application for a solicitor's permit shall be made on forms furnished by the council which must be accompanied by a \$5.00 fee, a surety bond acceptable to the council in the sum of \$1,000 and a copy of the enrollment agreement to be used by the applicant to enroll students.

(2) RENEWAL APPLICATION. An application for renewal of a solicitor's permit shall be made on forms furnished by the council which must be accompanied by a fee of \$5.00 and a surety bond acceptable to the council in the sum of \$1,000 if a continuous bond has not been furnished.

(3) APPROVAL REQUIRED. Before any permit shall be issued to a solicitor, the school to be represented and the courses of instruction to be sold must be approved by the council.

(4) ISSUANCE. Where the application requirements set forth above have been met and there is no showing that any of the grounds for refusal or revocation as set forth in section 15.98(8)(c), Wis. Stats., exist, the permit shall be issued.

EAC 2.03 THE ENROLLMENT AGREEMENT. (1) Every enrollment agreement used by a solicitor to enroll students shall contain, but not necessarily be restricted to the following:

(a) Total cost to the student, including tuition and all fees and the approximate cost of all books, supplies, and equipment he is expected to buy or rent.

(b) Initial amount paid at the time of signing the enrollment agreement.

(c) The amounts of and conditions applicable to subsequent payments.

(d) A description of the course of instruction to be furnished by the school.

(e) A statement specifying the refund policy in case a student wishes to cancel his contract.

(2) COPY TO STUDENT. Every solicitor shall deliver a copy of the enrollment agreement to each student and co-signer at the time the agreement is signed.

(3) CHANGES IN AGREEMENT. A copy of every enrollment agreement form used by a solicitor shall be furnished to the council within 10 days of its first use by a solicitor for the enrollment of students.

EAC 2.04 SURETY BOND. The surety bond furnished to the council by a solicitor may be continuous and shall be conditioned to provide indemnification to any student suffering loss as the result of any fraud or misrepresentation used in procuring his enrollment or as a result of the failure of the school to faithfully perform the agreement made with him by the solicitor, and may be supplied by the solicitor or by the school itself as a blanket bond covering each of its solicitors in the amount of \$1,000.

EAC 2.05 REFUSAL OR REVOCATION OF A PERMIT. (1) GROUNDS FOR. The council may refuse to issue or renew, or may revoke any solicitor's permit upon one or any combination of the grounds set forth in section 15.98(8)(c), Wis. Stats.

(2) NOTICE OF. Notice of refusal to issue or renew a permit or of the revocation of a permit shall be sent by registered mail to the last address of the applicant or permit holder shown in the records of the council. Revocation of a permit shall be effective 10 days after notice of revocation has been mailed to the permit holder.

(3) REQUEST FOR APPEARANCE. Within 20 days of the receipt of notice of the council's refusal to issue or renew a permit or of the revocation of a permit, the applicant or holder of the permit may request that he be permitted to appear before the council in person, with or without counsel, to present reasons why the permit should be issued or reinstated. Upon receipt of such request, the council shall grant a hearing to the applicant or holder of the permit within 30 days, giving him at least 10 days notice of the date, time and place.

(4) ISSUANCE OR REINSTATEMENT. The council may, upon hearing and after any further investigation it deems necessary, issue, renew or reinstate a permit which it refused to issue or renew or which it revoked, where it determines that all of the requirements for permit set forth in Wis. Adm. Code, Section EAC 2.02 have been complied with.