

*Removed and permitted as per EAC code, Register, February 1968*

Replaced  
1968

REGISTER, FEBRUARY, 1968 -  
HIGHER EDUCATIONAL AIDS

Chapter HEA 2

APPROVAL OF SCHOOLS

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**History:** The Educational Approval Council code created Register, September, 1966, No. 129, effective October 1, 1966, consisting of chapters EAC 1 and 2, as it existed on September 30, 1967 was renumbered to be chapters HEA 2 and 3, Register, September, 1967, No. 141, effective October 1, 1967.

HEA 2.01 Definitions. In this chapter and chapter HEA 3, the following terms shall have the designated meanings:

- (1) "Board" means the state of Wisconsin Higher Educational Aids Board.
- (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.

**History:** Cr. Register, September, 1966, No. 129, eff. 10-1-66; renum. from EAC 1.01 to be HEA 2.01 and am., Register, September, 1967, No. 141, eff. 10-1-67.

**HEA 2.02 Approval of Schools and Courses of Instruction (1) INVESTIGATION AND INSPECTION.** Upon application, the board 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 board 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 therefor by the board 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.

**History:** Cr. Register, September, 1966, No. 129, eff. 10-1-66; renum. from EAC 1.02 to be HEA 2.02 and am., Register, September, 1967, No. 141, eff. 10-1-67.

**HEA 2.03 Applications for Approval.** Before any school or course of instruction offered by a school shall be approved, the board 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 board so that the school and its courses of instruction may be evaluated according to the criteria set forth in Wis. Adm. Code, section HEA 2.04, unless such information has already been submitted and is correct and complete at the time of application.

**History:** Cr. Register, September, 1966, No. 129, eff. 10-1-66; renum. from EAC 1.03 to be HEA 2.03 and am., Register, September, 1967, No. 141, eff. 10-1-67.

**HEA 2.04 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 board 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) All advertisements for the soliciting of students must state the address of the actual business premises of the school.

(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 board'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 board.

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

**History:** Cr. Register, September, 1966, No. 129, eff. 10-1-66; renum. from EAC 1.04 to be HEA 2.04 and am., Register, September, 1967, No. 141, eff. 10-1-67.

**HEA 2.05 Investigation and Review.** (1) **PERIODIC REVIEW.** The board shall periodically investigate and review all approved schools and courses of instruction. The method of review shall be determined by the board 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 representative 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 board may investigate any school and its courses or courses of instruction upon receipt of a complaint from an interested person.

**History:** Cr. Register, September, 1966, No. 129, eff. 10-1-66; renum. from EAC 1.05 to be HEA 2.05 and am., Register, September, 1967, No. 141, eff. 10-1-67.

**HEA 2.06 List of Approved Schools and Courses of Instruction.**

(1) **DISTRIBUTION.** A directory of approved schools and courses of instruction shall be distributed by the board 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 board 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 board 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 board.

**History:** Cr. Register, September, 1966, No. 129, eff. 10-1-66; renum. from EAC 1.06 to be HEA 2.06 and am., Register, September, 1967, No. 141, eff. 10-1-67.

**HEA 2.07 Minimum Standards for Refund.** The board 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.

**History:** Cr. Register, September, 1966, No. 129, eff. 10-1-66; renum. from EAC 1.07 to be HEA 2.07 and am., Register, September, 1967, No. 141, eff. 10-1-67.