

INSTITUTION DISCLOSURE OF INFORMATION FORM

FOR COMMISSION USE ONLY

STATE OF MISSISSIPPI
COMMISSION ON PROPRIETARY
SCHOOL AND COLLEGE
REGISTRATION
3825 Ridgewood Rd, Jackson, MS
39211

DATE RECEIVED _____

Institution Name: _____

Institution Address: _____
Street City, State Zip Code

Telephone Number: () _____

1. During the past two (2) years _____% of our students completed or graduated from their program of study within 150% of the normal time for completion of or graduation from the program of study.
2. During the past two (2) years _____% of our students were employed in their field of study or a related field within six (6) months after completion of or graduation from their program of study.
3. During the past two (2) years _____% of our students mastered institutionally designed or nationally required examinations for licensure or certification in their field of study.

The following post-secondary education institutions have accepted credits from our institution:

The following program(s) of study are offered at our institution at the indicated cost:

Program of Study	Cost
Automotive Technology	\$35,312.00
Diesel and Truck Technology	\$35,829.00
Heavy Equipment Maintenance Technology	\$36,077.00
Automotive Technology with High Performance	\$43,116.00
Collision Repair and Refinishing Technology	\$26,069.00
Welding and Metal Fabrication Technology	\$21,985.00
Diesel and Truck Service Management	\$39,889.00
Automotive Service Management	\$39,410.00
Heavy Equipment Maintenance Service Management	\$40,235.00
Collision Repair and Refinishing Service Management	\$32,329.00

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SECTION I - EDUCATION

The Mississippi Proprietary School and College Registration Law requires all proprietary schools registered with the state of Mississippi to utilize the refund policy as stated in section 75-60-18 of the law. SECTION 4. Section 75-60-18, Mississippi Code of 1972, is as follows:

When refunds are due, they shall be made within thirty (30) days of the last day of attendance if written notification of withdrawal has been provided to the institution by the student. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student based on last day of attendance. In any event, all refunds shall be made within sixty (60) days of the student's last day of attendance. Any unused portion of fees and other institutional charges shall be refunded as follows:

(a) Refunds for Classes Canceled by the Institution. If tuition and fees are collected in advance of the starting date of a program and the institution cancels the class, one hundred percent (100%) of the tuition and fees collected shall be refunded. The refund shall be made within thirty (30) days of the planned starting date.

(b) Refunds for Students Who Withdraw on or Before the First Day of Class. If tuition processing fees are collected in advance of the starting date of classes and the student does not begin classes or withdraws on the first day of classes, no more than One Hundred Dollars (\$100) of the tuition and processing fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within thirty (30) days of the class starting date.

(c) Refund for Students Enrolled Prior to Visiting the Institution. Student who has not visited the school facility prior to enrollment will have the opportunity to withdraw without penalties within three (3) days following a documented attendance at a regularly scheduled orientation or a documented tour of the facilities and inspection of the equipment. Institutions are required to keep records of students' initial visits or orientation sessions.

(d) Refunds for Students After Instruction has Begun. Contractual obligations beyond twelve (12) months are prohibited. The refund policy for students attending proprietary institutions who incur financial obligations for a period of twelve (12) months or less shall be as follows:

- (i) After the first day of classes and during the first ten percent (10%) of the period of financial obligation, the institution shall refund at least ninety percent (90%) of the tuition;
- (ii) After the first ten percent (10%) of the period of financial obligation and until the end of the first twenty-five percent (25%) of the period of obligation, the institution shall refund at least fifty percent (50%) of the tuition;
- (iii) After the first twenty-five percent (25%) of the period of financial obligation and until the end of the first fifty percent (50%) of the period of obligation, the institution shall refund at least twenty-five percent (25%) of the tuition; and
- (iv) After the first fifty percent (50%) of the period of financial obligation, the institution may retain all of the tuition.

Signature of Prospective Student

Date

Signature of School Official

Date

Title of School Official