



BOARD of REGENTS
STATE OF LOUISIANA

LA Proprietary School Closure Process Guide

A licensed Proprietary School may decide at any time that it is necessary to close. They should notify Staff as soon as possible to allow for the smoothest closure for all involved, particularly if they have currently enrolled students who must be considered in the process.

Cessation of operation shall mean the cessation of all instructional and business operations directly related to the offering of education and training as authorized under the provisions of the Proprietary Schools Law with no reasonable prospect of resuming operations - R.S. 17:3140.10 (A)(2).

School Closure Procedure

If a licensed proprietary school decides to close, it shall provide formal written notice to Staff at least thirty days prior to the cessation of operations.

- Written notice should include:
 - The exact date or planned date of the closure of the school.
 - Teach-out plans for any currently enrolled students, whether to be completed by the closing institution or another co-operating institution. *The teach-out school shall not be liable for any refunds to a transfer student.*
 - Commencement ceremony plans, if applicable.
 - Student notification plans regarding cessation of operations, teach-out options, student loan status, refunds, commencement, and any other applicable activities.
 - **Note: Minimum refund policy should NOT be used to calculate refunds caused by a school closure.**
 - Plans for transferring required student records to the board.

Student Record Transfer

Permanent student records should be transferred to the Board within ten days of cessation of operation. The school should make arrangements with Staff prior to the closure.

- Records should be transferred **electronically in a secure format** as required by R.S. 17:3141.15 (D), unless other arrangements are approved by Staff.
- Permanent records are defined as student transcripts. Copies of diplomas or certificates and a financial transcript of student payments will also be accepted as part of permanent records.
- The closed school is responsible for arranging with Staff secure transmission of the records.

If Closure Procedure is Not Followed

- Students who were unable to complete instruction due to an improper cessation of operations may apply for a refund via the Proprietary School Student Protection Dedicated Fund Account.
- The Board may take appropriate action against the school or its owner or owners to reimburse the Account for any expenses or claims that are paid from the account and to reimburse the State for the reasonable and necessary expenses in undertaking the action.
- The Board may authorize the seizure and sale at public auction of all unsecured assets of the school, with all proceeds to be deposited in the Proprietary School Student Protection Dedicated Fund Account.