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HAWAII POST-SECONDARY EDUCATION AUTHORIZATION PROGRAM (HPEAP)

Pursuant to Hawaii Revised Statutes (HRS) §305J-6(a), the department shall administer the provisions of this chapter and any administrative rules, policies, and procedures adopted by the director. The following School Closure Policy and Procedure is hereby adopted and is effective on this date.

 9/9/2015

CATHERINE P. AWAKUNI COLÓN Date
DIRECTOR

SCHOOL CLOSURE POLICY AND PROCEDURE

Pursuant to HRS §305J-8(e), a private college or university under the jurisdiction of the department shall notify the department at least one year prior to its ceasing of operations in the State.

1. Institution Information shall be provided in writing:
 - a. Date of closure
 - b. Last date of instruction
 - c. Reason
 - d. Contact person after the institution closes (name, address, phone number, email)
 - e. Institution's plan to notify students of 1) the pending closure; 2) student rights and options; 3) if the institution participates in Federal Student Financial Aid Programs, information concerning those programs and institutional closures.
 - f. A copy of the correspondence to students notifying them of the above.

2. Student Information:

- a. Names, addresses, phone numbers, and home email addresses of students who were enrolled at time of closure shall be provided electronically in an Excel spreadsheet file. Indicate if refunds are due to any students and when these refunds will be issued. If students have already received refunds, indicate date and the amount of the refund.
- b. An accounting in writing of how many students are enrolled at the time of closure, as well as the names and number of programs in which they are enrolled.

3. Teach-outs or Transfers Information shall be provided in writing:

- a. If there is a teach-out or transfer plan, provide a copy. Include any agreements with any other postsecondary educational institutions to provide teach-outs, and approval of accrediting agencies.
- b. If a teach-out is not viable, but arrangements have been made with transfer schools, provide the name and address of the schools, including their contact persons, telephone numbers, and email addresses.
- c. For students who do not wish to participate in a teach-out or transfer, if applicable, explain arrangements made for refunds.
- d. If the institution participated in Federal Student Financial Aid Programs, explain arrangements made for return of these funds.

4. Records Information:

Pursuant to HRS §305J-13(a), if a private college or university, seminary, or religious training institution under the jurisdiction of the department ceases operating within the State, the institution, its owner, or the owner's designee, and its governing board shall be jointly and severally liable to deposit with the department the institution's educational records in a form to be prescribed by the director. **The director requires the records to be deposited electronically as either PDF files which are the actual printable student transcripts or tab delimited text files.**

- a. Educational records shall include all information pertaining to transcripts, including but not limited to: 1) academic grades; 2) dates of attendance; 3) name of program; 4) credit hours; 5) date of course completion or graduation. Any other records will be requested by the department or specified in its rules.
- b. Data provided for the transcripts should go back twenty-five (25) years from the date the institution ceased operations.

- c. Provide information in writing on how and when these records will be deposited with the department. If there is another contact person in charge of completing the arrangements for transfer of the records, provide that person's name, address, phone number, and email address.

5. Accrediting Agency Information:

Provide written documentation that the institution has completed the formal closure process with its accrediting agency.

6. Cessation of Recruitment Information:

Provide a written statement affirming that all recruitment efforts, program marketing, advertisement, solicitation, and enrollment of new students has ceased.