

Nonpublic Postsecondary Education Commission

DIRECTORS AGREEMENT

To be signed by institution's director or president upon submission of initial or renewal application.

As director, I understand that I am responsible for administration of

Name of Institution

consistent with the standards set forth in "Minimum Standards for Nondegree-Granting Institutions" or "Minimum Standards Criteria for Nonpublic, Degree-Granting Institutions."

Responsibilities of the director include, but are not limited to, the following.

1. Supervision of the actions of admissions agents to assure that they represent the institution and its programs accurately and honestly.
2. Authorization and approval of each agent.
3. Assurance that each advertisement or piece of promotional literature written or used by an institution is truthful and refrains from giving any false, misleading or exaggerated impression with respect to the institution, its personnel, its courses and services, or the occupational opportunities for its graduates. (The director is responsible for advertisements or literature, whether originated locally or nationally.)
4. Assurance that all advertising and promotional literature used by or for the institution clearly indicate that training or education, and not employment, is being offered.
5. Assurance that the institution or its agents refrain from falsely representing that it will accept for enrollment only a limited number of persons, or falsely representing that applications must be submitted by a certain date.
6. Assurance that instructors have competency to provide instruction which will assist students in successful achievement of the training goals or objectives of the course(s) or program(s).
7. Assurance that courses, course content, length of instruction and instructional methods are of such nature and quality as to reasonably ensure that the students will adequately develop the job skills necessary for obtaining employment in the occupation for which instruction is offered.
8. Assurance that the institution provides facilities which are in compliance with laws and regulations relative to health and safety, and that the institution provides adequate classroom space, laboratories, and equipment which are in good working order and are equipped with proper safety devices.
9. Assurance that each student is provided with written information on programs of instruction, admission requirements, tuition and fees, and policies covering attendance, conduct, and refunds.

I also understand that violation of the provisions of the Nonpublic Postsecondary Educational Institutions Act of 1990 may constitute a misdemeanor and that each day a prohibited act continues shall constitute a separate offense.

Signature of Director

Date