

Nonpublic Postsecondary Educational Institution RECORDS AGREEMENT

As the person(s) responsible for the regular operation of

Name of Institution

I agree to assure the following record-keeping practices, procedures, and policies.

- I. I agree to maintain permanent records which provide complete and useful information for each student. These records, at a minimum, will include: a written record of previous education and training; a record of any test required for entrance to the institution; a list of courses taken with credit and/or grades received; dates of attendance; a record of any certificate, diploma or degree earned, and other pertinent information.
- II. I agree to present to the student, upon successful completion of training, an approved certificate or diploma indicating that the course and training were satisfactorily completed. This is noted in the student's permanent record.
- III. I agree, upon request, to provide an official transcript to any student or graduate who is not financially obligated to the institution. If any charge is made for this service, such cost will be disclosed to the student before entrance to the institution.
- IV. I agree that the institution will not represent that students successfully completing a course or program of instruction may transfer credit to any other institution of higher education, unless such is a documented fact.
- V. I agree that all permanent student records will be surrendered to the Nonpublic Postsecondary Education Commission in the event the institution ceases operation.

Owner or President

Officer in Charge

Date