

6E-2.009 Closing an Institution.

~~At least 30 days prior to closing an institution, its owners, directors or administrators shall notify the Commission in writing, and follow the provisions of Section 1005.36, F.S. Failure to comply with the statute shall be grounds for civil and criminal penalties as provided therein.~~

In order to conduct an orderly closing, a licensed institution shall:

(1) Notify the Commission in writing at least thirty (30) days prior to closing the institution, pursuant to Section 1005.36, F.S.

(2) Provide the Commission a report of all currently enrolled students, including the following information for each student: name, current mailing address, personal email address, telephone number, program of study, number of credits/hours completed, number of credits/hours remaining, projected enrollment status on the date report submitted and again at the time of closure and plan for completion of the student's training and/or refund.

(3) Submit to the Commission a written plan for closure as prescribed by the Commission to include, as applicable:

(a) A plan for the closing institution to complete the training of current students;

(b) A plan for an institution other than the closing institution to complete the training of current students and a copy of a written agreement between that institution and the closing institution;

(c) A plan for providing refunds to current students not completing their training; and,

(d) Sample notices that the institution will provide to each student regarding completion of training and/or refunds.

(e) The anticipated date by which all student records will be transferred to the Commission. Student records must be updated as of the last day of operation and transferred to the Commission within thirty (30) days of ceasing operation. Beginning July 1, 2021, all student records for students enrolled after that date must be transferred in an electronic format prescribed by the Commission. Student records must include, for each student:

1. Enrollment agreements, if applicable;

2. Transcripts containing all information as required by Rule 6E-1.003(60), F.A.C.;

3. Financial records, such as ledgers and financial aid documentation; and,

4. Appellations, such as diplomas, degrees, or certificates of completion.

Rulemaking Authority 1005.22(1)(e)1. FS. Law Implemented 1005.36 FS. History—New 12-5-74, Formerly 6E-4.01(5), Amended 11-11-75, 3-7-77, 5-7-79, 10-13-83, Formerly 6E-2.09, Amended 11-29-89, 12-10-90, 10-19-93, 4-11-00, 1-7-03.