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MEMORANDUM

To: ABHES-Accredited Institutions and Programs
Recognized Accrediting Agencies
State Departments of Education
Kay Gilcher, U.S. Department of Education
Interested Parties

From: Carol Moneymaker, Executive Director

Date: August 3, 2011

Subject: Call for Comment on Proposed Revisions to the *Accreditation Manual*

The Accrediting Bureau of Health Education Schools (ABHES) regularly reviews its accreditation policies, procedures and standards and seeks your input on proposed revisions to the requirement for an Enrollment Agreement for enrolling students (IV.E.4 – *Enrollment Documents*, and Appendix E, *Enrollment Agreements*, of the *Accreditation Manual*). As ABHES continues to expand its accreditation activities to degree-granting institutions and programs, it believes minor modifications to the current requirements are necessary to address the collegiate atmosphere.

Please review the attached proposal and provide any comments by no later than **Friday, August 19, 2011**. New language is underlined and deleted language is ~~struck~~.

Contact me directly at cmoneymaker@abhes.org or 866.463.0717 with any questions.

IV.E.4. An enrollment agreement and other enrollment documents fully and accurately provide required enrollment information that meets the requirements of Appendix E, Enrollment Agreements.

The institution furnishes to an enrolling student upon registration a copy of the institution's enrollment agreement outlining the specifics of the applicant's chosen educational program including cost and other financial information.

APPENDIX E
ENROLLMENT AGREEMENTS

The following items are to be incorporated into an institution's enrollment agreement:

1. Title of agreement and date printed.
2. Name, address, and telephone number of the institution.
3. Program title.
4. Clock hours, credit (quarter or semester) awarded upon completion of the program, including number of weeks or months typically required for completion.
(The actual time for completion for individual students will vary depending upon the number of semester credit hours, or equivalents, if applicable, completed each term or semester. For example, if a typical student is enrolled in a 60 semester credit hour program and successfully completes 15 semester credit hours per semester, it will take four (4) semesters to complete the program.)
5. Credential (e.g., degree, diploma, certificate) awarded upon completion.
6. Program tuition and, the tuition period that the agreement covers or the tuition and the tuition period that the agreement covers. ~~and the length of such periods required for completion.~~
7. Costs of books, supplies, and any/all other costs of equipment and materials required to complete the program, unless included in the tuition charges.
8. Program start/~~end~~ dates.
- ~~9. Grounds and procedures for cancellation or termination of a program by an institution.~~
- ~~10. Policies related to the withdrawal, dismissal, or termination of a student.~~
- ~~11. Institution's cancellation and refund policies.~~
9. Employment guarantee disclaimer.

10. Acknowledgement that a student has received and read the agreement.
11. Signature of applicant, parent, or guardian, as applicable, and date signed.
12. Signature of institution's administrator responsible for making admission determination (excludes admission representative) and date signed.
13. A signed and dated statement, by the enrolling student, that he/she has received and reviewed this institution's Enrollment Agreement, together with the institution's (i) cancellation/termination grounds and procedures, (ii) policies related to the withdrawal, dismissal, or termination of students, and (iii) the institution's cancellation and refund policies including the fact that they were fully explained to the enrolling student by the admission representative.