

Texas Workforce Commission

A Member of Texas Workforce Solutions

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Commissioner Representing
the Public

Ron Lehman
Commissioner Representing
Employers

Ronald G. Congleton
Commissioner Representing
Labor

Larry E. Temple
Executive Director

July 10, 2007

Dear School Director:

A question has arisen regarding TWC Career School rules, Section 807.263(d). The section reads as follows:

§807.263. Refund Requirements for Residence Schools

(d) A non-Title IV school, or a Title IV school voluntarily taking attendance, shall calculate refunds for students based upon scheduled hours of classes through the last date of attendance. A Title IV school shall calculate refunds for students based upon scheduled hours of classes through the last documented day of an academically related activity. Neither type of school shall count leaves of absence, suspensions, school holidays, days when classes are not offered, and summer vacations for purposes of calculating a student's refund.

The first sentence identifies non-Title IV schools, and Title IV schools that voluntarily take attendance. The second sentence only states "a Title IV school." The second sentence references Title IV schools not taking attendance.

Additionally, the last sentence is intended to include all types of schools. Therefore, no school shall count leaves of absence, suspensions, school holidays, days when classes are not offered and summer vacations for purposes of calculating a student's refund.

We appreciate requests for clarification. Please contact us at any time with questions and/or comments. Our main phone number is (512) 936-3100.

Sincerely,



Elizabeth Gregowicz, Director
Career Schools and Colleges