

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Brochure Requirements for Seminar Schools *(Schools that offer only Seminars)*

Authority: *Texas Education Code, Chapter 132, Section 132.055(b)(5) Criteria and Texas Administrative Code, Chapter 807, Section 807.193(b).*

- A. Certain information is required to be provided to prospective students. The information required for the Seminar school **brochure** is as follows:
1. Name, address and phone number of the school.
 2. Effective date of the brochure.
 3. A roster of administrative and instructional staff.
 4. The seminar title, course description, clock hour length, admissions requirements, and the main skills to be learned. If the seminar is over 10 hours, the time spent on each main topic.
 5. The requirements, if any, for any state or national licensing, certifications, or registrations.
 6. Exam passage rates for seminars that prepare students for state licensing, certification, or registration exams.
 7. A schedule of tuition, fees, and other charges.
 8. The school's refund policy (must meet the minimum standards detailed on form PS-023S).
 9. The school's regulations pertaining attendance and rules of operation and conduct. Hours of operation, office hours, school calendar, fees, enrollment policy and entrance requirements.
 10. The name, mailing address, and telephone number of the commission for the purpose of directing complaints to the agency:

Texas Workforce Commission
Career Schools and Colleges
101 East 15th Street, Room 226T
Austin, Texas 78778-0001
Phone: 512-936-3100
<http://csc.twc.state.tx.us>
 11. A statement printed in the brochure to read: "**Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.**"
 12. A statement signed by the director or owner to read:

"The information contained in this brochure is true and correct to the best of my knowledge."

(Signature)

- B. An enrollment agreement is required for seminars that will not be completed within three consecutive days. For requirements, please refer to forms PS-190S, Enrollment Agreement Checklist for Seminars Longer Than 3 Days, and PS-023S, Refund Policy for Seminars. (Schools are not required to have an enrollment agreement for seminars that will be completed in less than 3 consecutive days.)

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individual may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.
