

S

TEXAS WORKFORCE COMMISSION

Career Schools and Colleges

Application for Renewal of
Certificate of Approval

TWC USE ONLY

Receipt #
Fee Paid
Date Paid
Initialed by

Legal Name of School
Physical Location
Renewal date
E-Mail Address (if applicable)

Authority for Data Collection: Texas Education Code, Section 132.056

Planned Use of the Data: Formal application by the school director and owner for renewal of the Certificate of Approval.

Instructions: This form should be completed and postmarked at least thirty (30) days prior to the expiration date of the current Certificate of Approval and should be accompanied by all available documentation and fees.

I, School Director and I, Owner of the above named school, have carefully reviewed Chapter 132, Texas Education Code, Career Schools and Colleges and Texas Workforce Commission Rules.

I certify I have reviewed our records and find refunds due students under Chapter 132, Texas Education Code, Career Schools and Colleges are being totally consummated within sixty (60) days after receipt of written requests or termination by the school, whichever is earlier.

The school's application, catalog and/or exhibits have been reviewed page by page. The application, catalog and/or each exhibit are correct and current, or revisions are enclosed.

I understand and acknowledge that failure to comply with Texas Education Code, Chapter 132, Career Schools and Colleges and Title 40, Texas Administration Code, Subchapter E. Minimum Standards for Operation of Texas Career Schools and Colleges may result in the assessment of a civil penalty, the revocation or denial of the certificate of approval, the suspension of enrollments, and filing by the agency for injunctive relief or other remedy provided by law.

I understand any needed documentation and my certification disclosing full compliance must be postmarked at least thirty (30) days prior to the expiration date of the current Certificate of Approval.

Total number of individuals employed by the owner at all locations:

This school meets Texas Education Code, Section 132.001(10) definition of a small career school or college: YES NO

Checks must be made payable to: TWC-Career Schools and Colleges

Return WITH PAYMENT to:

Texas Workforce Commission
Career Schools and Colleges - Controller
101 East 15th Street
Austin, Texas 78778-0001

If NO PAYMENT ENCLOSED, mail to:

Texas Workforce Commission
Career Schools and Colleges, Room 104T
101 East 15th Street
Austin, Texas 78778-0001

I UNDERSTAND THAT PURPOSELY SUBMITTING FALSE OR MISLEADING INFORMATION ON THIS APPLICATION MAY SUBJECT ME TO A FINE, A PRISON SENTENCE, OR BOTH.

Signature of School Director – *In Blue Ink*

Telephone

Date

Typed Name of School Director

Sworn to and subscribed before me on this the _____ day of _____, 20_____

_____, My Commission Expires: _____
Signature of Notary Public – *In Blue Ink*

(SEAL)

I UNDERSTAND THAT PURPOSELY SUBMITTING FALSE OR MISLEADING INFORMATION ON THIS APPLICATION MAY SUBJECT ME TO A FINE, A PRISON SENTENCE, OR BOTH.

Signature of School Owner – *In Blue Ink*

Telephone

Date

Typed Name of School Owner

Sworn to and subscribed before me on this the _____ day of _____, 20_____

_____, My Commission Expires: _____
Signature of Notary Public – *In Blue Ink*

(SEAL)

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 104T, Austin, Texas 78778-0001, (512) 936-3100. Individuals 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.
