

DEPARTMENT OF EDUCATION
STATE BOARD OF EDUCATION
SOLICITORS FOR PRIVATE SCHOOLS

(By authority conferred on the state board of education by section 3 of Act No. 40 of the Public Acts of 1963, being S395.123 of the Michigan Compiled Laws and section 14 of Act No. 287 of the Public Acts of 1964, being S388.1014 of the Michigan Compiled Laws)

R 340.471 Schools' authority to solicit students.

Rule 1. A private trade school, business school, correspondence school or institute, hereinafter referred to as a school, may solicit students, by individual solicitors to whom permits have been granted by the state board of education, as follows:

(a) A school located in this state which is licensed under Act No. 148 of the Public Acts of 1943, as amended, being SS395.101 to 395.103 of the Michigan Compiled Laws, or incorporated under Act No. 327 of the Public Acts of 1931, as amended, being SS450.1 to 450.192 of the Michigan Compiled Laws.

(b) A school located outside of this state which has secured a certificate of compliance from the state board of education according to R 340.473.

History: 1954 ACS 51, Eff. Aug. 15, 1967; 1979 AC.

R 340.472 Solicitors' permits.

Rule 2. (1) Upon written application of any private trade school, business school, correspondence school or institute, a permit may be issued to a solicitor to represent such school licensed or incorporated as provided in R 340.471(a) or which has received a certificate of compliance under R 340.471(b).

(2) A solicitor must be of good moral character.

(3) When soliciting students statements made by solicitors of the school shall not be false or misleading.

(4) When soliciting students in Michigan, a solicitor shall have on his person the current permit issued to him, which shall clearly indicate his name and the name of the school he represents. The school shall notify the state board of education when the employment of a solicitor is terminated and notify the solicitor to return his permit to the state board of education.

(5) Within 10 days of termination of employment the solicitor shall return the permit to the state board of education. Willful failure to do so constitutes grounds for invalidating solicitor permits held by the individual or for his securing of future permits.

History: 1954 ACS 51, Eff. Aug. 15, 1967; 1979 AC.

R 340.473 Certificates of compliance for out-of-state schools.

Rule 3. (1) An out-of-state school desiring to solicit students in Michigan shall file a written application on a form provided by the state board of education.

(2) A certificate of compliance to an out-of-state school to solicit students in Michigan shall be issued to the school at a specific address in a definite location under a specified management to offer a specified curriculum. Change in any of 1 of these invalidates the certificate. In such case, or when a school ceases to operate, the certificate shall be returned to the state board of education with appropriate explanation of the change in status.

(3) A certificate of compliance to an out-of-state school to solicit students in Michigan remains in effect so long as the school observes the law and the rules and regulations promulgated by the state board of education. A certificate may be revoked if, after written notice and opportunity for a hearing, the state board of education determines that the school management is not complying with the provisions of the law or the rules of said board.

History: 1954 ACS 51, Eff. Aug. 15, 1967; 1979 AC.

R 340.474 Management or governing boards of out-of-state schools.

Rule 4. (1) In its written application, the management or governing board of a school shall be identified as a person or persons of integrity in character and business practices.

(2) The school shall file in writing with the state board of education personnel qualification data for administrators, directors and other administrative or management personnel employed by the governing body.

(3) The financial resources of the management or governing board shall be adequate to the realization of the announced instructional objectives.

History: 1954 ACS 51, Eff. Aug. 15, 1967; 1979 AC.

R 340.475 Selection of students by out-of-state schools.

Rule 5. (1) A student selected for a course shall have the general ability, prerequisite training or previous experience essential to pursuing a specified course with reasonable assurance of success. A student shall have the physical and educational qualifications required in the occupational field for which he is to receive training.

(2) No officer, employee or agent of a school shall solicit a student to leave an institution in which he is in attendance, whether a high school, college, university or other trade school, business school or institute; nor shall he seek to induce a student to change his plans when the student has signed an enrollment form and paid a registration fee in another school.

History: 1954 ACS 51, Eff. Aug. 15, 1967; 1979 AC.

R 340.476 School records and tuition rates for out-of-state schools.

Rule 6. (1) Adequate and complete registration, attendance and achievement records shall be kept for each student and made available to him or to an authorized representative of the state board of education upon request.

(2) Tuition rates shall be filed with the state board of education. Subsequently increased rates shall not be applied to a student for the term or course in which he is currently enrolled. Rates published in school literature or any other media shall be in accordance with rates on file with the state board of education.

(3) The tuition rates and the refund policy shall be clearly stated on the registration, enrollment or contract form which the student signs.

(4) Charges for instructional supplies and equipment apart from the tuition fee shall be specified. Such supplies and equipment shall become the property of the student on the date of purchase.

History: 1954 ACS 51, Eff. Aug. 15, 1967; 1979 AC.

R 340.477 Instructional practices of out-of-state schools.

Rule 7. (1) The school shall file with the state board of education instructional personnel qualification data for all instructional personnel. Instructional personnel shall be competent to instruct or supervise instruction in the subjects assigned to them.

(2) The average class and pupil load per teacher shall be consistent with educational practices in the subject matter field concerned.

(3) Each course shall be planned to cover the subject adequately, shall be clearly presented, and treated in accordance with best current knowledge and practice of trade or business standards. Duration of training shall extend over a period of time sufficient to complete the course material within standards appropriate to the subject and the requirements of the trade or occupation.

(4) Outlines in the form of lessons, units, or projects shall be available to the state board of education for each course offered.

History: 1954 ACS 51, Eff. Aug. 15, 1967; 1979 AC.

R 340.478 Correctional service of out-of-state schools.

Rule 8. (1) The school shall file with the state board of education, instructional personnel qualification data for all people involved in correctional service. Such personnel shall have the ability to score and constructively criticize examination and other evaluative papers submitted by students and to direct students involved in overcoming observed deficiencies.

(2) A correspondence school shall provide for the prompt and accurate correction of papers and the return to the student.

(3) Where objective type tests or lessons are employed, adequate provision shall be made for the accurate correction of such tests by machine or by personal check. Technically competent personnel shall interpret such scores to the student and indicate further study required.

(4) If the school employs essay-type or other special tests or assignments not admitting of objective scoring devices, they shall be corrected and criticized by persons technically competent to make such corrections.

History: 1954 ACS 51, Eff. Aug. 15, 1967; 1979 AC.

R 340.479 Advertising policies of out-of-state schools and solicitors.

Rule 9. (1) For publicity or advertising purposes, a school or its solicitors shall use the name and home address of the school as stated in the certificate of compliance.

(2) A school shall not promise or imply guarantee of placement of students.

(3) Content of all published literature and advertising, illustrations, diagrams and pictures shall convey only true meaning, relationships and conditions supported by facts and statistics about the school, its management, instruction, offerings and employment opportunities of its graduates.

(4) Only such persons shall be listed or advertised as members of the staff or faculty as are regularly employed to give or supervise the instruction in 1 or more of the regular subjects in the school.

(5) Catalogs or informational literature shall clearly state specific information regarding the prerequisite training requirements for admission to courses and the duration of each course.

(6) A school shall not solicit students through the "Help Wanted" columns of newspapers or periodicals or by means of "blind" advertisements.

(7) A school shall not advertise that it is recommended, endorsed or approved by the Michigan state board of education.

(8) Copies of proposed advertising shall be submitted with each application for a certificate of compliance.

History: 1954 ACS 51, Eff. Aug. 15, 1967; 1979 AC.