



Tennessee Pre-Enrollment Checklist

Prior to signing an enrollment agreement, institutions shall require an institution representative and the prospective student to sign and date a pre-enrollment checklist.

The student affirmations information has been provided by initialing each item.

1. ____ Has been given an institution catalog and if provided electronically understands that the student may request a hard-copy of the catalog at any time.
2. ____ Has been given the time and opportunity to review the institutional policies in the catalog.
3. ____ Has been provided the length of the program for full-time in weeks and actual calendar time.
4. ____ Has been informed of the total tuition and other fees of the program.
5. ____ Has been informed of the estimated cost of books and any required equipment purchases such as a computer, or specialized tools.
6. ____ Has been provided a copy of the institution refund policy.
7. ____ Has executed a Transfer of Credit Disclosure Statement in compliance with T.C.A. § 49-7-144 and understands the specific limitations should the institution have articulation agreements.
8. ____ Has been given the address and telephone number of Commission staff along with a statement that reads: “Any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.”
9. ____ Has received the most recent withdrawal, completion, and placement data as calculated by the Commission by including in the checklist:
 - ✓ The following statement: “For the program entitled, (program name), I have been informed that, for the July (year)/June (year) period, the withdrawal rate is (percent)

%, the completion rate is (percent) %, and the in-field placement rate is (percent) %. Detailed statistical data for this program may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>.”

- ✓ A chart listing all approved program names and the related percentage rates for withdrawal, completion, and in-field placement, identifying the July/June reporting period, and stating that “detailed statistical data for all approved programs may be viewed by going to <http://www.tn.gov/thec/topic/authorized-institutions-data>”; or
- ✓ A copy of the institution’s most recent Annual Performance Report created by Commission staff and posted on the Commission’s website.

10. _____ Has received and understands the institution’s cash discount policy (applicable only to those institutions that have a cash discount policy).

_____ Student Signature

_____ Date of Student Signature

School Representative Signature _____

Date of School Representative Signature _____