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|----|---|--|
|    | institution may be utilized for different programs, please list information for all.<br>a. If a self teach-out is proposed, please note.  |  |
| 6. | If applicable, a brief statement of proposed teach-out institution's history and description of its current operations, including its faculty, facilities, equipment, and mission statement; and, other materials to evidence that the institution is stable, carries out its mission, meets all obligations to existing students, and is able to provide the necessary experience, resources and support services.<br>a. If self teach-out is proposed, detail how stability and obligations to students will be maintained. |  |
| 7. | A description of the specific additional charges to students, if any, and the school's plan for providing advance notification to students of any additional charges.   |  |
| 8. | In the event of school closure, a description of how all student records, including educational, billing, accounting and financial aid records, will be maintained or disposed of in an accessible location and in accordance with applicable legal requirements.   |  |

**Teach-out Agreement**

Has the Commission directed the institution or program to submit a teach-out agreement as part of its teach-out plan? Yes  No

Has the institution voluntarily entered into a teach-out agreement with another institution? Yes  No

If the answer to either of the above questions is yes, please submit a copy of the proposed teach-out agreement with a completed *Teach-Out Agreement Approval Form* with the teach-out plan and form.

Name:            Title:

Signature:        Date:

**Do not write below the line – for COMTA staff use only**

Date received:        Reviewer:        Date Reviewed:

Directed by Commission? Yes  (Date requested:        ) No

Complete? Yes  No

If incomplete, what is missing? (list)

Date missing information requested:

Information received: Yes  No

Approved? Yes  No

Date other accrediting agencies notified, if applicable