



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
Division of Educator Support and Higher Education
Office of Career School Licensing
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-6443

NEW PROGRAM/COURSE GUIDELINES

February 4, 2019

Please be advised that pursuant to Hedc 303.03(c), a school is required to notify the Office of Career School Licensing of new program(s)/course(s) by providing the information listed in Hedc 304.01(a)-(h) at least 30 days prior to publishing in the school catalog, on the school's website, or both. To assist you in submitting the information for a new program or course, feel free to use the guide found on page two of this document. Please review Hedc 304.01 in its entirety.

Please include the applicable fee(s), \$75 per course, \$750 per program, as outlined in the fee schedule in Hedc 304.06(a), Table 304-1, in addition to supporting documentation. Please review the fee schedule in its entirety.

NEW PROGRAM/COURSE GUIDELINES

Please submit to the Office of Career School Licensing the following information as required by Heds 303.03(c). Please be sure to include the date, the name and address of the institution, and the name, email address, and contact phone number of the administrator.

1. Program/Course Title: _____

- (a) Admission requirements
- (b) Beginning and ending dates, or rolling enrollment procedures
- (c) Description of program/course to include objectives, length, and curriculum
- (d) Description of school's grading system/requirements for completion/graduation
- (e) Withdrawal/refund policy
- (f) Schedule of tuition/fees
- (g) Policy on transfer of credit
- (h) Student complaint process

2. List of applicable documents:

- a. _____
- b. _____
- c. _____
- d. _____

3. Applicable fee of \$75 per course, \$750 per program. Please review the fee schedule in its entirety.