

## Chapter EAC 2

## PRIVATE SCHOOL SOLICITOR'S PERMITS

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**EAC 2.01 Purpose.** The governor's educational advisory committee pursuant to authority vested in it by section 15.98 (7), Wis. Stats., adopts the following rules and regulations relative to the granting of permits to individuals who desire to solicit students for private trade, correspondence, business, or technical schools.

**History:** Cr. Register, December, 1964, No. 108, eff. 1-1-65.

**EAC 2.10 Procedure in granting permits.** (1) No person shall solicit students for a privately owned trade, correspondence, business, or technical school located either within or outside the state unless he holds a solicitor's permit issued by the governor's educational advisory committee.

(2) Application for such permit shall be upon a form prescribed by the governor's educational advisory committee.

(3) The solicitor's application shall be accompanied by a fee of \$5.00.

(4) A surety bond in the amount of \$1,000 for the faithful performance of agreements with students shall be furnished by the applicant. A blanket surety bond furnished by the school he represents which provides coverage of \$1,000 for each of the school's representatives may be supplied in lieu thereof. Upon renewal of the permit this bond requirement will be met if the bond furnished for the previous year is continuous.

(5) All permits expire on June 30 of each year.

(6) If the employment of the holder of an unexpired permit is terminated, his permit shall be surrendered to the committee immediately.

**History:** Cr. Register, December, 1964, No. 108, eff. 1-1-65.

**EAC 2.20 Qualifications for a permit.** To be issued a permit an applicant must meet the following requirements: (1) He must be of good moral character.

(2) He must furnish the names of 3 references to attest to his character and reputation.

(3) He shall not have made false, misleading or deceptive representation by statement, advertising or any other way concerning the school or the courses offered by such school or other schools.

**History:** Cr. Register, December, 1964, No. 108, eff. 1-1-65.

**EAC 2.30 School and course information and standards.** Before any permit shall be issued, the committee may require the school represented by the applicant to furnish information as follows: (1) School

location, ownership, officers, faculty, costs, entrance requirements, enrollment policies and procedures, course descriptions, requirements for graduation, withdrawal procedures and refund policy, and any other information required by the committee so the courses may be evaluated according to the criteria found in Wis. Adm. Code section EAC 1.20.

(2) Information showing financial stability. This may be in the form of a financial statement, the names and addresses of three acceptable credit references, or other information.

**History:** Cr. Register, December, 1964, No. 108, eff. 1-1-65.

**EAC 2.40 The enrollment agreement.** (1) Every enrollment agreement used by a permittee to enroll students shall contain, but not necessarily be restricted to, the following:

(a) Total cost to the student, including all fees, books, supplies, and/or equipment he is expected to pay or buy.

(b) Initial amount paid at the time of signing the enrollment agreement.

(c) The amounts of and conditions applicable to subsequent payments.

(d) A clear description of the course of study or training program to be furnished by the school.

(e) A statement clearly specifying the refund policy in case a student wishes to cancel his contract.

(2) Every solicitor shall deliver a copy of the enrollment agreement to each student and co-signer(s) at the time the agreement is signed.

(3) A copy of the enrollment agreement to be used by a solicitor shall be included in the materials furnished to the committee.

**History:** Cr. Register, December, 1964, No. 108, eff. 1-1-65.

**EAC 2.50 Definitions.** (1) A solicitor means a person employed by or representing a private trade, correspondence, business, or technical school located within or outside the state who, in places other than the office or place of business of the school, shall personally attempt to secure a student to enroll in such school.

(2) A private trade, correspondence, business, or technical school means any place, plan, or method used for giving or furnishing instruction or courses of study for which a fee or tuition charge is made, whether conducted or operated by an individual, partnership, corporation, association, or any other private organization.

**History:** Cr. Register, December, 1964, No. 108, eff. 1-1-65.

**EAC 2.60 Exclusions.** (1) Schools and courses which are not subject to these regulations are as follows:

(a) Schools organized on a non-profit basis as defined by the U. S. Revenue Act.

(b) Schools that are supported partially or completely by taxes.

(c) Schools of a parochial or denominational character offering courses having a sectarian objective.

(d) Courses conducted by employers for their employees.

**History:** Cr. Register, December, 1964, No. 108, eff. 1-1-65.