COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
September 7, 1988

SUBJECT: LICENSED PRIVATE SCHOOLS MEMORANDUM #12
ENROLLMENT AGREEMENT/ALTERNATIVE

TO: Chief Executive Officers/Directors
Licensed/Registered Private Schools

FROM: Dr. Jane A. Stockdale
Coordinating Secretary
State Board of Private Licensed Schools

The regulations of the State Board of Private Licensed Schools (§73.121) require schools to use either an enrollment agreement or an alternative – the specific requirement is on the attached form. There are 17 items which all enrollment agreements/alternatives must include. These 17 items are listed in §73.122 and on the attached Enrollment Agreement Checksheet (PDE-3774).

An acceptable alternative must address all 17 items through use of an application for admission signed by the student, a statement ensuring that the student has received the student information publication and a letter of acceptance.

When students enroll in a program which includes nonresident training combined with voluntary resident training, two separate enrollment agreements/alternatives must be used and each must make reference to the other.

Effective Date. School administrators were informed in Licensed Private Schools Memorandum #6 that enrollment agreements/alternatives were to fully comply with the regulations for all students scheduled to begin classes on or before September 1, 1988. This means that all necessary revisions should have been made by now.

The attached Enrollment Agreement Checksheet is a restatement of §73.122. It is intended primarily for use by new school applicants and is being sent to licensed/registered schools for suggested use in verifying that current school enrollment agreements/alternatives – or any subsequent revised ones – comply in full with the regulations. The checksheet will also be used by staff in reviewing the enrollment agreements/alternatives submitted with renewal applications – school administrators will be advised of any revisions which must be made. Finally, the checksheet will be used during on-site visits to verify that enrollment agreements/alternatives in use at the time of the visit comply with the regulations.

Questions about this memorandum or the requirements of §73.121 and 73.122 should be directed to your assigned Board Secretary at (717) 783-8229.

Attachment

JAS/pse/9/g9068