

**283—21.11(261B,261G) School, Iowa site, or program closure.**

**21.11(1)** No later than 90 days before a registered school takes action to discontinue a program that is offered by the school under its registration, close an Iowa site, or close the school, the school must notify the commission in writing.

**21.11(2)** The school's notice to the commission shall include all of the following:

*a.* The full name, residential address, telephone number, email address, program name, and anticipated graduation date of affected Iowa resident students or, as applicable, affected students at the school's Iowa campus(es). The school shall organize this list in alphabetical order by student last name.

*b.* Documentation of the school's proposed notice to students.

*c.* The school's specific plan to provide alternatives for affected students to complete the programs offered under the school's registration in accordance with the agreement described in subrule 21.3(15). The school shall obtain the prior approval of the commission for any agreement the school proposes to establish with another institution that provides completion alternatives for programs the school offered under its registration.

*d.* The school's plan for permanent storage and retrieval of student transcript information.

*e.* Specific information about how the school will provide transitional support to affected students.

*f.* Contact information for the specific entity and individual who will accept responsibility for all of the following:

(1) Ensuring that unearned federal student aid is returned to the United States Department of Education on a timely basis.

(2) Finalizing student account records and providing copies of the students' final account statements to the students and, upon request, to the commission.

(3) Collecting outstanding bills a student owes to the school for tuition and other educational expenses.

(4) Collecting on private education loans or other institutional loans made to students by the school and, if applicable, the school's private preferred lender(s).

**21.11(3)** The commission may require a registered school that has a continuous corporate surety bond in effect pursuant to Iowa Code section 714.18 to maintain the bond, at minimum, for one year after the school ceases operation in Iowa, closes an Iowa site, or ceases new enrollment in programs previously offered to Iowa resident students.

**21.11(4)** If the commission takes action to discontinue a school's program, close a school's Iowa site, or terminate a school's operation in Iowa, the school shall provide to the commission the information in subrule 21.11(2) and shall be subject to the requirements of subrule 21.11(3).

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