



**ARKANSAS STATE BOARD OF PRIVATE CAREER EDUCATION**  
**501 WOODLANE, SUITE 104**  
**LITTLE ROCK, AR 72201**  
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## FORM 8000

### NOTICE TO STUDENTS

This school is licensed and regulated by the Arkansas State Board of Private Career Education (SBPCE) under Arkansas Code Annotated § 6-51-601 et.seq. The school, among other things, shall:

- Furnish to the student no later than the first day of attendance a copy of the program outline, schedule of tuition, fees and other charges, policies pertaining to excused and unexcused absences, make-up work, tardiness, grading system, satisfactory progress, refund policy, rules of operations, and a complaint procedure which includes information on how to contact the SBPCE.
- Publish and administer admissions requirements.
- Not promise employment of any type, for any period of time, nor for any rate of pay to a prospective student, unless such conditions for employment are clearly stated in the enrollment contract signed by the prospective student and/or the student's parent, guardian or guarantor and by an authorized official of the school.
- Publish and adhere to a procedure for handling student complaints.
- Publish and adhere to an attendance policy.
- Have facilities, equipment, instructional materials, instructional staff and other personnel to provide educational services necessary to meet the stated objectives for which the educational services are offered.
- Offer only programs that have been properly licensed by the SBPCE.
- Provide locations for students to complete their internship, externship, etc. if the program in which enrolled requires this component. If the internship, externship, etc. requires the student to complete this at a time different from the hours they normally attend class, the student shall be notified in writing prior to enrollment.

If you have questions or believe your rights have been violated, you may contact the SBPCE.

Arkansas State Board of Private Career Education  
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