



NEWSLETTER

Important Notices

Payment Portal Update:

Access to the online payment portal outside of business hours has been restored. However, the ACH/Check is no longer functioning in the online system until further notice. The credit card payment option is the only function available at this time.

We apologize for any inconvenience, but be sure to plan accordingly as to not accrue late fees.

Reminders for Renewals

Timely Renewal of Authorization:

Please be reminded that a complete Renewal of Authorization application and applicable fees are due at least 60 days prior to your institution's authorization expiration date.

Submission of application and fee(s) after the due date but prior to 30 days before expiration will be assessed a 25% late fee on the Authorization and TGTF Fees, if applicable.

Upcoming Changes in EDvera

Program Application Updates:

GNPEC is creating separate New Program Applications and Program Change Applications for unaccredited and accredited institutions. For unaccredited institutions, new program applications will be limited to a single modality for the delivery of instruction (in-person, online, or hybrid). For each NEW program application submitted, the Program Evaluation Fee will be required per modality. These new applications will be live in October (date TBD). However, this update will only impact authorized institutions if the institution seeks to add NEW programming. Already approved programs will not be required to complete separate modality program change applications. As usual, non-substantive changes will not require a fee payment, but other substantive changes to a program will require the payment of the Program Evaluation Fee.

EDvera Tips

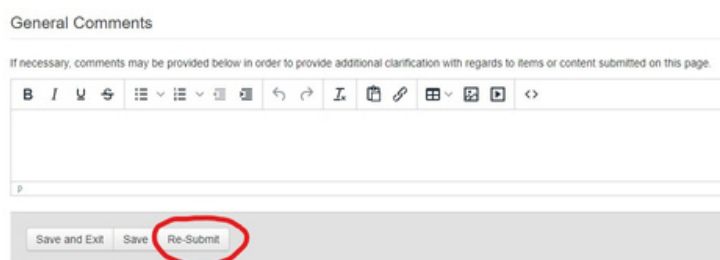
When working on an Initial or Renewal Application, the best way to communicate with your Regulatory Specialist (RS) is through the application's main Comment section.

Renewal of Authorization Application



When you are ready to submit or re-submit your application to the RS, be sure to do so at the bottom of Tab 6.

Otherwise, the RS will not be notified of any changes or updates made to the application.



Minimum Standard of the Month

Submission of application and fee(s) within 30 days of the expiration will be assessed a 50% late fee on the Authorization and TGTF Fees, if applicable.

Automatic revocation of authorization will result if renewal application is submitted after the expiration date. Should the institution seek to regain authorization, it must apply as a new institution (Initial Authorization Application) including being subject to all appropriate fees and bonding requirements.

The Minimum Standards provide specific criteria for compliance with the standards set forth in Georgia law. These standards are applied equally to all institutions authorized by GNPEC or seeking to get authorized by GNPEC.

Minimum Standard 4 contains guidelines for the Enrollment Agreement and Catalog documents that will be provided to students. These documents must be updated during each renewal or when updates are made to any policies or procedures. Please reach out to your Regulatory Specialist with any questions about this Minimum Standard.

Standard 4: Catalog and Enrollment Agreement

Statutory Authority: O.C.G.A. §§ 20-3-250.5(b)(2); 20-3-250.6(a)(4)

1. Catalog must be provided to prospective students prior to enrollment and include the following:

- Institutional Mission Statement;
- Institutional contact information including address, phone number, and website;
- Description of facilities and equipment;
- Program offerings including each objective, length, curriculum outline, and applicable tuition and fees including all miscellaneous charges and expenses applicable to program completion;
 - Disclosure regarding noncompliance with state or national vocational certifications, licensures, etc. must also be provided.
- Administrative policies;
 - Student conduct and complaint policies;
 - Withdrawal, refund, cancellation and readmission policies;
 - Grading, Satisfactory Academic Progress (SAP) and graduation policies; and
 - Extenuating circumstances policy.
- Admission policies;
 - Degree programs must require completion of a high school education or equivalent.
 - Transfer Credit Policy.
- Descriptions of Supporting Services such as career services and learning management system use/instructions.
- Such other material facts concerning the institution and the program or course of instruction as are reasonably likely to affect the decision of the student to enroll therein.

2. Students must be provided documentation of the following:

- Prior year's enrollment, graduation, and job placement statistics;
- Accreditation status; and
- Any disclosures specified by the Executive Director.

3. The Enrollment Agreement, Student Contract, or equivalent is the contractual agreement between the institution and the student. It must be provided to students prior to enrollment and include, at a minimum, the following:

- Name and contact information of the institution;
- Program name, length, schedule of sessions (days/hours);
- Program start date and anticipated end date;
- Student name, date of birth, contact information;
- Tuition, registration fee, other fees listed, total cost of program;
- Method of payment;
- Externship, clinical, or other field experience, if required;
- Career services;
- Refund policy (consistent with GNPEC's requirements); and
- Disclosures.
 - GNPEC Student Disclosure Form, if enrolling in an unaccredited institution, must be included; and
 - Disclosure regarding noncompliance with state or national vocational certifications, licensures, etc. must also be provided.