

## CHAPTER 141

PRIVATE BUSINESS, TRADE, AND  
CORRESPONDENCE SCHOOLS

141.23 Rules.  
141.25 License.  
141.26 Permits for solicitors.

141.28 Prohibitions.  
141.32 Penalty.

**141.23 RULES.**

The state board of education may adopt rules according to chapter 14 to carry out the provisions of this chapter.

**History:** *1Sp1985 c 11 s 66*

**141.25 LICENSE.**

*[For text of subds 1 to 7, see M.S.1984]*

Subd. 8. **Fees and terms of license.** (a) Applications for initial license under sections 141.21 to 141.36 shall be accompanied by \$440 as a nonrefundable application fee.

(b) All licenses shall expire on December 31 of each year. Each renewal application shall be accompanied by a nonrefundable renewal fee of \$330.

(c) Application for renewal of license shall be made on or before October 1 of each calendar year. Each renewal form shall be supplied by the commissioner. It shall not be necessary for an applicant to supply all information required in the initial application at the time of renewal unless requested by the commissioner.

Subd. 9. **Catalog or brochure.** Before a license is issued to a school, other than one which offers exclusively a correspondence course of instruction, the school shall furnish to the commissioner a catalog or brochure containing the following:

- (1) identifying data, such as volume number and date of publication;
- (2) name and address of the school and its governing body and officials;
- (3) a calendar of the school showing legal holidays, beginning and ending dates of each course quarter, term, or semester, and other important dates;
- (4) school policy and regulations on enrollment including dates and specific entrance requirements for each course;
- (5) school policy and regulations about leave, absences, class cuts, make-up work, tardiness, and interruptions for unsatisfactory attendance;
- (6) school policy and regulations about standards of progress for the student including the grading system of the school, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, a description of any probationary period allowed by the school, and conditions of reentrance for those dismissed for unsatisfactory progress;
- (7) school policy and regulations about student conduct and conditions for dismissal for unsatisfactory conduct;
- (8) detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges;
- (9) policy and regulations, including an explanation of section 141.271, about refunding tuition, fees, and other charges if the student does not enter the course, withdraws, or is discontinued;

(10) a description of the available facilities and equipment;

(11) a course outline for each course offered showing course objectives, subjects or units in the course, type of work or skill to be learned, and approximate time to be spent on each subject or unit; and

(12) policy and regulations about granting credit for previous education and training.

**Subd. 9a. Correspondence catalog.** Before a license is issued to a school exclusively offering a correspondence course of instruction, the school shall furnish to the commissioner a catalog or brochure containing the following:

(1) school policy and regulations about standards of progress for the student including the grading system of the school, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, a description of any probationary period allowed by the school, and conditions of reenrollment for those students terminated for unsatisfactory progress;

(2) a course outline for each course offered showing course objectives, subjects or units in each lesson of the course, type of work or skill to be learned, and the total number of lessons for each course of instruction; and

(3) all items listed in subdivision 9, except items in clauses (3) and (5).

**Subd. 9b. Delivery of catalog.** A school or its agent shall deliver the catalog or brochure required in subdivisions 9 and 9a to each prospective student in such time or manner as to provide the prospective student ample opportunity to read the catalog or brochure before signing any contract or enrollment agreement or before being accepted by a school which does not utilize a written contract or enrollment agreement.

**Subd. 10. Placement records.** (a) Before a license is issued to a school that offers, advertises or implies a placement service, the school shall file with the commissioner for the past year and thereafter at reasonable intervals determined by the commissioner, a certified copy of the school's placement record, containing a list of graduates, a description of their job, name of their employer, and other information as the commissioner may prescribe.

(b) Each school that offers a placement service shall furnish to each prospective student, prior to enrollment, written information concerning the percentage of the previous year's graduates who were placed in the occupation for which trained.

*[For text of subd 11, see M.S.1984]*

**Subd. 12. Permanent records.** Before a license is issued to a school, each school located in Minnesota shall maintain permanent records for all students enrolled at any time. Each school offering a correspondence course of instruction to a student located in Minnesota shall maintain permanent records for Minnesota students enrolled at any time. Records include school transcripts, documents, and files containing student data about academic credits earned, courses completed, grades awarded, degrees awarded, and periods of attendance. To preserve permanent records, a school shall submit a plan that meets the following requirements:

(a) at least one copy of the records must be held in a secure depository;

(b) an appropriate official must be designated to provide a student with copies of records or a transcript upon request;

(c) an alternative method of complying with paragraphs (a) and (b) must be established if the school ceases to exist; and

(d) a continuous surety bond must be filed with the department in an amount not to exceed \$20,000 if the school has no binding agreement for preserving student records or a trust must be arranged if the school ceases to exist.

**History:** *1Sp1985 c 11 s 67-70*

#### **141.26 PERMITS FOR SOLICITORS.**

*[For text of subd 1, see M.S.1984]*

Subd. 2. **Application for permit.** (a) The application for the permit shall state the full name, address, previous employment, and such other information concerning the solicitor applicant as the commissioner may require.

(b) The application shall have attached to it a certified affidavit signed by a school official and the solicitor attesting to the fact that the applicant has been furnished a copy, has read and has knowledge of the provisions of Minnesota Statutes, chapter 141 and Minnesota Rules, parts 3530.6500 to 3530.7800.

*[For text of subds 3 and 4, see M.S.1984]*

Subd. 5. **Fee.** The initial and renewal application for each permit shall be accompanied by a nonrefundable fee of \$165.

*[For text of subd 6, see M.S.1984]*

**History:** *1Sp1985 c 11 s 71,72*

#### **141.28 PROHIBITIONS.**

*[For text of subds 1 to 3, see M.S.1984]*

Subd. 4. **Acceptance of contracts.** No school shall accept contracts, enrollment agreements or enrollment applications from an agent or solicitor who does not have a current permit.

*[For text of subd 5, see M.S.1984]*

**History:** *1Sp1985 c 11 s 73*

#### **141.32 PENALTY.**

Violation of any provisions of this chapter shall be a misdemeanor. Each day's failure to comply with this chapter shall be a separate violation.

**History:** *1Sp1985 c 11 s 74*