

Application for Renewal of Certificate of Approval
Texas Workforce Commission – Career Schools and Colleges

TWC USE ONLY
Receipt # _____
Fee Paid _____
Date Paid _____
Initialed by _____

Legal Name of School: _____ Renewal date (mm/dd/yyyy): _____

Physical Location: _____

E-Mail Address (if applicable): _____

School#: _____

Authority for Data Collection: *Texas Education Code, Section 132.056*

Planned Use of the Data: Formal application by the school director and owner for renewal of the Certificate of Approval.

Instructions: This form should be completed and postmarked at least thirty (30) days prior to the expiration date of the current Certificate of Approval and should be accompanied by all available documentation and fees. If additional clarification is required, contact Career Schools and Colleges.

I, _____, School Director and I, _____, Owner of the above named school, have carefully reviewed Chapter 132, Texas Education Code, Career Schools and Colleges and Texas Workforce Commission Rules. To the best of my knowledge and belief, the school named above is in compliance with the legal requirements for approval.

I certify I have reviewed our records and find refunds due students under *Chapter 132, Texas Education Code, Career Schools and Colleges* are being totally consummated within sixty (60) days after receipt of written requests or termination by the school, whichever is earlier. Each student file is properly documented to establish proof of refund.

The school's application, catalog and/or exhibits have been reviewed page by page. The application, catalog and/or each exhibit are correct and current, or revisions are enclosed.

I understand and acknowledge that failure to comply with *Texas Education Code, Chapter 132, Career Schools and Colleges* and *Title 40, Part 20, Texas Administration Code, Chapter 807, Career Schools and Colleges* may result in the assessment of a civil penalty, the revocation or denial of the certificate of approval, the suspension of enrollments, and filing by the agency for injunctive relief or other remedy provided by law.

I understand any needed documentation and my certification disclosing full compliance must be postmarked at least thirty (30) days prior to the expiration date of the current Certificate of Approval.

Total number of individuals employed by the owner at all locations:

This school meets *Texas Education Code, Section 132.001(10)* definition of a small career school or college: _____

YES or NO

Checks must be made payable to: TWC-Career Schools and Colleges

Return **WITH PAYMENT** to:
Texas Workforce Commission
Career Schools and Colleges - Controller
101 East 15th Street
Austin, Texas 78778-0001

If **NO PAYMENT ENCLOSED**, mail to:
Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001

I UNDERSTAND THAT PURPOSELY SUBMITTING FALSE OR MISLEADING INFORMATION ON THIS APPLICATION MAY SUBJECT ME TO A FINE, A PRISON SENTENCE, OR BOTH.

Signature of School Director

Telephone

Date (mm/dd/yyyy)

Typed Name of School Director

Sworn to and subscribed before me on this the _____ day of _____, 20_____

_____, My Commission Expires (mm/dd/yyyy): _____
Signature of Notary Public

(SEAL)

I UNDERSTAND THAT PURPOSELY SUBMITTING FALSE OR MISLEADING INFORMATION ON THIS APPLICATION MAY SUBJECT ME TO A FINE, A PRISON SENTENCE, OR BOTH.

Signature of School Owner

Telephone

Date (mm/dd/yyyy)

Typed Name of School Owner

Sworn to and subscribed before me on this the _____ day of _____, 20_____

_____, My Commission Expires (mm/dd/yyyy): _____
Signature of Notary Public

(SEAL)

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 226T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.
