

Cessation of Operations Affidavit (Licensed School Close-Out)

Texas Workforce Commission – Career Schools and Colleges

Instructions: *this form must be signed and notarized.*

STATE OF TEXAS *

*

COUNTY OF _____ *

BEFORE ME, personally appeared _____ , _____
And after being duly sworn, deposed as follows:

“My name is _____ , and I own/operate/direct

_____ . I am of sound mind, capable of
making this affidavit and personally acquainted with the facts herein stated:

_____, _____
(name of school) (street address, city, state)

ceased operations on _____ .
(date of closing)

The last day of instruction was _____
(last day of classes or any other instructional activity)

All refunds, including applicable penalties, have been made; and there is no outstanding liability to students who enrolled at the school.

The school will not reopen until the school has been issued a Certificate of Approval by the Texas Workforce Commission or a letter of exemption from *Chapter 132, Texas Education Code* granted.

(Signature of person making this affidavit)

SWORN TO AND SUBSCRIBED before me on the ____ day of _____ , 20__ .

SEAL

My Commission Expires

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.
