

**SCHOOL NAME:** \_\_\_\_\_

**STUDENT PERMANENT ACCOUNT CARD CHECKLIST  
FOR A PRIVATE CAREER SCHOOL**

By regulation (COMAR Section 13B.01.01.11E), *A school shall maintain an accurate, complete, and current record of a student's financial account in a form and manner approved by the Secretary.*

The following is the student permanent account card checklist approved by the Secretary in 1999. To meet minimum standards, all the items listed below must be included with the student permanent account card.

- 1. School's name, street address, and telephone number.
- 2. Student's name, address, telephone number, and social security number.
- 3. Name of program and program length in clock hours.
- 4. Total charges.
  - a. Tuition.
  - b. Fees.
  - c. Books, supplies, equipment.
  - d. Any other costs, specifically identified.
- 5. Record of payments.
  - a. Date of transaction.
  - b. Type of method of payment.
  - c. Amount of payment.
  - d. Running balance.
- 6. Refund calculation. A section of the account card, or accompanying document, for student refunds for those students canceling or withdrawing before program completion.
  - a. Last date of attendance.
  - b. Refund calculation.
  - c. Amount of any refund due to student or any balance due to school.
  - d. Date refund made, if applicable.
  - e. Name of person, bank, and/or agency to whom the refund was paid.

Comments: