



Commission for Independent Education

1005.04 - Fair Consumer Practices: Checklist for Religious Institutions

Purpose: The purpose of this checklist is to assist religious institutions claiming exemption in demonstrating compliance with Sections 1005.04 and 1005.06(1)(f), Florida Statutes. It also serves as a tool for Commission staff when evaluating these institutions' sworn affidavits. Although applicants for religious exemption are not required to complete or submit this form, they must provide the Commission with all documentation requested on this checklist.

Instructions:

1. This information must be submitted upon request from Commission staff.
2. For each item below, indicate the type of document(s) distributed to students that contain each requirement listed.
3. Enter the page number(s) where each requirement is addressed in the documentation provided.

Institution Data		
Institution Name: United States University		ID #:
Document(s) containing requirement	Page Number(s) applicable	Chapter 1005.04, F.S. Checklist
H	2	The purpose of the institution.
A framework; course details absent	2 to 4	The educational programs and curricula offered.
H procedure; facility facts absent	19	A description of the physical facilities.
H	2 to 3	The status regarding licensure.
A	5 to 6	The fee schedule.
A; H	A 6 to 7 H 9 to 10	The policies regarding retaining student fees if a student withdraws.
A; H	A 4 H 5 to 6	A statement regarding the transferability of credits to and from other institutions.
A; H	A 4 H 4 to 5	The method used to assess, before accepting a student into a program, the student's ability to complete successfully the course of study for which he or she has applied.
H; A	H 8; A 6	Documentation informing each student accurately about financial assistance and obligations for repayment of loans.
H limitations; service facts absent	14	Documentation describing any employment placement services provided and the limitations thereof. (The institution must refrain from promising or implying guaranteed placement, market availability, or salary amounts)
H	14	Documentation informing students regarding the relationship of programs offered to state licensure requirements for practicing related occupations and professions in Florida.
Copy attached: University Advertisement	1	A copy of all advertisements utilized. All advertising should be accurate and not misleading.
A; H	A 6 to 7 H 9 to 10	A copy of the institution's refund policy. The institution must publish and follow an equitable prorated refund policy for all students, and follow both the federal refund guidelines for students receiving federal financial assistance and the

		minimum refund guidelines set by Commission Rule 6E-1.0032(6)(i), F.A.C.
H; F	H 17 to 18	The institutions procedures for handling student complaints.
H	18	The institutions procedures for handling disciplinary actions.
H; F	H 18; F 5	The institutions procedures for handling appeals.
Advance disclosure content: Costs: A Refunds: A; H Exit requirements: A GPA: A Accreditation scope: H Prior distribution evidence not enclosed. See Submission Evidence Index.	5 to 6 A 6 to 7 9 8 to 9 3	Documentation distributed to students, prior to enrollment, to provide: - A written disclosure to a student or prospective student of all fees and costs that will be incurred by a student. - The institution's refund policy - Any exit examination requirements - The grade point average required for completion of the student's program or degree - A statement regarding the scope of accreditation, if applicable.

Document key: H = USU_Student_Policies.pdf; A = USU_Academic_Programs.pdf; F = USU_Student_Forms.pdf. References correspond to printed document page numbers. See USU_Submission_Evidence_Index.pdf for scope and outstanding exhibits.