

Standard IV-Continued

- c. Placement rates of the school's graduates;
 - d. Compensation a successful graduate may reasonably expect;
 - e. The physical demands of practicing the profession;
 - f. Safety requirements for the profession;
 - g. Certification or licensing requirements for the jurisdiction in which the school is located, or for which it is preparing graduates.
- D 5. The school prepares an enrollment agreement for each applicant in the language in which the program will be taught. The enrollment agreement must comply with the NACCAS Enrollment Agreement Requirements. A copy of the agreement must be provided to the student or legal guardian if the student is a dependent minor. The agreement gives complete information on the total cost of the program. A copy of the completed enrollment agreement is maintained by the school.
- D 6. The school's admission policies clearly state:
- a. How credit for training or education received at another school is applied to the receiving school's requirements for graduation (including the possibility that no such transfer credit is granted);
 - b. That the school does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students; and
 - c. That the school does not recruit students already attending or admitted to another school offering a similar program of study.
- D 7. The school's practices are consistent with its admissions policies and requirements.
- D 8. Advertising of financial aid includes a qualifying statement (e.g. financial aid available for those who qualify).

V. STUDENT SUPPORT SERVICES

The school has in place student support services, which provide appropriate information and advice to students.

CRITERIA

- A 1. The school conducts an orientation on or before the first day of class. The orientation provides information about the instructional program, the goals of each program or course, any policies affecting students, and services available to students.
- D 2. Students are provided with academic advising¹ and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral.
- A 3. Information and advice are available to students on these subjects:
 - a. Regulations governing certification or licensure to practice, including reciprocity among jurisdictions;
 - b. Opportunities for continuing education following graduation.
- D 4. The school offers job placement services to help graduates' efforts to secure employment in the field represented by the program the graduate completed, or in a related field, that include, but are not limited to
 - a. Professional appearance guidelines
 - b. Job referral
 - c. Follow-up
- A/D 5. Information and advice on any available financial assistance are accessible to students. The school demonstrates that it complies with applicable state and/or federal regulations in providing this advice.
- D 6. The school has and follows an internal procedure to consider student complaints. It responds to student complaints received by NACCAS in accordance with Part 6 of the NACCAS *Rules of Practice and Procedure*.

¹ Institutions may use the terms counsel or advise on their derivatives.