

Office of Higher Education
450 Columbus Boulevard, Suite 510, Hartford, CT 06103

Postsecondary Career Schools

STUDENT PROTECTION ACCOUNT
QUARTERLY PAYMENT AND REPORT OF NET TUITION FOR THE
CALENDAR QUARTER ENDING

This form must be completed and returned, even if no payment is due. Keep a copy for your files. Calculate the quarterly payment on a cash basis. Check the form for completeness and mathematical accuracy. Make certain the form is signed and notarized. Make check payable to "Treasurer, State of Connecticut." Make certain the amount on the check is the same as that on Part (A) Line 5. Return original with payment to the address listed above.

Name of School: _____
Address: _____

You must list your Gross Tuition Revenue by Month below:

Gross Tuition Revenue for _____	\$ _____
Gross Tuition Revenue for _____	\$ _____
Gross Tuition Revenue for _____	\$ _____
*Total for Quarter	\$ _____

Part (A) Calculation of Quarterly Fund Payment:

1. Monies paid to the schools for the Calendar Quarter for Tuition and Fees: (must be total for above Quarter)* \$ _____

2. Allowable deductions/Adjustments (See Reverse Side):
 - A. Registration and/or application fees (\$ _____)
 - B. Enrichment course tuition and fees (\$ _____)
 - C. Supplies and equipment fees (\$ _____)
 - D. Room and board fees (\$ _____)
 - E. Contractual student refunds (\$ _____)
 - F. Others (Specify in detail): _____ (\$ _____)

3. Net Tuition Income (Line 1 less Lines 2A through 2F) \$ _____
4. Quarterly Payment Rate times four-tenths of one percent: _____ .004 (times)
5. Quarterly Payment due to Fund (Line 3 Multiplied by Line 4 Rate) If no payment enter zero. \$ _____

Part (b) Affirmation Statement:

I, _____ in my capacity as _____ do hereby swear or affirm that the facts contained herein are complete and correct to the best of my knowledge and belief.

Signature _____

Attested: Sworn/Affirmed and Subscribed to before me this ___ day of _____, _____.

Notary Public: _____ My Commission expires: _____

ALLOWABLE DEDUCTIONS/ADJUSTMENTS

Detailed definitions of allowable deductions and adjustments are outlined below. This information can be found in Connecticut General Statutes Section 10a-22u, and Regulations of State Agencies Section 10a-22x-2.

- A. Registration and/or application fees: only those receipts classified as nonrefundable and stated as such on the application form, enrollment agreement and/or in approved catalogs or supplemental documents and which are not applied to tuition are deductible.

Registration and Application Fees, which are applied to tuition, must be reported under Part A, Line 1.

Correspondence/home-study schools calculate tuition/fees only for Connecticut residents enrolled in programs.

- B. Enrichment course tuition and fees: only receipts for those courses that are non-occupational, avocational, and self-improvement in nature are deductible.
- C. Supplies and equipment fees: only those receipts that are for expendable supplies and non-consumable equipment which become the property of the student and are listed separately from tuition fees on the enrollment agreement and/or other supplemental documents are deductible.
- D. Room and board fees: only those receipts that are paid by the student to the school during his/her attendance and are listed as such on the enrollment agreement and/or in other supplemental documents are deductible.
- E. Contractual refunds: only those monies that are refunded by a school to students or to persons who have paid on behalf of students who have not completed their instruction or training as provided for in the enrollment contract agreement are deductible.
- F. Other deductions and adjustments: only those as listed on the post-secondary Career Schools Application (page 32) that have been approved by the Executive Director of the Office of Higher Education are deductible.