

In-Residence Component – Companion Self-Evaluation Report Template

**General Instructions:** Institutions requiring students to fulfill an in-residence program component at a site directly administered by the institution itself must complete and submit this companion template with their Self-Evaluation Report.

# Supplemental Information

**Provide a list** of programs with in-residence components, including the site(s) where in-residence components are completed and if the components are clinical, lab, or otherwise. Add rows as needed.

|  |  |  |
| --- | --- | --- |
| **Program (Full Name)** | **Site(s) of In-Residence Components** | **Activity Type(s)** |
| Program Full Name | Site name(s) (or full addresses) which clearly correspond with a listed in-residence site in the table below). | Describe the component activity as appropriate to the program/field of study, e.g., science lab, in-person workshop, clinical skill instruction, etc. |

**Provide a list** of all In-Residence Sites and full addresses. Add rows as needed.

|  |  |
| --- | --- |
| **Site Name** | **Site Address** |
| Provide a site name which corresponds to the names used in the table above. | Provide Site Full Address |

# Standard XIII: Fair Practices

Contact Person: Name and Title of Contact Person

### Refunds

Institutions must implement fair and equitable refund policies that meet or exceed the requirements of their government regulators, including consumer rights and protection policies. In the absence of such requirements, the institution follows DEAC’s refund policy requirements in Appendix XIV. Refund policies include procedures for students who enroll but do not start coursework and students failing to persist or make satisfactory academic progress. Refund policies must be clearly stated and transparently disclosed, including the use of sample calculations. Any money due to a student must be refunded within 30 days of the student’s notice of cancellation or withdrawal; refunds due to funding agencies must be returned in compliance with their respective requirements.

1. Describe the institution’s refund policy for in-residence program components and other related costs and how it complies with Appendix XIV.3.
2. Provide a sample refund calculation for in-residence program components and other related costs.

### Advertising and Promotion

The institution conforms to ethical practices in all advertising and promotion to prospective students. The institution’s processes and procedures ensure that all advertisements, website content, and other marketing collateral is truthful, accurate, and clearly stated. The institution complies with DEAC’s Catalog Disclosures Checklist and DEAC’s Website Disclosures Checklist.

1. Describe how students are informed of all required in-residence program components and additional associated costs. Provide links to where this information is readily available to the public for review.

# Standard XV: Facilities and Records Maintenance

Contact Person: Name and Title of Contact Person

### In-Residence Program Component Facilities

The institution provides appropriate facilities for students participating in in-residence learning experiences. The facilities comply with all state and federal requirements. The institution maintains adequate insurance to protect students, faculty, and staff while participating in in-residence learning.

1. Describe the institution’s training facilities for students who participate in in-residence learning experiences.
2. Provide a link to the information published for students’ review on housing, if applicable.
3. Describe how the institution verifies the facilities comply with all state and federal requirements (or their equivalent for non-U.S. institutions).
4. Describe how the institution maintains adequate insurance to protect students, faculty, and staff while participating in in-residence learning experiences.