

POLICY ON CONTRACTING OUT EDUCATIONAL DELIVERY

The following policy is applicable to all AAHEA accredited institutions which contract with another school or other organization for the educational delivery of an AAHEA approved program or programs, or a portion thereof.

- Institutions contracting for more than 25% of an educational program: the agreement must be with an institution accredited either by AAHEA or by another accrediting agency recognized by the U.S. secretary of Education.
- Institutions contracting for up to and including 25% of an educational program: the agreement could be with an accredited institution, a non-accredited institution, or any other legally functioning organization.

The AAHEA accredited institution awarding the diploma, certificate or other educational credential must seek AAHEA approval and provide the following information to the AAHEA office at least 90 days prior to the implementation of the contract, along with the fee specified in AAHEA Document #20 – “Fee Schedule.”

1. A statement describing the percentage of the educational program to be provided by the other party and (if applicable) the name of the accrediting agency that accredits the other party;
2. A copy of the contract between the AAHEA accredited institution and the other party, which clearly spells out the obligations of both parties, including a description of all fees and financial obligations between the other party and the institution;
3. Written plans and procedures for student evaluations of instructors who are employed by the other party.
4. Draft language for publication in the catalog and in the enrollment agreement describing the contract arrangement, including the facilities, specific information about the program(s) and the services offered by the other party and any special fees or charges. The catalog and enrollment agreement must also explicitly state that the AAHEA accredited institution is responsible for handling student complaints under the published policy, and also for placement services;
5. Contingency plans in the event the other party is unable to meet the contract obligations; and
6. A copy of the state license or exemption letter for the other party organization.

All other applicable AAHEA standards continue to apply to the institution, the program(s), and student services. Additional state and/or federal requirements may also be pertinent.