

This is a sample of what a simple teach-out agreement with another institution might look like. Each institution is different, so an agreement between your institution and another institution should include other elements specific to the circumstances. If needed, Institution A should submit a separate letter requesting a waiver of CS 3.5.2 or CS 3.6.3 for the students it accepts in the teach-out

**Teach-Out Agreement Between
Institution A (institution that is accepting students to teach out)
and Institution B (institution that is closing)
Date agreement is submitted for approval**

Institution A, an institution of higher learning accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and **Institution B** an institution of higher learning accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), have concluded a teach-out Agreement. This Agreement ensures the equitable treatment of students and a reasonable opportunity for students to complete their program of study.

This Agreement will enable currently enrolled **Institution B** students interested in transferring to complete their undergraduate studies at **Institution A**. Specifically, **Institution A** and **Institution B** agree to the following:

The Agreement will become effective only after SACSCOC has expressed its approval of all terms of the Agreement.

The obligations pursuant to this Agreement for a teach-out shall terminate when all **Institution B** students accepted by **Institution A** pursuant to this Agreement have graduated from **Institution A**, have failed to be continuously enrolled at **Institution A** or four years from the date of this agreement, whichever comes first.

Institution A will waive admission application fees for students applying through this teach-out agreement.

Students applying through this teach-out agreement will receive a 15% discount in tuition at **Institution A** for the campus sites indicated above. This discounted tuition, taking into account that **Institution A**'s tuition includes books, relatively matches **Institution B**'s tuition.

Institution A will suspend its residency requirement for **Institution B** students transferring under this Agreement.

Institution A will offer only those courses of study for which it is already approved.

Institution A will accept all earned credit (inclusive of those credits earned at **Institution B** and those credits awarded by **Institution B** based on **Institution B**'s completed evaluation of applicable credit.

Any **Institution B** student who fails to apply, be accepted, and matriculate at **Institution A** by the Fall 2014 semester shall be excluded from this Agreement.

Students enrolling under this agreement will be required to meet **Institution A**'s program length requirement.

Institution A will permanently house the records of **Institution B** students who officially enroll at **Institution A** pursuant to this Agreement. The records will arrive within 10 days of each student finalizing with the **Institution A** Business Office.

