



Annual Assurance of Compliance Form Higher Education Reporting Overview and Q&A Private Licensed Schools

Institutions of higher education (institution/s) are required by numerous statutes to submit annual assurances of compliance reports on several topics to the Pennsylvania Department of Education. These mandatory reports are consolidated into a single form to facilitate compliance with reporting requirements in one submission.

Institutions will have 90 calendar days to complete the report, and all reporting is due **annually by March 1**. Instructions for accessing and completing the reports are sent by January 1 to the institutions' president and to the person who completed the previous year's report.

For AY 2025-26, **Private Licensed Schools (PLS)** are required to submit an assurance of compliance for the following statutes.

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Questions regarding these statutes or assurances of compliance should be referred to your school's legal counsel. Instructions for accessing and completing the assurance-of-compliance form also available on the [Higher Education Reporting web page](#).

My school has been operational for only a year or less, do I still need to complete the annual assurances of compliance higher education reporting?

Yes. All applicant schools and new school directors have been informed of the yearly reporting requirements.

What if my school has not had active enrollments for the prior year?

Having active enrollments is not a factor in the requirement to comply and complete the annual assurances of compliance higher education reporting. Each school must attest to

having or not having the appropriate reporting criteria and if they do not, ensure appropriate measures are taken to implement such practices prior to the following reporting year.

Sexual Violence Education at Institutions of Higher Education (Article XX-G)

All Private Licensed Schools are required to comply with Article XX-G and establish and implement an educational program on sexual violence, dating violence, domestic violence and stalking. The institution must consult with and enter into a Memorandum of Understanding (MOU) with at least one rape crisis center **and** one local domestic violence program to develop and implement such an educational program.

1. Is the educational program required for all employees (full-time and part-time)?

Yes, all employees should have the ability to participate in the educational program.

2. Do all students (full-time, part-time, residential, online, hybrid etc.) need to participate in the educational program?

Yes, all students should have the ability to participate in the educational program.

3. How often is the educational program to be offered?

Once yearly with a follow-up educational program for all new students and employees.

4. Does the educational program need to be in person?

No. Institutions may utilize this created [video](#) to meet the requirements for XX-G.

5. How does an institution document compliance that staff and students have participated in an educational program?

Institutions may use any internal tracking system the institution deems appropriate to meet this requirement.

Act 69 of 2024 (Title XX-H)

All Private Licensed Schools are required to comply with Act 69 of 2024 in its entirety. There are three (3) sections of Act 69 that became law July 17, 2024. Institutions were expected to implement the law as soon as possible, and no later than in time for the incoming class for the 2025-26 academic year.

- 2004-H Student Fee Transparency
- 2005-H Higher Education Cost Transparency
- 2006-H Exit Counseling

Section 2004-H Student Fee Transparency

1. What student fee information is an institution required to post?

An institution must prominently display on its public website and online student portal descriptions of every mandatory fee charged by the institution. Institutions must publish the amount of every fee along with a description of:

- The general purpose of the mandatory fee;
- How the mandatory fee is expected to be allocated and used; and
- How the mandatory fee will be collected and the academic year or semester for which the fee will be assessed.

Descriptions must be posted prior to the term for which the fee will be charged and before it is included in any tuition bill.

2. What is considered a “mandatory fee”?

Section 2001-H of the School Code defines a “mandatory fee” as a charge imposed to all the institution’s students, irrespective of their course or admission status, for enrollment or attendance for items not covered by tuition, room or board fees.

Mandatory fees for all undergraduate students should be addressed separately from mandatory fees for graduate students.

3. When does the law take effect?

The law took effect July 17, 2024. Mandatory fee amounts and descriptions must be posted prior to the term for which the fee is charged and before it is included in any tuition bill.

4. Are there additional statutory requirements or deadlines?

Beginning November 15, 2025, and by November 15 every year thereafter, institutions also must publish on the institution’s website the following information from the prior academic year:

- Total amount of mandatory fees collected; and
- The amount of mandatory fees allocated to each use.

Additionally, by June 30, 2026, and by June 30 every year thereafter, institutions must provide PDE with a link to their mandatory fee information.

Institutions will be afforded the ability to first provide the link as part of the annual higher education reporting process in January 2026. However, institutions will not be required to submit the link as part of the annual higher education reporting process until January 2027.

5. If an institution charges a fee for books for a particular course, does this qualify as a mandatory fee that requires disclosure?

A mandatory fee is defined as a charge imposed on all the institutions' students. If all the students are required to take a course, then the fees for any books for that course would be a mandatory fee that requires disclosure.

Please also refer to question 1 and Section 2005-H Higher Education Cost Transparency below.

Section 2005-H Higher Education Cost Transparency

1. When must institutions provide cost information to the student?

Section 2005-H of the School Code requires institutions to provide cost information to each prospective student (undergraduate and graduate) as part of the student's offer of enrollment at the institution or as part of the student's financial aid offer.

2. What cost information must be provided?

For students to make fully informed decisions when selecting an institution of higher education, they need to be aware of the costs associated with attending that institution for the duration of their program.

To that end, Section 2005-H requires each institution of higher education to provide the following information to prospective students:

- Estimate of total cost of attendance, including the following:
 - Tuition for the student's first academic year.
 - A list of each fee charged to a student in the student's first academic year
Fees must include both mandatory and optional fees.
 - Breakdown of all room and board options and costs associated with each option for the student's first academic year.
 - Books and supplies.
- Estimate of financial aid offered by the institution, including but not limited to the following:
 - All grants and scholarships that do not require repayment.
 - Student loans that require repayment.
 - Student employment options, such as federal work study.
- Estimate of the net cost that subtracts any scholarships or grants being offered from the estimated total cost of attendance.
- Estimate of the total cost of attendance for subsequent years to include the following:
 - Information regarding whether financial aid is being offered only for the upcoming academic year or if it is renewable for subsequent academic years. If financial aid is renewable for subsequent academic years, the information must include any requirements that must be met for renewal.
 - A history of the previous academic year's tuition.

- An estimate of the total tuition that the student will be charged in each academic year necessary for the student to receive a degree in the student's major.
- An estimate of the total amount of fees charged to a student in each academic year necessary for the student to receive a degree in the student's major.

3. When does the law take effect?

The law took effect July 17, 2024. Institutions were expected to implement the law as soon as possible, and no later than the incoming class for the 2025-26 school year.

4. What information is an institution required to post online?

Each institution must make available on its publicly accessible internet website an estimate of all tuition, fees and room and board that may be charged in an academic year. Institutions must use easily understood terms and clearly identify each piece of financial aid that a student must repay.

5. How should institutions determine subsequent years' costs?

The law does not provide a methodology for institutions to determine future costs. Future costs should be estimated based on prior increases to give students an idea of what charges look like in future years and as a whole. You must list the dollar amount of the estimate, not just as a percentage change.

6. Can institutions use the word “estimated” on the cost disclosure?

Yes. Institutions should clearly indicate when costs are estimated. Institutions also might want to consider indicating how any estimates are calculated (i.e., estimates are based on a percentage increase per year, etc.).

7. Can an institution indicate a percentage change in tuition, room and board from the prior year, or must it publish a dollar amount?

An institution is expected to show the actual dollar amount of tuition, room and board charged last year by the institution. A statement only indicating the percentage change does not meet the statutory requirement and would not be easy for a student to understand.

Tuition and all mandatory and optional fees charged to the student in the first academic year, as well as a breakdown of all room and board options for the first academic year, must be provided to the student as part of the student's offer of enrollment. The institution must also provide the prospective student with an estimate of the total cost of attendance for each subsequent year.

8. Is there a template or format that institutions are expected to use when providing this cost information to students?

Institutions may use any format as long as the information is clear and easy to understand by students.

9. Will links to the required information about fees, costs, and disclosures on the offer letter meet the requirements of section 2005-H?

If the award offer is electronic, the institution may include links to their website that include costs, fees, and other disclosures regarding historical and future cost information. If an award offer is mailed, paper copies of the required information must be included in the award packet.

10. Does the law include state reporting requirements?

No. There are no statutory reporting requirements. Institutions of higher education are responsible for ensuring they are compliant with the law.

Section 2006-H Exit Counseling

1. How do we document and/or report that the student has received exit counseling?

Institutions may use any internal tracking system the institution deems appropriate to meet this requirement.

2. What does section 2006-H require?

Section 2006-H requires each institution of higher education that receives information regarding Federal education loans or other student loans that may require repayment to make financial aid counseling available to each student at the end of the student's final academic term, unless an individual student elects not to participate.

3. What must the exit counseling include?

Section 2006-H provides that financial aid counseling must include, at a minimum:

- A list of all available federal and state programs, including, if available, related websites and contact information, that may assist with payments, reductions or forgiveness of the individual's student loans.
- All available repayment options on student loans known to the institution and, if available, a link to an online student loan payment calculator.
- Information on when a student's loan payments will begin and information on assistance with delaying repayment of loans.
- Any other information that the institution deems necessary to help an exiting (graduating or withdrawing) student understand options relating to repaying student loans.

4. Which students must be offered exit counseling?

Section 2006-H requires institutions to provide exit counseling to each student at the end of the student's final academic term. This includes undergraduate and graduate students who are graduating or leaving the institution permanently or temporarily, even if the student attended less than half-time.

If an institution does not offer financial aid, exit counseling should still occur as students may have taken personal loans or paid with a credit card to pay for their education and due diligence should be taken to ensure those students understand repayment requirements.

5. Can exit counseling be provided virtually?

An institution may offer exit counseling required under section 2006-H in-person or virtually and may partner with the Pennsylvania Higher Education Assistance Agency (PHEAA) or a similar entity to provide the required counseling.

6. Will a video link suffice for the exit counseling requirement?

No. Institutions must provide students with the ability to discuss their specific situation with a financial aid advisor.

7. How does an institution offer exit counseling to students who transfer or withdraw?

Institutions must attempt to make financial aid counseling available to students, even when a student leaves an institution without the institution's knowledge or transfers to another institution. If the institution is unable to get in contact with the student, the institution must mail the information to the student's last known address on file.

8. How does a student "opt out" of exit counseling?

Institutions may determine the process for which students may elect not to participate in exit counseling.

9. Does the law include state reporting requirements?

No. There are no statutory reporting requirements. Institutions are responsible for ensuring they are compliant with the law.

Sexual Violence Education (Article XX-J)

Which category of institution is required to complete this assurance of compliance?

Institutions in Pennsylvania that award an associate degree or higher, including a private licensed school awarding a specialized associate degree.

The Article: [Act 16 of 2019](#)

PDE Guidance: [Act 16 of 2019 | Department of Education | Commonwealth of Pennsylvania](#)

Federal Loan Disclosures (Act 121 of 2018)

Which category of institution is required to complete this assurance of compliance?

An institution of higher education that receives Federal education loan information or other student loan information regarding a student enrolled at the institution of higher education.

"Institution of higher education" includes any of the following:

- A community college operating under Article XIX-A;
- A university within the State System of Higher Education;
- Lincoln University, Pennsylvania State University, Temple University, University of Pittsburgh, and any other institution that is designated as "State-related" by the Commonwealth;
- Any accredited private or independent college or university;
- Any private licensed school as defined in the act of December 15, 1986 (P.L. 1585, No. 174) known as the Private Licensed Schools Act.

The Act: [Act 121 of 2018](#)

[Guidelines for Annual Student Loan Summary Notification \(PDF\)](#)

Fostering Independence Through Education (Act 16 of 2019 (Article XXVI-K))

All Private Licensed Schools that are eligible for the [Chafee Education and Training Grant Program \(ETG\)](#) are required to comply with Act 16 of 2019 in its entirety.

The Act: [Act 16 of 2019 \(PDF\)](#)

Learn more about the [Fostering Independence Tuition Waiver Program](#)