**Section 1175.870 Discontinuance of Program**

a) The Division shall receive a minimum of 30 days written notice of a school's intent to discontinue its program. The notice shall include the exact location where the student records are to be stored.

b) The school owner shall notify the Division in writing of the actual closing date of the school.

c) All school records shall be maintained after the school closes.

d) The school must continue to meet the requirements of the Act and this Part until the actual closing date.

e) Each student enrolled at the time of discontinuation must be provided an official transcript of all hours earned while enrolled in the program.

f) Each student shall be given a refund prorated to at least reflect the percentage of time remaining to complete the course of instruction.

g) Students who have acquired 375 or more clock hours before their school closes shall be allowed to transfer all accumulated hours to another licensed esthetics school with the approval of that school. Schools accepting these hours shall not be credited with the students' pass/fail statistics, set forth in Section 1175.570(b), resulting from their first attempt on the Illinois Esthetician examination.

(Source: Amended at 42 Ill. Reg. 15159, effective August 10, 2018)