

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### BOARD OF NURSING

[M11-266]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Nursing Program Disclosure of Student Costs

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

July 25, 2011

**3. Summary of the contents of the substantive policy statement:**

The purpose of the policy is to inform nursing programs of the costs required for disclosure to all students and prospective students.

Under R4-19-205 all nursing programs must provide accurate and complete information to all students and prospective students about the program including the current cost of the program. This policy provides that minimum information on costs available to all students and prospective students should include accurate tuition and fees and estimations of variable costs with a caveat that costs are subject to change and additional costs may be incurred. Estimations of variable costs should include the following:

- Tuition and Fees
- Textbooks
- Uniforms/Supplies
- Background check/Fingerprinting
- Drug Screens
- Health/Immunization Requirements
- Transportation
- CPR Training
- Cost of Licensure/NCLEX

Students should also be informed whenever possible about refund policies in understandable terms with timelines to inform them of consequences to withdrawal, dismissal, or failure in the program.

**4. A statement as to whether the substantive policy statement is a new statement of a revision:**

This is a new policy statement.

**5. The name, address, and telephone number of the person to whom questions and comments about the substantive policy statement may be directed:**

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4747 N. 7th St., Suite 200  
Phoenix, AZ 85014

Telephone: (602) 771-7803

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**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

Copies of this policy statement may be obtained at no cost via e-mail to the person listed above or on the Board web site: [www.azbn.gov](http://www.azbn.gov). Hard copies may be obtained by contacting the person listed above for \$0.25 per page.