 **EDUCATION POLICY TEMPLATE**

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| **Company Name** | **YOUR LOGO** |
| 123 Company Address Drive |
| Fourth Floor, Suite 412 |
| Company City, NY 11101 |
| 321-654-9870 |
|  |  |  |  |  |  |
| **POLICY NAME** |   | **POLICY NO.** |   |
| **EFFECTIVE DATE** |   | **DATE OF LAST REVISION** |   | **VERSION NO.**  |   |
|  |
| **ADMINISTRATOR RESPONSIBLE** |   | **CONTACT INFORMATION** |   |
| **APPLIES TO** |
| FACULTY |   | STAFF |  | STUDENTS |   |
| STUDENT EMPLOYEES |   | VISITORS |   | CONTRACTORS |   |
|  |  |  |  |  |  |

**SCOPE**

Describe what and to whom this policy applies

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**POLICY STATEMENT**

Describe policy and reason for policy

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**TERMS AND DEFINITIONS**

Define any acronyms, jargon, or terms that might have multiple meanings.

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| **TERM** | **DEFINITION** |
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**POLICY SECTIONS**

Policy intro:

**POLICY SECTION ONE NAME**

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**POLICY SECTION TWO NAME**

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**POLICY SECTION THREE NAME**

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**EXCEPTIONS**

Describe exceptions here

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**RELATED POLICIES AND OTHER REFERENCES**

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**ROLES AND RESPONSIBILITIES**

List the job titles and business offices directly responsible for policy.

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| **ROLE** | **RESPONSIBILITY** |
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**CONTACTS**

List contacts in the table.

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| **SUBJECT** | **CONTACT** | **PHONE** | **EMAIL** |
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| VERSION HISTORY |
| --- |
| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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**LEGAL COMMENTS**

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**ADDITIONAL NOTES**

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