

Katie Hobbs
Governor



Kevin La Mountain
Executive Director

**Arizona State Board for Private
Postsecondary Education**
1740 West Adams Street, Suite 3008
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STUDENT NOTICE REGARDING SCHOOL CLOSURE

In response to your request for financial assistance regarding the closure of the Arizona private postsecondary institution you were attending, the Office of the Arizona State Board for Private Postsecondary Education provides the following information:

The Arizona State Student Tuition Recovery Fund offers a pool of money from which persons affected by the closure of an Arizona private postsecondary institution may recover damages. The Fund consists of fees collected from private postsecondary colleges and schools licensed in the State of Arizona and is administered by the Arizona State Board for Private Postsecondary Education.

Only students who attended a private postsecondary college or school may file a claim against the Fund. All claims must be filed within one year of the college or school closure date. To file a claim, you must complete the provided form and submit it to the Arizona State Board for Private Postsecondary Education at the above address or via email at keith.blanchard@azppse.gov. Fund claims are investigated in two steps: first, claims are reviewed to ensure that a person is eligible to file a claim; second, claims are investigated to determine if the claimant will receive any monetary restitution. Refunds will not be made on federal student loans eligible for cancellation through the United States Department of Education's Loan Forgiveness Program.

Federal Assistance (For Federal Loans Only)

If your tuition at the closed school was funded through federal student financial aid loan programs, you may also be eligible for assistance through the Student Loan Forgiveness Program of the United States Department of Education. This Program provides assistance to students injured by a closed school by forgiving (canceling) student loans. The procedures governing the United States Department of Education's Loan Forgiveness Program require that the student or parent complete an application form entitled **REQUEST FOR LOAN FORGIVENESS DUE TO SCHOOL CLOSING FORM** in order to have the loan(s) cancelled. Upon request, this Application Form will be mailed to you by the lender/bank, which issued the loan(s) **YOU MUST COMPLETE THIS APPLICATION FORM TO BE ELIGIBLE TO HAVE YOUR LOAN(S) CANCELLED**. Therefore, we suggest that you:

- a. Call your lender/bank and request the form. Be sure that they have your correct current address.
 - b. When you receive the Application Form complete it and return it immediately to the lender/bank.
- Note: Be sure to make a copy for yourself.

Please be assured that the State Board will be available to assist you if you require additional information or documentation to substantiate your eligibility for loan cancellation. In addition, be advised that if your loan(s) are determined to be ineligible for cancellation through the United States Department of Education's Student Loan Forgiveness Program, you may still be eligible to receive a refund through the Arizona State Student Tuition Recovery Fund. In such case, the refund would be equal to the amount of the loan(s) the closed school received and would be paid directly to the lender or loan holder.

In 1989, the State of Arizona enacted legislation to create a **STUDENT TUITION RECOVERY FUND**. This Fund provides a pool of money from which persons injured by the closure of an Arizona private postsecondary college or school may recover damages. The Fund is made up of fees collected from private postsecondary colleges and schools licensed in the State of Arizona. The Fund is administered by the Arizona State Board for Private Postsecondary Education.

Only students who attended a private postsecondary college or school, may file a claim against the Fund. All claims must be filed within **ONE YEAR** of the college or school closure date. To file a claim, you must complete this form and submit it to the Arizona State Board for Private Postsecondary Education at the above address to Keith Blanchard at e-mail keith.blanchard@azppse.gov. Fund claims are investigated in two steps; **First**, claims are reviewed to ensure that a person is eligible to file a claim. **Second**, claims are investigated to determine if the claimant will receive any monetary restitution.

STUDENT TUITION RECOVERY FUND CLAIM FORM

STUDENT NAME: _____

STUDENT ADDRESS: _____

STUDENT E-MAIL ADDRESS: _____

STUDENT PHONE NUMBER: _____

COLLEGE/SCHOOL ATTENDED: _____

ADDRESS OF SCHOOL: _____

TUITION INFORMATION: How much tuition and fees did you pay to the institution?
Cash is defined as cash, credit cards, checks, AZ529 Plans.

Total Cash Payments (Tuition and Fees Only) \$ _____

Attach photocopies of documents verifying your financial relationship with the closed school

ENROLLMENT DATA:

Start and End Dates of Enrollment: _____

Program of Study: _____

Were you enrolled when the school closed? _____

Did you graduate? _____ If yes, did you receive a diploma? _____

Did you participate in a "teach-out" with another college or school? _____ If yes, what college or school did you attend or what college or school are you attending currently .?

CLAIM OVERVIEW:

What is the exact nature of your dispute with the closed school? Be specific about your claim and your circumstances. Identify what financial assistance or financial restitution you are seeking. If you don't have room on this page, please continue on an attached page.

By accepting payment from the State of Arizona Student Tuition Recovery Fund, you acknowledge and agree that you forfeit the ability to transfer or apply your credits towards enrollment in any other program equivalent to the program you enrolled at the closed institution.

X _____
Signature of Student

Date: _____

If you need assistance in completing this form, please call (602) 542-5709 or Email
keith.blancbard@azppse.gov

Note: It is your responsibility to see that the State Board Office is notified of your current address and/or telephone number. If mail is returned without a forwarding address or, if we are unable to reach you via mail or telephone, your claim will be denied.

**YOUR CLAIM CANNOT AND WILL NOT BE PROCESSED IF YOU CANNOT BE
REACHED THROUGH THE MAIL OR BY TELEPHONE.**

