Guidelines for students facing school closure

TEXAS HIGHER EDUCATION COORDINATING BOARD

Students enrolled in a school that has closed or has announced a pending closure have several options to consider and steps to take to continue their education.

GUIDELINES

If you are enrolled in a school that has closed or has announced a pending closure, there are several options to consider and steps to take to continue your education.

Obtain Academic, Attendance and Student Financial Aid Records

It is important to obtain your academic, attendance and financial records as soon as possible. Act quickly. Time is limited to obtain these records directly from the school. The Texas Higher Education Coordinating Board requests information from all schools that are closing, specifically regarding the arrangements they have made for maintenance of students' records. In the best of circumstances, the Coordinating Board will be able to direct students to the custodian of those records. However, schools may close quickly and not provide proper information to the Coordinating Board. Also, as time passes, records may be transferred to subsequent custodians and the Coordinating Board may not be notified of the transfer. Therefore, it is best to obtain copies as soon as possible once notified of your school's closure.

These records are needed if you plan to transfer into another program of study, participate in an offered "teach-out" option (see below for a definition), or request a student loan discharge from the U.S. Department of Education.

Obtain Copies of All Paperwork the School Provides

Carefully review all paperwork that the closed or closing school asks you to sign and keep signed copies for your file. Also, make copies of any enrollment agreements and school receipts. Keep all school documentation in a folder for future reference.

These records will help your new school determine what federal student aid you have received and how much student aid you may receive for the remainder of the school year. In addition, these records will help your new school determine what coursework you have successfully completed and how many credits or hours may transfer to your new program.

Understand the Difference Between Transfer and Teach-out

Transfer is the potential to use your academic credits or hours earned at the school that closed and be able to use them to complete your program of study at another school. You may incur additional costs. Contact the school you want to transfer to and determine which of your credits or hours earned will be accepted.

Teach-out means another school offers you the opportunity to complete a similar or identical program of study for which you may not incur additional costs other than what you would have paid had you been able to complete your program at the school that closed.

Apply for a Loan Discharge (if applicable)

Students who choose not to transfer or participate in a teach-out option may be eligible for a loan discharge for a federally subsidized student loan. However, loan discharges are not automatic upon school closure. An application must be submitted. Contact your lender or the Department of Education (1-800-4-FEDAID). A loan discharge application is available online at https://studentaid.ed.gov/. For non-federal loans, contact the loan holder to inquire about relief options, if any, available to you concerning your student loans.

Check Department of Education Website for Updates

https://studentaid.ed.gov/about/announcements/corinthian

Moving forward

Schools, like businesses, may need to close if they do not have the resources to continue operations. Understand your options and know that, even in the best of circumstances, it will take time to process resolutions for every student affected by a school closure.

Despite this frustrating experience, the Texas Higher Education Coordinating Board hopes this situation does not discourage you from continuing your education and training. It is estimated that by 2020, 65 percent of U.S. jobs will require education and training beyond a high school diploma. Keep moving forward to ensure your successful future!

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