**STUDENT NOTICE**

**REGARDING SCHOOL CLOSURE**

**Arizona State Assistance**

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

**STUDENT TUITION RECOVERY FUND CLAIM FORM**.

The Arizona State Student Tuition Recovery Fund provides a pool of money from which persons

injured by the closure of an Arizona private postsecondary institution 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, required to participate in the Fund,

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. 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**

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, required to participate in

the Fund 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 or 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 NAME: .**

**STUDENT ADDRESS: .**

**STUDENT E-MAIL ADDRESS .**

**STUDENT PHONE NUMBER: .**

**SOCIAL SECURITY NUMBER: .**

**COLLEGE/SCHOOL ATTENDED: .**

**ADDRESS OF SCHOOL: .**

**: .**

**: .**

**TUITION INFORMATION:** How much Tuition did you pay to the institution?

$ CASH $ GSL $ SLS $ PLUS

$ GRANTS OTHER

**STUDENT TUITION RECOVERY FUND**

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**If possible, send 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.

**: .**

**: .**

**: .**

**: .**

**: .**

**X: . Date: :**  .

**Signature of Student**

**If you need assistance in completing this form, please call (602) 542-5709 or E-mail** [**Keith.Blanchard@azppse.gov**](mailto:Keith.Blanchard@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 terminated**.**

**YOUR CLAIM CANNOT AND WILL NOT BE PROCESSED IF YOU CANNOT BE**

**REACHED THROUGH THE MAIL OR BY TELEPHONE.**

**Revised: October 6, 2016**