**NOTICE OF PROPRIETARY SCHOOL CLOSURE**

1. Name of School
2. Location

Number and Street City Zip Code

1. Anticipated date of closure:
2. Enrollment (programs licensed by Board of Community Colleges):
3. Contact person during/after closure:
* Contact number & email:
1. Bond company & contact number:
* Current bond: $
1. Explain availability and how students will obtain official transcripts:

1. Identify teach-out partners and comparable programs offered at nearby institutions:

**AFFIRMATION:**

I certify that I am an authorized representative of the school identified herein. I affirm that ALL *Additional Required Documentation* (Items A - F on the following pages) are attached to this Notice. I further certify the school will confirm completion of all student teach-outs, transfers, and refunds; and record transfer to the State Archives, upon final closure of the institution.

Print Signature Date

**ADDITIONAL REQUIRED DOCUMENTATION**

1. **Termination of advertising/recruitment** – Submit an attestation (on official school letterhead) from the school’s owner or designee, affirming that all advertising, marketing, recruitment, and student enrollment has ceased.
2. **Written notice to students** – Submit a copy of the written notice advising students of the school’s intention to close. The written notice **must** give students a minimum 30-day notice of the closure **and** advise students who received federal loans of the option to investigate whether their loans could be forgiven, cancelled, or discharged by visiting <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation>.
3. **Complete report covering all impacted students**:
	1. Enrolled students who have not started classes – Provide a list of all students complete with name, contact information (phone & email), program of enrollment, and documentation showing all such students have been reimbursed in-full.
	2. Enrolled students who have started classes and will complete (be taught-out) their respective training before school closure – Provide a list of all students complete with name, contact information (phone & email), program of enrollment, expected date of completion, and documentation that all such students have agreed to the teach-out plan for their individual training.
	3. Enrolled students who have started classes and will transfer to another institution to complete their respective training – Provide a list of all students complete with name, contact information (phone & email), program of enrollment, transfer institution, expected date of completion, and documentation that all such students have agreed to the teach-out plan for their individual training.
	4. Enrolled students who have started classes, but will not transfer to another institution or otherwise complete their respective training before school closure - Provide a list of all students complete with name, contact information (phone & email), program of enrollment, total amount of tuition and fees charged to the student, amount (if any) of federal funding the student received, total amount of refund owed to the student, and expected date the student will be issued a refund.
	5. Enrolled students who have started classes, but are on a leave of absence and will not complete their training before school closure – Provide a list of all students complete with name, contact information (phone & email), program of enrollment, total amount of tuition and fees charged to the student, amount (if any) of federal funding the student received, total amount of refund owed to the student, and expected date the student will be issued a refund.
4. **Record transfer to the State Archives** – Submit an attestation (on official school letterhead) from the school’s owner or designee, affirming the school will transfer academic and financial records to the State Archives (<https://archives.ncdcr.gov/>). The attestation **must** identify the anticipated date upon which all records will be transferred. Academic and financial records **shall** include:
	1. Admission and cumulative records for each individual student including, but not necessarily limited to: (a) student application and enrollment agreement; (b) complete accounting of all financial payments received on behalf of the student, including private and/or federal sources, if any; c) complete record of academic progress, including the date the student began instruction at the school and information about each program of instruction the student was enrolled, including the name of the program, length of program in clock or credit hours, record of attendance including date of program completion or last date of attendance, academic grades, and transcript of completion and/or record of achievement at up to the last date attended or up to the time the school ceased operations.
5. **Confirmation of notice to other agencies** – Submit an attestation (on official school letterhead) from the school’s owner or designee and documentation that other applicable federal (Department of Education – Title IV Funding) or state agencies (Board of Governors - Degree programs; State Approving Agency - GI Bill; DHHS - Nurse Aide I programs; Board of Nursing - Nurse Aide II programs; and/or the NC Dental Board - Dental Assistant programs) were noticed of the closure.
6. **Surrender of Proprietary School License** – Return the Proprietary School License issued by the State Board of Community Colleges.