

August 16, 2016

Dear Alumni:

As many of you know, after significant discussion and deliberation, the difficult decision has been made to close Brooks Institute. The purpose of this letter is to provide you with additional information and clarity regarding the anticipated timing of the transition, what it means for our alumni, and to ensure you have the appropriate contact information should you have any immediate questions or concerns.

We want to express to you, our alumni, our gratitude for the opportunity and privilege to know you and serve such an important role in your education. Unfortunately, and to our deep regret, changes in economic and regulatory conditions in recent years have had a significant, prolonged, and negative impact on the institution. We have attempted to mitigate this impact through contraction, strategic planning, and innovation, but sadly, we have achieved only limited success. Because we do not expect the adverse conditions to change in the foreseeable future, our only remaining, responsible course of action is to proceed with closure.

In the coming days we will provide additional information and updates relating to the closure of Brooks Institute. For now, we want to communicate the following, in an effort to answer the immediate questions regarding the closing and what it means for our alumni:

1. The status and recognition of your degree from Brooks Institute will remain as is, regardless of the future of the Accrediting Council for Independent Colleges and Schools (ACICS) and Brooks Institute. Essentially, if a school is accredited when you graduate, your degree is always considered to be received from an accredited institution.
  2. Brooks will cease enrolling new students immediately and will not resume teaching classes this fall. It is our expectation that the campus will close completely, effective October 31, 2016.
  3. We are making arrangements for all student records to be stored permanently. As we near the closure date, we will provide students and alumni with information regarding the location of those records and the process for making records requests (*e.g.*, request for transcript).
  4. The volunteer-run alumni association plans to continue alumni services beyond October 31. They are asking current students and alumni to follow them on social media (Facebook: Alumni Association of
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Brooks Institute, Instagram: Alumni of Brooks Institute (@alumni\_brooks institute) for updates until the new alumni website and databases can be established. Alumni are also offering mentoring and industry guidance for students effected by the closure. Please reach out to the alumni board at: [contact@brooks alumni.com](mailto:contact@brooks alumni.com) with any additional questions.

5. Though we will not resume classes this fall, we will continue to offer administrative and student services support through October 31. We also will assist students with transitional matters during this period.
6. We are working to identify other schools that may be able to receive current students on transfer, or to assist with a teach-out, so that those who have not graduated as of Brooks' closure will have the opportunity to complete their program or one similar to it. We will provide additional details regarding any transfer or teach-out opportunities as soon as such details become available.

Please note that all plans relating to the closure of Brooks Institute are subject to review and approval from the California Bureau for Private Postsecondary Education, the Accrediting Council for Independent Colleges and Schools, and other regulators.

If you have any questions regarding this letter or the closure process, please do not hesitate to contact me at the Transition Office via email at [transition@brooks.edu](mailto:transition@brooks.edu) , or by phone at +1 805 585 8010. I am an employee of the school's parent company, and will be serving as the on-site Transition Officer throughout the closure process. During this period, I will be working closely with Provost Johnson, regulators, and other parties to facilitate the transition to closure. Chief among my responsibilities will be ensuring that you remain informed every step of the way.

Sincerely,

**Kristen Howard** | Transition Officer

**Brooks Institute**

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