

August 17, 2016

Dear Student:

As you know, on Friday, August 12, we announced that the decision had been made to close Brooks Institute. At that time, we also informed you (a) that we would be working to identify schools that may be able to take current students on transfer, or to assist with a teach-out, and (b) that we would be communicating updates relating to your rights and options as a student. The purpose of this letter is to provide you with important information concerning each of these points. As always, please note that all plans relating to the closure of Brooks 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.

Teach-Out and Transfer Opportunities

1. With regard to teach-out and transfer opportunities, we are working intensely with each such institution to finalize the details of various teach-out and transfer opportunities, and to secure necessary regulatory approvals.
2. **Today, Wednesday, August 17, and tomorrow, Thursday, August 18, representatives of various institutions will be on campus to engage with students, to discuss their programs and services, and to describe the transfer and teach-out opportunities they can provide for you to complete your education. Representatives will generally be available between 10:00 am and 2:00 pm. We strongly encourage students to attend both days and to speak to explore all options.**
3. Subsequent to evaluating all teach-out and transfer options, it is critically important that you complete a *Teach-Out/Transfer Election* form, even if you determine not to participate in any of the available opportunities. This form alerts the Institute to any decision you have made, and helps to ensure that we are able to coordinate with your new institution to ensure a rapid and effective transition. A copy of the form is attached to this letter. Paper copies also will be available at multiple locations throughout the institution. Please return all completed *Teach-Out/Transfer Election* forms to the Transition Office, or through e-mail at: transition@brooks.edu.

Rights and Options

4. As we discussed during the August 12 announcement, when a school closes, students are afforded certain rights and options under both California and Federal law. Under California law, students enrolled at the time of a school closure (or within 60 days of the school's closure) may be eligible for reimbursement through the Student Tuition Recovery Fund (STRF). The STRF exists to relieve or mitigate economic losses suffered by a student in an educational program at a qualifying institution if the student was a California resident (or was enrolled in a residency program). The student of a closed school must have: (a) prepaid the tuition, (b) paid the STRF assessment, and (c) suffered loss.
 5. Students who have exhausted all other possible ways to recover lost tuition expenses may file an STRF claim application with the California Bureau for Private Postsecondary Education. Information relating to the STRF may be found at <http://www.bppe.ca.gov/students/strf.shtml>. For general information, the Bureau may be contacted via phone at (916) 431-6959. The Bureau's main web address is www.bppe.ca.gov.
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6. In certain circumstances, students who accepted federal financial aid may be eligible to apply for a closed school loan discharge with the United States Department of Education. Information relating to closed school loan discharge, including eligibility requirements and application processes, is located on the Department's website at the following address <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/closed-school>.

Once again, if you have any questions regarding this letter or the closure process, please do not hesitate to contact me via email at transition@brooks.edu, or by phone at (805) 585-8010.

Sincerely,

Kristen Howard
Transition Officer
Brooks Institute

Teach-Out/Transfer Election Form

As you know, the difficult decision recently was made to close Brooks Institute. We are extraordinarily grateful that following the announcement of the Institute's closure, a number of institutions reached out to us to discuss teach-out and transfer opportunities ("Partner Institutions"). Presently, those opportunities are being announced on campus and elsewhere. The purpose of this *Teach-Out/Transfer Election* form is to offer each student the opportunity to formally elect whether he or she wishes to participate in any such opportunity.

It is critically important that you complete this *Teach-Out/Transfer Election* form, even if you determine not to participate in any of the available opportunities. This form alerts the Institute to any decision you have made, and helps to ensure that we are able to coordinate with your new institution to ensure a rapid and effective transition. Please return the completed form to Transition Office or e-mail it to: transition@brooks.edu.

First Name: _____ Last Name: _____
Brooks Student ID# _____ Birth date: ____/____/____
Brooks Major: _____
Student's e-mail: _____ Student's phone number: _____

_____ I hereby certify that I, the undersigned, wish to participate in the teach-out/transfer opportunity offered by the Partner Institution identified below, and authorize Brooks Institute to transfer academic records to the Partner Institution in support of my admissions application.

Partner Institution: _____

_____ I hereby certify that I, the undersigned, **do not** wish to participate in a teach-out/transfer opportunity offered by a Partner Institution.

Student Name (Print) Student Signature Date

Parent/Guardian Signature (if Student is under 18 years of age) Date