Peter Blake
Director

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NOTICE TO ALL ENROLLED STUDENTS OF MEDTECH COLLEGE AT THE TIME OF CLOSURE

REVISED
August 26, 2016

The State Council of Higher Education for Virginia (SCHEV) has been notified that Medtech College has voluntarily ceased offering postsecondary education. The U.S. Department of Education has noted its official closure date as August 10, 2016.

All students enrolled at Medtech College at the time of closure will receive a copy of this letter via email or US mail. In addition, in the event all students cannot be reached, SCHEV has posted this information on its website to ensure students have important information regarding the closure of Medtech College.

The following options are available to students enrolled in Medtech College at the time of closure:

1. Students wishing to transfer to another institution may request an academic transcript from SCHEV. We will provide one official or unofficial copy of a student's transcript at no charge for 60 days following the closure of the institution (Until **October 11, 2016**). Thereafter, transcripts will still be available at a nominal cost.

2. Students who have federal loans and will not pursue a transfer to another institution, have the option of loan forgiveness. For additional information, please visit: https://studentaid.ed.gov/sa/about/announcements/medtech

3. Students who paid tuition directly to the school and will not pursue a transfer to another institution have the option to file a claim for unearned tuition. Refunds through the student guaranty fund are available through SCHEV. Please download and complete the following forms found at this link: http://www.schev.edu/docs/default-source/institution-section/pope/other-pope-forms/student-tuition-guaranty-fund-claim-form.pdf?sfvrsn=2

http://www.doa.virginia.gov/Admin_Services/CVG/Forms/W9_COVSubstitute.pdf

Mail all correspondence to:
Ms. Monica Lewis
State Council of Higher Education
101 North 14th Street
James Monroe Building, 9th floor
Richmond, VA 23219

If you have question regarding refunds, please send an email to MonicaLewis@SCHEV.edu with the words **MEDTECH COLLEGE REFUND** in the subject line.

Finally, SCHEV is working with the administration of Medtech College to obtain and preserve academic records for all former students. All future requests for academic transcripts will be processed via SCHEV.

If you have any questions or need additional assistance to determine the options available to you, please send an email to SandraFreeman@SCHEV.edu with the words **MEDTECH COLLEGE** in the subject line.

Sincerely,

Sylvia Rosa-Casanova

Sylvia Rosa-Casanova
Director
Private and Out-of-State Postsecondary Education