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## **NOTICE TO ALL ENROLLED STUDENTS OF REGENCY BEAUTY INSTITUTE AT THE TIME OF CLOSURE**

November 9, 2016

The State Council of Higher Education for Virginia (SCHEV) is providing important information to students who were enrolled at Regency Beauty Institute at the time of its closure on September 28, 2016. It will supplement information provided by Regency Beauty Institute regarding choices available to students displaced by its precipitous closure.

All students enrolled at Regency Beauty Institute 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 access to this important information.

We hope that students have found new schools to complete their studies. However, if you have not, please read the important information below. The following options are available to students enrolled in Regency Beauty Institute at the time of closure:

1. SCHEV has obtained the academic records (transcripts) from the Regency Beauty Institute, you can obtain a free copy of your transcript through the end of this year. At the beginning of next year, there will be a fee associated with requesting a record. To request a transcript, follow this link to fill out the form from our website: <http://schev.edu/docs/default-source/institution-section/pope/requesttranscriptsearchform2016.pdf?sfvrsn=2>
2. Students who have federal loans and will not pursue a transfer to another institution, have the option of loan forgiveness. For additional information, follow this link to the U.S. Department of Education: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation>

3. Students who paid tuition directly to the school (out-of-pocket) 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 form 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>

If you have question regarding refunds, please send an email to [MonicaLewis@SCHEV.edu](mailto:MonicaLewis@SCHEV.edu) with the words **REGENCY BEAUTY INSTITUTE REFUND** in the subject line.

If you have any questions or need additional assistance to determine the options available to you, please send an email to [SandraFreeman@SCHEV.edu](mailto:SandraFreeman@SCHEV.edu) with the words **REGENCY BEAUTY INSTITUTE** in the subject line.

Sincerely,



Sylvia Rosa-Casanova

Director

Private and Out-of-State Postsecondary Education