



Peter Blake  
Director

**COMMONWEALTH of VIRGINIA**  
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## **NOTICE TO ALL ENROLLED STUDENTS OF ITT TECHNICAL INSTITUTE**

**UPDATED:** September 13, 2016

On September 6, 2016, the State Council of Higher Education for Virginia (SCHEV) was notified that *ITT Technical Institute* voluntarily ceased offering postsecondary education and closed all its campuses. SCHEV is working with *ITT Technical Institute's* accrediting agency, and the US Department of Education (USED) to determine alternatives for students affected by the sudden closure of the school.

All students enrolled at *ITT Technical 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 will post this letter on its website to ensure students have access to this important information.

### **IF YOU WISH TO TRANSFER TO ANOTHER INSTITUTION**

1. Institutions throughout Virginia have volunteered to host transfer fairs to provide students with options to continue their studies. Please see the addendum at [this link](#) on our website to obtain details on informational open houses near you. We will continue to update the list as necessary. Please continue to check our website at [www.schev.edu](http://www.schev.edu) for the latest information on transfer fairs scheduled throughout Virginia.
2. To obtain a copy of your transcript, please access the updated ITT website at <http://itt-tech.info/> Transcripts will be available to all students (including alumni) beginning **Friday, September 9, 2016**.
3. The updated website also provides additional information for students and copies of catalogs that will be useful when other institutions evaluate ITT transcripts for transfer credit.

### **IF YOU WISH TO REQUEST LOAN FORGIVENESS**

1. 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/itt>. The student aid

website includes current information on the ITT closure; dates and times for webinars with useful information provided by USED; and school discharge information.

### **TUITION REIMBURSEMENT OF UNEARNED TUITION**

Students who incurred an out-of-pocket expense for any portion of fall 2016 semester and did not receive a refund from *ITT Technical Institute* have the option to file a claim for unearned tuition. Refunds through the student tuition 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>

[http://www.doa.virginia.gov/Admin\\_Services/CVG/Forms/W9\\_COVSubstitute.pdf](http://www.doa.virginia.gov/Admin_Services/CVG/Forms/W9_COVSubstitute.pdf)

If you have questions regarding refunds, please send an email to [MonicaLewis@schev.edu](mailto:MonicaLewis@schev.edu) with the words **ITT TECH REFUNDS** in the subject line.

Mail completed forms to:  
Ms. Monica Lewis  
State Council of Higher Education for Virginia  
James Monroe Building  
101 N. 14 Street 10<sup>th</sup> Fl.  
Richmond, VA 23219

If you have additional questions or need assistance with the options available to you please send an email to [SandraFreeman@schev.edu](mailto:SandraFreeman@schev.edu) with the words **ITT TECH** in the subject line.

Sincerely,

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