

SCHEV
James Monroe Building
101 North Fourteenth Street
Richmond, Virginia 23219



State Council of
Higher Education for Virginia

Phone: (804) 225-2600
Fax: (804) 225-2604
TDD: (804) 371-8017
Web: www.schev.edu

Student Tuition Guaranty Fund Claim Form

I. General Information

The Student Tuition Guaranty Fund is designed to issue refunds of unearned tuition to students unable to complete their program of study due to a school closure. The student had to be enrolled at the time of the closure to be eligible for the partial refund. The claim will not include the cost of books, supplies, or fees that have been paid.

Copies of your Enrollment Agreement or contract, completed W-9, and proof of payment for all tuition payments made to the school (i.e. promissory note, school receipt, cancelled check – front and back, credit card receipt or statement showing charge to school) must be submitted with the claim form.

Students have three years from the date of the school closure to file a claim against the Student Tuition Guaranty Fund. If the tuition was paid by a student loan, the refund will be sent to the lender with any remaining balance going to the student.

Student Name:				Date:	
Mailing Address:					
City:		State:		ZIP Code:	
Home Phone:	()	Cell Phone:	()		
Work Phone:	()	E-mail Address:			
School Name:					
City:		State:		ZIP Code:	
Program of Study:		Enrollment Dates		to	
Program Cost	\$	Total Tuition Paid:		\$	
Method of Payment:			Lender		
Last date attended:		Borrower Name (if different from student):			
Total Loan Amount:	\$	Outstanding Balance:		\$	
Total <input type="checkbox"/> credit / <input type="checkbox"/> clock hours for program completion:					
Total <input type="checkbox"/> credit / <input type="checkbox"/> clock hours completed:					
Provide a listing of all courses required for program completion:					
Provide a listing of all courses student completed before school closed:					

Have you received payment from any other Student Tuition Guaranty Fund due to this schools' closure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the name of the State and payment amount:	
Have you been part of any monetary settlement as a result of legal action by the school of your lender?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the result of the settlement?	
Has any part of your loan been forgiven by your lender?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much has been forgiven?	
If your tuition was paid by credit card, has the company investigated the charge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the outcome of the investigation?	

With my signature and under penalty of perjury, I swear that to the best of my knowledge, all information I have provided in this document is true and accurate; and that I was a student at the above-named school at the time of its closure.

Student Signature: _____ Date: _____

STATEMENT OF NOTARY

City/County of:	Commonwealth of Virginia	
The foregoing instrument was acknowledged before me this:	_____ day of _____,	20____
by:	_____, who appeared before me in this jurisdiction	
	<i>(Printed Name of Individual Above)</i>	
Aforesaid and acknowledged that the information contained herein is true and correct.		
I further certify that my Commission expires	<i>Date</i>	<i>Notary Registration Number</i>

(Notary Public)