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TO: ACI Students Who Were Scheduled to Begin Classes in 2013  
DATE: 2/4/13  
RE: American Career Institute School Closure

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Some American Career Institute (ACI) students were scheduled to begin classes, or began classes in 2013, prior to the school's closure. The Division of Professional Licensure (DPL) is referring to these students as "Fresh Starts," as these students are eligible to seek a fresh start with another school or institution. This category of student includes:

- Those who were enrolled at ACI, but had not yet started their program; and
- Those who were enrolled at ACI and began classes, but had not yet completed a single course.

Before moving on to another school or institution, students who qualify as "Fresh Starts" must first address any financial obligations related to their enrollment at ACI. If these financial issues are not addressed, they may result in unintended consequences such as limiting students' access to future student loans or any type of loan, and may damage students' credit histories. Please see DPL's handout on *Financial Information for Former ACI Students* for more information and tips on resolving these obligations.

In the meantime, DPL is providing students with any copies of their enrollment agreements, ledger cards, and transcripts that are currently available. Please note that some student records obtained by DPL are currently incomplete due to the unavailability of paper copies of these documents. However, DPL has been in contact with ACI representatives regarding this issue, and is working to obtain electronic copies of any missing student records.

These documents may be needed when discussing loan forgiveness with lending officials. In order to receive these records, students must present a valid photo ID that matches the name on their records and will also be required to sign a document acknowledging they have received them. Please be advised that no one other than the student will be allowed to pick up copies of these documents.

DPL thanks students for their patience during this transition and we wish them the best with their future educational endeavors.

