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Bulletin #1 – Old Colony Trade and Technical School of Brockton

TO: Current and Former Students of the Old Colony Trade and Technical School of Brockton

DATE: October 3, 2013

RE: Process For Submitting A Claim For A Refund

On June 3, 2013, Old Colony Trade and Technical School of Brockton (Old Colony), a private occupational school, closed. As a result, the Division of Professional Licensure (DPL) will be administering a claims process for eligible students affected by the closure.

If you paid the school for coursework that you did not receive, before filing a claim, DPL recommends that you do the following:

If you paid by check	If your check has not already been cashed by the school, contact your bank to stop payment on the check. If the check has been cashed, please obtain a copy, which will be useful when filing a claim.
If you paid by credit card	Contact your credit card company immediately in writing. Please see the Federal Trade Commission’s website at: http://www.ftc.gov/bcp/edu/pubs/consumer/credit/cre16.shtm for specific instructions, and a sample letter for your convenience. It would be wise to also include with your letter a copy of your enrollment agreement, also known as a personal service contract, as evidence of the contract between you and the school, as well as a copy of this bulletin as verification of the school’s closure and subsequent breach of contract. If you paid by credit card, following the FTC’s instructions are your best recourse.
If you are attending school under M.G.L. c. 151A s. 30 (unemployment law) and 430 CMR 9.0	You should contact the Division of Unemployment Assistance at 617-626-5375 to notify them of this disruption in educational services. They will work with you to make the necessary adjustments to your claim.
If you are attending school with financing from your local career center	Please contact the career center and apprise them of this closure.

Filing a Claim for a Refund with DPL:

Beginning Thursday, October 3, 2013, DPL is providing a process by which certain students affected by Old Colony’s closure may file a claim for a refund. Eligible students may submit



claims for refunds of tuition paid to Old Colony, or other expenses related to their enrollment at the school.

Eligibility:

Students who are considered eligible to submit a claim include:

- Students who did not complete their coursework or program of study through Old Colony;
- Students who were denied a discharge of their student loan(s); or
- Students who paid for products or materials from Old Colony (for example, books, equipment, etc.), but did not receive them.

Please be advised that DPL will give priority to claims seeking a refund of tuition paid to Old Colony. Once all tuition related claims have been resolved, DPL will work to resolve claims from students seeking refunds for other expenses related to their enrollment at the school.

How to Submit a Claim for a Refund

To submit a claim for a refund, please complete the claim form and provide all supporting documents. An “Old Colony Claim Checklist” is also provided to assist you with the claim form. These forms are available on our website, or through the following link. Once you have completed the form, please mail it and its attachments to DPL at the following address:

Division of Professional Licensure
Office of Private Occupational School Education
1000 Washington Street, Suite 710
Boston, MA 02118-6100

Please note that DPL will not accept electronic copies of the claim form, including e-mailed or faxed forms. Students who change their address before their claim has been resolved are asked to notify DPL immediately, in writing, of their new address and must also submit a new W-9 Taxpayer Identification Form.

Deadline for Submitting Claims

Students may submit claims beginning Thursday, October 3, 2013, through Monday, December 2, 2013. All claims **MUST** be received before 5:00 pm EST on **Monday, December 2, 2013**. Any claims received after this deadline will only be processed if funds remain after payment of timely filed claims. All eligible students are strongly encouraged to submit their claims as soon as possible. Students may be contacted by DPL to obtain additional information.

Following the December 2, 2013 deadline, DPL will evaluate all claims received. Claimants will be notified whether they have a valid claim or whether their claim has been denied. Although we cannot offer a specific time frame when the funds will be distributed, we anticipate that payments of valid claims will be paid before the end of 2013.

Students, who would like confirmation that their claim was received by DPL, please provide a self-addressed stamped envelope and DPL will return a date-stamped copy of the first page of your claim form.

Questions:

If students have questions about how to complete the claim form or if they have questions about their student records, they can call 617-727-5811, Monday – Friday from 9 a.m. – 12 p.m. and 2 p.m. - 5:00 p.m.