



The Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: 781-338-6048
TTY: N.E.T. Relay 1-800-439-2370
<http://www.doe.mass.edu/ops/>

email: proprietaryschools@doe.mass.edu

Office of Proprietary Schools

Claim for Restitution Checklist

Please use this checklist to make sure your application for restitution is complete. We cannot process incomplete applications as incomplete claims may delay the restitution process for all students.

Each claim for restitution must include the following:

- Claim for Restitution**, with signature in ink
- Proof of payment to the school**. Please keep original documents for your records.
- Enrollment agreement** with the school, signed by student and a school representative.
- W-9 Taxpayer Identification Number Form**, with signature in ink (available on our website)
- Commonwealth Terms and Conditions Form**, with signature in ink (available on our website)

If you would like confirmation that the Department has received your claim, please include a self-addressed, stamped envelope.

If you change address before this claim is settled, please notify the Department of your new address in writing, including what school you filed a claim against, and you must submit a new [W-9 Taxpayer Identification Form](#) and a new [Commonwealth Terms and Conditions Form](#).

Please address all correspondence to the attention of:

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Office of Proprietary Schools
75 Pleasant Street, P.O. Box 4906, Malden, MA 02148-4906

The Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906
781-338-6048

Telephone:

TTY: N.E.T. Relay 1-800-439-2370
<http://www.doe.mass.edu/ops>

CLAIM FOR RESTITUTION FORM

Do not complete this claim form unless the Department has posted a [bulletin](#) on its website seeking claims for restitution from students from your school. Completing this form before the Department requests it will not help you obtain a refund earlier and may actually slow the process for everyone as it may be returned to you. Please complete all information requested below and attach all required documents so the Department may determine whether you are eligible for reimbursement based on your enrollment at the closed school and your documentation of tuition payment. Please keep a signed and dated copy of this claim and its attachments for your records.

Mail completed form and additional documentation to:

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION OFFICE OF PROPRIETARY SCHOOLS

Please print or type all information.

1. Name: Mr. Ms. (please circle)		
2. Street Address & Apt. # If you change address before this claim is settled, please notify the Department of your new address in writing, including what school you filed a claim against, and you must submit a new W-9 Taxpayer Identification Form and a new Commonwealth Terms and Conditions Form .		
City	State	Zip Code
3. Telephone Number – Day: (include area code)		Evening:
4. Email:		
5. Social Security Number (of student): If no SSN, Alien Reg. #:	6. Date of birth (of student):	
7. Name of the closed school: Campus location:		
8. Check the box which describes your status with the school: <input type="radio"/> Student <input type="radio"/> Family member of student <input type="radio"/> Employee of school <input type="radio"/> Other :		
9. If you are not the student, please enter the name of student and explain the reason you are filing this complaint on behalf of the student: (Note: The Department may require a notarized Power of Attorney.)		
10. Name of course/program of study for which the student paid:		
11. Dates of Attendance (Month/Day/Year to Month/Day/Year): _____ Expected completion date (had the school not closed): _____		

12. Did the student complete the program before the school closed? Yes or no (circle one)

- If the answer is “no,” please explain why the student did not complete the program.
- If the answer is “yes,” then the student is not eligible to file a claim for restitution.

13. Please list the classes the student paid for, separating them into a) those completed before the school’s closure, and b) those not completed before the school’s closure. Be sure to attach the student’s signed enrollment agreement as evidence of the courses for which the student contracted with the school.

a) Completed

b) Not completed

\$ _____	\$ _____
_____	_____
_____	_____
_____	_____

14. If a “teach out” opportunity was provided by another school and approved by the Department, did the student enter into a “teach out” agreement with another school? Yes or no (circle one)

Name of Other School: _____ Dates of Attendance: _____

Note: If student participated in a teach out at another school, student cannot also file a claim for restitution.

15. Cost of Tuition: \$ _____
 Cost of Other: \$ _____ (Incidental costs of attendance will not be eligible for reimbursement, e.g., transportation, books, materials, loan fees, living expenses.)
 Total Cost of Program \$ _____
 Attach a copy of your signed enrollment agreement as proof of this information.

16. Tuition Costs: In the chart below, which continues onto the next page, please indicate how tuition was paid to this institution and attach all requested documentation. Please use additional sheets, if necessary. **Do not send original documentation.** Note: Students are only eligible to claim tuition for periods for which they did not receive coursework. Please see the attached examples for additional help.

Name(s) of Loan/Grant/Credit Card, Etc.	State	Federal (e.g., Pell, Stafford, PLUS)	Private (e.g., KeyBank)
<p>Loans _____</p> <p>_____</p> <p>(If the loan has been discharged, you cannot also request a refund of the discharged funds. If the loan has not been discharged, provide loan number(s), proof of disbursement date(s) and to whom; attach copy(ies) of signed and dated promissory note(s) or disclosure statement(s), monthly payment statements are not sufficient)</p>	<p>Circle type of loan for each:</p> <p>State/Federal/Private Lender Name of Lender: _____ Amount: \$ _____</p> <p>State/Federal/Private Lender Name of Lender: _____ Amount: \$ _____</p> <p>State/Federal/Private Lender Name of Lender: _____ Amount: \$ _____</p>		

Grants _____ (Attach copy(ies) of dated grant award letter(s))	Amount: \$ _____ Amount: \$ _____ Amount: \$ _____
Scholarships _____ (Attach copy(ies) of dated scholarship award letter(s))	Amount: \$ _____ Amount: \$ _____ Amount: \$ _____
Cash/Check _____ (Provide copies of cancelled checks, and/or attach copies of cash payment receipts showing the date and amount paid to the school)	Total amount paid by cash or check: \$ _____
Charge _____ (Provide copy(ies) of credit card charge slip(s) or credit card statement(s) showing charge(s) to the school. If you paid by credit card, we cannot process this claim until such time as you have a letter from the credit card company that states they are refusing your claim under the Fair Credit and Billing Act)	Amount: \$ _____
Other _____ (Provide copies of any additional documentation from other sources of payment to the closed school)	Amount: \$ _____

I hereby acknowledge that by signing this Claim for Restitution I am giving the Department of Elementary and Secondary Education authority to review and secure any and all of my student records in order to appropriately review and resolve this claim. By checking off each of the items below I certify that:

- I was enrolled at the school in question;
- All information detailed above is true;
- I did not complete my course or program of study for which I paid the school due to the school's closure;
- The Department may provide any information about my claim to the state Office of the Massachusetts Attorney General or the United States Department of Education, if warranted, in order to secure restitution; and
- The Department may contact my student loan company, if relevant, on my behalf.

I am also authorizing the Department to request restitution on my behalf, if the Department determines that restitution is warranted.

Signature

Date

Do you qualify to file a claim and if so, for how much?

If you are unsure whether you qualify to file a Claim for Restitution or for what period of time you should claim, the examples below are provided to help you answer these questions and are provided only as guides. The Department will review all claims in detail, but your assistance in determining the proper amounts will help to speed up the process.

In a nutshell, if you paid tuition for courses and **did not receive them**, then you **are eligible** to file a Claim for Restitution. If you paid tuition for courses and **did receive them**, then you **are not eligible** to file a Claim. You cannot include the cost of books, materials, computers, software or any other school related expenses in your claim form; **you may only claim lost tuition.**

Example 1: XYZ School closed at the end of the fall semester. Therefore, students were able to complete their fall courses, but were unable to attend courses in the spring due to the school's closure.

- If students paid for the spring semester prior to the school's closing and they did not receive the money back from the school or the school did not return the funds to the loan company, then students are eligible to file a claim.
- If students paid for both the fall and spring courses before the school closed, then students are eligible to file a claim against tuition paid for the spring semester only. A claim can't be filed against the tuition paid for the fall semester as they received the services for which they contracted for the fall semester. Students should determine what amount was paid to the school for the spring semester and claim that amount only.

Example 2: In October 2002, ABC school closed before the end of the final trimester in the fall. Students were unable to complete that trimester due to the school's closure.

- Students who paid for the fall trimester are eligible to file a claim against that amount. Students are not eligible to file a claim against the funds paid for the first and second trimesters if they received the services for which they contracted. Students should determine what amount was paid to the school for the final trimester and claim that amount only.
- A student withdrew from ABC school in 2001 and returned in October of 2003 only to find that the school had closed. This student is eligible to file a claim **only** if she prepaid for courses for which she did not receive.
- Another student registered and paid for a course at ABC school, but the school cancelled the course and told the student it would be rescheduled. The school closed before the course was rescheduled. This student is eligible to file a claim. If the student had not prepaid for the course, he would not be eligible to file a claim.