

# FACT SHEET: School Closure

## DuBois Business College Locations in Pennsylvania

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### Information for Students

On Aug. 26, 2016, the Accrediting Council for Independent Colleges and Schools (ACICS) notified DuBois Business College (DuBois) of its decision to not renew the college's accreditation, and DuBois chose not to appeal the decision. As a result, officials representing DuBois alerted the U.S. Department of Education that effective Sept. 22, 2016, DuBois will no longer offer online or classroom-based instruction at all its locations in Pennsylvania.

This fact sheet will provide you with important information regarding your options now that your school has closed, including:

**obtaining your academic transcripts;**

**understanding if your state offers a tuition recovery fund;**

**determining if you qualify for a discharge of your student loan(s);**

**knowing the steps in the loan discharge process;**

**understanding how to transfer your credits; and**

**contacting your loan servicer.**

We encourage you to avoid paying for services that Federal Student Aid offers for free.

### What Are Your Options Now?

- Transfer to another school. Resources such as College Navigator ([nces.ed.gov/collegenavigator](http://nces.ed.gov/collegenavigator)) can help you find a school that fits your career goals. Contact individual schools for transfer credit or hour policies.
- Visit [StudentAid.gov/closedschool](http://StudentAid.gov/closedschool) for additional information about closed school loan discharges.
- Visit [StudentAid.gov/borrower-defense](http://StudentAid.gov/borrower-defense) to learn more about the borrower defense to repayment discharge of the federal Direct Loans you took out to attend DuBois if you believe that DuBois committed fraud by doing something or failing to do something, misrepresented its services, or otherwise violated applicable state law related to your loans or the educational services you paid for.
- Contact your state agency.

#### **Pennsylvania State Board of Private Licensed Schools**

Pennsylvania Department of Education

333 Market Street, 12th Floor

Harrisburg, PA 17126-0333

Phone: 717-783-8228

Email Address: RA-PLS@pa.gov

Website: [www.education.pa.gov/Postsecondary-Adult](http://www.education.pa.gov/Postsecondary-Adult)

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### Obtaining Your Academic Transcripts

DuBois should have provided you an official academic transcript. If you have not received a transcript, you should contact the Pennsylvania State Board of Private Licensed Schools. If you transfer to another school to continue your education, you may be asked to provide a copy of these records to your new school. The records also may be useful in substantiating your claim for a closed school loan discharge.

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## Does Your State Offer A Tuition Recovery Fund?

These funds generally reimburse charges not covered by other sources. For example, closed school loan discharge payments would cover the federal loan balances, while tuition recovery fund payments could cover expenses, such as private loans and cash payments that were directed toward tuition payments at the closed school. The availability of such a fund and the requirements of each state are different. The State of Pennsylvania, however, does not have a tuition recovery fund.

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## Do You Qualify For A Closed School Loan Discharge?

There are certain criteria that make you eligible for a closed school loan discharge, and there are certain steps you need to take to apply for a student loan discharge.

Student loan borrowers (and parents who borrowed PLUS loans on behalf of students) may be eligible for a 100-percent discharge of your federal student loans borrowed to attend the closed school under either of these circumstances:

- DuBois closed while you were enrolled, and you did not complete your program because of the closure. If you were on an approved leave of absence from DuBois for purposes of the Title IV, HEA programs, you are considered to have been enrolled at the school, or
- DuBois closed within 120 days after the date you withdrew from all classes.

You are not eligible for discharge of your loans if your school closed and any of the following is true:

- You withdrew from all classes before May 25, 2016, which is more than 120 days before DuBois ceased instruction.
- You completed all of your coursework for your program prior DuBois closing, even though you have not received a diploma or certificate.
- You are completing a comparable educational program at another school
  - by transferring academic hours earned at the closed school to another school, or
  - by any other comparable means.

DuBois students retain the option of refusing the future use of their credits towards completion of a comparable program and applying for a closed school loan discharge.

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## The Loan Discharge Process

To apply for a closed school loan discharge, you can either

- complete and return the Closed School Loan Discharge Application sent to you by your servicer, or complete this [Closed School Loan Discharge Application](#) and return it to your loan servicer, or
- contact your loan servicers about the application process.

Your Closed School Loan Discharge Application **must** be sent to your loan servicer. To find out who your loan servicer is, [log in to My Federal Student Aid](#) or call 1-800-4-FED-AID (1-800-433-3243; TTY for the hearing impaired 1-800-730-8913). A list of loan servicer contact information is on page four of this fact sheet.

- Be sure to continue to make payments on your loan while your discharge application is being processed.
  - If you do not meet the criteria for a loan discharge, you will be informed by your loan servicer and will need to continue making payments on your loans based on the terms of your promissory note.
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## Can You Transfer Your Credits To Another School?

Instead of applying for a closed school loan discharge, you may want to keep the credits you've earned from DuBois and transfer those credits to another school with a comparable program. If you do transfer into a comparable program offered by another school, that school will evaluate your DuBois course work and will decide whether to give you credit for the work already completed, as well as what courses you need to take to complete your program of study.

ED is working with DuBois officials and representatives from the state licensing and postsecondary education oversight bodies to process student records from impacted schools as soon as possible, so that transfer schools can start assessing students' remaining eligibility for federal student aid funds.

DuBois will be held responsible for any return of federal student aid funds which were due to students and had been received, but not earned, prior to closure. ED will work with your school's officials to make sure unearned student Pell Grant and loan funds are restored for future eligibility.

For information about how to access and obtain your student records and transcripts and to find out more about licensed institutions with similar programs in your area, contact the Pennsylvania State Board of Private Licensed Schools.

You may want to use [ED's College Scorecard](#) to explore your transfer options and find the program that's right for you.

**Remember, if you transfer the credits you've earned at DuBois toward a comparable program at another school and you complete or are in the process of completing that program, you will not be eligible to receive a closed school loan discharge.**

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## Accessing Information About Your Federal Financial Aid

If you need to access information about your federal financial aid history, visit [www.nsls.ed.gov](http://www.nsls.ed.gov).

If you filed a FAFSA® for the 2016—17 award year identifying DuBois as the institution you would be attending and need the information forwarded to another institution, visit [www.fafsa.gov](http://www.fafsa.gov) to make changes to your filed application.

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## We Are Here To Help

ED is committed to helping you as you plan the next steps in continuing your education. Please visit [StudentAid.gov/closures](http://StudentAid.gov/closures) to view common Q&As posed by students of other closed schools. You also can [visit the Pennsylvania State Board of Private Licensed Schools](#).

If you have additional questions or concerns, contact the:

U.S. Department of Education  
Philadelphia School Participation Division  
Email: [caseteams@ed.gov](mailto:caseteams@ed.gov)  
Phone: 215-656-6442

## Who Is Your Loan Servicer?

Federal Student Loan Servicers	
<p><b>CornerStone</b>  <a href="http://www.MyCornerStoneLoan.org">www.MyCornerStoneLoan.org</a>  <b>Phone:</b> 1-800-663-1662      <b>Fax:</b> 801-366-8400  <b>TDD/TTY:</b> Call 1-800-663-1662 or email <a href="mailto:Service@mycornerstone.org">Service@mycornerstone.org</a> for alternative format requests.  <b>E-mail:</b> <a href="mailto:CustomerService@mycornerstoneloan.org">CustomerService@mycornerstoneloan.org</a>  <b>Office Hours:</b> Monday - Thursday 6 a.m. - 7 p.m. MT                      Friday 6 a.m. - 5 p.m. MT</p>	<p><b>MOHELA</b>  <a href="http://www.mohela.com">www.mohela.com</a>  <b>Phone:</b> 1-888-866-4352      <b>Fax:</b> 1-866-222-7060  <b>TDD/TTY:</b> Dial 711 - Telecommunications Relay Service for assistance.  <b>Office Hours:</b> Monday - Thursday 7 a.m. - 9 p.m. CT                      Friday 7 a.m. - 5 p.m. CT</p>
<p><b>FedLoan Servicing (PHEAA)</b>  <a href="http://www.myfedloan.org">www.myfedloan.org</a>  <b>Phone:</b> 1-800-699-2908      <b>Fax:</b> 717-720-1628  <b>TDD/TTY:</b> Dial 711 - Telecommunications Relay Service for assistance.  <b>Office Hours:</b> Monday - Friday 8 a.m. - 9 p.m. ET</p>	<p><b>Navient</b>  <a href="http://www.navient.com">www.navient.com</a>  <b>Phone:</b> 1-800-722-1300      <b>TDD/TTY:</b> 1-877-713-3833  <b>Fax:</b> 1-866-266-0178 (within the U.S.)                      570-706-8563 (outside the U.S.)  <b>Office Hours:</b> Monday -Thursday 8 a.m. - 9 p.m. ET                      Friday 8 a.m. - 8 p.m. ET</p>
<p><b>Granite State - GSMR</b>  <a href="http://www.gsmr.org">www.gsmr.org</a>  <b>Phone:</b> 1-888-556-0022      <b>Fax:</b> 603-227-5415  <b>TDD/TTY:</b> Dial 711 For blind and visually impaired, alternative format requests, please contact <a href="mailto:accessibilityrequests@gsmr.org">accessibilityrequests@gsmr.org</a> or 888-556-0022 (select accessibility option).  <b>E-mail:</b> <a href="mailto:dlcustomerservice@gsmr.org">dlcustomerservice@gsmr.org</a> or click the "Contact Us" link on the home page and select "Email Us."  <b>Office Hours:</b> Monday - Friday 8 a.m. - 6 p.m. ET</p>	<p><b>Nelnet</b>  <a href="http://www.nelnet.com">www.nelnet.com</a>  <b>Phone:</b> 1-888-486-4722      <b>Fax:</b> 1-877-402-5816  <b>TDD/TTY:</b> A borrower who is hearing-impaired may Web chat with a representative by visiting the website and clicking "Chat Now."  <b>Office Hours:</b> 24 hours a day, 7 days a week</p>
<p><b>Great Lakes Educational Loan Services, Inc.</b>  <a href="http://www.mygreatlakes.org">www.mygreatlakes.org</a>  <b>Phone:</b> 1-800-236-4300      <b>Fax:</b> 1-800-375-5288  <b>TDD/TTY:</b> Dial 711 - Telecommunications Relay Service for assistance.  <b>Office Hours:</b> Monday - Friday 7 a.m. - 9 p.m. CT</p>	<p><b>OSLA Servicing</b>  <a href="http://www.osla.org">www.osla.org</a>  <b>Phone:</b> 1-866-264-9762      <b>Fax:</b> 1-855-813-2224  <b>TDD/TTY:</b> 405-556-9230  <b>E-mail:</b> <a href="mailto:DLcustserv@osla.org">DLcustserv@osla.org</a>  <b>Office Hours:</b> Monday - Friday 8 a.m. - 5 p.m. CT</p>
<p><b>HESC/Edfinancial</b>  <a href="http://www.edfinancial.com/DL">www.edfinancial.com/DL</a>  <b>Phone:</b> 1-855-337-6884      <b>TDD/TTY:</b> 1-855-337-6884  <b>Fax:</b> 1-800-887-6130 or 865-692-6349  <b>Contact Us Page:</b> <a href="http://www.edfinancial.com/Contact">www.edfinancial.com/Contact</a>  <b>Office Hours:</b> Monday - Thursday 8 a.m. - 8:30 p.m. ET                      Friday 8 a.m. - 6 p.m. ET</p>	