## Georgia Nonpublic Postsecondary Education Commission (GNPEC) Tuition Guaranty Trust Fund (TGTF) Claim Application

The Tuition Guaranty Trust Fund (TGTF) was established by GNPEC to support students at certain postsecondary educational institutions that close without satisfying the obligation of the tuition collected-unearned tuition. Please note the following:

1)TGTF applies only when the closing institution participated in the fund.

2)Unearned tuition includes tuition, registration, general graduation, activity, or other fees that are required to be paid by all students where the institution did not complete the educational obligation or reimburse students as well as other costs incurred as determined by the commission.

3)Any monies paid from loans secured through Federal Financial Aid must be applied for loan discharge. Any discharged loans will not be eligible for TGTF support.

First Name		Midd	Middle Name		Last Name	
Address						
City		State	2		ZIP	
Phone Number		Er	Email			
Institution Name						
Institution City			State			
*Please note this form is only applicable to students that were enrolled in institutions that participated in the fund. Contact GNPEC at <u>info@gnpec.ga.gov</u> if you do not know whether the institution is or was eligible.						
Program Name						
Dates of Attendance From (M/D/YY)				To (M/D/YY)		
Credential Level of the program in which you were enrolled: Certificate Diploma Associate Bachelor Master Doctorate						
Amount Requested						

Please explain in detail why you believe you are entitled to recovery through the TGTF. Be as specific as possible and include supporting facts for the amount for which you are requesting reimbursement. If you are requesting recovery for more than one cost, please include supporting facts for each separate amount. Supporting documentation (enrollment agreement, transcript at time of closure, and final financial ledger card) **must** be included with the submission of this form.

Attest below to indicate you have read and understand each of the following items:

Claims not supported by documentation cannot be processed.

You must provide copies of any documents that support your position, such as canceled checks, account ledgers, correspondence with the institution, etc.

You must provide a completed copy of the TGTF Information Release Authorization.

Your claim will not be considered unless submitted to GNPEC within six (6) months of the cessation of operation of the institution.

Hard copies of this form and all attachments may be mailed to the following:

Georgia Nonpublic Postsecondary Education Commission Attn: TGTF Claims 2082 East Exchange Place Tucker, GA 30084

PDF copies of this form and all attachments may be e-mailed to <u>info@gnpec.ga.gov</u> with TGTF Claim Form as the subject.

Signature

Date

## **RELEASE AUTHORIZATION**

## Please check that you have read and understand the following:

I hereby authorize GNPEC to request and process any information on file related to my attendance at the above-listed institution from the entity currently holding the institution's records for the limited purpose of processing my claim for recovery under the TGTF. This includes, but is not limited to, my official transcript and account ledger.

Signature\*

Date

\*Signature Authorizes Release of Records

## Hard copies of this form may be mailed to the following:

Georgia Nonpublic Postsecondary Education Commission 2082 East Exchange Place Tucker, GA 30084

PDF copies of this form may be e-mailed to <u>info@gnpec.ga.gov</u> with the subject "Information Release Authorization Form".