

School Closure Information Form

Georgia Nonpublic Postsecondary Education
Commission 2082 East Exchange Place
Tucker GA, 30084
770-414-3300 www.gnpec.georgia.gov

School Name:

Physical Address:

City, State, Zip:

Telephone Number:

Mailing Address (if different):

Operation in Georgia:

Date First Approved by GNPEC:

Date of Expected Closure:

Number of Enrolled Students at Time of Closure:

Attach Roster of Enrolled Students (with contact information) at Time of Closure

Total Number of ALL Student Records:

Electronic Files

Paper Files

In the event of administrative closure: Expiration Date

Processing Date

Records Surrender

Records to be delivered to GNPEC by (date):

Per the Records Agreement, it is the responsibility of the institution to provide all student records **(specifically, the student transcript; a copy of the certificate or diploma awarded (if applicable), and a copy of student financial ledger)** to GNPEC at the time of closing or as soon thereafter as possible.

a. Electronic/digital submission of files (preferred method)

- i. Remit student records to GNPEC from the first date of authorization until closure.
- ii. Each student record needs to be an individual Adobe PDF and must include the official transcript for students who graduated or withdrew. A Certificate may also be included. The folder should be identified with the First and Last Name of the student, i.e. Jane Doe (no separating punctuation).
- iii. Please let your IT dept know we use Citrix ShareFile for secure file transfers, and it supports the transfer of files up to 100 GB.
- iv. These electronic records will be sent through a secure submission process. When files are ready for submission, please notify Caroline Fairhurst, File Clerk (cfairhurst@gnpec.ga.gov) and Pat Neri, Program Manager (patn@gnpec.ga.gov). Our IT dept will send an email with a link when it is ready, but it will only be available for 3 days and is a one-way transfer (i.e., once the file is transferred, you will not be able to see or access it).
- v. If the institution has arranged a third-party record maintenance service, such as Parchment, the MOU must be provided along with the secure submission of the digital copy of the student files (see above) to be maintained by the third-party record maintenance service.

b. Paper Files

- i. The institution's contact will need to arrange the drop-off of student records with the RMO, Pat Neri (patn@gnpec.ga.gov), who may coordinate with the Office Manager; however, any GNPEC staff member may be present to facilitate the records drop-off at any time.
- ii. Depending on the number of boxes and the limited available space in the GNPEC office, an exceptionally large quantity of boxes may need special arrangements and should be discussed with the RMO and Office Manager to determine the appropriate course of action prior to arrival at the GNPEC office.

c. Alternate arrangements for institutions that offer other state approved programs, such as CNA, for example, may be permissible.

Please note that a combination of the above methods may be acceptable. Please have the institution contact discuss the status of the files with the RMO.

1. Describe/explain the closure (GNPEC uses the term “closed” to describe the cessation of campus operations).

2. Explain how current students will finish their programs (e.g., transfer to another institution, teach out all students before closing, etc.). Please provide teach out agreements/schedules, transfer agreements, clinical/externship agreements.

Individual/Company/Corporate Office responsible for providing records:

- a. Name:
- b. Address:
- c. Telephone Number:
- d. Email

3. Describe plans made for faculty and staff.

4. Have all other appropriate agencies been informed of the closure (e.g. accreditors, student loan companies, externship providers, etc.)? If yes, please list the agencies. If no, please explain.

5. What is the status of each student refund for students not taking advantage of a transfer or teach-out arrangement at the time of closure?

6. Please provide additional information that may be helpful if students contact our agency.

Form Completed by
(Name and Title):

Contact Information:

Date:

GNPEC STAFF USE ONLY

Please indicate here if this form has been completed by a member of the Georgia Nonpublic Postsecondary Education Commission staff. This should only be necessary if the closing institution cannot be reached for closure information.