

SAMPLE CLOSURE NOTICE – ALL STUDENTS HAVE COMPLETED THEIR PROGRAMS

California regulations outline specific information that must be provided to students impacted by the closure of a private postsecondary educational institution. Institutions are encouraged to review Title 5, California Code of Regulations (5 CCR) section 76240 closely. Institutions may include in the notice additional information as needed to support an orderly closure process, such as how to obtain personal property, how long email accounts will be active, or other anticipated questions.

IMPORTANT NOTES:

- This sample notice is appropriate only for those institutions closing after all enrolled students have completed their programs. Other situations require different language.
- Key requirements and sample language are provided below for reference, but the notice must be adjusted to match the closure details.
- Institutions that participate in federal student financial aid programs must also provide students with information about those programs and institutional closures.

Pursuant to 5 CCR section 76240(f), institutions are required to send a copy of the notice to the Bureau for Private Postsecondary Education within five business days of it being sent to affected students. Notices may be sent to BPPE.closedschools@dca.ca.gov.

	REQUIREMENT DESCRIPTION
<p>Dear Students,</p> <p>[NAME OF CLOSING INSTITUTION] will be closing on [DATE]. This notice is being sent to provide you with information about your options and your rights under the law.</p>	<p><i>Institutions are required to notify students in writing about the closure and the date of the closure. See: 5 CCR section 76240(c)(1)</i></p>
<p>You may obtain copies of your financial aid and academic transcripts by contacting [NAME of custodian of records] at [physical address, email address, and phone number]. Certain records, like enrollment agreements and evidence of financial payments, may only be available for five years after closure. However, graduating students' transcripts will be maintained permanently.</p>	<p><i>Institutions are required to maintain student records and provide students access upon request. See: 5 CCR section 76240(c)(2)</i></p>
<p>The Office of Student Assistance and Relief (OSAR) is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. OSAR may be reached by calling [toll-free telephone number] or by visiting www.osar.bppe.ca.gov.</p>	<p><i>Institutions are required to inform students about assistance available from the Office of Student Assistance and Relief. See: 5 CCR section 76240(c)(3)</i></p>
<p>Sincerely,</p> <p>[INSTITUTIONAL REPRESENTATIVE NAME]</p>	