



MHEC

Creating a state of achievement

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

Dr. James D. Fielder
Secretary

*If you completed a Frederick School of Cosmetology program, had withdrawn, had been withdrawn or terminated **prior** to September 10, 2019, **DO NOT COMPLETE THIS FORM**. The only assistance that MHEC can offer is to provide you with copies of student records in our possession.*

To request your student transcript, please follow the instructions located on our [website](#).

**SURVEY FORM OF STUDENTS WHO WERE ENROLLED AND ATTENDING
FREDERICK SCHOOL OF COSMETOLOGY (“FSC”)**

AS OF SEPTEMBER 10, 2019

LOCATION: FREDERICK

**This completed survey along with the requested documents
MUST BE SIGNED, then mailed or emailed to:**

**Associate Director, Career & Workforce Education
FSC Closed School Student Survey
Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201
c-pcs.mhec@maryland.gov**

If requesting a refund, submit copies of the following documents, if you have them:

- Enrollment agreement/contract with FSC
- Loan agreement papers with any lending institutions, including those for federal financial aid
- Proof of personal payment(s) to FSC and/or private lending institutions (required for refund)
- Documents indicating your attendance and academic achievement at the School (e.g. academic transcripts, certificates, evidence of passage of any industry certification exams)

Name: _____		Social Security #: _____	
Street Address: _____			
City: _____	State: _____	Zip: _____	
Telephone #: (Work) _____	(Home) _____	(Cell) _____	
E-Mail Address: _____			



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Name of the FSC Program in which you were enrolled: _____

1. Please check your student status at the time FSC closed on September 10, 2019.

Status	Your Training Status when School Closed
<input type="checkbox"/>	I was <i>attending</i> FSC when it closed.
<input type="checkbox"/>	I <i>never started</i> training. I enrolled and made a partial or full payment, but never started any training at FSC.
<input type="checkbox"/>	I <i>completed</i> all of my coursework before FSC closed.
<input type="checkbox"/>	I had already <i>withdrawn</i> from FSC at the time it closed.
<input type="checkbox"/>	I had been <i>terminated</i> by FSC before the school closed.
<input type="checkbox"/>	I was enrolled and had begun my training, but was on a <i>Leave of Absence</i> at the time FSC closed.
<input type="checkbox"/>	Other (please specify) _____

2. When did you start your training, or when were you scheduled to start your training?

3. When did you complete your training, or when were you scheduled to complete your training?

4. As of your last student progress report presented to you by FSC, how many program hours had you completed?

5. Which of your program modules or courses were you attending as of September 10, 2019?

Module/Course: _____ Hours completed: _____



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6. **If requesting a refund**, please check the method of payment and write in the amount paid by you or on behalf of you to FSC. These amounts should reflect what was actually paid, not simply promised to the paid. (*You must enclose copies of any proof of self-payment and any loan information.*)

	Method of Payment	Paid to (if applicable)	Amount
<input type="checkbox"/>	Credit card		\$
<input type="checkbox"/>	Cashiers check, money order, or cash		\$
<input type="checkbox"/>	Total Federal Financial Aid amount paid on your behalf		\$
<input type="checkbox"/>	Private Student Loan amount paid on your behalf		\$
<input type="checkbox"/>	Other loan (please specify)		\$
<input type="checkbox"/>	Other (please specify)		\$

7. OPTIONS FOR ELIGIBLE STUDENTS:

Refund & Federal Student Loan Discharge: If you opt for a refund of tuition and fees paid by you or a private third party on your behalf (such as a private student loan), then you will not be able to “transfer” any FSC coursework to another institution or receive a teach-out. It is similar to returning merchandise to a store – you receive your full refund, but you give up the merchandise. (If you passed a certification exam, then that is between you and the certifier. It is not subject to these policies.) By choosing this option, you will also have to *separately* apply for a federal student loan discharge, if applicable.

Teach-Out: If you choose to participate in an approved teach-out institution you must first contact the approved institution. The school may charge you no more than the unpaid balance on your FSC account and you will still have to pay back any loans taken out to fund your FSC program. You must also complete the MHEC Transcript request form to obtain a transcript copy for your new school. The teach-out school will need this to place you into a program.

Transfer: You may also choose to apply to transfer into another institution. This is your individual choice and you will probably need an official copy of your FSC student transcript. The school you transfer into reserves the right to accept course work completed at FSC. You will be responsible for paying any tuition/fees the school charges to enroll in their programs.



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You must select one of the options below. Once you have chosen an option and returned this form to MHEC, you may not change your decision. By checking an option below, you affirm that you have read and understand the information regarding your options.

OPTIONS	
<input type="checkbox"/>	<p>I only want a refund <i>and</i> will pursue a federal student loan discharge from the United States Department of Education. I will <i>not</i> be participating in a teach-out at another institution or transferring to another institution for completion of this program.</p>
<input type="checkbox"/>	<p>I will be pursuing a teach-out at an institution approved by MHEC to complete my education. I understand that I will be responsible for repaying the loans I received to fund my FSC program.</p> <p>Please send a copy of my official transcript to (choose one):</p> <p><input type="checkbox"/> The following school: _____ Address: _____</p> <p><input type="checkbox"/> My home address. I must deliver the unopened transcript to my institution. Number of copies requested: _____</p> <p><input type="checkbox"/> I will obtain transcripts directly from FSC on September 10, 2019.</p> <p>_____ Date _____</p> <p><i>Signature (required)</i></p>
<input type="checkbox"/>	<p>I will individually be pursuing a transfer into another institution's program to complete my education. I understand that I will be responsible for repaying the loans I received through FSC.</p> <p>Please send a copy of my official transcript to (choose one):</p> <p><input type="checkbox"/> The following school: _____ Address: _____</p> <p><input type="checkbox"/> My home address. I must deliver the unopened transcript to my institution. Number of copies requested: _____</p> <p><input type="checkbox"/> I will obtain transcripts directly from FSC on September 10, 2019.</p> <p>_____ Date _____</p> <p><i>Signature (required)</i></p>