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Chairperson

Dr. James D. Fielder  
Secretary

## Students affected by the closure of L'Academie de Cuisine Gaithersburg:

There will be 3 options available to students who were actively enrolled at L'Academie de Cuisine ("LDC") at the time of the closure December 15, 2017:

1. Pursue a federal loan discharge and state refund of self-paid or private lender monies paid to the school.
2. Pursue a teach-out at a state-approved teach-out school (cost not to exceed original LDC contract)
3. Pursue a self-chosen/determined transfer to another school (subject to all transfer policies of the accepting school)

If a student chooses option #2 or option #3 then the student cannot pursue option #1. If a student chooses option #1 the student cannot pursue a teach-out or transfer.

**STEP ONE: Complete the Student Survey to confirm **Option 1**, **Option 2**, or **Option 3**.**

**STEP TWO:** Submit the Student Survey and any required documents to MHEC (read survey for detailed instructions)

To request transcripts prior to December 18, 2017, contact LDC directly. After December 18, 2017, transcripts can be obtained by completing the form found on our web page

<http://www.mhec.state.md.us/career/pcs/closures.asp> "How to obtain a student transcript from a closed school."

More specific information about state-approved teach-out options (option #2) and transfer options (option #3) is included on the **Teach-Out/Transfer Form** in this information packet.

More information about federal loan discharges can be found on the [U.S. Department of Education website](#).

More information about state refunds for self-paid students is included on the **Refund Claim Form** in this information packet. Any additional questions should be directed to [c-pcs.mhec@maryland.gov](mailto:c-pcs.mhec@maryland.gov)

**MARYLAND HIGHER EDUCATION COMMISSION**

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**MHEC**  
Creating a state of achievement

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## Teach-Out Options for Students Affected by the closure of L'Academie de Cuisine (LDC):

Schools that agree to participate in a "Teach-out Agreement" with the Maryland Higher Education agree to:

1. Allow students to transfer credit based on review of the student's transcript and/or placement testing.
2. Students pay no tuition or fees in excess of the amount contracted to pay at LDC.
3. Students can purchase books, materials, or test exams from the school or the open market.
4. Keep MHEC apprised of the outcomes of all students who participate in a teach-out program.

To participate in a "Teach-Out Agreement" the student will need to:

- Fill out the Student Survey
- Request all of their student records from L'Academie de Cuisine on December 15, 2017.

## Transfer Options for Students Affected by closure of L'Academie de Cuisine (LDC):

Students may want to pursue a transfer option if:

1. The student wants to attend a school that is not participating in the MHEC sponsored Teach-out agreement.

Students pursuing a transfer option should understand:

1. You cannot pursue a refund/loan discharge if you transfer to a new program.
2. You will need to complete a Student Survey and return it to MHEC.
3. You will need to contact the institution you might be interested in attending directly. You will be subject to that institutions transfer policy.
4. You should make every effort to obtain all of your student records from L'Academie de Cuisine before January 15th.

## **Teach-Out Option**

- Frederick Community College (approximately 30 minutes from L'Academie)
  - 7932 Opossumtown Pike, Frederick, MD 21702
  - Accepts Student Loans
  - Offers a Certificate
- Stratford University (approximately 54 minutes from L'Academie)
  - 210 S. Central Avenue, Baltimore, MD 21202
  - Accepts Students Loans
  - Offers a Professional Diploma

## **Transfer Options**

Schools That Offer Programs Similar to L'Academie de Cuisine:

- Culinary Arts:
  - Prince George's Community College
    - 301 Largo Road, Largo, MD 20774
    - Offers an Associates Degree
  - Allegany College of Maryland
    - 12401 Willowbrook Road, Cumberland, MD 21502
    - Offers an Associates Degree
  - Howard Community College
    - 10901 Little Patuxent Parkway, Columbia, MD 21044
    - Offers an Associates Degree
  - Frederick Community College
    - 7932 Opossumtown Pike, Frederick, MD 21702
    - Offers an Associates Degree
- Baking and Pastry Arts:
  - Anne Arundel Community College
    - 101 College Pkwy, Arnold, MD 21012
    - Offers an Associates Degree

*NOTE: If you completed a Regency Gaithersburg program prior to December 15, 2017, or had withdrawn or been withdrawn by the school prior to December 15, 2017, **DO NOT COMPLETE THIS FORM**. The only help that MHEC can offer you is to provide you with copies of student records in our possession. **To request transcripts prior to December 15, 2017, contact L'Academie de Cuisine directly.** After December 15, 2017, transcripts can be obtained by completing the form found on our web page <http://www.mhec.state.md.us/career/pcs/closures.asp> "How to obtain a student transcript from a closed school."*

**SURVEY OF STUDENTS WHO WERE ENROLLED AND ATTENDING  
L'ACADEMIE DE CUISINE (LDC)  
AS OF DECEMBER 15, 2017  
LOCATION: GAITHERSBURG**

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

**PCS Career and Workforce Education  
LDC Closed School Student Survey  
Maryland Higher Education Commission  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21201  
[c-pcs@mhec.state.md.us](mailto:c-pcs@mhec.state.md.us)**

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

- Enrollment agreement/contract with L'Academie de Cuisine
- Loan agreement papers with any lending institutions, including those for federal financial aid
- Proof of personal payment(s) to L'Academie de Cuisine 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: \_\_\_\_\_

Name of the LDC program in which you were enrolled: \_\_\_\_\_

L'Academie de Cuisine closed school survey, Gaithersburg location

1. Please check your student status at the time L'Academie de Cuisine (all three locations) closed on December 15, 2017.

Status	Your Training Status when School Closed
<input type="checkbox"/>	I was <i>attending</i> L'Academie de Cuisine 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 Regency Beauty Institute Gaithersburg.
<input type="checkbox"/>	I <i>completed</i> all of my coursework before L'Academie de Cuisine closed.
<input type="checkbox"/>	I had already <i>withdrawn</i> from L'Academie de Cuisine at the time it closed.
<input type="checkbox"/>	I had been <i>terminated</i> by L'Academie de Cuisine 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 L'Academie de Cuisine 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 LDC, how many program hours had you completed?

\_\_\_\_\_

5. Which of your program modules or courses were you attending as of December 15, 2017?

Module/Course: \_\_\_\_\_ Hours completed: \_\_\_\_\_

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 L'Academie de Cuisine. 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 L’Academie de Cuisine 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 L’Academie de Cuisine account and you will still have to pay back any loans taken out to fund your LDC program. You must also complete the MHEC Transcript request form to obtain a transcript copy for your new school. They will need this to place you in their program.

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

**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 LDC 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"/> <b>I will obtain transcripts directly from LDC on December 15, 2017.</b></p> <p>_____ <i>Signature (required)</i> <span style="float: right;">_____ Date</span></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 LDC.</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"/> <b>I will obtain transcripts directly from LDC on December 15, 2017.</b></p> <p>_____ <i>Signature (required)</i> <span style="float: right;">_____ Date</span></p>

MARYLAND HIGHER EDUCATION COMMISSION  
CLAIM FORM SURVEY FOR L' ACADEMIE DE CUISINE (LDC)  
LOCATIONS IN GAITHERSBURG

*-- Not for use to apply for a federal student loan discharge --*

Filing a claim for a refund is a two-step process. The first step is to complete this form and mail it to us. MHEC will review it and then send you the second step: a Data Affirmation, Assignment, and Acknowledgment of Subrogation of Rights form to be completed, signed and returned to us to finalize your refund.

Complete and mail this form with an **original signature** to:

Career and Workforce Education  
Closed School Claims  
Maryland Higher Education Commission  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21201

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Numbers: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Program in which you were enrolled and *date* you started (**please enclose a copy of your enrollment agreement**): \_\_\_\_\_

Last date of attendance at the school: \_\_\_\_\_

AMOUNT(S) YOU PAID FOR TUITION:

**(Supporting documentation of payment is critical. You must enclose copies of any proof of payment, such as canceled checks, charge card statements, money order receipts, or school receipts.)**

Tuition *Payments* Made By You Directly to L'Academie de Cuisine by Cash, Check, Money Order, or Credit Card: \$ \_\_\_\_\_

Tuition *Payments* Made Through Any One of the Following Alternative Financing Programs (**please enclose copies of all loan agreements**):

Retail Installment Contract: \$ \_\_\_\_\_  
In-House Loan: \$ \_\_\_\_\_  
Private Loan: \$ \_\_\_\_\_  
Other: \$ \_\_\_\_\_

I understand that this and any other information obtained may be provided to other agencies, lenders, insurers, financial institutions, or others in the course of the processing of my claim.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)