

**FREQUENTLY ASKED QUESTIONS (FAQ) FOR  
STUDENTS WHO STOPPED ATTENDING  
AN AMERICAN CAREER INSTITUTE SCHOOL IN MARYLAND  
PRIOR TO JANUARY 9, 2013**

**1. WHO IS THIS INFORMATION FOR?**

- Any ACI student who voluntarily withdrew from an ACI approved training program prior to 1/9/13
- Any ACI student who was involuntarily withdrawn (terminated/dropped) by ACI prior to 1/9/13

**2. WHO IS ELIGIBLE FOR CLOSED SCHOOL STUDENT PROTECTIONS?**

Maryland law defines a student who is eligible for closed school protections as someone who was enrolled in and attending one of the closed school's approved programs at the time the school precipitously closed, and therefore did not have an opportunity to complete the training program. Only these eligible students may take advantage of State Orchestrated Teach-out arrangements or apply for a refund/loan discharge.

**3. I WITHDREW FROM ACI BEFORE IT CLOSED. WHAT HAPPENS TO ME?**

When you withdrew, ACI performed a refund calculation on your account. This refund calculation would have been in accordance with both the US Department of Education's refund policy to return federal financial aid, and Maryland's refund policy. Therefore, your financial account would have been closed out and any refunds due you or the federal government would have already been paid. You remain responsible for any portions of federal or private student loans that went toward paying for your ACI education.

**4. ACI TERMINATED (DROPPED) ME FROM THEIR PROGRAM BEFORE IT CLOSED. WHAT ABOUT ME?**

When you were terminated (dropped) by ACI, they performed a refund calculation on your account. This refund calculation would have been in accordance with both the US Department of Education's refund policy to return federal financial aid, and Maryland's refund policy. Therefore, your financial account would have been closed out and any refunds due you or the federal government would have already been paid. You remain responsible for any portions of federal or private student loans that went toward paying for your ACI education.

**5. WHO DO I CONTACT IF I NEED COPIES OF MY STUDENT RECORDS?**

Oftentimes, students need official transcripts of their completed or incomplete education for purposes of employment or furthering their education at another school (applying to receive transfer credit). By law, the Maryland Higher Education Commission is the custodian of closed school student records. MHEC staff physically collected all known Maryland ACI student hard-copy records after the schools closed. ACI students who need copies of their transcripts for employment or transfer credit purposes should access our web page <http://www.mhec.state.md.us/career/pcs/closures.asp> and click on "How to obtain a student transcript (*Word Document*) from a closed school." Complete the Transcript Request Form, print it out, sign it, and return it to MHEC.