

MARYLAND HIGHER EDUCATION COMMISSION  
FIRST REPORT OF CLAIM FORM  
BRIGHTWOOD COLLEGE - BALTIMORE, BELTSVILLE, and TOWSON CLOSURE

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**NOTE:** If you completed a Brightwood College - Baltimore, Beltsville, or Towson (BC-BBT) program prior to December 7, 2018, **DO NOT COMPLETE THIS FORM**. To request a copy of your transcript, complete the MHEC [Transcript Request Form](#) found under “How to Request a Transcript for a Closed Maryland Postsecondary School” at:  
[https://mhec.maryland.gov/institutions\\_training/Pages/career/pcs/closures.aspx](https://mhec.maryland.gov/institutions_training/Pages/career/pcs/closures.aspx)

The following instructions are only for students who were **enrolled** in Brightwood College - Baltimore, Beltsville, or Towson (BC-BBT) at the time of closure on December 7, 2018, or who were on approved leaves of absence as of December 7, 2018. The form also may be used by a former BC-BBT student who withdrew from, or was withdrawn by, BC-BBT if the student did not receive a refund that was required (if any) under the student’s enrollment agreement with BC-BBT. If you are uncertain whether to complete this form, please contact MHEC.

**INSTRUCTIONS:**

1. Review the options listed on the next page titled “Options for Students Affected by an Institution’s Closure” on the next page.
2. Complete sections:
  - A. **Contact Information**
  - B. **Institution Location, Enrollment Status, and Program Information**
  - C. **Claim Options**
  - D. **Method and Amount of Payment to Brightwood** (only for those seeking a state refund)
  - E. **Authorization to Release Information**

*CONSIDER YOUR OPTIONS CAREFULLY BEFORE COMPLETING THIS FORM. By checking one of the four options, you affirm that you have read and understand the information regarding your options, and that you are not pursuing a different option.*

3. This completed form must include the requested documents and **must be signed**. You may email all documents to [brightwood.mhec@maryland.gov](mailto:brightwood.mhec@maryland.gov) or mail to:

**ATTN: First Report of Claim Form – BC-BBT**  
Maryland Higher Education Commission  
BC-BBT First Report of Claim Form  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21201

*Please do not submit your documents more than once.*

4. If there are any changes in name, mailing address, email address, or phone number after you have submitted this form, it is your responsibility to inform MHEC immediately.

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**Options for Students Affected by an Institution's Closure**

Students affected by the closure of one of the Brightwood campuses in Maryland have 4 different options. Please review them carefully. You may select only one option.

**1. Pursue a federal loan discharge (if applicable) AND a state refund of all self-paid and/or private lender monies paid to the school.**

If you opt for a state refund of tuition and fees that were self-paid by you and/or were paid by a private lender on your behalf, then you may not pursue options #2, #3, or #4 below. In other words, you will not be able to “transfer” any Brightwood coursework to another institution or apprenticeship, or to receive a teach-out. (If you passed a certification exam, then that is between you and the certifier. It is not addressed here.)

By choosing this option #1, you will also have to separately apply to the U.S. Department of Education for a federal student loan discharge, if applicable. While MHEC cannot speak for the federal government, please note that the U.S. Department of Education generally will NOT allow you to have your federal loans forgiven AND to transfer your Brightwood credits to another institution. You will have to choose one or the other.

Additional documentation will need to be submitted if you proceed with this route, such as payment history, enrollment agreements, and academic records (please see section E for more information).

**2. Pursue a teach-out opportunity at a state-approved teach-out school.**

If you choose to participate in an approved teach-out institution you must first contact the approved institution. You will not receive a state refund for any federal or private loans taken out to fund your Brightwood program, or for any tuition and fees you self-paid to Brightwood. Please visit the [MHEC website](#) to view a list of institutions that have committed to accepting Brightwood credits.

**3. Pursue an approved Registered Apprenticeship program in your field of study at Brightwood.**

If you choose to continue your career path in an approved Maryland Registered Apprenticeship program that aligns with your field of study at Brightwood, you will need to contact [info@mdapprenticeship.com](mailto:info@mdapprenticeship.com). You will not receive a state refund for any federal or private loans taken out to fund your Brightwood program, or for any tuition and fees you self-paid to Brightwood.

**4. Pursue a self-chosen/determined transfer to another school.**

Students pursuing this option will be subject to all transfer policies of the accepting school. You will not receive a state refund for any federal or private loans taken out to fund your Brightwood program, or for any tuition and fees you self-paid to Brightwood.

I have reviewed this information and understand that if I transfer my Brightwood academic credits either through a teach-out, transfer, or an apprenticeship program, I cannot pursue a state refund of tuition and fees paid to Brightwood. I also understand that if I choose to pursue a state refund, I cannot transfer my Brightwood academic credits to another institution.

I affirm that I am over the age of 18 and competent to complete this form, and that the information provided in this form is correct, complete, and accurate to the best of my knowledge.

Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SECTION A: Contact Information**

Full Name (at time of enrollment): _____	
Current Name (if different at time of enrollment): _____	
Date of Birth (month/day/ year): _____	Social Security #: _____
Current Home Address: _____	
City: _____	State: _____ Zip: _____
Current Mailing Address (if different from home address): _____	
City: _____	State: _____ Zip: _____
Telephone #: (Primary) _____	(Secondary) _____
Current E-Mail Address: _____	

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**SECTION B: Institutional Location, Enrollment Status, and Program Information**

Please identify the Brightwood College – BBT campus in which you were enrolled:

- 1520 South Caton Avenue, Baltimore
- 4600 Powder Mill Road, Beltsville
- 803 Glen Eagles Court, Towson

Please check your enrollment status at the time Brightwood College - BBT closed on December 7, 2018 (check one):

- I was attending Brightwood College - BBT when it closed.
- I never started classes. I enrolled and made a partial or full payment, but never started any classes at Brightwood College -BBT.
- I completed all of my coursework for my academic program before Brightwood College - BBT closed.
- I had already withdrawn from Brightwood College - BBT at the time it closed.
- I was terminated by Brightwood College - BBT before the school closed
- I was enrolled and began my courses, but was on a Leave of Absence at the time Brightwood College - BBT closed
- Other (please specify)

Name of the academic program in which you were enrolled:

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Degree level of the Brightwood College - BBT program in which you were enrolled: (example: Lower Division Certificate or Associate Degree): \_\_\_\_\_

When did you first enroll at Brightwood?

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When were you scheduled to complete your entire program of study (i.e., when did you expect to graduate)?

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**SECTION C: Claim Options (choose ONE)**

**OPTION 1: FEDERAL LOAN DISCHARGE AND STATE REFUND**

I want a state refund of all private loans and self-paid tuition and fees, *and* I will pursue a federal student loan discharge from the [U.S. Department of Education \(if applicable\)](#). I will *not* be participating in a teach-out, registered apprenticeship, or transferring to another institution for completion of this program.

I understand that if I choose this option, I will complete Section D of this form.

**OPTION 2: STATE ORCHESTRATED TEACH-OUT**

I will be pursuing a teach-out at an institution identified by MHEC to complete my program. I understand that I will not receive a state refund for tuition and fees paid by me or on my behalf to Brightwood.

**OPTION 3: MARYLAND REGISTERED APPRENTICESHIP**

I will be pursuing a Maryland Registered Apprenticeship opportunity in the field I had studied at Brightwood. I understand that I will not receive a state refund for tuition and fees paid by me or on my behalf to Brightwood.

**OPTION 4: TRANSFER**

I will independently pursue transferring into another institution's program to complete my education. I understand that I will not receive a state refund for tuition and fees paid by me or on my behalf to Brightwood.

I have chosen option \_\_\_\_\_ and understand I cannot pursue a different option.

I affirm that I am over the age of 18, competent to complete this form and determine which option to pursue, and that the information provided in this form is correct, complete, and accurate to the best of my knowledge.

Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have chosen option 2, 3, or 4, you can request your academic transcript by completing the information below.

Please send a copy of my official transcript to:

The following school:

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

My home address:

Number of copies requested: \_\_\_\_

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**SECTION D: Method and Amount of Payment to Brightwood College-BBT**

**TO BE COMPLETED ONLY IF YOU ARE PURSUING A OPTION #1: STATE REFUND**

For a state refund, please check the method of payment and write in the amount paid by you or on your behalf to Brightwood College-BBT. These amounts should reflect what was actually paid, not the amount promised to be paid.

<b>Method of Payment</b>	<b>Paid to (if applicable)</b>	<b>Amount</b>
<input type="checkbox"/> Credit Card	_____	\$ _____
<input type="checkbox"/> Cashier's Check, Money Order, or Cash	_____	\$ _____
<input type="checkbox"/> Total Federal Financial Aid paid on your behalf*	_____	\$ _____
<input type="checkbox"/> Private Student Loan paid on your behalf	_____	\$ _____
<input type="checkbox"/> Other loan (please specify)	_____	\$ _____
<input type="checkbox"/> Other (please specify)	_____	\$ _____

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. These documents should include, at a minimum:

- Loan agreement papers with any lending institutions, including those for federal financial aid
- Proof of personal payment(s) to Brightwood College - Baltimore, Beltsville, Towson
- Proof of payment on your behalf from a private lending institution(s)

In general, you cannot obtain a state refund for federal student loans that can be discharged through the federal government for a "closed school discharge." If you have been denied a discharge by the federal government and are seeking a state refund of those amounts, you first must obtain and enclose a final decision for your federal student loan discharge from the [U.S. Department of Education](#).

MHEC may ask for additional documentation in order to process this request. MHEC also may obtain your transcript and account information directly from Education Corporation of America, Brightwood College, the U.S. Department of Education, or your private lender(s).

I affirm that I am over the age of 18 and competent to complete this form, and that the information provided in this form is correct, complete, and accurate to the best of my knowledge.

I have enclosed copies of any proof of self-payment (e.g., receipts) and any loan information (e.g., loan statements).

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**SECTION E: Authorization to Release Information**

I affirm that I am over the age of 18 and competent to complete this form, and that the information provided in this form is correct, complete, and accurate to the best of my knowledge.

I understand and agree that information provided in this form and any supporting documentation, including my personal educational records and my financial information, may be provided between MHEC, other government agencies, lenders, insurers, financial institutions, and educational institutions solely for the purpose of investigating and processing my claim. The information will be protected and shared in a manner consistent with applicable law. My consent to share personally identifiable information, as described above, terminates once this claim has been fully determined and processed.

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_