



## Teach-Out Plan for School Closure

Cornish College of the Arts (Cornish) is committed to supporting its students during the transition created by the institution's determination to close at the end of its spring 2025 academic term. Through transparent communication, equitable treatment, and comprehensive support services, Cornish will ensure students have the resources they need to successfully complete their education.

### I. Closed School Discharge

#### 1. *Support to Students*

- Cornish will notify all potentially eligible students about their rights to a closed school loan discharge, that is, the removal of students' obligation to repay their loan in case of a school closure and under certain circumstances. The notification will clearly outline eligibility criteria and timelines under currently effective U.S. Department of Education regulations (including the information set forth at: (<https://studentaid.gov/manage-loans/forgiveness-cancellation/closed-school>)).
- Cornish will provide step-by-step guides for applying for discharge, highlighting the need to contact federal loan servicers.
- Cornish will provide information about any applicable refund policies and procedures.
- Students will receive guidance on how to apply for refunds, if eligible, and will be directed to relevant agencies or resources for further assistance.
- Cornish will offer an FAQ document addressing common concerns (e.g., "Can I qualify if I transfer some credits to another school?").
- Students will be informed that loan forgiveness under a loan discharge will follow all federal requirements prevailing at the time of the school closure (e.g., loan forgiveness under this program may not involve fees and may be handled directly by federal loan servicers).
- Students will be encouraged to apply for any available refunds or closed school discharges as soon as possible after the closure to avoid delays.

#### 2. *Coordination with Loan Servicers*

- Cornish will partner with federal loan servicers to ensure accurate and timely communication with students.

- Cornish will provide servicers with updated enrollment records to verify student eligibility for loan discharge.

### **3. *Alternative Pathways***

- Cornish will emphasize the option to complete their education through teach-out agreements or credit transfers, if possible, before pursuing discharge.
- Pursuant to current U.S. Department of Education guidance, Cornish will not inform students that a transfer of credits will necessarily disqualify the students from receiving a closed school discharge. (See <https://studentaid.gov/manage-loans/forgiveness-cancellation/closed-school>)

## **II. Teach-Out Agreements**

- Cornish has established, or is process of establishing, formal agreements with partner institutions to allow students to complete their programs at the standard tuition and fees agreed upon in the enrollment agreements, or the partnering school's standard tuition and fees for the remainder of the program, whichever is lower.
- At least one of these two teach-out pathways will be offered to students:
  1. Partner institutions will offer comparable programs and accept credits previously earned, following the guidelines detailed in programmatic teach-out agreements.
  2. Partner institutions will teach the Cornish curriculum to the Cornish students remaining in the program at the time of the school closure.
- Student Services, the Registrar's Office, Financial Aid and Student Accounts will assist students in understanding their options and obligations.
- Individual plans will be developed for every student wishing to participate in a teach-out agreement.

## **III. Record Retention Plan**

### **1. *Custodial Agreement***

- Cornish plans to secure agreements with all institutions partnering in the teach-out plans to manage and retain all existing student records, regardless of a student decision to participate in the teach-out, for the designated programs. Should Cornish fail to reach such agreements for each program, Cornish will identify and secure a third-party vendor (e.g., Parchment) to manage and retain all existing student records.
- These agreements will include the preservation of academic records, billing records, and financial aid documentation.

## **2. Final Disposition of Records**

- All academic records, including transcripts, course descriptions, and degree requirements, will be archived for the required duration per federal and state guidelines.
- Financial and billing records will be retained for the required duration per federal and state guidelines.

## **3. Student Access to Transcripts**

- During the teach-out period, the institution will ensure that all students can access their transcripts free of charge.
- Students will be able to request transcripts online or by mail.
- The institution's custodial partners will continue to provide transcripts free of charge for a designated period following the closure.

## **V. Communication and Support to Students**

- Communication about the school closure will be made as soon as possible after the decision to close the school has been made and the university is ready to make the decision public.
- To communicate information about the school closure, loan discharge, and teach-out plans, Cornish will create a dedicated section on the institutional website with information about the closed school discharge process, including links to official U.S. Department of Education resources. The information will also be sent via email and letters.
- Information sessions will be scheduled to explain options and answer questions.
- A dedicated email address will be established to assist students with questions about closed school discharge and the teach-out plans.
- Regular updates will be provided to students, faculty, and staff about the loan discharge and the teach-out process.
- A Resource document addressing access to records and providing contact information for the records custodians will be shared widely with all students before the closure (email, letters to the students, website, and information sessions). The information will remain available on the website for a period of time after the school closure.

#### **IV. Equitable Treatment and Assistance for Students**

- All students will be treated equitably and assisted without discrimination. The program teach-out plans will stipulate that the students who are part of the teach out should not be treated differently from students who started their programs at the partnering school and will have access to the same resources and support as their counterparts.

