

# Closed School Guide For Students



Closed Schools Guide for Students  
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## **Closed School Guide for Students**

Unfortunately schools, like other businesses, do not always have the resources to continue their operations and must close. Although this is a frustrating experience, we hope that it will not discourage you from continuing your education. We have prepared this guide to help you sort out some of your options and help you take steps to continue your education. The U.S. Department of Education, Accrediting Bodies, State Licensing Agencies, and Guarantee Agencies may assist you with various aspects of the process. The roles and responsibilities of each agency and contact points are listed at the end of this document.

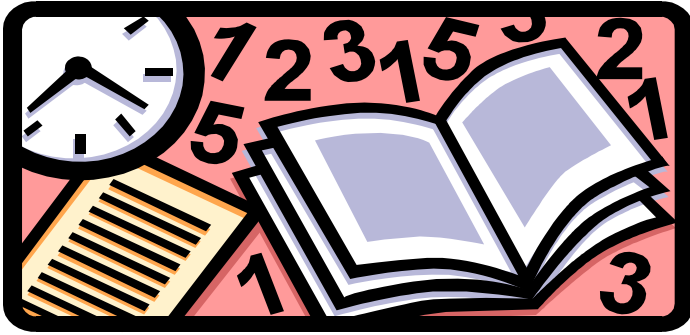


### **First Steps**

It is important that you obtain your academic and financial records as soon as possible. How to do this is discussed later in the brochure. Since your school has closed, your ability to access these records from the school may be short lived. These records will be needed if you plan to transfer into another program of study as they will help your new school determine what Federal student aid you have received and coursework you have successfully completed. This information will then help the school determine how many credits may transfer into your new program of study and how much student aid you may qualify for the remainder of the school year.

## On to Completing Your Education...

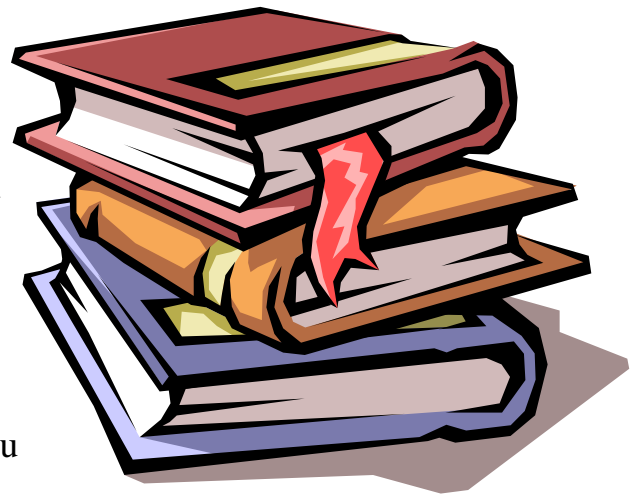
### To Transfer or Participate in a Teach-Out



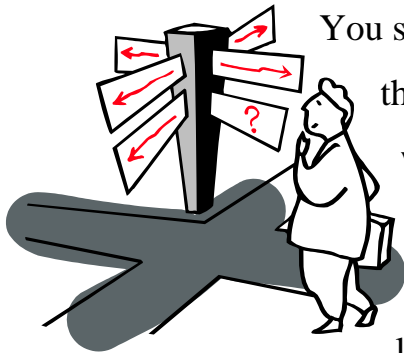
These are two terms that may arise if you continue your educational program and you are able to use some or all of your academic credit toward the completion of your educational program.

A teach-out is a situation where another school offers to allow you to complete a similar or identical program of study for which you should not incur additional costs other than those you would have paid had you been able to complete your program at the school that closed.

To transfer is a situation where you use the academic credits or clock hours you earned at the school that closed toward the completion of a similar or different program of study at another school. You may incur additional costs when you transfer to cover any additional charges necessary to pay for the credits or clock hours you need to complete your program of study. You will need to check with the school at which you wish to transfer to find out if some or all of the credits you earned at the closed school are transferable.



## Finding a Teach-out or Transfer Program



You should contact the State licensing agency in your state that oversees postsecondary schools for information as to whether there are any schools in your area that will allow you to complete your education through a teach-out or by transferring. (See the attached list for State licensing agencies.)

## Financing

If you received Federal student aid at a school that closed, and you are considering a teach-out or transferring to another school, you may be eligible for Federal student aid. This will depend on your need, the cost of attending the new school, and how much Federal student aid has already been disbursed to you. The last item is probably the most critical here as there are limits on how much Federal student aid you can receive in an academic year. The financial aid office at your new school will be able to help you determine how much you have already received and for how much money you will qualify. You may find out how much Federal student aid you received by contacting the sources below.



## Financial Aid Disbursements

You may have received student financial aid from many different sources such as the Federal government, State government, or private lending institutions. The amount of aid received from these sources may affect your ability to receive future financial aid.

### Federal Aid – Department of Education

You may find out how much Federal student aid you received from the U.S. Department of Education (such as Pell Grants, Stafford Loans, PLUS Loans, Perkins Loans), by visiting the Department's website <http://www.nslds.ed.gov>. This will link you to the Department's website to access your personal data. To access this data, you will need to enter a personal identification number (PIN). The PIN serves as your identifier and lets you access your personal information. You should not share your PIN with anyone.

PIN numbers were mailed previously to all Federal student aid applicants, however, if you are unable to locate yours, you may apply for one at <http://PIN.ed.gov>. If you need technical assistance accessing this website, please contact Customer Service at **1-800-4FED-AID (433-3243)**. They are available Monday-Friday, 7:00AM – 10:00PM central time. Once the Department receives your PIN request, you will receive it in the mail (or

email) in about 14 days. When using your PIN, be sure to type it exactly as it appears on the correspondence you receive from the Department of Education.

### **Federal Aid – Other Agencies**

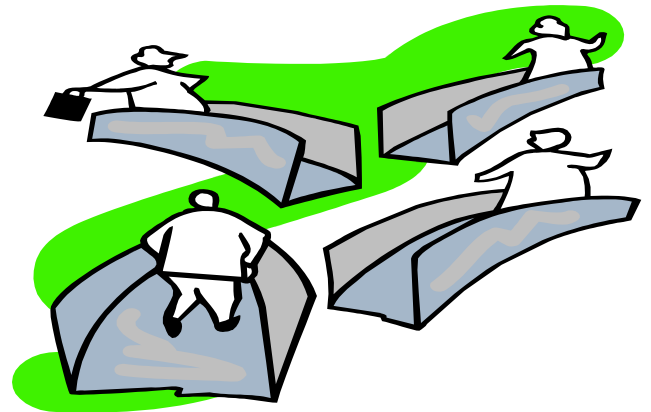


If you have received Financial aid from other Federal Government agencies such as the Department of Veteran’s Affairs or the Department of Health and Human Services, you should contact those agencies directly. You may contact the Department of Veteran’s Affairs at 1-888-442-4551 or <http://www.gibill.va.gov/education/benefits.htm>. You may contact the Department of Health and Human Services at (301) 443-4776 or <http://bhpr.hrsa.gov/dsa/pages/programs.htm>.

### **Student Aid from Non-Federal Sources**

If you have received student financial aid from other sources, such as your State or from a private lending source, you will need to contact those sources directly to determine what monies were disbursed to you. This link will lead you to US State sources that provide financial aid to students:

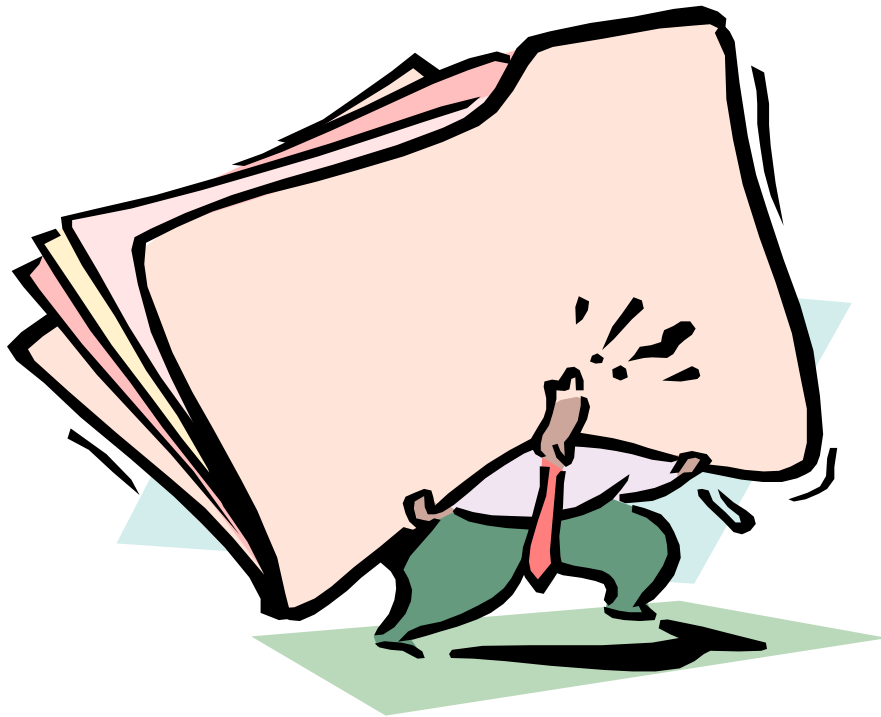
<http://www.finaid.org/otheraid/state.phtml>.



# Academic Records

## Locating Your Academic Records

If you were not able to obtain your academic records prior to your school closing, or immediately thereafter, you should contact the State licensing agency in the State in which the school was located for assistance in obtaining your records. (See the attached list for applicable state licensing agencies.) Some of these agencies take possession of student records as a matter of State law or policy when schools in their states close. Other agencies may make arrangements for storage of the student records.



# Remedies

## Loan Discharge

If you are unable to complete your education because you attended a school that closed, and did not accept a teach-out or transfer to another school, you may be eligible for a discharge of your loan if you have a Federal Stafford, PLUS, or Perkins Loan.

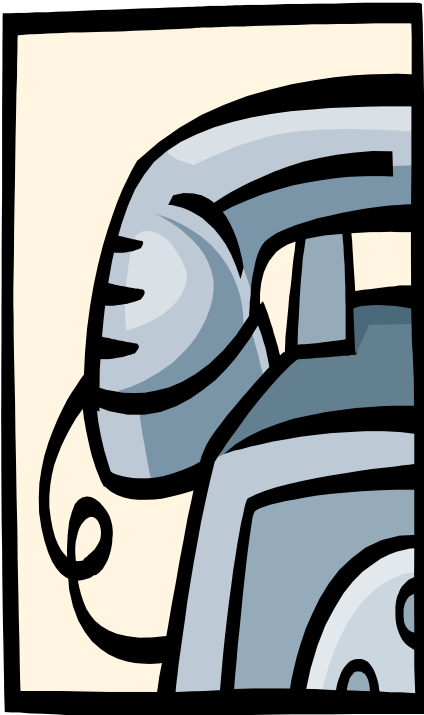
Loan discharges are not automatic with the closure of a school. You must send an application for loan discharge to the holder of your loan to have your loan discharged.

- You are eligible for a closed school loan discharge if you received your loan on or after January 1, 1986 and you (or the student for whom a parent
- were on an approved leave of absence the day the school closed, or
- withdrew from the school not more than 90 days before school closed, and
- you did not complete and are not now in the process of completing, this or a comparable program of study at another school by transferring academic credits or hours earned at the closed school to another school, or by any other means.

## **Discharge of Federal Stafford, PLUS or Direct loans**

When a school closes, a closed school loan discharge application is sent to each Federal Stafford or PLUS loan borrower on record as attending (or in the case of a PLUS loan the student on whose behalf the parent borrowed) the school when it closed. If you do not receive an application in the mail you may contact the holder directly for this application. You may also obtain a loan discharge application on-line at:

[www.ed.gov/offices/OSFAP/Students/closedschool/index.html](http://www.ed.gov/offices/OSFAP/Students/closedschool/index.html) or  
[www.ed.gov/offices/SFAP/DCS/cancel/home.html](http://www.ed.gov/offices/SFAP/DCS/cancel/home.html).

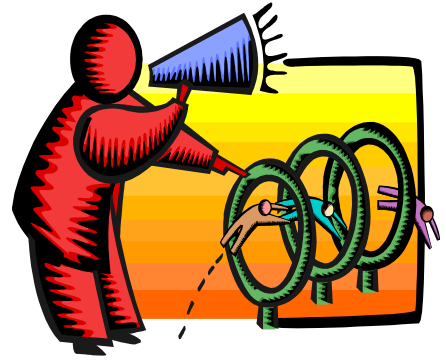


## **Discharge of Perkins Loans**

You will need to submit a closed school loan discharge application to the Debt Collection Service (DCS) office within the U.S. Department of Education. Once a school closes, its Perkins loan portfolio will be assigned to DCS. If your school no longer has personnel available to answer questions you have concerning your Perkins loan, you should contact DCS at the following number 800-4FED-AID (433-3243).

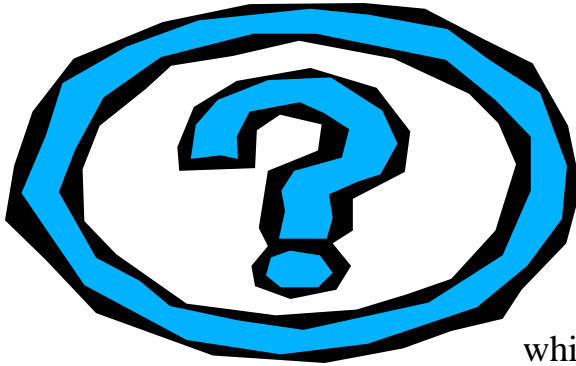
## **Discharge of Non-Federal Loans**

You would need to contact the holders of your loans to inquire about what relief may be available to you concerning these loans. You may contact the State licensing agency to inquire about whether a tuition recovery fund or performance bond was made available for students to submit claims against to cover any losses they incurred by borrowing to attend the school that closed.



## **Impact of Loan Discharge on Future Borrowing**

Once your application has been approved for discharge, the discharged loan balance will be removed from your account. Consequently, your annual and aggregate Federal borrowing limits will not include the discharged loan(s).



## FAQ's Regarding Federal Loan Discharge

Q: Should I make payments on my loan while my discharge application is pending?

A: A borrower generally does not need to start making payments on his or her loan until 6 months after the borrower is no longer enrolled at least half-time in school. If the holder of your loan begins to attempt to collect on the loan(s) you borrowed to attend the school that closed, please contact the holder immediately so that you do not become delinquent or default on your loans.



Q: What if I am not eligible for loan discharge?

A: If you attended a school that closed but do not meet the conditions outlined above for loan discharge, or if you borrowed a loan that is not eligible for loan discharge, you are obligated to pay the remaining balance of the loan. If you do not work with the holder of the loan to stay in good standing with respect to your loan obligations, your credit rating may be adversely affected and you may be subject to additional financial penalties such as collection fees, legal fees and court costs. You should contact the holder of your loan and work with them to arrange reasonable and affordable payments.



Q: Do I have appeal rights in my loan is not discharged?

A: There is no appeal process if your application is denied for a closed school discharge.

### For Further Information

For further information and resources on closed school loan discharges please visit the following web-site:

[www.ed.gov/offices/OSFAP/Students/closedschool/index.html](http://www.ed.gov/offices/OSFAP/Students/closedschool/index.html)

Also, if you borrowed a Direct Loan you may wish to visit the following site for further information [www.directloan.ed.gov](http://www.directloan.ed.gov) .



### When a School Files for Bankruptcy



When a school files for bankruptcy, its assets are placed in control of the bankruptcy court. In order to make any claim to against the school for any money it owes you, you will need to file a petition for your loss with the bankruptcy court. You may also consult an attorney about any other options you may have through the court system to redeem any losses.

## **Tuition Recovery**

If you made cash payments or borrowed private loans to pay for tuition at the closing institution, those funds may be completely or partly recoverable if your State has a tuition recovery fund.

You should contact the appropriate State agency on the attachment to inquire about whether it has a tuition recovery fund.



## **U.S. Department of Education**

The United States Department of Education is responsible for the oversight of the Federal Student Assistance Programs. These programs include the Federal Pell Grant, Federal Stafford Loan, Federal PLUS, Federal Direct Loan, Federal Perkins Loan,

Federal SEOG, and Federal Work-Study Programs. The Department of Education's responsibilities include monitoring the expenditure of funds under these programs.



## **Accrediting Bodies**

The accrediting agency is responsible for ensuring that a school is operating in compliance

with the agency's standards, policies, and procedures for educational quality. Routinely, the agency will work with the school to continue to provide its accreditation during a teach-out. However, when a school closes, it loses accreditation and is no longer a subject school of the accrediting body. The agency will usually respond to inquiries about the school after it closes; however, it is not responsible for the actions after closure since the school is no longer present to respond to allegations that are lodged against it. Students may call the school's accrediting agency for further information about its accrediting standards, policies, and procedures.

### **State Licensing Agencies**

The State licensing agencies are responsible for ensuring that a school meets the conditions for licensure in its state. The State licensing agencies may be able to assist you with obtaining your academic transcripts, financial records, locating a school for teach-out or transfer, or issues related to tuition recovery.



### **Guarantee Agencies**

The guarantee agencies are either non-profit or governmental organizations that oversee the Federal Stafford loan and Federal PLUS loans in their area of jurisdiction. Their responsibilities include guaranteeing Federal Stafford and PLUS loans and overseeing the schools that participate in their loan guarantee program.

# State Authorizing Agencies

## ALABAMA

### Vocational and Degree Granting

State Department of Education  
50 North Ripley Street,  
Montgomery, AL 36130  
(334) 242-9960  
Fax: (334) 242-0498  
<http://www.alsde.edu/>

### Cosmetology

State Board of Cosmetology  
100 North Union Street, Suite 320  
Montgomery, AL 36130-1750  
(334) 242-1918  
Fax: (334) 242-1926  
<http://www.aboc.state.al.us/>

Schools in Alabama are served by the Atlanta Case Management Team.

## ALASKA

### Vocational and Degree Granting

Alaska Commission on Postsecondary  
Education  
707 A Street, Suite 201  
Anchorage, AK 99501  
(907) 269-7970  
Fax: (907) 269-7991  
<http://www.state.ak.us/acpe/>

### Cosmetology

State Board of Barbers and Hairdressers  
P. O. Box 110806  
Juneau, AK 99811-0806  
(907) 465-2547  
Fax: (907) 465-2974  
<http://www.dced.state.ak.us/occ/pbah.htm>

Schools are served by the Seattle Case Management Team

## ARIZONA

### Vocational and Degree Granting

Arizona Private Postsecondary Education  
Board  
1400 West Washington, Room 260  
Phoenix, AZ 85007  
(602) 542-5709  
FAX: (602) 542-1253  
<http://azppse.state.az.us>

### Cosmetology

State Board of Cosmetology  
1721 East Broadway  
Tempe, AZ 85282-1611  
(480) 784-4539  
Fax: (480) 784-4962

Schools in Arizona are served by the San Francisco Case Management Team.

## ARKANSAS

### Vocational

State Board of Private Career Education  
612 South Summit, Suite 102  
Little Rock, AR 72201  
(501) 683-8000  
FAX: (501) 683-8020  
<http://www.state.ar.us/directory/detail2.cgi?ID=1084>

### Cosmetology

State Board of Cosmetology  
101 East Capitol, Suite 108  
Little Rock, AR 72201  
(501) 682-2168  
Fax: (501) 682-5640  
<http://www.state.ar.us/directory/detail2.cgi?ID=1076>

Schools in Arkansas are served by the Dallas Case Management Team.

## CALIFORNIA

### Vocational and Degree Granting

Bureau of Private Postsecondary and Vocational Education  
400 R Street, Suite 5000  
Sacramento, CA 95814  
(916) 445-3427  
FAX: (916) 323-6571  
[www.dca.ca.gov/bppve](http://www.dca.ca.gov/bppve)

### Cosmetology

Bureau of Barbering & Cosmetology  
400 R Street, Suite 5100  
Sacramento, CA 95814  
(916) 327-6250  
Fax: (916) 445-8893  
<http://www.dca.ca.gov/barber>

Schools in California are served by the San Francisco Case Management Team.

## COLORADO

### Vocational and Degree Granting

Department of Higher Education  
1380 Lawrence St., Suite 1200  
Denver, CO 80204  
(303) 866-8723  
FAX: (303) 894-2964  
[www.state.co.us/cche](http://www.state.co.us/cche)

### Cosmetology

State Board of Barbers and Cosmetologists  
1560 Broadway, Suite 1340  
Denver, CO 80202  
(303) 894-7772  
Fax: (303) 894-7802  
[www.dora.state.co.us/barbers\\_cosmetologists](http://www.dora.state.co.us/barbers_cosmetologists)

Schools in Colorado are served by the Denver Case Management Team.

## CONNECTICUT

### **Vocational and Degree Granting**

Connecticut Department of Higher Education  
61 Woodland St.  
Hartford, CT 06105  
(860) 947-1818  
FAX: (860) 947-1310  
[www.ctdhe.org](http://www.ctdhe.org)

### **Cosmetology**

Examining Board for Barbers, Hairdressers  
and Cosmeticians  
Department of Public Health  
410 Capitol Avenue, MS# 13PHO  
PO Box 340308  
Hartford, CT 06134-0308  
(860) 509-7569  
Fax: (860) 509-7553  
[www.dph.state.ct.us](http://www.dph.state.ct.us)

Schools in Connecticut are served by the New York Case Management Team.

## DELAWARE

### **Vocational and Degree Granting**

Delaware Department of Education  
Po Box 1402  
Dover, DE 19903  
(302) 739-5622  
FAX: (302) 739-5894  
[pbigelow@state.de.us](mailto:pbigelow@state.de.us)

### **Cosmetology**

State Board of Cosmetology and Barbering  
861 Silver Lake Boulevard  
Cannon Building, Suite 203  
Dover, DE 19904  
(302) 739-4522 ext. 218  
Fax: (302) 739-2711

Schools in Delaware are served by the Philadelphia Case Management Team.

## DISTRICT OF COLUMBIA

### **Vocational and Degree Granting**

Education Licensure Commission  
941 North Capitol Street, NE, Room 7246  
Washington, DC 20002  
(202) 442-4343  
FAX: (202) 442-9562  
[www.dkra.dc.gov](http://www.dkra.dc.gov)

### **Cosmetology**

Department of Consumer & Regulatory Affairs  
Board of Barbering & Cosmetology  
941 North Capitol Street, NE, Room 7246  
(202) 442-4459  
FAX: (202) 442-9560

Schools in the District of Columbia are served by the Philadelphia Case Management Team.

## FLORIDA

### Vocational and Degree Granting

Florida Commission for Independent Education  
2600 Apalachee Parkway, Suite A  
Tallahassee, FL 32301  
(850) 488-9504  
FAX: (850) 488-9504  
[www.firn.edu/doe/cie/](http://www.firn.edu/doe/cie/)

### Cosmetology

State Board of Cosmetology & Barbers Board  
1940 North Monroe Street  
Tallahassee, FL 32399-0790  
(850) 488-5702  
Fax: (850) 922-6959

Schools in Florida are served by the Atlanta Case Management Team.

## GEORGIA

### Vocational and Degree Granting

Georgia Nonpublic Postsecondary  
Education Commission  
2189 Northlake Parkway  
Lavista Office Park, Bldg. 10, Suite 100  
Tucker, GA 30084  
(770) 414-3300  
FAX: (770) 414-3309  
[www.gnpec.org](http://www.gnpec.org)

### Cosmetology

State Board of Barbers & Cosmetology  
237 Coliseum Drive  
Macon, GA 31217  
(912) 207-1430  
Fax: (912) 207-1442

Schools in Georgia are served by the Atlanta Case Management Team.

## HAWAII

### Vocational and Degree Granting

Vocational School Licensing  
1270 Queen Emma St., Room 409  
Honolulu, HI 96813  
(808) 586-3124  
FAX: (808) 586-3129

### Cosmetology

State Board of Barbering and Cosmetology  
P. O. Box 3469  
Honolulu, HI 96801  
(808) 586-2699  
[barber\\_cosm@dcca.state.hi.us](mailto:barber_cosm@dcca.state.hi.us)

Schools in Hawaii are served by the San Francisco Case Management Team.

## IDAHO

### Vocational and Degree Granting

Idaho State Department of Education  
P.O. Box 83720  
Boise, ID 83720  
(208) 332-6921  
FAX: (208) 332-6997  
[ptnadeau@sde.state.id.us](mailto:ptnadeau@sde.state.id.us)

### Cosmetology

State Board of Cosmetology  
1109 Main Street, Suite 220  
Boise, ID 83702  
(208) 334-3233  
Fax: (208) 334-3945  
[www.state.id.us/ibol](http://www.state.id.us/ibol)

Schools in Idaho are served by the Seattle Case Management Team.

## ILLINOIS

### Vocational and Degree Granting

State Board of Higher Education  
431 East Adams, Second Floor  
Springfield, IL 62401-1418  
(217) 557-7358  
FAX: (217) 782-8548  
[www.ibhe.state.il.us](http://www.ibhe.state.il.us)  
Private Business and Vocational Schools  
Illinois Board of Education  
100 West Randolph St., Suite 14-300  
Chicago, IL 60601-3405  
(312) 814-3517  
FAX: (312) 814 2282  
[www.isbe.net/PBVS/default.htm](http://www.isbe.net/PBVS/default.htm)

### Cosmetology

Department of Professional Regulation  
Professional Services Section  
320 West Washington  
Springfield, IL 62701  
(217) 557-2053  
Fax: (217) 782-7645  
[www.dpr.state.il.us](http://www.dpr.state.il.us)

Schools in Illinois are served by the Chicago Case Management Team.

## INDIANA

### Vocational and Degree Granting

Indiana Commission on Proprietary Education  
302 West Washington Street, Room E201  
Indianapolis, IN 46204  
(317) 232-1320  
FAX: (317) 233-4219  
[www.IN.gov/cope](http://www.IN.gov/cope)

### Cosmetology

State Board of Cosmetology Examiners  
302 West Washington Street, Room E034  
Indianapolis, IN 48204  
(317) 232-2980  
Fax: (317) 232-2312

Schools in Indiana are served by the Seattle Case Management Team.

## IOWA

### Vocational and Degree Granting

Secretary of State, Business Services Bureau  
Lucas Bldg., 1st Floor  
321 East 12th St.  
Des Moines, IA 50319  
(515) 281-5865  
FAX: (515) 242-6025

### Cosmetology

State Board of Cosmetology Examiners  
Lucas Building East 12th and Grand  
Des Moines, IA 50319  
(515) 281-4416  
Fax: (515) 281-3121

Schools in Iowa are served by the Kansas City Case Management Team.

## KANSAS

### Vocational and Degree Granting

Kansas Board of Regents  
1000 SW Jackson St., Suite 520  
Topeka, KS 66612-1321  
(785) 296-4917  
FAX: (785) 296-0983  
[www.kansasregents.org](http://www.kansasregents.org)

### Cosmetology

State Board of Cosmetology  
714 SW Jackson, Suite 100  
Topeka, KS 66603-3714  
(785) 296-3155  
Fax: (785) 296-3002

Schools in Kansas are served by the Kansas City Case Management Team.

## KENTUCKY

### Vocational and Degree Granting

Kentucky State Board for Proprietary Education  
P.O. Box 1360  
Frankfurt, KY 40602  
(502) 564-4233  
FAX: (502) 564-4818

### Cosmetology

State Board of Hairdressers and  
Cosmetologists  
314 West Second Street  
Frankfort, KY 40601  
(502) 564-4262  
Fax: (502) 564-0481

Schools in Kentucky are served by the Kansas City Case Management Team.

## LOUISIANA

### Vocational and Degree Granting

Louisiana State Board of Regents  
150 Third St., Suite 129  
Baton Rouge, LA 70801-1389  
(225) 342-4253  
FAX: (225) 342-9318  
[jponthie@regents.state.la.us](mailto:jponthie@regents.state.la.us)

### Cosmetology

State Board of Cosmetology  
11622 Sunbelt Court  
Baton Rouge, LA 70809  
(225) 756-3404  
Fax: (225) 756-3410

Schools in Louisiana are served by the Dallas Case Management Team.

## MAINE

### Vocational and Degree Granting

Higher Education Services  
23 State House Station  
Augusta, ME 04333  
(207) 624-6846  
FAX: (207) 624-6841  
[harry.osgood@state.me.us](mailto:harry.osgood@state.me.us)

### Cosmetology

Dept of Professional and Financial Regulation  
Office of Licensing & Registration  
#35 State House Station  
Augusta, Maine 04333-0035  
(207) 624-8625  
Fax: (207) 624-8637  
[www.state.me.us/pfr/olr/index.htm](http://www.state.me.us/pfr/olr/index.htm)

Schools in Maine are served by the Boston Case Management Team.

## MARYLAND

### Vocational and Degree Granting

Maryland Higher Education Commission  
16 Francis Street  
Annapolis, MD 21401  
(410) 260-4531  
FAX: (410) 974-5376  
[www.mhec.state.md.us](http://www.mhec.state.md.us)

Schools in Maryland are served by the Philadelphia Case Management Team.

### Cosmetology

State Board of Cosmetologists  
500 N. Calvert Street, Room 307  
Baltimore, Maryland 21202-3651  
(410) 230-6193  
[www.dllr.state.md.us/license/occprof/cos.html](http://www.dllr.state.md.us/license/occprof/cos.html)

## MASSACHUSETTS

### Vocational and Degree Granting

Massachusetts Private Postsecondary Schools  
380 Main Street, 5th Floor  
Malden, MA 02148  
(781) 388-3128  
FAX: (781) 388-3392  
[www.doe.mass.edu](http://www.doe.mass.edu)

Schools in Massachusetts are served by the Boston Case Management Team.

### Cosmetology

State Board of Cosmetology  
239 Causeway Street  
Boston, MA 02114  
(617) 727-4095  
Fax: (617) 727-1627  
[www.state.ma.us/reg/boards/hd](http://www.state.ma.us/reg/boards/hd)

## MICHIGAN

### Vocational and Degree Granting

Michigan Department of Career Development  
201 N. Washington Square  
Victor Office Center, 7th Floor  
Lansing, MI 48913  
(517) 373-2116  
FAX: (517) 373-2759  
[ruizm@michigan.gov](mailto:ruizm@michigan.gov)

Schools in Michigan are served by the Denver Case Management Team.

### Cosmetology

Bureau of Commercial Services  
State Board of Cosmetology  
P.O. Box 30018  
Lansing, MI 48909  
(517) 241-9201  
Fax: (517) 241-9280

## MINNESOTA

### Vocational and Degree Granting

Minnesota Higher Education Services Office  
1450 Energy Park Dr., Suite 350  
St. Paul, MN 55108  
(651) 642-0585  
FAX: (651) 642-0675  
[www.mheso.state.mn.us](http://www.mheso.state.mn.us)

### Cosmetology

Department of Commerce  
Licensing Division  
85 Seventh Place East, #600  
St. Paul, MN 55101-3165  
(651) 296-6319  
Fax: (651) 296-8591  
[licensing.commerce@state.mn.us](mailto:licensing.commerce@state.mn.us)

Schools in Minnesota are served by the Chicago Case Management Team.

## MISSISSIPPI

### Vocational and Degree Granting

Mississippi Commission on Proprietary  
School and College Registration  
3825 Ridgewood Road  
Jackson, MS 39211  
(601) 432-6340  
FAX: (601) 432-6363  
[seal@abcjc.cc.ms.us](mailto:seal@abcjc.cc.ms.us)

### Cosmetology

State Board of Cosmetology  
P. O. Box 55689  
Jackson, MS 39296-5689  
(601) 987-6837, ext. 107  
Fax: (601) 987-6840

Schools in Mississippi are served by the Atlanta Case Management Team.

## MISSOURI

### Vocational and Degree Granting

Missouri Department of Higher Education  
3515 Amazonas Dr.  
Jefferson City, MO 65109  
(573) 751-2361  
FAX: (573) 751-6635  
[www.cbhe.state.mo.us](http://www.cbhe.state.mo.us)

### Cosmetology

State Board of Cosmetology  
P. O. Box 1062  
Jefferson City, MO 65102  
(573) 751-1052  
Fax: (573) 751-8167  
[www.ecodev.state.mo.us/pr](http://www.ecodev.state.mo.us/pr)

Schools in Missouri are served by the Kansas City Case Management Team.

## MONTANA

### Vocational and Degree Granting

Montana Commissioner of Higher Education  
2500 Broadway  
Helena, MT 59620  
(406) 444-6570  
FAX: (406) 444-1469  
[www.montana.edu/wwwoche](http://www.montana.edu/wwwoche)

### Cosmetology

State Board of Cosmetology  
301 South Park  
P. O. Box 200513  
Helena, MT 59620-0513  
(406) 841-2333  
Fax: (406) 841-2305

Schools in Montana are served by the Denver Case Management Team.

## NEBRASKA

### Vocational and Degree Granting

Nebraska Department of Education  
P.O. Box 94987  
Lincoln, NE 68509  
(402) 471-4825  
FAX: (402) 471-8127  
[hbriley@nde.state.ne.us](mailto:hbriley@nde.state.ne.us)

### Cosmetology

State Board of Cosmetology Examiners  
PO Box 94986  
Lincoln, NE 68509-4986  
(402) 471-2117  
Fax: (402) 471-3577  
[www.hhs.state.ne.us/lis/lis.asp](http://www.hhs.state.ne.us/lis/lis.asp)

Schools in Nebraska are served by the Kansas City Case Management Team.

## NEVADA

### Vocational and Degree Granting

Nevada Commission of Postsecondary Education  
1820 East Sahara Ave, Suite 111  
Las Vegas, NV 89104  
(702) 486-7330  
FAX: (702) 486-7340  
[dperlman@cpe.state.nv.us](mailto:dperlman@cpe.state.nv.us)

### Cosmetology

State Board of Cosmetology  
1785 East Sahara Avenue, Suite 255  
Las Vegas, NV 89104  
(702) 486-6542  
Fax: (702) 369-8064

Schools in Nevada are served by the San Francisco Case Management Team.

## NEW HAMPSHIRE

### Vocational and Degree Granting

Postsecondary Education Commission  
Two Industrial Park Dr.  
Concord, NH 03301  
(603) 271-2555  
FAX: (603) 271-2696  
[www.state.nh.us/postsecondary](http://www.state.nh.us/postsecondary)

### Cosmetology

State Board of Barbering Cosmetology and  
Esthetics  
Two Industrial Park Drive  
Concord, NH 03301  
(603) 271-3608  
Fax: (603) 271-8889  
[www.state.nh.us/cosmet](http://www.state.nh.us/cosmet)

Schools in New Hampshire are served by the Boston Case Management Team.

## NEW JERSEY

### Vocational and Degree Granting

New Jersey Commission on Higher Education  
20 West State Street  
Trenton, NJ 08625  
(609) 292-4310  
FAX: (609) 292-7225  
[www.state.nj.us/highereducation](http://www.state.nj.us/highereducation)

### Cosmetology

State Board of Cosmetology & Hairstyling  
P.O. Box 45003  
Newark, NJ 07101  
(973) 504-6400  
FAX: (973) 648-3536  
[www.state.nj.us/ps/ca/boards.htm](http://www.state.nj.us/ps/ca/boards.htm)

Schools in New Jersey are served by the New York Case Management Team.

## NEW MEXICO

### Vocational and Degree Granting

Commission on Higher Education  
5301 Central NE, Suite 1500  
Albuquerque, NM 87108  
(505) 841-6611  
FAX: (505) 841-6617  
[www.nmche.org](http://www.nmche.org)

### Cosmetology

State Board of Barbers and Cosmetologists  
P.O. Box 25101  
Santa Fe, NM 87504-2324  
(505) 476-7116  
Fax: (505) 476-7118  
[www.rld.state.nm.us/b&c/barber](http://www.rld.state.nm.us/b&c/barber)

Schools in New Mexico are served by the Dallas Case Management Team.

## NEW YORK

### Vocational and Degree Granting

New York State Department of Education  
89 Washington Ave  
Albany, New York 12234  
(518) 474-3852  
FAX: (518) 473-3644  
[www.nysed.gov/](http://www.nysed.gov/)

### Cosmetology

Department of State  
Division of Licensing Services  
84 Holland Avenue  
Albany, NY 12208-3490  
(518) 474-4429  
Fax: (518) 473-6648  
[www.dos.state.ny.us](http://www.dos.state.ny.us)

Schools in New York are served by the New York Case Management Team.

## NORTH CAROLINA

### Vocational and Degree Granting

NC Community College System  
200 West Jones St.  
5026 MSC  
Raleigh, NC 27699  
(919) 733-7051  
FAX: (919) 733-0068  
[www.ncccs.cc.nc.us](http://www.ncccs.cc.nc.us)

### Cosmetology

State Board of Cosmetic Art Examiners  
1201 Front Street, Suite 110  
Raleigh, NC 27609  
(919) 733-4117  
Fax: (919) 733-4127

Schools in North Carolina are served by the Atlanta Case Management Team.

## NORTH DAKOTA

### Vocational and Degree Granting

North Dakota Board for Vocational and  
Technical Education  
600 East Boulevard Ave., Dept. 270  
Bismarck, ND 58505-0610  
(701) 328-2678  
FAX: (701) 328-1255  
[www.state.nd.us/vte](http://www.state.nd.us/vte)

### Cosmetology

State Board of Cosmetology  
1102 South Washington Street, Suite 200  
P. O. Box 2177  
Bismarck, ND 58502-2177  
(701) 224-9800  
Fax: (701) 222-8756

Schools in North Dakota are served by the Denver Case Management Team.

## OHIO

### Vocational and Degree Granting

Ohio State Board of Proprietary  
School Registration  
35 East Gay St., Suite 403  
Columbus, OH 43215  
(614) 466-2752  
FAX: (614) 466-2219  
[www.state.oh.us/scr](http://www.state.oh.us/scr)

Schools in Ohio are served by the Chicago Case Management Team.

### Cosmetology

State Board of Cosmetology  
3700 S. High Street, Suite 101  
Columbus, OH 43207-4041  
(614) 466-3834  
Fax: (614) 644-6880  
[www.state.oh.us/cos](http://www.state.oh.us/cos)

## OKLAHOMA

### Vocational and Degree Granting

Oklahoma Board of Private Vocational Schools  
2200 North Classen Blvd., Suite 1010  
Oklahoma City, OK 73106  
(405) 521-2225  
FAX: (405) 528-3366  
[drea@oklaosf.state.ok.us](mailto:drea@oklaosf.state.ok.us)

Schools in Oklahoma are served by the Dallas Case Management Team.

### Cosmetology

State Board of Cosmetology  
2200 Classen Boulevard, Suite 1530  
Oklahoma City, OK 73106  
(405) 521-2441  
Fax: (405) 528-8310  
[www.state.ok.us/~cosmo](http://www.state.ok.us/~cosmo)

## OREGON

### Vocational and Degree Granting

Oregon Department of Education  
255 Capitol Street, N.E.  
Salem, OR 97310  
(503) 378-3600 extension 2671  
FAX: (503) 378-5156  
[ray.lindley@state.or.us](mailto:ray.lindley@state.or.us)

Schools in Oregon are served by the Seattle Case Management Team.

### Cosmetology

Oregon Department of Education  
700 Summer Street, NE, Suite 320  
Salem, OR 97301-1287  
(503) 378-8667 x 4329  
Fax: (503) 370-9004  
[www.hdlp.hr.state.or.us/bhhome.htm](http://www.hdlp.hr.state.or.us/bhhome.htm)

## PENNSYLVANIA

### Vocational and Degree Granting

Pennsylvania Department of Education  
333 Market Street, 12th Floor  
Harrisburg, PA 17126  
(717) 783-8228  
FAX: (717) 783-0583

### Cosmetology

State Board of Cosmetology  
PO Box 2649  
Harrisburg, PA 17105-2649  
(717) 783-7130  
Fax: (717) 705-5540  
[www.dos.state.pa.us](http://www.dos.state.pa.us)

Schools in Pennsylvania are served by the Philadelphia Case Management Team.

## PUERTO RICO

### Vocational and Degree Granting

Puerto Rico Council on Higher Education  
P.O. Box 1990  
San Juan, PR 00910  
(737) 724-7100  
FAX: (737) 725-2151  
[www.ces.gobierno.pr](http://www.ces.gobierno.pr)

### Cosmetology

State Board of Examiners of Beauty Specialists  
P.O. Box 9023271  
San Juan, PR 00902-3271  
(787) 722-2122  
Fax: (787) 722-4818

Consejo General de Educacion (CGE)  
Hata Rey Tower Suite 2100,  
Piso 21 Ave. Munoz Rivera # 268  
Phone: (787) 764-0720,764-0219  
Fax: (787) 7564-0820  
[www.gobierno.pr/Agancias/cge.htm](http://www.gobierno.pr/Agancias/cge.htm)

Schools in Puerto Rico are served by the New York Case Management Team.

## **RHODE ISLAND**

### **Vocational and Degree Granting**

Rhode Island Office of Higher Education  
301 Promenade Street  
Providence, RI 02908  
(401) 222-6560  
FAX: (401) 222-6111  
[www.ribghe.org/riohe.htm](http://www.ribghe.org/riohe.htm)

### **Cosmetology**

State Board of Hairdressing  
Three Capitol Hill  
Room 104  
Providence, RI 02908  
(401) 222-2827  
Fax: (401) 222-1272

Schools in Rhode Island are served by the Boston Case Management Team.

## **SOUTH CAROLINA**

### **Vocational and Degree Granting**

Commission on Higher Education  
1333 Main Street, Suite 200  
Columbia, SC 29201  
(803) 737-2281  
FAX: (803) 737-2297  
[www.che400.state.sc.us](http://www.che400.state.sc.us)

### **Cosmetology**

State Board of Cosmetology  
P.O. Box 11329  
Columbia, SC 29211  
(803) 896-4494  
Fax: (803) 896-4484  
[www.llr.state.sc.us/POL/Cosmetology](http://www.llr.state.sc.us/POL/Cosmetology)

Schools in South Carolina are served by the Atlanta Case Management Team.

## **SOUTH DAKOTA**

### **Vocational and Degree Granting**

South Dakota Board of Regents  
306 East Capitol St.  
Pierre, SD 57501  
(605) 773-3455

### **Cosmetology**

Cosmetology Commission  
500 East Capitol  
Pierre, SD 57501-5070  
(605) 773-6193  
Fax: (605) 224-5072  
[www.state.sd.us/dcr/cosmo](http://www.state.sd.us/dcr/cosmo)

Schools in South Dakota are served by the Denver Case Management Team.

## TENNESSEE

### Vocational and Degree Granting

Higher Education Commission  
404 James Robertson Aprkway, Suite 1900  
Nashville, TN 37243  
(615) 741-5293  
FAX: (615) 741-6230  
[www.state.tn.us/thec](http://www.state.tn.us/thec)

### Cosmetology

State Board of Cosmetology  
500 James Robertson Parkway, First Floor  
Nashville, TN 37243-1147  
(615) 741-2515  
Fax: (615) 741-1310  
[www.state.tn.us/commerce/cosmo/index.htm](http://www.state.tn.us/commerce/cosmo/index.htm)

Schools in Tennessee are served by the Kansas City Case Management Team.

## TEXAS

### Vocational and Degree Granting

Texas Workforce Commission  
101 East 15th Street  
Austin, TX 78778-0001  
(512) 936-3100  
FAX: (512) 936-3111  
[www.twc.state.tx.us/svcs/propschools/prophp](http://www.twc.state.tx.us/svcs/propschools/prophp)

### Cosmetology

Cosmetology Commission  
5717 Balcones Drive  
Austin, TX 78731  
P. O. Box 26700  
Austin, TX 78755-0700  
(512) 454-4675  
Fax: (512) 454-0339  
[www.txcc.state.tx.us](http://www.txcc.state.tx.us)

Schools in Texas are served by the Dallas Case Management Team.

## UTAH

### Vocational and Degree Granting

Utah Division of Consumer Protection  
160 East 300 South  
Salt Lake City, UT 84111  
(801) 530-6929  
FAX: (801) 530-6001  
[kvolsen@utah.gov](mailto:kvolsen@utah.gov)

### Cosmetology

Cosmetology/Barbering Board  
P. O. Box 146741  
Salt Lake City, UT 84114-6741  
(801) 530-6254  
Fax: (801) 530-6511  
[www.dopl.utah.gov/licensing/cosmetology.html](http://www.dopl.utah.gov/licensing/cosmetology.html)

Schools in Utah are served by the Denver Case Management Team.

## VERMONT

### Vocational and Degree Granting

Vermont Department of Education  
Career and Lifelong Learning  
120 State St.  
Montpelier, VT 05620  
(802) 828-5139  
FAX: (802) 828-3146  
[blorenz@doe.state.vt.us](mailto:blorenz@doe.state.vt.us)

### Cosmetology

State Board of Barbers & Cosmetologists  
26 Terrace Street, Drawer 09  
Montpelier, VT 05609-1101  
(802) 828-2191  
Fax: (802) 828-2465  
[www.sec.state.vt.us](http://www.sec.state.vt.us)

Schools in Vermont are served by the Boston Case Management Team.

## VIRGINIA

### Vocational and Degree Granting

Degree Granting Schools  
State Council of Higher Education  
101 North 14th Street, 9th Floor  
Richmond, VA 23219  
(804) 225-2609  
FAX: (804)225-9604  
[www.schev.edu](http://www.schev.edu)

### Cosmetology

Board for Barbers and Cosmetology  
3600 West Broad Street  
Richmond, VA 23230-4917  
(804) 367-8509  
Fax: (804) 367-6295  
[www.state.va.us/dpor](http://www.state.va.us/dpor)

### Non-Degree Schools

Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218  
(804) 225-2848  
FAX: (804) 225-2831  
[www.pen.k12.va.us](http://www.pen.k12.va.us)

Schools in Virginia are served by the Philadelphia Case Management Team.

## WASHINGTON

### Vocational and Degree Granting

Workforce Training & Education  
Coordinating Board  
P.O. Box 43105  
Olympia, WA 98504  
(360) 753-5673  
FAX: (360) 586-5862  
[www.wa.gov/wtb](http://www.wa.gov/wtb)

### Cosmetology

Dept. of Licensing, Cosmetology Section  
P. O. Box 9026  
Olympia, WA 98507-9026  
(360) 664-6626  
Fax: (360) 664-2550  
[www.dol.wa.gov/plss.cosfront.htm](http://www.dol.wa.gov/plss.cosfront.htm)

Schools in Washington are served by the Seattle Case Management Team.

## WEST VIRGINIA

### Vocational and Degree Granting

Higher Education Policy Commission  
1018 Kanawha Boulevard East, Suite 700  
Charleston, WV 25301  
(304) 558-0265  
FAX: (304) 558-1646  
[www.hepc.wvnet.edu](http://www.hepc.wvnet.edu)

### Cosmetology

State Board of Barbers and Cosmetologists  
1716 Pennsylvania Avenue, Suite 7  
Charleston, WV 25302  
(304) 558-2924  
Fax: (304) 558-3450

Schools in West Virginia are served by the Philadelphia Case Management Team.

## WISCONSIN

### Vocational and Degree Granting

Educational Approval Board  
30 West Mifflin Street, 9<sup>th</sup> Floor  
P.O. Box 8696  
Madison, WI 53703  
(608) 266-1996  
Fax: (608) 264-8477  
[www.eab.state.wi.us](http://www.eab.state.wi.us)

### Cosmetology

Bureau of Business and Design Professions  
Barbering and Cosmetology  
Department of Regulation and Licensing  
P.O. Box 8935  
Madison, WI 53708-8935  
(608) 266-5511  
Fax: (608) 267-3816  
[www.drl.state.wi.us](http://www.drl.state.wi.us)

Schools in Wisconsin are served by the Chicago Case Management Team.

## WYOMING

### Cosmetology

#### Vocational and Degree Granting

Wyoming State Department of Education  
Hathaway Bldg., 2nd Floor  
2300 Capitol Ave  
Cheyenne, WY 82002  
(307) 777-6266  
FAX: (307) 777-6234

Board of Cosmetology  
2515 Warren Avenue, Suite 302  
Cheyenne, WY 82002  
(307) 777-3534  
Fax: (307) 777-3681

Schools in Wyoming are served by the Denver Case Management Team.

# Case Management Teams

## **Boston Office**

Main No. 617-223-9338  
Fax 617-223-4305  
Mail/FedEx J. W. McCormack Post Office &  
Courthouse Building, Room 706  
Boston, MA 02109-4557

## **DC Office**

Main No. 202-377-3173  
Fax 202-275-3480 or 202-275-5716  
Mail 830 First Street, NE  
Washington, DC 20202

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

## **New York Office**

Main No. 212-264-4022  
Fax 212-264-5025  
Mail/FedEx 75 Park Place, Room 1206  
New York, NY 10007

## **DC Office**

Main No. 202-377-3173  
Fax 202-275-3480  
Mail 830 First Street, NE, 7th Floor  
Washington, DC 20202

New Jersey, New York, Puerto Rico, Virgin Islands

## **Philadelphia Office**

Main No. 215-656-6442  
Fax 215-656-6499  
Mail/FedEx The Wanamaker Building, Suite 511  
100 Penn Square East  
Philadelphia, PA 19107

## **DC Office**

Main No. 202-377-3173  
Fax 202-275-3480

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

**Atlanta Office**

Main No. 404-562-6315  
Fax 404-562-6321  
Mail/FedEx 61 Forsyth Street, Room 18T20B  
Atlanta, GA 30303

**DC Office**

Main No. 202-377-3173  
Fax 202-275-5595  
Mail 830 First Street, NE  
Washington, DC 20202

Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina

**Chicago Office**

Main No. 312-886-8767  
Fax 312-353-2836  
Mail/FedEx 111 N. Canal Street, Room 830  
Chicago, IL 60606

**DC Office**

Main No. 202-377-3173  
Fax 202-275-5716  
Mail 830 First Street, NE  
Washington, DC 20202

Illinois, Minnesota, Ohio, Wisconsin

**Dallas Office**

Main No. 214-880-3044  
Fax 214-880-2462  
Mail/FedEx 1999 Bryan Street, Suite 2720  
Dallas, TX 75201-6817

**DC Office**

Main No. 202-377-3173  
Fax 202-275-5611  
Mail 830 First Street, NE  
Washington, DC 20202

Arkansas, Louisiana, New Mexico, Oklahoma, Texas

**Kansas City Office**

Main No. 816-880-4053  
Fax 816-891-0983  
Mail/FedEx Northpointe Tower, Room 900

10220 Executive Hills Boulevard  
Kansas City, MO 64153

**DC Office**

Main No. 202-377-3173  
Fax 202-275-5716  
Mail 830 First Street, NE  
Washington, DC 20202-5340  
Iowa, Kansas, Kentucky, Missouri, Nebraska, Tennessee

**Denver Office**

Main No. 303-844-3677  
Fax 303-844-4695  
Mail/FedEx 1391 Speer Boulevard, Suite 800  
Denver, CO 80204

**DC Office**

Main No. 202-377-3173  
Fax 202-275-5716  
Mail 830 First Street, NE  
Washington, DC 20202  
Colorado, Michigan, Montana, North Dakota, South Dakota, Utah, Wyoming

**San Francisco Office**

Main No. 415-556-4295  
Fax 415-437-8206  
Mail/FedEx 50 United Nations Plaza, Room 266  
San Francisco, CA 94102

**DC Office**

Main No. 202-377-3173  
Fax 202-275-5581  
Mail 830 First Street, NE  
Washington, DC 20202-5341  
Arizona, California, Hawaii, Nevada, the United States territories of Guam and American Samoa, the Republic of Palau, the Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, and the Republic of the Marshall Islands.

**Seattle Office**

Main No. 206-615-2594  
Fax 206-615-2508  
Mail/Fed Ex 701 Fifth Avenue, Suite 1600  
Seattle, WA 98104

**DC Office**

Main No. 202-377-3173  
Fax 202-275-5107  
Mail 830 First Street, NE  
Washington, DC 20202-5340  
Alaska, Idaho, Indiana, Oregon, Washington

