

Teach Out Plan

Everest Institute  
5514 Big Tyler Rd  
Cross Lanes, West Virginia

OPE ID: 01035600

School Status: Teach Out  School for Sale

Check One: Main School  Branch School

OPEID: 01035600

Accreditor: Accrediting Commission of Career Schools and Colleges

Accreditor School Number: M000287

Name of School: Everest Institute

Address: 5514 Big Tyler Road

City: Cross Lanes State: WV

Zip Code: 25313

Telephone Number: (304) 776-6290

Fax Number: (304) 776-6262

Contacts: Aimee Switzer, Campus President

E-mail Address: [aswitzer@cci.edu](mailto:aswitzer@cci.edu)

John Andrews, VP, Accreditation & Licensing

E-mail Address: [jandrews@cci.edu](mailto:jandrews@cci.edu)

Phone: 714-825-7918

### 1. A student Listing by program including estimated graduation dates:

See the student listing by program included as **Exhibit 1**. This list of students is effective as of July 8, 2014, the date the teach-out was announced. All enrollment activities ceased on that date.

### 2. The expected final graduation date and school closure date:

The anticipated final graduation date is May 31, 2015, with a projected school closure date of July 31, 2015.

### 3. The status of unearned tuition, all current refunds due and account balances:

All refunds are calculated and submitted within the required timeframes. The individual student specific financial information, effective as of July 8, 2014, is included in the student detail in **Exhibit 1**. Should a student drop, the school's pro rata refund policy will apply.

**4. A disposition of all student records including educational, billing, accounting and financial aid records in an accessible location:**

At the completion of the teach-out, the student records for this campus will be managed by Socle Education. All student academic and finance files will be housed at the following location:

Socle Education  
Sacramento Data Center  
980 Riverside Parkway  
West Sacramento, CA 95605.

The contact information is as follows:

Dave Shuma  
Assistant Vice President, Student Finance Support Operations  
[Dave.Shuma@socleeducation.com](mailto:Dave.Shuma@socleeducation.com)  
Office: 813-635-1934

Bruce Gamroth  
Sr. Manager, Records & Facility Management  
[BGamroth@wyotechstaff.edu](mailto:BGamroth@wyotechstaff.edu)  
Direct: 916-637-9228

This facility is the records retention center for this and all previously closed Corinthian campuses. In the event that this facility closes, the West Virginia Higher Education Policy Commission will be contacted and Socle Education must provide for permanent maintenance of records as approved by the executive director.

**5. A demonstration and description of how the delivery of training (including appropriate faculty) and services to students will not be materially disrupted and that obligations to students will be timely met:**

Our goal is for the student classroom experience to continue, substantially unchanged, through to the completion of the students' programs. Faculty members qualified and trained to teach the subject matter will be present during all scheduled classroom hours. All applicable regulatory standards will be met. Academic leadership will continue to support the faculty and students. Students' daily and weekly contact hours will not change. Additionally, curricular content, learning activities, projects, quizzes, exams, texts and outside-of-class work activities will continue to be provided as designed. Support services to assist students while in school will remain in place, and career services staff will be present to assist graduates with their job searches upon graduation.

The campus has begun to identify potential educational partners who may be able to assist in providing teach-out support if required. An example of potential teach-out partners is included as **Exhibit 2**.

**6. A description of specific additional charges to students, if any, and the school's plan for providing advance notification to students of any additional charges:**

There are no anticipated additional charges.

**7. A list of all accrediting agencies (institutional and programmatic) the school is currently accredited by:**

- Accrediting Commission of Career Schools and Colleges – Institutional Accreditor

**8. A communication plan for students to assist them through the transition:**

Students who enrolled prior to June 23, 2014 will meet individually, as it relates to the teach-out, with the Director of Education or designee who will give the student one of the following academic plans that takes into consideration the student's academic progress, time to graduation and other factors:

- 1) Complete their program of study at this campus as they normally would, including receiving career planning and placement services to assist them in finding a job, which will be available to them for at least 60 days after they complete their program;
- 2) Receive assistance transferring to a comparable program of study at a comparable school at no additional cost above the amount they would have been charged to complete their program at Everest, and job placement services and other post-graduation services would be provided by the receiving institution; or
- 3) Withdraw from the school and receive a full refund of all tuition and other fees paid to the school for their program. If they received a Federal loan, we will pay this refund to the government to reduce their loan obligation. If they received a private student loan that was directly disbursed to the school, we will pay the refund directly to the lender. If they paid the school directly, we will repay the same amounts directly to them.

Students who are not satisfied with their plan will have the ability to appeal their plan within three days, which will be evaluated by the Campus President who will render a final written decision within five instructional days from the receipt of the appeal.

Students who enrolled after June 23, 2014 and before the announcement of the teach-out on July 8, 2014 will choose one of the two following options:

I choose to complete my program of study. I understand that by this choice, I will also receive career planning and placement services to assist me in finding a job for at least 60 days after I complete my program. I understand that to complete my program, I may be required to transfer to a comparable program at a comparable school; if I must transfer, I will have no additional cost above the amount I would have been charged to complete my program at Everest Institute and that job placement services and other post-graduation services would be provided by the receiving institution;

OR

I choose not to complete my program of study at this school, and to withdraw from Everest Institute and receive a full refund of all tuition and other fees I paid for my program. If I received a federal loan, the school will pay this refund to the government to reduce my loan obligation. If I received a private student loan that was directly disbursed to the school, you will pay the refund directly to me. If I paid the school directly, you will repay the same amounts directly to me.

Copies of the notifications given to students are included as **Exhibit 3**. Faculty and staff will closely monitor and support students to ensure that they remain on track to complete their programs as scheduled.

**9. Description of plans for faculty and staff:**

To ensure that there will be stability among the faculty and staff, severance and retention plans have been established. Severance packages were offered to those whose services were no longer needed at the time of the school teach-out announcement, for example, the admissions staff. For the remaining staff, retention plans have been established. A copy of the chart demonstrating the severance and retention plans is attached as **Exhibit 4**. The required number of faculty and staff needed to support the students through the teach-out have been determined based on the numbers of students in each program and the scheduling requirements of the programs. A copy of the staffing plan to complete the teach out is included as **Exhibit 5**.

**10. Notification plan for state and federal regulators including the Department of Veterans Affairs:**

Regulatory agencies have been notified and will be apprised of any additional developments. A copy of the teach-out plan will be provided to them for review and approval according to their standards.

Name: Jack D. Massimino(Chief Executive Officer)Title: Chairman and Chief Executive Officer

July 18, 2014

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

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

## Exhibit 2

### Potential Teach-Out Partners

Potential Teach-Out Partners

#	Campus	Everest Programs	Potential Teachout Partner	Teachout Partner Program	T/O Partner Location/Contact	Comments	T/O Partner Distance (Miles)	Web Address
314	Cross Lanes ACCSC	Massage Therapy Medical Assistant Medical Insurance Billing and Coding Electronics, Computer and Communications Technology	Ross Medical Education Center ABHES  Possible PennFoster for Associate Programs	Medical Assistant Medical Insurance Billing and Office Administration	5707 MacCorkle Ave, SE, Suite 20 Charleston, West Virginia 25304 (304) 925-5645		17.2	<a href="http://www.rosseducation.edu/locations/">http://www.rosseducation.edu/locations/</a>

## Exhibit 3

### Student Disclosures

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## NOTIFICATION TO STUDENTS WHO ENROLLED BEFORE JUNE 23, 2014 AT A TEACH-OUT SCHOOL

Dear Student:

As we announced recently, we are planning to teach out Everest Institute. It is always a difficult decision to teach out a campus, but we are working hard to ensure that the process goes smoothly, and that every student has the opportunity to complete his or her program of study. We plan to complete this teach out process under a plan approved by the school's accrediting agency and all applicable state licensing agencies.

Within the next seven days, you will be meeting with the Director of Education, or a person assigned by him or her, to discuss your personalized academic plan as it relates to the teach out. You will be given one of the following plans during your meeting, depending upon your academic progress, time to graduation and other factors:

- 1) Complete your program of study at this campus as you normally would, including receiving career planning and placement services to assist you in finding a job, which will be available to you for at least 60 days after you complete your program;
- 2) Receive assistance transferring to a comparable program of study at a comparable school at no additional cost above the amount you would have been charged to complete your program at Everest Institute, and job placement services and other post-graduation services would be provided by the receiving institution; or
- 3) Withdraw from the school and receive a full refund of all tuition and other fees paid to the school for your program. If you received a Federal loan, we will pay this refund to the government to reduce your loan obligation. If you received a private student loan that was directly disbursed to the school, we will pay the refund directly to the lender. If you paid the school directly, we will repay the same amounts directly to you.

### **IF YOU DISAGREE WITH THE PLAN PRESENTED TO YOU, YOU MAY FILE AN APPEAL.**

Students are entitled to appeal their personalized academic plans. You must file your appeal in writing with the office of the Campus President within three (3) instructional days of your receipt of your academic plan. Your notice must include the reason(s) for your appeal. If you file a timely written appeal, the Campus President (or designee) will meet with you and review your reasons for the appeal within three (3) instructional days from the date of your appeal. The Campus President will render a written decision to you within five (5) instructional days from the date of this meeting. The decision of the Campus President is final and no further appeals are permitted.

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It has been a privilege to have participated in your educational journey thus far. It is our sincere hope that you will continue to work toward reaching your career goals, and we wish you every success in the future.

## CONFIRMATION:

It is important that you acknowledge that you have read and understand the alternatives discussed above.

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Student Signature

Printed Name

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Date

**Important notice if you have a Federal student loan:** In addition to any Everest refund that may be paid, you have separate rights if you have a Federal loan.

You may be eligible for forgiveness (“discharge”) of the federal student loans you received to attend your school if one of the following happens:

- If you continue at Everest but Everest closes before you complete your program, or
- If you transfer to another school but you do not complete your program there, or
- If you withdraw from Everest less than 120 days before Everest closes.

This Federal discharge will cancel any portion of your Federal loan that remains after any Everest refund is paid. However, if you complete your program either at Everest or another school, you will not qualify for this Federal discharge. This is not a complete explanation of the closed school loan discharge rules. For a complete explanation go to: [studentaid.gov/closedschool](http://studentaid.gov/closedschool).

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## NOTIFICATION TO STUDENTS WHO ENROLLED ON OR AFTER JUNE 23, 2014 AND BEFORE JULY 8, 2014 AT A TEACH-OUT SCHOOL

Dear Student:

As we announced recently, we are planning to teach out Everest Institute. It is always a difficult decision to teach out a campus, but we are working hard to ensure that the teach out process goes smoothly, and that every student has the opportunity to complete his or her program of study or obtain a full refund of all tuition and other fees paid by a student for his or her program. We plan to complete this teach out process described below under a plan approved by the school's accrediting agency and all applicable state licensing agencies.

Within the next seven days, you will be meeting with the Director of Education, or a person assigned by him or her, to discuss **your** option to either (1) create a personalized academic plan to assist you in making this transition and completing your program of study or (2) receive a full refund of all the tuition and other fees you paid to Everest for your program.

Within three (3) instructional days of your meeting, please select one of the following options to confirm your choice, and then sign and print your name below.

Please select the box to show your choice:

I choose to complete my program of study. I understand that by this choice, I will also receive career planning and placement services to assist me in finding a job for at least 60 days after I complete my program. I understand that to complete my program, I may be required to transfer to a comparable program at a comparable school; if I must transfer, I will have no additional cost above the amount I would have been charged to complete my program at Everest Institute and that job placement services and other post-graduation services would be provided by the receiving institution;

OR

I choose not to complete my program of study at this school, and to withdraw from Everest Institute and receive a full refund of all tuition and other fees I paid for my program. If I received a federal loan, the school will pay this refund to the government to reduce my loan obligation. If I received a private student loan that was directly disbursed to the school, you will pay the refund directly to me. If I paid the school directly, you will repay the same amounts directly to me.

**IF YOU DO NOT MAKE A CHOICE BETWEEN (1) OR (2) ABOVE, YOU WILL BE WITHDRAWN FROM YOUR PROGRAM AND ISSUED A REFUND.**

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It has been a privilege to have participated in your educational journey thus far. It is our sincere hope that you will continue to work toward reaching your career goals, and we wish you every success in the future.

## CONFIRMATION:

Please sign and print your name to confirm that you have read and understood your choice to continue your program of study or obtain a full refund of all direct educational charges you paid for your program, including tuition, fees, and any other actual institutional charges you paid.

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Student Signature

Printed Name

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Date

**Important notice if you have a Federal student loan:** In addition to any Everest refund that may be paid, you have separate rights if you have a Federal loan.

You may be eligible for forgiveness (“discharge”) of the federal student loans you received to attend your school if one of the following happens:

- If you continue at Everest but Everest closes before you complete your program, or
- If you transfer to another school but you do not complete your program there, or
- If you withdraw from Everest less than 120 days before Everest closes.

This Federal discharge will cancel any portion of your Federal loan that remains after any Everest refund is paid. However, if you complete your program either at Everest or another school, you will not qualify for this Federal discharge. This is not a complete explanation of the closed school loan discharge rules. For a complete explanation go to: [studentaid.gov/closedschool](http://studentaid.gov/closedschool).