



July 9, 2014

Mrs. Linda Massingill
President
School of Automotive Machinists
1911 Antoine
Houston, TX 77055

Certified Mail
Return Receipt Requested
7012 3460 0003 2479 4589

RE: **Expedited Final Program Review Determination Letter**
OPE ID: 03032300
PRCN: 201430628628

Dear Mrs. Massingill:

From May 5, 2014 through June 13, 2014, Michael Williams and Joe Williams conducted an on-site program review of School of Automotive Machinists' (SAM's) administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs). The purpose of this Final Program Review Determination Letter is to close the program review.

The focus of the review was to determine SAM's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of, but was not limited to, an examination of SAM's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

A sample of 30 files was identified for review from the 2012-2013 and 2013-2014 (year to date) award years. The student files were selected from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. Appendix A lists the names and social security numbers of the students whose files were examined during the program review.

Protection of Personally Identifiable Information (PII):

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. Appendix A was encrypted and sent separately to the institution via e-mail.

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning SAM's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures.

Furthermore, it does not relieve SAM of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

Record Retention:

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

We would like to express our appreciation for the courtesy and cooperation extended during the review. If you have any questions concerning this report, please call Michael Williams at (214) 661-9517.

Sincerely,

(b)(6)

Cynthia Thornton, Director
Dallas School Participation Division

cc: Ms. Renee S. Faerman, Financial Aid Director
Texas Workforce Commission-Division of Proprietary School & Veterans Education
Accrediting Commission of Career Schools and Colleges

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City, St Houston, TX 77055-1803

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 Dallas School Participation Division
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 BY: *[Signature]*

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<p>1. Article Addressed to:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Linda Massingill, President School Of Automotive Machinists 1911 Antoine Dr Houston, TX 77055-1803 </div>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Priority Mail Express™</p> <p><input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Insured Mail <input type="checkbox"/> Collect on Delivery</p>
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