



Oregon

Tina Kotek, Governor

Higher Education Coordinating Commission

Office of Academic Policy and Authorization

Private Career Schools Licensing Unit

3225 25th Street SE

Salem, Oregon 97302

www.oregon.gov/HigherEd

March 31, 2023

To: Alchemy Code Lab students

Re: Alchemy Code Lab closure

This correspondence serves as notification to all students attending Alchemy Code Lab at the time of its closure on February 1, 2023. This letter is to inform you of the opportunity to file a claim for unreimbursed tuition against the Tuition Protection Fund (TPF) for a refund defined in the Oregon Administrative Rule (OAR)715-045-029(9)(b). Specific terms and conditions are explained below. Please note the deadline for filing.

Tuition Protection Fund Claims Process:

If you were enrolled in Alchemy Code Lab at the time of its closure (February 1, 2023) and you believe you are entitled to a refund, please visit this Higher Education Coordinating Commission webpage: [State of Oregon: Private Postsecondary - Updates and Consumer Alerts](#). You will need to download a Tuition Protection Fund Claim form and submit the form along with supporting documents to: SchoolClosure.Info@HECC.oregon.gov.

- Please note that OAR 715-045-0029 states the following:
 - All claims must be filed with the commission by the deadline established in the executive director's notification.
 - Each student filing a claim must specify and verify any and all sources and amounts of tuition that were paid on the student's behalf.
 - The commission may refuse to pay any claim that does not contain sufficient verification or other information required by the executive director.

The executive director shall not consider any claims filed after the deadline established in the executive director's notification. Failure of a student to receive notification shall not be a basis for the commission to consider any claims filed after the deadline.

THE DEADLINE TO FILE FOR THE OREGON TUITION PROTECTION FUND IS JULY 1, 2023. CLAIMS RECEIVED AFTER JULY 1, 2023 WILL NOT BE ACCEPTED BY THE HIGHER EDUCATION COORDINATING COMMISSION.

Once you have submitted your claim and any TPF refund is sent to the address that you provided on your TPF claim form, the claim process is closed and final.

The Higher Education Coordinating Commission maintains the Private Career School Tuition Protection Fund under state law for the purpose of paying claims for tuition reimbursement by students affected when a private career school ceases to provide educational services. Submission of a claim does not guarantee that a student will receive full tuition reimbursement from the fund. The Commission's rules limit the total amount of liability that can be satisfied from the fund for a single school's closing.

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Depending on the number of claims submitted and the amounts, students may receive partial payment of claims on a pro rata basis.

The HECC encourages each student affected by the Alchemy Code Lab closure to review the TPF claim process stated on the HECC web-site and to be mindful of the **July 1, 2023** deadline to submit your TPF refund claim from the Oregon Tuition Protection Fund. Any questions can be sent by email to: SchoolClosure.Info@HECC.oregon.gov.

Thank you,



Veronica Dujon, Ph.D.

Director, Office of Academic Policy and Authorization

Oregon Higher Education Coordinating Commission