March 8, 2024

**Re: Synthesis Institute school closure**

**To:** **Synthesis Institute Students**

This correspondence serves as notification to students attending Synthesis Institute at the time of its closure on March 1, 2023.

Some Synthesis students may 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 of 04/30/2024 for filing a claim.

TPF Eligibility Requirements:

1. You must have been enrolled as an active student in Synthesis Institute as of March 1, 2023.
2. You must have first enrolled in Synthesis on or after its initial Oregon licensing date of October 26, 2022; and
3. You must not have completed your program at the school; and
4. You believe you are still owed a full or partial refund.

TPF Claims Process:

1. Please visit the Higher Education Coordinating Commission Updates and Consumer Alerts. <https://www.oregon.gov/highered/about/authorization/pages/consumer-alerts.aspx>
2. Download a Tuition Protection Fund Claim form.
3. Complete the form.
4. Submit the form along with supporting documents to the following mailing address below:

  **Higher Education Coordinating Commission**

 Attn: PCS Synthesis TPF refund Claim

 3235 25th Street SE

 Salem, Oregon 97302

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 to Synthesis 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 APRIL 30, 2024. CLAIMS RECEIVED AFTER APRIL 30, 2024, 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 (OAR 715-045-0029(2).
* Depending on the number of claims submitted and the amounts, students may receive partial payment of claims.
1. Please review the TPF claim process stated on the HECC website: <https://www.oregon.gov/highered/about/authorization/pages/consumer-alerts.aspx>
* Be sure to submit your TPF refund claim no later than the April 30, 2024, deadline.
* 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