



**Tennessee Higher Education Commission (THEC)  
 Division of Postsecondary State Authorization (DPSA)  
 Tennessee Tuition Guaranty Fund (TGF) Claim Application  
 Pursuant to T.C.A. § 49-7-2018**

The Tuition Guaranty Fund (TGF) was established by the Tennessee General Assembly to reimburse students at certain postsecondary educational institutions that close without earning the tuition collected. This is called unearned tuition.

Important points:

- 1) TGF applies only when the closing institution is authorized by THEC and (1) a student attended a physical location of the school in Tennessee or (2) a student is a Tennessee resident and attended a location of the institution outside of Tennessee.
- 2) A claim for reimbursement of the unearned tuition must be made within two years of the date the institution discontinued operations.
- 3) Unearned tuition includes tuition, registration, general graduation, activity, or other fees that are required to be paid by all students where the institution did not complete the educational obligation or reimburse students.
- 4) Monies paid for tangible goods, such as books and equipment, are not reimbursable.
- 5) Monies paid for program specific costs are not reimbursable by the TGF, e.g. certification fees charged separately to a student's account.
- 6) Monies for expenses such as housing, meals, clothing and transportation, not paid directly to and retained by the institution are not reimbursable.

First Name  Middle Name  Last Name

Address 1

Address 2

City  State  Zip Code

Phone Number  Email

Institution Name

Institution City  State

\*Please note this form is only applicable to students that were enrolled in institutions authorized by THEC. Call THEC at 615-741-5293 if you do not know whether the institution is or was authorized.

Program

Dates of Attendance From (M/D/YY)  To (M/D/YY)

Credential Level of the program in which you were enrolled:

- Certificate
- Diploma
- Associate
- Bachelor
- Master
- Doctorate
- Other

Amount Requested

Please explain in detail why you believe you are entitled to recovery through the TGF. Be as specific as possible, and include supporting facts for the amount for which you are requesting reimbursement. If you are requesting recovery for more than one cost, please include supporting facts for each separate amount. If you need additional space, please attach a separate piece of paper.

Check below to indicate you have read and understand each of the following items.

- Claims not supported by documentation can not be processed.
- You must provide copies of any documents that support your position, such as cancelled checks, account ledgers, correspondence with the institution, etc.
- You must provide a completed copy of the TGF Information Release Authorization.
- Your claim will not be considered unless submitted to DPSA within two years of the cessation of operation of the institution.

Signature

Date

Hard copies of this form and all attachments may be mailed to:  
Attn: Stephanie Bellard Chase  
Tennessee Higher Education Commission  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, TN 37243-0830

PDF copies of this form and all attachments may be e-mailed to:  
thec.dpsa-application@tn.gov  
with the subject:  
TGF Claim Form-TCA \$49-7-2018