

March 18, 2021

## **Branford Hall Career Institute is closed**

Dear student,

The Office of Higher Education is the state agency that oversees the authorization of postsecondary occupational schools such as Branford Hall Career Institute. Unfortunately, Branford Hall Career Institute was unable to successfully comply with state regulations to remain open and operational and the Office had to revoke their authorization for their two locations at 1 Summit Place, Branford, CT 06405 and 35 North Main Street, Southington, CT 06489. This means that you will no longer be able to complete your academic program at Branford Hall Career Institute.

### **What are your options?**

We are contacting you because the school indicated that you were a current student before they were closed. As a result, we want to make you aware of your options now that the school is closed.

#### **Option 1: Seek to recover educational expenses.**

You can decide to stop completion of your academic program and (1) seek to get your federal loans discharged and/or (2) seek to get reimbursement for out of pocket tuition expenses.

*(1) Federal Loan Discharge:* If you would like to get your federal loans discharged, please visit this website for more details: <https://studentaid.gov/manage-loans/forgiveness-cancellation/closed-school>. Note: the Office of Higher Education is **NOT** involved in this process and cannot help you with discharging your federal loans.

*(2) Out-of-Pocket Reimbursement of Tuition Expenses:* If you spent your own money to pay for tuition, you may be eligible for a tuition reimbursement and can apply for it through the Office of Higher Education. Please review the **Application for Student Tuition Reimbursement form** for more details and how to apply.

#### **Option 2: Seek to transfer your academic credits and complete your academic program.**

This option is available to the student in the Medical Assistant program. Unfortunately, within the state of Connecticut, there are no other Health Claims Specialists programs available. If you are a student in the Health Claims Specialists program, we suggest doing Option 1.

#### ***(1) Obtain Your Transcripts***

To request your transcripts, email a request to [transcripts@trigramschools.com](mailto:transcripts@trigramschools.com). You may also contact the following individuals below:

Wade Charlton | Human Resources  
TRIGRAM EDUCATION PARTNERS  
Central Services  
545 Long Wharf Dr., 5th Floor | New Haven | CT 06511  
Office: 203-672-2387  
Email: [wcharlton@trigramschools.com](mailto:wcharlton@trigramschools.com)

Michele Sinusas  
Student Ombudsman Services  
TRIGRAM EDUCATION PARTNERS  
545 Long Wharf Drive, 5th Floor  
New Haven, CT 06511  
[msinusas@trigramschools.com](mailto:msinusas@trigramschools.com)

If you are still having trouble obtaining transcripts after requesting it from the above contacts, reach out to the Office of Higher Education at the contact information below.

## ***(2) Transfer to Another School***

Once you receive your transcript, you can apply to other schools in Connecticut to see if you can complete your Medical Assistant academic program at that school. The following webpages will give you all of the schools in Connecticut with a Medical Assistant program, along with website and contact information:

<http://bit.ly/MASchools1>

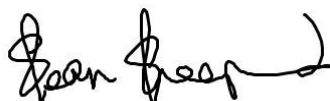
<http://bit.ly/MASchools2>

You may also wish to explore the Medical Assistant program at Stone Academy. We have confirmed that Stone Academy will accept the credits you completed and help you complete the program. To get started with Stone Academy, visit the following webpage: <https://www.stone.edu/branfordhall/> and fill out your information.

## **Contact Us**

Still have questions? You can contact the Office of Higher Education by calling 860-947-1816 or emailing us: [help4students@ctohe.org](mailto:help4students@ctohe.org). If no one answers when you call, please leave a message and someone will get back to you as soon as possible. To assist us in helping you, please also complete the attached Student Status Information Form and email it to us at [help4students@ctohe.org](mailto:help4students@ctohe.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Seepersad". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Sean Seepersad, PhD  
Chief Academic Officer  
Office of Higher Education