

## **May 2013 Notice from Sanford-Brown Institute to all students**

Dear Sanford-Brown Institute Alumnus:

As previously announced, the Sanford-Brown Institute located in Landover, Maryland will be closing in June 2013. Now that the campus has completed its teach-out and closure process, I would like to provide contact information to assist you in accessing the student support services and information that will remain available to you, including academic transcripts, student records, student finance, and career services.

Career Education Corporation, Sanford-Brown Institute's parent company, will continue to provide you with a variety of methods to help you obtain general and specific information related to your Sanford-Brown Institute experience, and serve as a resource for ongoing career services assistance. Contact information for these available resources is as follows:

- **Sanford-Brown Landover website:**  
<http://www.sanfordbrown.edu/LANDOVER>  
This website provides information on available resources, including student records and career services assistance
- **Student Portal:**  
<https://my.sb-landover.com/mycampus/index.aspx>
- **Career Services Assistance**  
Career Services support at Career Education Corporation  
(866) 934-1594 or via e-mail at [cssupport@careered.com](mailto:cssupport@careered.com)
- **Student Records:**  
Custodial of records  
Career Education Corporation  
231 N. Martingale Road  
Schaumburg, IL 60173  
Attention: Transcripts and Student Records  
[records@careered.com](mailto:records@careered.com) or 866-470-7445  
  
or  
  
Maryland Higher Education Commission  
6 N. Liberty Street, 10<sup>th</sup> Floor  
Baltimore, MD 21201  
<http://www.mhec.state.md.us/career/pcs/closures.asp>
- **Student Finance**  
Phone: 1-888-810-4556  
Fax: 1-866-439-7340  
[CStudentAccounts@careered.com](mailto:CStudentAccounts@careered.com)