

September 2016

Dear Sanford-Brown Institute Student:

As previously announced, SBI Campus, an Affiliate of Sanford-Brown Institute located in Melville, New York, is scheduled to complete the campus teach-out and will be closing by the end of November, 2016. As the campus is completing 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 College's website:**  
<http://www.sbmelville.edu>  
This website provides information on available resources, including student records and career services assistance (once school has closed).
- **Student Portal:**  
<https://my.sbmelville.com>
- **Career Services Assistance for Graduates**
  - Local Career Services assistance is available until December 31, 2016 by contacting Mauro Gomez at [mgomez@sbmelville.edu](mailto:mgomez@sbmelville.edu) or 224-293-5542.
  - Career Services support at Career Education Corporation **(866) 934-1594** or via e-mail at [cssupport@careered.com](mailto:cssupport@careered.com)
  - Remember, graduates will have continuous access to Optimal Resume. Optimal Resume is an online resource that you may use to create and build a resume, research companies, and receive job leads suited to their specific career goals. You'll find a variety of tools to help you create, present, manage and share your professional credentials. To access this site, please login to your student portal.
- **Student Records:**
  - Custodian of records  
Career Education Corporation  
231 N. Martingale Road  
Schaumburg, IL 60173  
Attention: Transcripts and Student Records  
**866-470-7445** or [records@careered.com](mailto:records@careered.com)
- **Student Finance**
  - Phone: **888-810-4556**  
Fax: **866-439-7340**  
[CStudentAccounts@careered.com](mailto:CStudentAccounts@careered.com)

*For more information, please call 866-934-1594.*

I wish you well in all your future endeavors.

Very truly yours,

James Swift  
Campus President