



March 8th, 2011

IMPORTANT NOTICE TO MERITUS UNIVERSITY STUDENTS

CLOSING MERITUS UNIVERSITY OFFICE: *Friday April 15th, 2011, is the last day that services will be delivered to students from the Meritus University office.*

CONTINUED ACCESS TO INFORMATION FOR STUDENTS: Information about transitioning to other universities and accessing student records and transcripts will be available indefinitely at www.MeritusU.ca.

CONTINUED ACCESS TO ACADEMIC ADVISORS AFTER APRIL 15TH, 2011: 866-991-9715.

Continued Access to Student Records and Transcripts after April 15th, 2011:

Alternate records keeper: The New Brunswick Department of Post-secondary Education, Training, and Labour has approved University of Phoenix (UOPX), Registrar's Office, as the alternate records keeper for Meritus University student records. Meritus student records will be securely maintained in perpetuity and will be available to students of Meritus University.

Until April 15th, 2011, student records will be maintained and official transcripts issued by Meritus University (contact registrar@staff.meritusu.ca).

Beginning on April 18th, 2011, official transcripts can be requested in the following ways:

1. **Internet:** Go to www.meritusu.ca where you can download and print a transcript order form which can be submitted by fax or mail.
2. **Fax:** Transcript request forms may be sent by fax to 480-643-1041.
3. **Mail:** Transcript request forms can be mailed to:
University of Phoenix
Attention: Transcript Department (Meritus)
Mail Stop CF-L201
4025 S. Riverpoint Parkway
Phoenix, AZ, 85040
4. **Telephone:** Students may also call 1-800-866-3919. When the transcript order is taken, the student will be required to verify her/his identity. However, if a transcript is to be sent to third party, the student will be asked to fax or mail a signed transcript request form.

Notes:

- No fees will be charged for routine processing of requests for official transcripts. However, requests for expedited delivery of transcripts will be subject to shipping charges which will be set from time-to-time by the University of Phoenix Registrar's Office. For the current expedited delivery charges, contact University of Phoenix Registrar's Office at 1-800-866-3919.
- The Meritus University Privacy Policy and the policy on Students' Rights to Privacy and Access to Educational Records continue to apply to Meritus University student records. These policies are located at www.meritusu.ca.

Commitments made by the alternate record keeper:

- Transcripts will be issued upon receipt of the students' written request to release this information.
- No fee will be charged for routine processing of requests for transcripts. However, shipping fees will be charged if students request expedited delivery of transcripts.
- All Meritus documents will be archived in a secure electronic document management system, and retrievable by the student's Individual Record Number (IRN) issued by Meritus.
- Safeguards are in place to protect personal information contained in Meritus University student records (regardless of the format in which it is held) against: loss or theft; unlawful access, disclosure, copying, use, or modification.
- Records of enrollments and evidence of academic progress will be maintained by UOPX for each Meritus student. Access to these records is limited to only those UOPX Registrar's Office employees who are working with Meritus student records in the capacity of alternate records administrator.
- University of Phoenix has secure information facilities onsite in Phoenix, AZ, and offsite to ensure that Meritus University transcripts will be secure and accessible to students in perpetuity from the time the records are deposited with University of Phoenix.
- University of Phoenix has itself identified and signed an agreement with an alternate records keeper who is willing to maintain student transcripts in accordance with the approved transcript maintenance plan. This institution, Western International University, is a well established University that has the capacity to meet the Meritus retention requirements and to provide needed information requested by previous Meritus students. This alternate records keeper will maintain the student transcripts only if University of Phoenix is unable to continue to do so.
- University of Phoenix may disclose records or personal information where required by law or in order to comply with a judicial order or a lawfully issued subpoena (to the extent required by law, and this will occur only after a student is given reasonable notification of University of Phoenix's intent to comply with the subpoena before the release of records).
- Students will be provided access to official records directly related to themselves. Students are entitled, at their expense, to one copy of any other information (e.g., attendance records where applicable, etc.) contained in their file, unless there are legal restrictions on disclosing it to the student.
- Students will be given the opportunity to request a correction to their records if they identify any inaccuracies. Their right to request corrections to their record does not include a right to challenge the appropriateness of a grade as previously determined by the applicable faculty member.
- In the event that a Meritus University student wants access to or wishes to update personal information or has any questions about privacy practices or confidentiality of student records, she/he can contact:

Regulatory Affairs (Meritus)
Attention: Candace Elliott Person
Apollo Legal Department
Mail Stop: CF:K612
4025 Riverpoint Parkway
Phoenix, Arizona 85040