

January 20, 1976

To: All Bell & Howell Schools Home Study Students

You may have seen an announcement in your newspaper or have heard that Bell & Howell Schools is not accepting new enrollments in its home study courses. This announcement may have caused you some concern about your program.

This letter is to assure you that this decision on the part of the Company will not affect the course in which you are enrolled and the services for which you are qualified over the period of your enrollment agreement.

We want to further assure you that the decision not to accept any new enrollments has nothing to do with the quality of the program which you are taking. We continue to believe that our home study programs are the finest in existence, and we intend to meet our obligations to the more than 100,000 students currently enrolled.

Sincerely,



W. C. Carson

WCC/ljs

DEVRY INSTITUTE OF TECHNOLOGY

ADMINISTRATIVE OFFICES

4141 Belmont Avenue
Chicago, Illinois 60641
800-621-4230
Illinois Only
(312) 286-8000

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July 26, 1976

Dear Mr. Wilson:

According to our records, we have not received lessons from you for some time. Please be advised that you can use our toll-free number, (800) 621-4230, (we do not accept collect calls from any other areas), between 8:30 A.M. and 9:00 P.M. to reach our Instruction Department for technical assistance. That same number should be used when calling the Student Service Department which is open between 8:30 A.M. and 5:00 P.M. Please feel free to call on either department if you require help. Remember, we are here to help you.

Your cooperation in this matter will be appreciated. If we do not receive lessons from you soon, we will be forced to place your program on inactive status.

Hoping to receive lessons from you soon.

Sincerely,

Student Service Department

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