
National School of Health Careers
Retention and Return with Debt Policy – Phlebotomy Program
Effective Date: 6/29/2025
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Purpose

To support student retention and academic continuity, the National School of Health Careers (NSHC) allows students enrolled in the **Phlebotomy Technician Training Program** to return and complete their education with an outstanding balance, provided they meet specific conditions and show satisfactory academic and financial progress.

Eligibility for Return with Outstanding Balance

Students may return with a tuition balance under the following conditions:

- Previously withdrew in good academic standing
 - Balance owed is **\$1,000 or less**
 - Completion of **Return & Financial Commitment Form**
 - Agree to complete program within **one academic calendar year** of original start date
 - Submit a **minimum reinstatement payment of \$100**
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Approved Return Options

Option	Description	Debt Forgiveness/Waiver	Conditions
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Progress-to-Completion Waiver	Partial waiver of balance upon successful program completion	25% of tuition balance waived at graduation	100% attendance & passing final exam
Reenrollment Payment Plan	Monthly payment agreement during reenrollment	No waiver, access granted with plan compliance	3-month plan max; student pays monthly
Externship Completion Credit	Balance reduction after completing unpaid externship hours	\$100–\$300 credit applied toward balance	No absences or performance issues
Graduation-Based Forgiveness	Major balance forgiveness for successful graduates within 12 months	Up to 50% of balance forgiven after graduation	No tuition balance forgiven for dropouts
Hardship Adjustment Plan	Available with documented financial, medical, or personal hardship	Case-by-case waiver up to 40%	Must submit formal hardship letter & proof

General Conditions

- Students must comply with all academic and attendance policies.
 - Return with debt is only permitted once per student.
 - Students must maintain good standing during return period to remain eligible.
 - Failure to complete the program may result in full balance being reinstated and sent to collections.
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Reinstatement Process

1. Contact Student Services to request reentry.
2. Submit a **Return & Financial Commitment Form** with supporting documentation.

3. Meet with an administrator for approval and payment plan setup.
4. Resume classes at the beginning of the next available session.

Contact for Reentry

 nicolem@nationalschoolofhealthcareersedu.org

 **773-270-8344**
