

**National School of Health Careers****Hardship Withdrawal Policy**

**Effective Date:** 6/29/25 **Address:** 5901 N Cicero Ave, Suite 607, Chicago, IL 60646

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**Purpose:**

The National School of Health Careers (NSHC) recognizes that students may occasionally experience unforeseen personal, financial, or medical hardships that prevent them from continuing their training. This policy outlines the procedure for requesting a hardship withdrawal and the conditions under which such a request may be approved.

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**Eligibility for Hardship Withdrawal:**

Students may apply for a hardship withdrawal if they experience one or more of the following:

- Severe medical condition or injury (self or immediate family member)
  - Death of an immediate family member
  - Loss of primary income or significant financial hardship
  - Natural disaster or domestic crisis
  - Other emergency circumstances as deemed appropriate by the school administration
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**Conditions:**

- Requests must be submitted in writing with appropriate documentation (e.g., medical letter, death certificate, job termination letter).
- Hardship withdrawal must be requested within 15 calendar days of the incident.

- Students must be in good standing at the time of the request (academically and financially).
  - Tuition and fees already paid may not be refunded but may be credited toward future enrollment within one year.
  - Students with a payment plan may be placed on **academic and financial hold** until the balance is resolved.
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### **Procedure:**

1. **Submit a Hardship Withdrawal Request Form** (available from the administration office) and or our web link below.

<https://nationalschoolofhealthcareersedu.org/untitled-2/>.

2. **Attach required documentation** supporting your request.
  3. **Meet with the Program Director or Student Services Coordinator** for review.
  4. A final decision will be made within 10 business days of submission.
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### **Academic Record:**

- A student approved for hardship withdrawal will receive a grade of **“W” (Withdrawal)** on their transcript.
  - The withdrawal will not impact the student’s GPA.
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### **Re-enrollment:**

- Students approved for hardship withdrawal may reapply to the program within **12 months**, pending seat availability and administrative approval.

- Re-enrollment may require completion of updated enrollment paperwork and retraining on missed materials, as determined by the instructor.

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**Contact:**

For questions or to initiate a hardship withdrawal, please contact the administrative office at **[nicolem@nationalschoolofhealthcareersedu.org](mailto:nicolem@nationalschoolofhealthcareersedu.org)** or call **773-270-8344**.