
National School of Health Careers
Academic Policy: Registration Holds
Effective Date: 3/29/2025

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Purpose

The purpose of this policy is to ensure that students meet all academic, financial, and administrative obligations prior to course registration. Registration holds are used to prevent enrollment until outstanding issues are resolved.

Policy Statement

A **registration hold** may be placed on a student's account if they fail to meet one or more of the following requirements:

- **Outstanding Tuition or Fees**
- **Incomplete Enrollment Documents**
- **Academic Probation or Dismissal**
- **Failure to Comply with Clinical Requirements**
- **Disciplinary Action Pending Review**

While a hold is active, the student will be unable to:

- Register for new classes
- Access grades or transcripts
- Receive certificates or diplomas

- Participate in clinical or internship placements

Types of Holds

Hold Type	Reason	Resolved By
Financial Hold	Unpaid tuition, lab fees, or payment plan default	Full or partial payment; finance office
Academic Hold	Low grades, incomplete assignments, or probation	Academic counseling and compliance
Administrative Hold	Missing forms, immunization records, or ID documents	Submission of required documents
Disciplinary Hold	Pending investigation or code of conduct violation	Completion of disciplinary process

Notification Process

Students will be notified via email and/or letter when a hold is placed on their account, including:

- Type of hold
 - Reason for the hold
 - Steps required to remove the hold
 - Deadline (if applicable)
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Appeals

Students may appeal a registration hold in writing to the Program Director within **5 business days** of the hold notice. Appeals must include supporting documentation and a proposed resolution plan.

Reinstatement

Once the issue is resolved, the hold will be lifted by the responsible department, and the student may proceed with registration and academic participation.

Contact

For questions or assistance regarding registration holds, please contact:
nicolem@nationalschoolofhealthcareersedu.org or call **773-270-8344**
