

READMISSION POLICY

Students requesting readmission **must** submit a **Readmission Letter of Intent** at least **30 days prior** to their requested start date (considering school breaks, holidays and closures), indicating the following:

- What led to you being unsuccessful during this past term (i.e. what were your barriers to success)?
- What can you do to resolve the barriers mentioned above?
- What actions have you already taken to improve your performance?
- What actions will you take from this point forward, until school begins, to prepare you for success?
- What actions will you take, once you are back in school, to enhance your success?

The Readmission Letter of Intent may be mailed to the school or emailed to the Program Coordinator.

The Admission Committee will review a student's **Readmission Letter of Intent**. The decision to grant the request will be made after careful study and consideration of the student's previous record of grades, attendance, conduct, clinical evaluations, and reason for leaving the program. No request for readmission will be considered if the student has not fulfilled previous financial obligations to the school, is currently in default of repayment of financial aid or has been terminated for a positive drug or alcohol screen. The student will be required to attend the entire program if more than two (2) years has lapsed since the time of the student's original entry into the program.

Readmission may be denied. The decision of the Committee is final. **The Admission Committee will notify the student of their decision by mail.**

Readmission is dependent on space available and permission from all affiliating sites for the student's return.

If the request for readmission is granted, the student will be readmitted for the courses he/she has not completed or has failed during his/her first admission. Students who are readmitted to the program must meet all curriculum requirements that are in effect at the time of readmission.

Readmission requires payment of tuition, fees, liability insurance premiums and the cost of new or additional books and/or uniform pieces at the rates set for the class in the year which the student is re-entering the program. Payment of these is expected on the set dates for that class or dates designated.

A student who has been granted readmission must submit the following prior to being readmitted:

1. A \$60 non-refundable deposit to hold his/her seat in the class. The deposit will be applied to his/her tuition and fees for his/her readmission.
2. Updated information with current name, address, phone, email, and demographic data.
3. Updated forms required for the class the student is joining.
4. Updated Handbook release form required for the class the student is joining.
5. An updated background check (less than one year), showing no criminal record for which licensure, the care of children or the care of the elderly is precluded by law or by clinical affiliation sites.
6. A physical exam form completed within the past year.
7. All health record requirements for the class the student is joining.

Students will only be granted two attempts to complete the program. If a student is unsuccessful after two (2) attempts, the student will be permanently withdrawn from the school. The student may consider that the curriculum and resources available at another school would be more conducive to the

student's learning needs. The Admission Committee may consider exceptions to this policy on an individual basis for extreme circumstances only.