

Student Debt Assistance Act

Pursuant to the Student Debt Assistance Act (110 ILCS 66/), we have adopted the following procedures:

Unofficial Transcripts

Unofficial transcripts are available to students by contacting the School Director.

Official Transcripts

Official transcripts are released to students (who have satisfied all academic requirements) without regard to their owing a debt to the school. Official transcripts can be ordered through the School Director.

Diplomas

The School releases diplomas to students without regard to their owing a debt to the School.

Registration

The School restricts the ability for a student to continue the program classes when they accrue a balance of \$500 or more at the end of each month, the student will be responsible to make known to the School Director if payment cannot be made. Student may not continue with the program if balance due is not resolved monthly. Questions or concerns about the student debt and transcript procedure can be discussed by making an appointment with the School Director.

Physical or Financial Hardship Policy

Students who withdraw from the School due to unforeseen circumstances may apply for a withdrawal through the School Director's office.

Hardships may include, but are not limited to:

- serious injury or illness;
- chronic illness;
- A medical issues of a family member in which the student has to become a part-time or full-time caretaker of that family member;
- A mental health condition;
- A significant cost of living increase.

Students approved for a hardship withdrawal are encouraged to re-enroll when their situation changes.