

PTS Financial or Physical Hardship Withdrawal Policy

Purpose

This policy establishes a procedure for students at Phlebotomy Training Specialists in the state of Illinois to withdraw from their courses due to significant financial or physical hardships. The aim is to limit the debt owed by these students and to assist them in re-enrolling when they are able to continue their education, while ensuring that only those with genuine and severe hardships qualify.

Eligibility for Hardship Withdrawal

Students may apply for a hardship withdrawal only if they experience one of the following severe situations. All students have 90 days to complete the course from the first day of their originally scheduled class. These hardships must be documented to last longer than this time frame to qualify for approval. Students should submit requests for hardship within the first half of their class.

1. **Serious Injury or Illness:** A documented severe health condition that categorically prevents the student from continuing their studies.
2. **Chronic Illness:** An ongoing and documented health issue that significantly impacts the student's ability to attend classes or complete coursework.
3. **Family Medical Issues:** The student must provide comprehensive evidence proving they need to become a part-time or full-time caretaker for a family member with a severe medical condition.
4. **Mental Health Condition:** A documented and severe mental health issue that critically affects the student's academic performance.
5. **Transportation Issues:** A documented and sudden or consistent lack of transportation that demonstrably hinders the student's ability to attend classes.
6. **Significant Cost of Living Increase:** A drastic and documented increase in living expenses that renders the student financially incapable of continuing their education.

Application Process

1. **Submission of Request:** Students must submit a hardship withdrawal request via email to info@phlebotomyusa.com. The subject line should read: "Attn: Director, Application for Exception due to Hardship"
2. **Supporting Documentation:** The request must include comprehensive and verifiable documentation supporting the hardship claim, such as detailed medical records, letters from multiple healthcare providers, financial statements, or other relevant evidence.
3. **Personal Statement:** The student must submit a personal statement explaining the hardship in detail and how it directly impacts their ability to continue their studies.
4. **Committee Review:** The Hardship Withdrawal Committee, consisting of senior representatives will review all submitted requests and supporting documentation. The committee may request additional information or clarification from the student.



5. **Interview Requirement:** Students may be required to attend an in-person or virtual interview with the Hardship Withdrawal Committee to discuss their request.
6. **Decision Notification:** Students will be notified of the committee's decision within 20 business days of submitting their request. The decision of the committee is final and not subject to appeal.

Debt Limitation and Assistance

1. **Debt Reduction:** If approved, the hardship withdrawal may include a partial reduction of the student's outstanding tuition and fees for the term. Full reductions will be granted only in exceptional cases.
2. **Re-enrollment Assistance:** Students who are granted a hardship withdrawal will receive assistance with re-enrollment when they are ready to return to their studies. This re-enrollment can be completed by contacting Student Services at (701) 404-9434, or by email at info@phlebotomyusa.com.

Registration Holds

1. **Within Didactic Deadline:** Students registration fees will automatically be held for the duration of their 90 day completion period if they fail to attend their first class.
2. **After 90 days:** Students who apply for and are granted a hardship withdrawal will have an extended registration hold as established in the grant.

Transcript Holds

1. **Financial Delinquency Holds:** PTS does not withhold transcripts for financial delinquency. Students may request transcripts at any time by contacting info@phlebotomyusa.com

Authority

This policy is established under the authority of P.A. 102-998, effective May 27, 2022.

Phlebotomy Training Specialists is committed to supporting its students through genuine and severe hardships while maintaining academic integrity and fairness.

Additional Notes

- All documentation must be provided at the time of the request submission.
- Incomplete applications or insufficient documentation will result in automatic denial of the request.
- The Hardship Withdrawal Committee's decision is based on the severity and legitimacy of the hardship presented.