

Policy Name: Student Declaration of Current Address and/or Relocation
Policy Number: ADM 1.11
Title of Policy Owner: Campus Director & Dean of Academic Affairs
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
Effective Date: 1/19/2023
Version: 2.1
Policy Status: Approved

I. Policy

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) to require students to provide their current address and to update their records if their address changes during their enrollment at the School.

II. Purpose

The purpose of this policy is to maintain accurate student address information for the purposes of School communications and dissemination of information related to professional certification and registration.

III. Scope

This policy applies to all prospective and enrolled students of SOMI.

IV. Definitions

Address – the physical address where the student resided while engaged in educational activity provided by SOMI.

Enrolled student – denotes the status of a SOMI student who has completed the registration requirements for an academic program at SOMI.

Prospective student – denotes the status of an individual who has requested information about enrolling at SOMI or who has been contacted by the School about enrolling either directly or indirectly through advertising.

V. Policy Details

Student Responsibilities

Upon enrollment in a program at SOMI, it is the enrolled student's responsibility to provide the School, via the student portal of the Student Information System (SIS), the enrolled student's address and submit a copy of their government-issued ID, which serves as the basis of determination of the student's address. Further, it is the enrolled student's responsibility to notify the School, via the student portal of the SIS, of any change in the student's address while enrolled. A change of address must be submitted within five (5) business days after the change becomes effective and this serves as the basis of determination of the student's address.

School Responsibilities

SOMI offers an Associate of Applied Science degree in Radiologic Technology. This program is offered on campus and leads to professional certification and registration as a Registered Technologist in Radiography. As a higher education institution that offers a program in Radiologic Technology, it is the responsibility of the School to inform prospective and enrolled students, in writing through email or on the school website (www.smhsomi.edu) of:

- Any state(s) for which the School's curriculum does not meet the state's requirements for professional licensure or certification.
- Any state(s) for which the School has not made a determination of whether its curriculum meets the state's requirements for licensure.

SOMI is approved to operate by the State Council of Higher Education for Virginia (SCHEV). SOMI provides state-specific professional licensure and certification information on its website (www.smhsomi.edu). In accordance with Federal regulations, if a student relocates and changes address to a state other than Virginia during his/her enrollment with SOMI, and follows the requirements of this policy to notify the School of such, SOMI provides individual notification to that student if SOMI's curriculum does not meet requirements in that state. Notification will be delivered to the student's school assigned email address through the SIS within fourteen (14) calendar days of the School's receipt of the relocation information.

If a student is located, or relocates, to a state in which SOMI does not have authority to operate, this may adversely impact the student's ability to pay for their studies and/or complete a program.

VI. Attachments

N/A

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	2/4/2022	Initial Policy	CDDAA

2.0	6/8/2022	New Template & Revisions	CDDAA
2.1	8/1/2023	New Template	CDDAA