

## **POLICY G37 Student Declaration of Current Address and/or Relocation**

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Policy Name: Student Declaration of Current Address and/or Relocation  
Policy Category & Number: G37  
Person Responsible: Program Coordinator  
Approved by: Dean  
Effective Date: June 8, 2022  
Version: 2.0  
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. 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**

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SOMI offers two programs in Radiologic Technology: Certificate in Radiologic Technology and Associate of Applied Science degree in Radiologic Technology. Both programs are offered on campus and lead to professional certification and registration as a Registered Technologist in Radiography. As a higher education institution that offers programs 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 (<https://www.bonsecours.com/jobs-education/schools-education/st-marys-hospital-school-of-medical-imaging>) 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 it's 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 (<https://www.bonsecours.com/jobs-education/schools-education/st-marys-hospital-school-of-medical-imaging>). 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.

V. Definitions:

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

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**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.

VI. Attachments:

N/A

VII. Related Policies:

None

VIII. Disclaimers:

- a. 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	New Policy	Dean
2.0	6/8/2022	New Template & Revisions	Program Coordinator