

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 318

---

## **SUBJECT: Voluntary Withdrawal from the School**

Responsibility of: RSHS Program Directors  
Revised: February 2020    Reviewed:

---

**SCOPE:** Students enrolled at the Reading Hospital School of Health Sciences (RSHS).

**PURPOSE:** To provide the student who desires to withdraw from RSHS guidelines for the process.

**POLICY:** Students who plan to withdraw from the school are required to submit notification in writing to the Program Director.

**DEFINITIONS:** NA

### **PROCEDURE:**

Students who plan to withdraw from the school must submit a written request to the Director of the enrolled program. The written request must include:

- the reason for withdrawal
- the date that the withdrawal will be effective
- the student's signature

The student must schedule an exit interview with the Program Director.

If the student has received financial aid assistance, the student must schedule a meeting with the Financial Aid Officer.

If the student is currently enrolled in a course(s) the student must also follow procedure outlined in "Withdrawal From a Course Policy".

A student who withdraws from the school voluntarily or involuntarily is required to vacate the residence hall at the time of withdrawal from the School. Requests for an exception to this policy must be requested in writing to the Coordinator of Student Services, may be considered for emergency situations on an individual basis, and may be subject to additional fees.

Upon withdrawal from the school, the student must return:

- Residence keys
- ID badge
- Audience response clicker
- Parking card
- Library material

- Film badge (radiology)
- Any other school or hospital property

A student who withdraws from the school and later desires to return is required to apply for readmission and must meet the admission requirements of the time of application. Readmission is not guaranteed.

**EDUCATION AND TRAINING:** NA

**REFERENCES:** NA

**COMMITTEE AND COUNCIL APPROVALS:** RHSHS Directors Meeting, February 2020

**CANCELLATION:** Reading Hospital or Tower Health policies directly related to this topic shall supersede this RHSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.