

**Subject:** Student Debt Assistance

**Number:** NHSC 23.10

**Section:** NHSC

**Revision:** June 2024

**Policy:** To ensure compliance with the Illinois Student Debt Assistance Act, providing equitable access to transcripts for current and former students regardless of debt status, and establishing a process for handling financial or physical hardships

**Definitions:**

“**Debt**” means any money, obligation, claim, or sum due or owing or alleged to be due or owing from a student to an institution of higher education. "Debt" does not include the fee, if any, that is charged to students by an applicable provider for the actual cost of providing an academic transcript to a student.

**Procedure:**

1. Current or former students may request an unofficial or official transcript regardless of their financial standing at NHSC.
  - a. NHSC will not deny the request for an unofficial or official transcript to a current or former student due to an outstanding debt owed.
  - b. NHSC will not make the release of an unofficial or official transcript contingent on settling outstanding debts, except for the fee associated with processing the unofficial or official transcript.
  - c. NHSC will not impose an increased fee for acquiring an unofficial or official transcript or handle requests for such transcripts less favorably based on outstanding debts owed by current or former students.
2. NHSC will provide a copy of an official transcript for the following reasons regardless of their financial standing at NHSC.
  - a. Employment verification
  - b. Transfer from one institution of higher education to another
  - c. Apply for state, federal, or institutional financial aid
  - d. Join the United States Armed Forces of Illinois National Guard
  - e. Pursue other postsecondary opportunities
3. NHSC understands that students may need to withdraw from the program for various reasons, including physical or financial hardship. NHSC aims to reduce financial hardships, when possible, in the form of income-based discounts, scholarships, and payment plans for students.
  - a. Students are to refer to our refund/cancellation policy if they need to withdraw from the program.

- b. NHSC will provide financial assistance when possible.
  - c. Student's reenrollment will not be impacted due to withdrawal from the program due to physical or financial hardship.
4. NHSC will not share student debt with debt collecting agencies.