

Student Retention and Return Policy with Short-Term Payment Plan

1. Purpose

Avid CNA School is committed to helping students complete their training while meeting their financial obligations. This policy allows students with a **past-due balance** to return or continue in the program under an **interest-free, short-term payment plan**, provided they are making academic progress and are committed to completing the course.

2. Eligibility to Return or Continue with a Balance

A student may return to or continue in the program if:

- The student owes **no more than 10% of the total program cost**.
 - The student is in good academic and attendance standing or has previously completed at least one week of the course.
 - The student signs a **short-term payment agreement** with weekly or biweekly payments.
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3. Short-Term Interest-Free Payment Plan

- Payment plans are **interest-free** and based on the student's **weekly budget or income**.
- Payments must be made **weekly** or **biweekly**, depending on the course schedule.
- The entire balance must be **paid in full before the final exam** or no later than the **last day of the course**.
- No diploma, transcript, or certificate will be issued until the balance is paid.

4. Conditions for Continued Enrollment

To remain enrolled under this policy, the student must:

- Attend classes regularly and remain in good standing.
- Make all scheduled payments on time.
- Communicate promptly with Student Services if their financial situation changes.

Failure to comply may result in:

- Immediate withdrawal from the program;
- A hold on registration, transcripts, or diploma;
- Ineligibility to re-enroll until balance is resolved.

5. Reinstatement and Payment Plan Process

Students requesting to return or remain in class with a balance must:

- Meet with **Student Services** before rejoining;
- Sign a **Short-Term Payment Agreement**;
- Commit to finishing the course and clearing the balance on time.

6. Contact for Payment Arrangements

Avid CNA School – Student Services
67 S Sutton Rd, Streamwood, IL 60107
Email: admin@avidcnaschool.com
Phone: (630)855-3977