

THE VOCATIONAL NURSING INSTITUTE, INC.

Policy and Procedure Manual

Title: TRANSCRIPTS

PURPOSE:

To define the policy and process the school follows for Transcripts.

POLICY:

It is the policy of this school to have a formalized process for issuance of student transcripts both official and unofficial.

PROCEDURE:

1. Upon completion of each course, the school business office will produce an unofficial transcript which will be issued to each student within 30 days of the course ending. All students will receive final grades immediately upon completion of the course in writing.
2. When a student has completed the courses within a program to which they are enrolled, the student will receive a final unofficial transcript.

Graduates of an approved Program:

3. Upon graduation from a program, the student will receive a formal official copy of their transcript signed by the School Director. This will occur no later than 10 days from the last day of class. The official transcripts may be picked up at the school and if not picked up by the 10th day will be mailed to the student via USPS. The written request must be sent to:

Business Office at kkelly@vni.edu

The request must have:

1. Name of Student
2. Dates of Attendance
3. Program Attended
4. Name and address of where “official” transcript is to be mailed
5. Check enclosed for \$15.00 payable to The Vocational Nursing Institute, Inc.

4. Students may request additional final official copies of their transcripts by notifying the business office via email or in person with a handwritten request and submission of \$15.00 fee. The written request must be sent to:

Business Office at kkelly@vni.edu

The request must have:

1. Name of Student
2. Dates of Attendance
3. Program Attended
4. Name and address of where “official” transcript is to be mailed

5. The school charges \$15.00 for each extra copy of the official transcript or for lost / replacement transcripts. The school will process additional transcripts or replacement transcripts within 10 business days from receipt of payment for the request.

Attended but did not graduate:

6. If a student who has graduated or attended school at VNI and is no longer in attendance submits a written requests for an “official transcript”, such request is to be sent to:

Business Office at kkelly@vni.edu

The request must have:

1. Name of Student
2. Dates of Attendance
3. Program Attended
4. Name and address of where “official” transcript is to be mailed

The official transcript will be sent certified mail within 10 business days of written request once remittance of the \$15.00 is received.

Student who is in default or not in good financial standing with the school:

If a student is not in good financial standing with the school, the school is not obligated to send an official transcript.