

Policy Title	Student Declaration of Current Address and/or Relocation
Policy Number:	ADM 1.11
Department:	SOMI
Functional Area:	Administration
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	7/1/2024
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	To be entered by Compliance360 System administrators or N/A if not in C360

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. 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.

III. Purpose

To maintain accurate student address information for the purposes of School communications and dissemination of information related to professional licensure disclosures.

IV. Scope

This policy applies to all prospective and enrolled students of SOMI.

V. 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), of 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.

College Responsibilities

SOMI offers a 22-month (approximately 72 weeks of academic instruction) program which awards an Associate of Applied Science degree in Radiologic Technology. The curriculum prepares individuals to enter the workforce as entry level Diagnostic Radiologic Technologists, also known as Radiographers. Graduates of the program are eligible to apply for national credentialing through the American Registry of Radiologic Technologists (www.arrt.org). The Associate of Applied Science degree in Radiologic Technology is a terminal occupational degree and the credits generally earned are not applicable to other degrees. As a higher education institution that offers an academic degree and participates in the federal student financial aid programs, it is the responsibility of the School to inform Enrolled and Prospective Students, in writing through email and on the School website <https://smhsomi.edu/certification-and-state-licensure>:

- i. Any state(s) for which the School's curriculum meets that state's requirements for professional licensure or certification.
- ii. Any state(s) for which the School's curriculum does not meet that state's requirements for professional licensure or certification.

SOMI is approved to operate by the State Council of Higher Education for Virginia (SCHEV) and the Joint Review Committee of Education in Radiologic Technology (JRCERT). Accreditation from JRCERT fulfills the requirements for the American Registry of Radiologic Technologists (ARRT) certification and registration. SOMI follows the American Society of Radiologic Technologists (ASRT) curriculum in Radiography. The ASRT curriculum serves as a blueprint for educators to follow in designing their programs to ensure that their programs match the standards of the profession and that students who complete the program are eligible for the ARRT certification examination. As of June 2024, once a graduate of SOMI becomes a Registered Radiologic Technologist through the ARRT, they are eligible for employment in any U.S. state as a certified Radiologic Technologist. Other states may require a state licensure that differs from the ARRT certification and registration before obtaining employment in that state. Each state can be contacted for information and full requirements. The School provides state specific professional licensure information on it's website at <https://smhsomi.edu/certification-and-state-licensure>.

For a student enrolled prior to July 1, 2024, in accordance with Federal regulations, if the student relocates and changes address to a state other than Virginia during her/his 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 curriculum does not meet licensing requirements in that state. Notification will be delivered to the student's SOMI email address through the SIS within 14 calendar days of the School's receipt of the relocation information.

For a student enrolling on or after July 1, 2024, in accordance with Federal regulations, the student is not eligible to receive federal student financial aid if, at the time of the student's initial enrollment or upon the School's formal receipt of information from the student, the student resides in a state for which the School's curriculum does not meet that state's requirements for professional licensure or certification (category (ii), above). A student covered by the circumstances described in the preceding paragraph may only receive federal student financial aid if (1) the student provides an attestation to the School's that he or she intends to seek employment in another state following completion of the School's program, and (2) the School's curriculum does meet that other state's requirements for professional licensure or certification (category (i), above).

If a student is located or relocates to a state in which SOMI does not have authority to operate, the student's eligibility for federal student aid may be adversely impacted, which in turn may affect the student's ability to pay for their studies and/or complete a program.

VI. Definitions

Address: the physical address where the student resides while engaged in educational activity provided by SOMI.

Enrolled Student: denotes the status of a SOMI student who has completed the registration requirements for an academic program at SOMI.

SIS: the information system used to manage and/or administer student data including, but not limited to, application, admission, registration, Financial Aid, Student Accounts, academic records, etc.

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.

Title IV Regulations: are requirements imposed under Title IV of the Higher Education Act of 1965, as amended, that regulate federal financial aid.

VII. Attachments

N/A

VIII. Related Policies

None

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI), a department owned and operated by the Bon Secours St. Mary's Hospital, and any party. SOMI, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	2/4/2022	N/A	Initial Policy	N/A	CDDAA

2.0	6/8/2022	N/A	New Template & Revisions	1.0	CDDAA
2.1	8/1/2023	N/A	New Template	2.0	CDDAA
3.0	6/10/2024	6/10/2027	Legal revisions- Regulatory Updates 2024	2.1	Dean of Administration
1	6/10/2024	6/10/2027	Version changed – BSMH Template Adopted	2.1	Dean of Administration

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.