

Schedule Changes, Withdrawals and Re-entries

Students who wish to change to another program of study or class schedule must obtain permission from the Dean of Academic Affairs. Students who wish to withdraw from or re-enter a program must notify the Dean of their intentions. Re-entering students will be scheduled for an interview with the Dean to assess their ability to successfully complete the program within the expected maximum time frame. Students will have five days from the start of the quarter to make any schedule changes or drop any classes.

Withdrawing from the College

Official Withdrawal Policy

Students may withdraw from Taylor Business Institute by mailing a written statement or emailing the college that he or she will no longer be returning. Notices should be mailed to the Education or Business Office at:

ATTN: Business Office or Education Office
Taylor Business Institute
29 E Madison, LL
Chicago, Illinois 60602
Email: janice.parker@tbiil.edu

or

Students may also orally notify either TBI's Education or Business Office that they will not be returning. Both written and/or oral notice will constitute the date of withdrawal.

Unofficial Withdrawal Policy

For those students who fail to contact the Education Office and are not marked as present on the second attendance roster (week six), attempts will be made to contact the student by phone, by mail and by email. If the school does not have a response and the student does not return within seven days, the seventh day will be considered the unofficial withdrawal date and the student will be withdrawn.

Physical or Financial Hardship Withdrawal Policy

Consistent with the Illinois Student Debt Assistance Act, this policy establishes processes and procedures to assist students in limiting their student debt when a physical or financial hardship requires the student to withdraw from Taylor Business Institute (TBI) after the 100% tuition drop deadline has passed, as well as implementing requirements of the Act as it pertains to access to student transcripts. This policy should be read in conjunction with other TBI policies related to student financial aid and student accounts.

Physical or Financial Hardship Withdrawal Request

A student may apply for a hardship withdrawal from their academic enrollment at Taylor Business Institute due to unforeseeable and documented circumstances that occur after the 100% tuition refund deadline date, which had a significant impact on the student's ability to continue in their course of study and be successful. Examples of a physical or financial hardship include:

- a) Serious injury or illness

- b) Chronic illness
- c) A serious medical issue of a family member (spouse or partner, child, parent or guardian, grandparent, or sibling) for which the student is a part-time or full-time caretaker of that family member
- d) A mental health condition of the student
- e) A sudden or consistent lack of transportation that prohibits a student's presence in class
- f) A significant, non-elective cost of living increase for the student

To request a hardship withdrawal under this policy, the student must submit supporting documentation of the physical/financial hardship evidencing the significant physical or financial hardship prior to the end of the quarter in which they intend to withdraw.

Acceptable forms of documentation may include but are not limited to:

- a) Income verification – recent pay stubs, tax returns, or a letter from an employer indicating changes in income.
- b) Medical bills – itemized medical bills or documentation from healthcare providers outlining unexpected medical expenses.
- c) Legal documents – court orders, eviction notices, or other legal documents substantiating financial distress.
- d) Government Assistance – documentation of eligibility for government assistance programs such as unemployment benefits, welfare, or disability benefits.
- e) Other supporting documents – any additional documentation relevant to the student's financial circumstances, as deemed necessary by the institution.

Hardship withdrawal submissions will be reviewed by the Academic Dean in conjunction with the Financial Aid Director and the Student Accounts Manager. Students will be considered for a full or partial refund of the original tuition, fee, and any other charges for the term of the withdrawal. Outcomes will be based on the information submitted along with records including but not limited to enrollment, financial aid, and billing. Students will receive communication regarding the review outcome or any requests for further information within one week of submission. Hardship withdrawal submission from international students may also require approval from the college's Designated School Official (DSO).

As a rule, students are not eligible for hardship withdrawals if they have completed all course requirements (i.e. attended the final exam or submitted the final project/paper/portfolio). A student receiving federal and/or state financial assistance should contact the Office of Financial Aid to address any possible financial implications, including those related to Title IV funding. International student should contact their DSO to address any financial implications should they seek to withdraw or transfer out. A withdrawal date will be determined after review of all submitted documentation. A student who attempts to request a withdrawal fraudulently under this policy to avoid a failing grade will be referred to the Academic Dean.

All information provided by the student as part of the withdrawal request due to financial hardships will be treated with strict confidentiality and used solely for the purpose of evaluating the request. Personal financial information will be handled in accordance with applicable privacy laws and institutional policies.

Students have the right to appeal the decision regarding their withdrawal request if they believe there was an error in the evaluation process or if there are extenuating circumstances not initially considered. The appeals process and relevant deadlines will be outlined in the decision notification provided to the student.

Official and Unofficial Transcript Requests

Pursuant to and in compliance with the Act, Taylor Business Institute will not:

- a) Refuse to provide an unofficial transcript to a current or former student on the grounds that the student owes a debt.
- b) Condition the provision of an unofficial transcript on the payment of a debt, other than a fee charged to provide the transcript.
- c) Charge a higher fee for obtaining an unofficial transcript or provide less favorable treatment of a request for an unofficial transcript because a current or former student owes a debt.

For official transcripts, Taylor Business Institute:

- a) Will provide an official transcript of a current or former student to a current or potential employer, even if the current student owes a debt to the school.
- b) Will not condition the provision of an official transcript to a current or potential employer on the payment of a debt, other than a fee charged to provide the transcript.
- c) Will not charge a higher fee for transferring an official transcript to a current or potential employer or provide less favorable treatment for such a request because a current or former student owes a debt.

If a hold has been placed on a student's transcript for reasons other than a debt owed, the student must contact the appropriate department to resolve the hold.

Termination by the College

The college reserves the right to terminate any student who fails to: maintain passing grades, shows excessive tardiness or absences, fails to make proper payment on their financial account, destroys or damages any property of the college (the student may be held liable for repair and/or replacement of the damaged property), engages in unlawful or improper conduct contrary to the best interest of the college or any conduct that reflects discredit upon the college, or demonstrates behavior disruptive of normal classroom discipline. This list of examples is not intended to be all inclusive. TBI reserves the right to act in the best interest of its constituents and may deem actions committed by a student to be a conduct violation although the action does not appear on a list of examples. Disciplinary action, including immediate removal from TBI premises, suspension of privileges and/or dismissal from the college may result from conduct violations.