

Registration Hold Policy and Annual Reporting

In compliance with **Section 35 of the Illinois Student Debt Assistance Act (110 ILCS 66/35)**, Career Options, Inc. adopts the following policy regarding the use of **registration holds due to financial debt** and the required **annual reporting** of such holds.

1. Registration Hold Criteria

Career Options, Inc. may place a **registration hold** on a student's record when the student has a **past-due balance equal to or greater than 10% of the total cost of the program**.

- The hold prevents the student from registering for future classes until an appropriate resolution is made.
- Notification of the hold will be sent to the student by email and/or written letter, including the reason for the hold and available options for resolution.
- Students may resolve the hold by:
 - Paying the balance in full;
 - Entering into a payment plan agreement;
 - Submitting a financial hardship exemption request under Section 30;
 - Disputing the balance in writing to the Student Services Office.

2. Annual Reporting Requirements

In accordance with the law, Career Options Inc. shall report annually to the **Illinois Board of Higher Education (IBHE)** the following information by **July 1** of each year:

- **(1) Submission of Policy:**
A copy of the school's current policy on transcript, diploma, and registration holds due to student debt, as required by Section 30 of the Act.
- **(2) Student Hold Data:**
A report on the **number of students** from the previous academic year for whom the school:
 - Withheld an **official transcript**;
 - Withheld a **diploma**; or
 - Restricted **registration privileges** due to financial debt.

The report will be compiled and submitted by the **School Administrator or Designated Compliance Officer** by the annual deadline.

3. Contact for Hold Inquiries and Appeals

Students who wish to appeal a hold or request information about their balance may contact:

Career Options, Inc.– Student Services
2644 E Dempster St. Park Ridge, IL 60068
Email: learn@careeroptionscenter.com
Phone: (847) 297-3900