

**Policy Name:** Student Declaration of Current Address and/or Relocation  
**Policy Number:** ADM 1.11  
**Title of Policy Owner:** Dean of Administration  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 7/1/2024  
**Version:** 3.0  
**Policy Status:** Approved

## I. Policy

It is the policy of the Bon Secours Memorial College of Nursing (BSMCON or the College) to require students to provide their current address and to update their records if their address changes during their enrollment at the College.

## II. Purpose

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

## III. Scope

This policy applies to prospective and enrolled students of BSMCON.

## IV. Definitions

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

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

**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 BSMCON or who has been contacted by the College 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.

## V. Policy Details

Student Responsibilities

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Policy Name:	Student Declaration of Current Address and/or Relocation	Version:	3.0
Original Date:	5/27/2020	Last Reviewed Date:	6/3/2024
Last Modified Date:	6/3/2024		

Upon enrollment in a program at BSMCON, it is the Enrolled Student's responsibility to provide the College, via the student portal of the Student Information System (SIS), the Enrolled Student's Address and submit a copy of their government-issued ID, which serves as the basis of determination of the Enrolled Student's Address. Further, it is the Enrolled Student's responsibility to notify the College, via the student portal of the SIS (available on the School's/College's website – Quicklinks section), of any change of 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

BSMCON offers two programs in nursing: Pre-Licensure BSN and Post-Licensure RN-BSN. The Pre-Licensure BSN program is offered on campus and leads to professional licensure as a registered nurse. The Post-Licensure RN-BSN program is offered fully online, making it available to students residing outside the state of Virginia. As a higher education institution that offers programs in undergraduate nursing and administers federal financial aid funds in accordance with Title IV – Higher Education Act of 1965, as amended (Title IV Regulations) as further described in ADM 4.02 Federal Financial Aid Programs policy, it is the responsibility of the College to inform Enrolled and Prospective Students, in writing, through email, and on the College website ([www.bsmcon.edu/studentlicensureinformation](http://www.bsmcon.edu/studentlicensureinformation)), of:

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

BSMCON is approved to operate by the State Council of Higher Education for Virginia (SCHEV) and is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA). NC-SARA allows the College to provide distance education program to residents of all states other than California (which as of the date of this policy does not participate in NC-SARA), the District of Columbia, Puerto Rico and the U.S. Virgin Islands. However, NC-SARA does not grant reciprocity regarding state professional licensing requirements. Consequently, BSMCON provides state-specific professional licensure information on its website - [www.bsmcon.edu/studentlicensureinformation](http://www.bsmcon.edu/studentlicensureinformation).

For a student enrolled prior to July 1, 2024, in accordance with Title IV Regulations, if the student relocates and changes address to a state other than Virginia during her/his enrollment with BSMCON and follows the requirements of this policy to notify the College of such, BSMCON provides individual notification to that student if BSMCON's curriculum does not meet licensing requirements in that state. Notification will be delivered to the student's BSMCON email address through the SIS within 14 calendar days of the College's receipt of the relocation information.

For a student enrolling on or after July 1, 2024, in accordance with Title IV Regulations, the student may not be eligible to receive federal financial aid if, at the time of the student's initial enrollment or upon the College's formal receipt of

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information from the student, the student resides in a state for which the College’s curriculum does not meet that state’s Board of Nursing requirements for professional licensure or certification (category (ii), above). A student covered by the circumstances described in the preceding paragraph may only receive federal financial aid if (1) the student provides an attestation to the College that he or she intends to seek employment in another state following completion of the College’s program, and (2) the College’s curriculum does meet that other state’s Board of Nursing requirements for professional licensure or certification (category (i), above).

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If a student is located or relocates to a state in which BSMCON does not have authority to operate, or BSMCON’s curriculum does not meet licensing requirements in that state, the student’s eligibility for federal financial aid may be adversely impacted, which may affect the student’s ability to finance and/or complete a program.

**VI. Attachments**

None

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON) and any party. BSMCON, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	5/27/2020	Establish policy	Dean of Administration
2.0	8/12/2020	Revisions	Dean of Administration
2.0	5/11/2022	Reviewed	Dean of Administration
3.0	5/14/2024	Legal revisions – 2024 Regulatory Changes	Dean of Administration