

4713-5-15

Treatment of student withdrawing from school.

For each student that withdraws [or is terminated](#) from a program, a school shall do the following:

- (A) Maintain a training record that accurately documents the student's completed coursework, grades, and associated clock or credit hours.
- (B) File a certified training record and board-approved discontinuance form with the board within fourteen days of the student's final date of enrollment in the program.
- (C) Should a student, who withdrew from the program, decide to return to the same school, the school shall submit a new enrollment form showing that the student has re-enrolled.
- (D) If the student enrolls in a school other than the original school, the student's hours shall be transferred as set forth in rule 4713-5-13 of the Administrative Code.