

# PHLEBOTOMY

EDUCATING. IT'S IN OUR BLOOD



## Enrollment Agreement

Thank you for your decision to become a student at PhlebotomyU, formerly known as Family Health Services Training Center, here after referred to as the “Center”. The name of the educational program in which you are enrolling is the **Phlebotomy Full Course**. All instruction, as well as the terms and conditions of the enrollment agreement, is provided only in the English language and all instruction will be held onsite at 3500 5<sup>th</sup> Avenue, Suite# 203 San Diego, CA 92103.

The period covered by this enrollment agreement is from 1/1/2018 through 12/31/2018.

The course consists of four (4) modules listed as follows:

1. **Phlebotomy 101**  
Consists of a total of 20 hours of didactic instruction in Basic Phlebotomy
2. **Phlebotomy 102**  
Consists of a total of 20 hours of didactic instruction in Advanced Phlebotomy
3. **Phlebotomy Laboratory Practical**  
Consists of 40-60 classroom hours of applied phlebotomy where students are introduced to various blood-withdrawal devices and begin to develop skills and techniques in the art of phlebotomy
4. **Clinical Internship**  
Consists of 40-120 hours spent in the clinical environment, at an affiliated medical facility, interacting with patients and other members of the healthcare team. During this segment, the student is expected to demonstrate proficiency in the use of various phlebotomy devices while obtaining blood samples from different categories of patients.

### **Failure to Begin Internship**

The clinical internship is offered within 30 days of classroom instruction. Unless otherwise discussed with the Center, students who fail to begin the internship after 60 days of classroom instructions may be required to repeat the classroom practical sessions of the course to be re-evaluated by an instructor.

Students who begin and fail to complete their originally scheduled internship or students who have not been assigned an internship after 180 days (6 months) of classroom instruction due to missing requirements, student unavailability or lack of communication will forfeit the internship included in their tuition and may be required to repeat the classroom practical sessions of the course at an additional fee. An additional fee to re-apply for a clinical internship may also apply.

Final examinations are given at the end of the Basic Didactic, Advanced Didactic and Laboratory Practical to ensure that each student has acquired sufficient information and knowledge to successfully pass the National Exam and complete their internship. Each test must be passed with a score of 70% or better.

Completion of classroom, laboratory practical and clinical internship constitutes the **FULL** CPT I program. The minimum number of clock hours required to complete this course is 120 hours and afterwards, each graduate is awarded a state approved FHS Certificate of Completion.

**Attendance:** Students are expected to attend all classes of the course. Students with up to 2 excused absences must discuss with an administrator if a makeup class is required for the classes missed. Students that accrue three or more absences may be excluded from the current course but can be reinstated to a subsequent course. A grace period of fifteen minutes shall be applied and anything beyond that will be considered tardy. Three occurrences of tardiness and/or early departure from class will equate to 1 absence.

**Tuition and Fees:** Tuition for each course is specified in the course catalog. The tuition is to be paid in full on or before the first day of class, unless prior written arrangements have been made. In the case where a tuition check is returned for insufficient funds, the Center reserves the right to exclude the student from the course. In case of multiple returned checks, the Center may require the student to make future payments in cash or certified funds. The Center reserves the right to modify tuition at anytime. In addition, the Center reserves the right to withhold certificates, diplomas and similar documents pertaining to training should you fail to pay tuition or uphold any conditions set forth in this agreement.

**Financial Assistance:** You are responsible to pay for the full tuition amount and any additional fees charged by the Center even though you may be eligible for a loan, Veterans benefits, or other government or company-sponsored financial assistance. You agree that eligibility for financial assistance under these programs is not controlled by the Center, and the Center makes no promise or representation that you will be eligible to receive financial assistance or the amount of financial assistance.

If you obtain a loan to pay for an educational program you will be responsible for repaying the full amount of the loan plus interest less the amount of any refund. If you are eligible for a loan guaranteed by the Federal Government or state government and you default on the loan, both of the following may occur (1) the federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan (2) you may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

The Center participates in limited state financial aid programs. A few examples include Veterans Village of San Diego (VVSD), Department of Rehab (DOR), Employment Development Department (EDD) and MyCAA. There may be other programs not listed that The Center can work with. Please inquire with the Administration staff for more information. The student will need to contact each individual facility to determine eligibility.

**Veterans:** Many active duty military personnel, veterans, dependents of deceased or disabled veterans and reservists are eligible for Department of Veterans Affairs' educational benefits. If you are a veteran, you promise that you will not enroll in any course at the Center that you have previously taken at another college or university for which you receive benefits from the Veterans Administration. You understand and agree that you will be liable for any overpayment of Veterans benefits if you break this promise. Students wishing to apply for programs administered by the Department of Veterans Affairs can obtain information on how to apply for their benefits by calling or visiting the Veterans' Affairs office.

**Statement of Financial Conditions (Past and Present)**

PhlebotomyU has no pending petition of bankruptcy and since its establishment in 1986, this institution has never operated as a debtor in possession, has never filed a bankruptcy petition nor had a bankruptcy petition filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

**Governing Law:** The laws of the State of California govern this agreement. By signing this agreement, you specifically represent and warrant that: (a) no guarantees or inducements have been made to you; (b) you have not been promised anything other than what is contained in this agreement or in the catalog; (c) you have carefully read and understand the terms of this agreement; (d) you have read, understand and agree that the Center's cancellation and refund policies have been clearly explained to you and the Center has answered any questions about these policies; and (e) you agree to comply with the Center's policies and regulations in the catalog and any additional policies and regulations that the Center may adopt in the future and publish in the catalog.

**Official Enrollment:** You are considered officially enrolled in the course when you have completed, signed and dated this Enrollment Agreement and it is accepted by the Center.

**NOTICE CONCERNING TRANSFERABILITY OF  
CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at PhlebotomyU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Phlebotomy Training Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending PhlebotomyU to determine if your certificate will transfer.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post Secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

### **Student Tuition Recovery Fund (STRF)**

PhlebotomyU participates in the Student Tuition Recovery Fund (STRF). The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs
4. There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

### **COST OF TRAINING**

Charges are to be paid in full on or before the first day of class unless prior written arrangements have been made.

#### Phlebotomy Course Itemized List of Charges:

1. Tuition -----	\$1,310
2. Registration Fee ----- <b>(non-refundable)</b> -----	\$150
3. Lap Supplies -----	\$100
4. Educational Materials -----	\$100
5. Oversight & Evaluation (Career Counseling, Evaluation & Prep of Resume)	\$150
6. Background Check ----- <b>(American Databank)</b> -----	\$100
7. Internship -----	\$600
8. National Examination ----- <b>(NCCT)</b> -----	\$90
9. Student Tuition Recovery Fund ----- <b>(non-refundable)</b> -----	\$-0-
Total charges for period of attendance -----	\$2600

#### Additional Expenses Not Covered by Tuition or Registration Fee

- BLS Certification for Healthcare Providers ----- \$45
- Scrubs ----- \$15
- Health Requirements (depending on individual's health providers) ----- \$100
- California State Phlebotomy License Application Fee ----- \$100

Estimated schedule of total charges for the entire phlebotomy program ----- \$2860

There are no charges paid to any entity that is not specifically required for participation in any of the Center's courses.

## STUDENT'S RIGHT TO CANCEL

### Refund Policy

A student enrolled in the full Phlebotomy Training Program has a right to cancel the Enrollment Agreement and obtain a full refund of all charges, not including the registration fee nor any additional non-refundable charges, paid through attendance of the first class, or seven (7) days after enrollment, whichever is later. This is considered the **Cancellation Period**.

Should a student decide to withdraw after the Cancellation Period and has completed 60% or less of the course, they may be eligible for a partial refund. A student must provide a written notice of their decision to withdraw. The refund amount will be determined by a pro-rated hourly charge based on the number of hours attended and will not include the non-refundable registration fee nor any additional non-refundable charges paid. A refund will be transmitted to the student within 45 days of receipt of a written notice to cancel.

If a student completes more than 60% of the course, they will no longer be eligible for any type of refund.

**Cancellation Period Date:** \_\_\_\_\_

**60% Course Completion Date:** \_\_\_\_\_

Should the course be cancelled by the Center, students will be provided written notice of such cancellation. A full refund of all charges, not including the registration fee nor any additional non-refundable charges, paid through the date of notification will be transmitted to the student within 15 business days.

### Procedure for Cancellation

Withdrawal from the course may be effectuated by a student's written notice of their decision to withdraw or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Written notification must be received by the Center before the end of your Cancellation Period. The withdrawal notification letter should be addressed to the registrar and either e-mailed to [info@familyhealth-services.com](mailto:info@familyhealth-services.com) or mailed to the following address:

Registrar  
PhlebotomyU  
3500 5<sup>th</sup> Avenue #203  
San Diego, CA 92103

A refund will be transmitted to the student within 45 days of receipt of the written notice to cancel.

## School Performance Fact Sheet

PhlebotomyU is required by the California Education Code to make available a copy of the Center's School Performance Fact Sheet to each prospective student. A copy of this document is on file with California Bureau for Private Postsecondary Education.

The charts below illustrate the Center's performance over two years including 2015 through 2016 in phlebotomy training program. The performance categories illustrated include:

1. **Course Completion Rate** which includes the number of students enrolled in the course and the number of students who successfully complete the course.
2. **Placement Rate** which includes the number of students that successfully completed the course and the number of students subsequently employed.
3. **National Exam Passage Rates** which includes the number of students that sat for the national phlebotomy exam and the number of students who passed.
4. **Salary and Wage Information** which includes employment and wage data reported by students employed during 2015 and 2016.

Course completion rates were calculated from student data on file at the Center. The Center is required to keep such data for a minimum time period of 5 years. Should a reader of this document care to review this data, it can be made available upon request with student personnel data deleted.

Phlebotomy as an occupation is closely related to other occupations in the field of clinical laboratory science. Such occupations include Medical Laboratory Technician and Medical Laboratory Assistant. These are positions in the field of Clinical Laboratory medicine to which a student could be placed based on education and training provided in this course.

The US Department of Labor Occupational Handbook 2010-2011 gives the most current data available on job prospects for graduates of phlebotomy programs whose training may qualify for placement in other closely related occupations as discussed above. To review this information the reader is referred to the US Department of Labor's website. Search for "Occupational handbook" and scroll down the alphabetical listing to find Medical Laboratory Technicians or Medical Laboratory Technicians.



## Phlebotomy Full Course Program – 6 - 8 weeks

### On-Time Completion Rates (Graduation Rates)

Includes data for the two years prior to reporting

Calendar Year	Number of Students Who Began the Program <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Number of On-Time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2015	164	164	163	99%
2016	232	232	230	99%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand information.

### Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began the Program <sup>1</sup>	Number of Graduates	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>9</sup>	Placement Rate % Employment in Field <sup>10</sup>
2015	N/A	N/A	N/A	N/A	N/A
2016	N/A	N/A	N/A	N/A	N/A

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. You can contact our office at (619) 294-2192, and speak with our administrators for further information.

*Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.*

### Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

#### Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2015	N/A	N/A	N/A
2016	N/A	N/A	N/A

*Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.*

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2015	N/A	N/A	N/A
2016	N/A	N/A	N/A

*Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.*

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2015	N/A	N/A
2016	N/A	N/A

*Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its prior graduates.*

**Institutional Employment**

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2015	N/A	N/A
2016	N/A	N/A

*Because of the change in the Bureau’s reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.*

Student’s Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand information.

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

**Certified Phlebotomy Technician Program (4 weeks)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam <sup>11</sup>	Number Who Passed Exam <sup>14</sup>	Number Who Failed Exam	Passage Rate <sup>13</sup>
2015	145	125	105	20	84%
2016	232	167	143	24	86%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 65 graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand information.

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Annual salary wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment <sup>7</sup>	Graduates Employed in Field <sup>9</sup>	Salary <sup>15</sup>				
			\$25,001 – \$25,000	\$35,001 – \$40,000	\$40,001 – \$45,000	\$45,001 – \$50,000	No Salary Information Reported <sup>16</sup>
2015	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2016	N/A	N/A	N/A	N/A	N/A	N/A	N/A

A list of sources used to substantiate salary disclosures is available from the school. You can contact our office at (619) 294-2192, and speak with our administrators for further information.

*Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its 2016 and prior graduates.*

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand information.

### Cost of Educational Program

Total charges for the program for students completing on-time in 2016: \$2,600.00.

Total charges may be higher for students that do not complete on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand information.

### Federal Student Loan Debt

Students at PhleobtomyU are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you had sufficient time to read and understand information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), P: (888) 370-7589 or (916) 431-6959, F: (916) 263-1897.

**I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
School Official Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Definitions

<sup>1</sup>“Number of Students Who Began Program” the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled period.

<sup>2</sup>“Students Available for Graduation” is the number of students who began program minus the number of students who have died, been incarcerated, or been called to active military duty.

<sup>3</sup>“Number of On-Time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

<sup>4</sup>“Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

<sup>5</sup>“150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

<sup>6</sup>“150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

<sup>7</sup>“Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.

<sup>8</sup>“Graduates Unavailable for Employment” means the graduate who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>9</sup>“Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable education program.

<sup>10</sup>“Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.

<sup>11</sup>“Number of Graduates Taking Exam” is the number of graduates who took the licensing exam in the reported calendar year.

<sup>12</sup>“First Available Exam Date” is date for the first available exam after a student completed program.

<sup>13</sup>“Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.

<sup>14</sup>“Number Who Passed Exam” is the number of graduates who took and passed the licensing exam after completing the program.

<sup>15</sup>“Salary” is as reported by graduate or graduate’s employer.

<sup>16</sup>“No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet and information regarding completion rates, placement rates, license examination passage rates and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet and have signed, initialed and dated the information provided in the School Performance Fact Sheet.

\_\_\_\_\_  
Student Initials

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT----- \$150  
TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE----- \$2600  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM----- \$2860

\_\_\_\_\_  
Program Start Date

\_\_\_\_\_  
Scheduled Program Completion Date

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
School Official Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date