



2019 ENROLLMENT AGREEMENT

Phlebotomy Full Course

Enrollment Agreement

Thank you for your decision to become a student at PhlebotomyU, 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 will be held onsite at 2535 Camino del Rio South, #300 San Diego, CA 92108

All instruction, enrollment agreements, disclosures and statements of the Phlebotomy Full Course are only available in English. Therefore, proficiency in the English language is a requirement for admission into the Phlebotomy Full Course.

The period covered by this enrollment agreement is from 1/1/2019 through 12/31/2019.

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 Externship**
Consists of 40-120 unpaid 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 Externship

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

Students who accept their originally scheduled internship and fail to complete it or students who have not been assigned an internship after 90 days (3 months) of classroom instruction due to missing requirements, student unavailability or lack of communication will forfeit the internship included in their tuition. Should the student wish to complete the course, they will be required to repeat the classroom practical sessions of the course at an additional fee. An additional fee will also be required to re-apply for a clinical externship.

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 classroom exam must be passed with a score of 70% or better. Failure of more than one exam will result in an Incomplete and the student will be required to re-apply and retake the Phlebotomy Full Course from the beginning.

Completion of the Phlebotomy Full Course requires completion of a minimum of 120 clock hours. Upon successful completion each graduate is awarded a state approved Certificate of Completion.

Externship Prerequisites for the Phlebotomy Full Course

In order to be eligible to go on a clinical externship, students must submit the following prerequisites to the Administration. Externships are given on a first come, first serve basis to students who submit all the requirements listed.

Students must submit all prerequisites by the **designated date** otherwise they will not be allowed to continue with the Phlebotomy Full Course. Students will then be given an additional 60 days from the designated date to submit all missing prerequisites. Please contact Administration regarding exact deadline dates for the class you're enrolled.

If a student is able to submit the externship prerequisites within 60 days after the designated date, the student will be enrolled in the next available Practical class (pending there is room available). No additional fees will apply.

If a student is **unable** to submit the externship prerequisites within 60 days after the designated date, the Administration will consider the student to have abandoned the course and will issue the student an Incomplete. Should the student wish to complete the Phlebotomy Full Course, they will have to re-enroll and start the course from the beginning. Additional fees will apply.

Externship Prerequisites

1. Cleared Background Check & Drug Screen

Included as part of the \$250 non-refundable registration fee.

Instructions will be given upon receipt of completed online Registration Form and Registration fee.

2. Proof of Immunizations

❖ MMR (Measles, Mumps, Rubella)

Must Submit one of the following:

- *2 doses of the MMR vaccine*
- *Positive titers for MMR*
- *Positive titers for Measles and Mumps and 1 dose of the MMR vaccine.*

❖ Varicella

Must submit one of the following:

- *2 doses of the Varicella vaccine*
- *Positive Varicella Titer*

❖ Hepatitis B

Must submit one of the following:

- *Positive Hepatitis B Titer*
- *Hepatitis B 3 Shot vaccine series and a Positive Hepatitis B titer*

❖ TDAP

Must submit one of the following:

- *Proof of your Tdap after 2005*
- *No other vaccinations such as TD or dTap will be accepted*

❖ TB results

Must submit one of the following:

- *Negative Annual PPD TB Skin Test*
- *Negative Annual QuantiFERON Gold or T-spot TB Blood Test*
- *If you have a known history of having a positive PPD TB Skin Test or QuantiFERON Gold or T-Spot TB Blood Test, you must submit proof of a Chest X-Ray and TB Symptom Screening Questionnaire, in addition to the positive test.*

❖ Seasonal Flu Vaccine

- *Proof of your Seasonal Flu Shot*
- *This is only required if you are completing your externship during flu season (November – March)*

Other Documents Required:

3. Current BLS Certificate

- Basic Life Support (BLS) CPR Certification for Healthcare providers.
- Must be obtained from an AHA certified organization.
- We recommend using iMaster CPR who gives our students \$15 off the course using the discount code: FHS

4. Current Resume

- Resume does not have to be finalized but must have an overview of your education, work/volunteer experience, etc.
 - The Administration can work with you to polish your resume if needed.
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Attendance: Students are expected to attend all classes of the course. Students with 1 excused absence must discuss with an administrator if a makeup class is required for the class missed. Students that accrue two or more excused absences will be excluded from the current course but may be reinstated to a subsequent course. Students that accrue two or more unexcused absences will be considered to have abandoned the current course and the result will be an Incomplete. Should the student wish to complete the Phlebotomy Full course, they will be required to re-apply, repay and retake the course from the beginning.

A grace period of five minutes shall be applied and anything beyond that will be considered tardy, unless otherwise discussed with the Center. Three occurrences of tardiness and/or early departure from class will equate to 1 unexcused absence.

Tuition and Fees: Fees for each course is specified in the course catalog. The total cost 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 check is returned, or a payment is denied due to insufficient funds, the Center reserves the right to exclude the student from the course. In case of multiple returned checks or denied payments, 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 the student fail to pay or uphold any conditions set forth in this agreement.

Financial Assistance: Students are responsible to pay for the full amount and any additional fees charged by the Center even though they 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. Note, 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.

This enrollment agreement is legally binding when signed by the student and accepted by the institution.

**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.

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, 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 established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

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 -----	<i>(includes clinical externship)</i> -----	\$2,560
2. Registration Fee -----	<i>(non-refundable)</i> -----	\$150
3. Background Check -----	<i>(American Databank)</i> -----	\$100
4. National Examination -----	<i>(NCCT)</i> -----	\$90
5. Student Tuition Recovery Fund -----	<i>(non-refundable)</i> -----	\$-0-
Total charges for period of attendance -----		\$2,900

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 ----- \$3,160

Students are not required to purchase textbooks or any other learning materials. A student handbook will be provided to each student on the first day of class.

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 Phlebotomy Full Course 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.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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 or mailed to the following address:

Registrar
PhlebotomyU
2535 Camino del Rio South, #300
San Diego, CA 92108

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

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

<u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u> -----	\$250
<u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u> -----	\$2,900
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u> -----	\$3,160

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