



## HEALTH FOCUS INC., ENROLLMENT AGREEMENT

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•Upon successful completion of the program, I will receive the following:

- a. Certificate of completion.
- b. Academic transcript and record of attendance.

Successful completion requires:

The student must meet the following Criteria/obligations before receiving the certificate of completion

- Attend all 114.5 hours of the program.
- Maintain a minimum attendance rate of 80% in classroom and minimum attendance rate of 98% clinical.
- Perform all skills as listed in the workbook during the clinical with 100% accuracy.
- Achieve 80% minimum on all quizzes and the final written exams.
- Satisfy all financial obligations to the school. Note students must pay their tuition and other fees by the first day of class. **NO PERSONAL CHECKS, NO CASH, ONLY MONEY ORDERS OR CASHIER'S CHECKS.**
- Abide with the substance abuse policy.
- Health Focus, Inc. does not provide for placement following training. Students may find job posting on the classroom bulletin board. The school does not guarantee any specific salary level to graduates of the program.
- HFI is a smoke –free institution, it is a workplace and educational institution free of drug and alcohol abuse.
- Books and supplies are mandatory. Books and supplies [supplies include blood pressure cuff, stethoscope, and white scrubs] are available in the school but students are free to buy from the open market. Students must have/bring their books and supplies on the first [1<sup>ST</sup>] day of class or pay for these supplies at the school prior to the 1<sup>ST</sup> day of class.

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## Required books:

The Nursing Assistant's Handbook.

By Hartman Publishing, Inc. with Jetta Fuzy, RN, MS.

Fourth Edition.

Publication date. [2014]

Workbook.

The Nursing Assistant's Handbook.

By Hartman Publishing, Inc.

Fourth Edition.

Publication date [2014]

BLS- CPR/AED for Professional Care Providers

The cost of the program is: **\$ 1,235.00**

Tuition	\$875
Registration	\$50
Lab fee	\$90
Books	\$60
Materials [blood pressure cuff, stethoscopes and white scrubs]	\$70
CPR/AED for Professional Rescuers and Health Care Providers	[\$90 Payable to HFI]

## Additional student responsibility:

GNA State Exam **\$105** [payable to Pearson VUE after graduation]

CJIS Fingerprint **\$60**. [Payable to CJIS on enrollment] Note Criminal convictions may affect a student's ability to be licensed.

CNA Certification Fee **\$20** [payable to MBON after graduation]

Refund Policy

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## SCHOOL REFUND POLICY

The school's refund policy which addresses the items listed below and is consistent with the minimum requirements in the Code of Maryland Regulations.

\_\_\_\_\_ A If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

\_\_\_\_\_ B All fees paid by the student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract.

\_\_\_\_\_ C If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the registration fee.

\_\_\_\_\_ D If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the registration fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of total course or program Tuition

<b>Proportion of total course or program taught by the date of withdrawal</b>	<b>Tuition Refund</b>
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

\_\_\_\_\_ E The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.

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\_\_\_\_\_ F Monies paid for books, blood pressure cuff, stethoscope are non-refundable.

- Students are advised to keep all documents regarding enrollment and financial obligations.
- Please thoroughly review this agreement together with the information in the school catalog on our policies, class attendance, conduct, substance abuse policy, refund of tuition and return to us on the first day of class.

Thank You,

Oluchi Ukomadu RN.

School Director

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Health Focus Official (Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- In order to be binding, this contract must be signed by the applicant, and the school official.
- The enrollment contract may be extended or modified only with the written consent of both the student and the school.