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## REGISTRATION/ENROLLMENT AGREEMENT

The facility is classroom style with draw stations, lab processing area, and hand washing stations. All students will be required to use and show proficiency in the utilization of the equipment in which the course trains them to use.

The Phlebotomy Training Specialists program will prepare you for a job in the medical field of phlebotomy, the art of drawing blood. However, this course can also be used as an introductory course into all medical fields including, but not limited too, medical assisting, pre-nursing, registered nursing, nurse practitioner, lab technician, hematology, and pre-med etc.

**National Phlebotomy Training** - This course requires 32 clock hours of attendance, testing, and practical training. Course cost is \$695.00. This course starts near the first of every month and runs approximately four weeks in length. Students who sign this enrollment agreement will be guaranteed the tuition price of \$695.00 even in the event that PTS has a tuition cost increase.

### Tuition & Fee Breakdown

Tuition	\$475.00
Registration Fee	\$100.00
Books/Supplies Equipment	<u>\$120.00</u>
Total for Phlebotomy Training	<b>\$695.00</b>
*National Exam (optional)	<u>\$100.00</u>
Total for Phlebotomy Training + Exam	<b>\$795.00</b>

\*If you choose to test, this fee will be charged as a separate transaction by the school through the National Testing Agency's merchant account.

In order to successfully complete this course, each student will be required to satisfactorily perform the tasks correlated to the function in which they are training. Written testing is also required. One watch and critique test will be given. If the entire course is completed satisfactorily, a certificate of training will be awarded to the student at the last class.

Students that complete the 32-hour National certification course are eligible for employment within the state of Ohio. Those attending the National Certification course will be eligible for employment in all states\* assuming they pass the national exam. \*States such as California, Louisiana, Nevada, and Washington have additional licensing requirements.

### THE NATIONAL EXAM IS A SEPARATE FEE OF \$100 DOLLARS

The National exam will be given at our facility on the last day of class. If you choose NOT to challenge the National exam you will still receive a certificate of training from our school, a post secondary proprietary school registered with the Ohio State Board of Education, which will enable you to perform blood draws anywhere in the state of Ohio.

**PAYMENT INFORMATION-** Tuition for class can be paid online by logging into your student account at [students.phlebotomyusa.com](http://students.phlebotomyusa.com) or over the phone by calling student services at 888-531-8378. We accept all major credit cards. \$100 minimum should be paid at the time of registration. Full tuition is due at the half way mark (end of Class 4 for AM/PM students and end of Class 2 for Weekend Students). If a student fails to pay full tuition by these deadlines they will be dropped from the course and required to reschedule missed classes. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability. Full tuition will be required before students are able to reschedule.

Phlebotomy Training Specialists is not accredited through the U.S. Department of Education and therefore is not Pell Eligible. PTS does not offer financial aid or loans.

**EXAM INFORMATION-** You will not be eligible to graduate, receive your certification, or sit for the national exam until tuition is paid in full. Tuition Fees MUST be paid in full BEFORE you are eligible to sit for the National Exam. ALL National Exam fees must be paid prior to the National Exam testing date to guarantee a spot on the exam roster.

Any questions or concerns regarding these policies should be directed to info@phlebotomyusa.com.

**STATE CERTIFICATION INFORMATION** - Students should log into their account at students.phlebotomyusa.com and check the spelling/format of their name. How your name is listed here is EXACTLY how it will appear on your certification. An electronic copy of your State Certificate will be emailed to you at the end of class.

State Certifications will ONLY be awarded to students at the last class who have accomplished the following:

- Passing Scores in Didactic Coursework
- Passing Scores in Lab Coursework
- Passing Scores in Venipuncture Hands-on skills
- Tuition Balance of Zero
- Completed Student File / Paperwork

We DO NOT mail original copies of your State Certification. If you would like one sent to you, you can have one printed and mailed directly from our Corporate Offices for a fee of \$20.00. Please call Student Services at 888.531.8378 and ask to pay for your printed and mailed State Certificate.

If you notice any mistakes on your Certificate please email certificates@phlebotomyusa.com.

**Refund Policy** – If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 32 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

An enrollment agreement or school application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. If a student withdraws from class after the five day cancellation period, the school will retain the registration fee. All tuition and fees paid pursuant to the enrollment agreement or application will be refunded. Refunds will be processed within 30 days after the cancellation. This will provision shall not apply where a student has already started classes.

Student's Right to Cancel Void After: \_\_\_\_\_

In the case that a student quits attending class OR requests a refund after the five calendar day period, we will refund based on student's last date of attendance. (Amount to be refunded is based on FULL tuition being paid, if full tuition was not paid in full the amount to be refunded will be based on total paid over percentage of amount to be refunded).

Attended class 1 weekend or class 1 &/or 2 AM or PM	75% full tuition/fees amount less registration fee
Attended class 2 weekend or class 3 &/or 4 AM or PM	50 % full tuition/fees amount less registration fee
Attended class 3 weekend or class 5 &/or 6 AM or PM	25% full tuition/fees amount less registration fee
Attended class 4 weekend or class 7 &/or 8 AM or PM	NO Refund

The calculations above are based on full tuition being paid. If a student is not paid in full, the amount refunded will be proportional to tuition paid and classes attended. The \$100 National Exam Fee is not included in these calculations, as the exam fee is fully refundable as long as the National Exam is not attempted.

**Books and supplies:** \$150 refundable if not used. If used, no refund.

**Exam Fee:** \$100 refundable if not taken.

#### **Postponement of starting date**

If the course is not commenced, or the student fails to attend by the new start date, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date, determined in accordance with the school's refund policy.

#### **Student Complaints**

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be registered with the Board of Career Colleges and Schools in writing at 30 East Broad St. Suite 2481, Columbus, Ohio 43215, or by phone: 877-275-4219.

## General Information

Phlebotomy Training Specialists is conducting training sessions as a post secondary education facility. Therefore we do require that students who enroll in the program possess a minimum of a high school diploma, General Education Development (GED) Certificate, **and** be beyond the age of compulsory high school attendance. Students may be allowed to enroll without meeting this requirement but will be pre-screened by the management of the company to ensure they have the capacity to complete the program.

We do not grant credit to students for other courses taken in the field of Phlebotomy or Nursing Assistant Training or any other field. This course is a stand-alone course and no reduced tuition, nor will reduced hours of participation will be given.

Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course and lack of attendance can affect your ability to pass. Students must attend all 32 hours. If a student missed the first OR second day of class, they will be removed from the course and they will be required to enroll for another schedule.

There is a 15-minute grace period at each class after which the student will be considered tardy and that time will have to be made up in 30-minute increments. Time will be quantified at the educational facility electronically, and the student must attend all of the time. If a student misses a portion of class after commencement, they can make it up during the day, evening, or weekend schedule. Make up time is available by contacting Student Services at 888-531-8378 or by email at [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). It is the student's responsibility to schedule and attend any make up time. Once the class registered for has concluded NO make up time or reassignment is allowed until ALL outstanding tuition and fees are paid in full.

We reserve the right to dismiss any student that continually disrupts the course work and training. Any dismissed student may regain re-entry into the course by contacting student services and discussing classroom etiquette with them on an individual basis. All students will eventually be allowed to finish, but their conduct must be above reproach. Theft will not be tolerated and dismissed students for theft will not be allowed back into class under any circumstances.

Phlebotomy Training Specialists reserves the right to dismiss students from class if the school determines through interaction with the student that said student does not have an "ability to benefit" from the class. This could be caused by a language barrier, mental instability, or other condition, mental or physical that staff determines will inhibit the student from completing the class and having a chance at a career. A full refund will be given in these scenarios, and more than one instructor, and executive staff will be involved in the decision to dismiss the student from class.

We do not offer formal job placement assistance but will consult with you on potential employers in your geographical areas. We do not guarantee wage or salary levels for this type of training.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Last 4 SSN \_\_\_\_\_ DOB (MM/DD/YYYY) \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Today's Date \_\_\_\_\_

E-mail \_\_\_\_\_ Class Start Date \_\_\_\_\_

Registered Course Time: National Evening \_\_\_\_\_ National Day \_\_\_\_\_ National Weekend \_\_\_\_\_

Registered Course Location: Independence Campus \_\_\_\_\_ Columbus Campus \_\_\_\_\_

Person to contact in case of emergency \_\_\_\_\_ Phone Number \_\_\_\_\_

Insurance Carrier Information (if any) \_\_\_\_\_

In case of emergency, I authorize Phlebotomy Training Specialists to contact emergency medical staff on my behalf in order to obtain emergency medical care.

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

## STUDENT ACKNOWLEDGMENTS

Student Initial \_\_\_\_\_ I understand that I must show up to class lucid, and mentally and physically rested and prepared. I understand that if the instructor feels I am not prepared I can be questioned, and if necessary dismissed from that session with the instruction to be prepared for the next session. Students, who are under the influence of alcohol, illicit drugs, prescription drugs or any other mind or body-altering substances cannot participate in class.

Student Initial \_\_\_\_\_ I understand that disruptive behavior, vulgar language or inappropriate attire will not be tolerated during class. If after a warning from an instructor or other PTS staff member the offense continues I may be asked to leave class with out the possible option to return. In this case no refunds will be given. \*Scrubs are the preferred attire but are not required.

Student Initial \_\_\_\_\_ I understand the risks associated with drawing blood, contracting diseases and am aware that phlebotomy procedures in class will be performed on fellow students, volunteers and staff at Phlebotomy Training Specialists. I also understand that any injury sustained to me or the person I am performing phlebotomy on is solely my responsibility and will hold Phlebotomy Training Specialists harmless.

Student Initial \_\_\_\_\_ I understand that Phlebotomy Training Specialists does not offer job placement. However, resume assistance is available as well as an in class discussion on how to obtain and where to look for employment.

Student Initial \_\_\_\_\_ I understand that while PTS will make every effort to hold classes as scheduled, there may be a disruption in projected scheduling due to unforeseen circumstances. I acknowledge that PTS will not make any financial compensations for rescheduling, however, they will also not charge any additional fees for rescheduling. PTS will offer multiple options to complete my course in a timely manner. Should I choose to withdraw from training, the published refund policy will apply.

Student Initial \_\_\_\_\_ I understand that attendance is mandatory to successfully pass this course. Make up class time will be available by contacting Student Services only. I understand that I will not be able to schedule or attend make up classes once my registered class has concluded until my tuition is paid in full as explained General Information of this Registration/Enrollment Agreement.

Student Initial \_\_\_\_\_ I understand that I must log into my student account at [students.phlebotomyusa.com](http://students.phlebotomyusa.com) and check the spelling/format of my name and that how my name appears here is EXACTLY how it will appear on my certificate. I also understand that there is a \$20 Fee for Certificate Prints as explained under State Certification Information of this Registration/Enrollment Agreement.

Student Initial \_\_\_\_\_ I understand that I cannot miss the first or second scheduled day of class. I understand that if I miss the first or second scheduled day of class, I will be removed from the class and I will be required to select another available class schedule.

Student Initial \_\_\_\_\_ I understand that if I cannot complete the course I originally registered for, before I can be reassigned to another class I must have all tuition paid in full. I also understand that if I need to be reassigned to a class for any reason I must contact Student Services to do so.

Student Initial \_\_\_\_\_ I understand the PTS Refund Policy and am aware that all requests to withdraw from the program must be done in writing as explained in this Registration/Enrollment Agreement.

Student Initial \_\_\_\_\_ I acknowledge that I am responsible for the cost of the full tuition and fees associated with the program. I understand that failure to make consistent payments to the school will result in my account being sent to collections. I also understand that if I withdraw from the program prior to completion, I am financially responsible for the prorated tuition and fees for the classes which I did attend.

Student Initial \_\_\_\_\_ I understand that I will not be able to graduate or obtain my certification until I have completed the course and paid ALL tuition in full as explained in this Registration/ Enrollment Agreement.

Student Initial \_\_\_\_\_ I understand that in order to sit for the National Exam, I must have ALL tuition paid in full. I also understand that if I have not paid my National Exam fee prior to the test date I may not be guaranteed a seat or exam on test day as explained under the Exam Information section of this Registration/Enrollment Agreement.

I have read and understand this Registration/Enrollment Agreement and agree with the terms set forth therein. By signing below, the student agrees to pay Phlebotomy Training Specialists ("school") the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No. 11 January 2021 ("Catalog"). Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Phlebotomy Technician Certificate to the student. When signed by both parties this document is a legally binding instrument. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties.

***A copy of a current school catalog and fully executed copy of this enrollment agreement will be sent via email.***

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Student Signature

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Date

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Authorized Representative

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Date