

REGISTRATION/ENROLLMENT AGREEMENT

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: Cincinnati Campus _____ Columbus Campus _____ Independence Campus _____

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 \$710.00. 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 \$710.00 even in the event that PTS has a tuition cost increase.

Tuition & Fee Breakdown

Tuition	\$475.00
Registration Fee	\$100.00
Books/Supplies Equipment	\$135.00
Total for Phlebotomy Training	\$710.00

*National Exam (optional)	\$115.00
Total for Phlebotomy Training + Exam	\$825.00

*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 \$115 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 Policy

Tuition for class should be paid by logging onto your student account at students.phlebotomyusa.com. \$100 minimum should be paid at the time of registration. After the initial registration fee of \$100 has been made, students can make payments in any increment until full payment is received. **Full tuition and fees are due by the first day of class.** If a student fails to pay full tuition and fees prior to the first day of class, the student will be required to select new class dates. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability.

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

Phlebotomy Training Specialists proctors the National Healthcare Certification Organization (NHCO) Exam. This examination, when successfully passed, grants a National Certification. This certification must be renewed every two years. Renewal information can be found at healthcarecertifications.com.

Certificate of Training 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 Certificate of Training. An electronic copy of your certificate will be emailed to you at the end of class.

Certificates of Training 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
- Completed Student File / Paperwork

We do not mail original copies of your Certificate of Training. 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 log on to your student portal to request and pay for your printed and mailed 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 \$115 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: \$135 refundable if not used. If used, no refund.

Exam Fee: \$115 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 misses any of the first eight hours 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 701-404-9434 or by email at 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 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.

Conduct and Dismissal Policy

Students are expected to maintain professional conduct within the classroom. Phlebotomy Training Specialists reserves the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors that are unacceptable in the classroom setting. These examples of impermissible behavior described below are not intended to be an all-inclusive list. Phlebotomy Training Specialists managers have full discretion and any violation of the policies or conduct considered inappropriate or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

1. Language / Interpersonal Conduct

- a. Fighting (verbal, physical, electronic) with or assaulting another individual
- b. Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
- c. Engaging in any form of harassment (sexual, emotional, etc.)
- d. Using vulgar language, explicit terms, or profanities
- e. Discussing sensitive topics such as religion, sexual orientation and gender, racial issues, political affiliation, etc.

2. Conduct

- a. Use of cell-phone for non-emergencies while in class and/or lab
- b. Continually speaking out of turn or disrupting the flow of class with off topic discussions
- c. Arriving late to class or leaving early more than twice without prior notification.

3. Safety

- a. Failing to abide by safety rules and policies
- b. Refusing to follow instructor's directions or being insubordinate
- c. Failure to adhere to corrections or guidance given by the instructor
- d. Continued disregard for cleanliness and sanitation protocols

4. Mental/Physical State

- a. Showing up to class in improper attire, wearing inappropriate shoes, or generally unkempt
- b. Attending class while under the influence of alcohol, illicit drugs, or any other mind/body altering substance.

5. Automatic Dismissal

- a. Possessing firearms or any other weapons in the classroom
- b. Illegal Activity of any kind
- c. Using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on premises. Recreational drugs are also not permitted on premises.
- d. Theft

Disciplinary Procedures

Upon infraction of one of the above expectations, a Phlebotomy Training Specialists staff member will issue a verbal and/or written warning to the student. This is to be considered a corrective plan of action. If the impermissible behavior continues, Phlebotomy Training Specialists will dismiss students from the program. Students who have violated policies outlined in the "Automatic Dismissal" section will be subject to automatic dismissal.

ALL dismissal procedures will be handled by at least 3 Phlebotomy Training Specialists Staff Members after consulting the instructor. Students who wish to appeal Phlebotomy Training Specialists' final decision can do so in writing.

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 the Conduct and Dismissal Policy as it is outlined in this agreement. I acknowledge that I will be subject to the disciplinary procedures if I am in violation of these policies.

Student Initial _____ I understand that full tuition and fees are due by my first day of class. I acknowledge that if my full tuition and fees are not paid by this time that I will be required to select new course dates.

Student Initial _____ I understand that if I fail to complete my initial registered course, reassignment into a new class will not be allowed until my entire Tuition balance is paid in full. Students must call Student Services to re-enroll in a new class. Please note that rescheduling will be based on availability.

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 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.

Student Initial _____ I understand that I must log into my student account at 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 Certificate of Training Information of this Registration/Enrollment Agreement.

Student Initial _____ I understand that I cannot miss the first eight hours of class. I understand that if I miss any of the first eight hours of class I will be removed from the class and I will be required to select another available class schedule.

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.

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. 12 January 2022 ("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.

Student Signature

Date



Authorized Representative

Date