

3-WEEK HYBRID NURSE AIDE PROGRAM

Class Month/Year: ____ / ____

STUDENT INFORMATION

Personal Information

First Name	
Last Name	
Phone Number	
Email Address	
Full Social Security Number or ITIN	
Date of Birth	/ /
Address	
City	
State	
Zip Code	

Education

Most Recent School Attended	
Document Provided	Select One ☐ High School Transcript ☐ High School Diploma ☐ GED ☐ College Transcript ☐ College Diploma

Insurance

Name of Medical Insurance Provider	
Policy or Group Number	
Expiration Date	/ /

Immunizations

List the Date You Last Received The Following:

MMR	/ /
Varicella	/ /
Hepatitis B	/ /
TDAP (valid up to 10 years from last dose)	/ /

Minimum age of student allowed is 16 years old. All students under 18 must have at least an 8th grade education and a parent/guardian signature below.
Proof of the above medical documents may be required due to compliance with our clinical affiliates.

COURSE AND TUITION

Course : 100-Hour Nurse Aide Program

Tuition :	\$872.00
Books :	No Books Required
Supplies :	N/A
Registration :	\$150.00
Total Cost :	\$1272.00

CPR :	N/A
State Test :	Not Covered
Admin Fee :	\$250.00

METHOD OF PAYMENT

Method of Payment (mark one):

- ☐ Affirm
☐ PayPal
☐ Apple Pay
☐ Credit Card
☐ Other : _____

Note: Student may be charged interest fees for payments.

"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder."

BEFORE YOU CONTINUE

Please read the following carefully:

- You may cancel your enrollment within 72 hours of signing this agreement for a full refund as allowed by Texas law.
- If you withdraw after the cancellation period, refunds are calculated according to Texas Workforce Commission regulations.
- The school may retain up to \$250 in administrative fees where permitted by law.
- Once you have completed 75% or more of the program, no refund is available.
- Please review the complete refund policy below for additional details.

Refund/Cancellation/Retake & Attendance Policy

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$250 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school; (b) The date of receipt of written notice from the student; or (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$250 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$250 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
 - a. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases: (a) An enrollee is not accepted by the school; (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school. A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Clinical Attendance & Make-Up Policy

The Texas Health and Human Services Commission (HHS) requires every Nurse Aide student to successfully complete 60 hours of online instruction and 40 hours of clinical training to be eligible for certification.

Online Course Requirement

The 60-hour online Nurse Aide course must be completed before the first day of clinicals. Students who have not completed the required 60-hour online course may not begin clinical training. Hospital or facility orientation modules assigned before clinicals are separate requirements and do not count toward the required 60-hour online course.

First Day of Clinicals

The first day of clinicals consists primarily of required skills laboratory instruction. Students must be present and on time. Because these skills are required before providing patient care, students who miss or arrive late on the first clinical day may be withdrawn from the cohort.

Attendance Requirements

Students are expected to attend all scheduled clinical hours. Weather, transportation problems, work conflicts, childcare issues, illness, or other personal circumstances do not waive state attendance requirements.

Tardy Policy

15 to 60 minutes late: Student must complete a minimum of one (1) make-up hour at \$55 per hour. More than 60 minutes late or any absence will require additional make-up time based on the number of hours missed.

Make-Up Clinical Hours

When available, make-up clinical hours are:

- \$55 per hour
- Scheduled only if seats are available during the next month's clinical session
- Subject to instructor and clinical site availability

Availability is not guaranteed.

If No Seats Are Available. If there are no available seats during the next month's clinical session, the student must wait until a future clinical session. If the student is unable to complete the required clinical hours through available make-up opportunities, the student must re-enroll and pay full tuition.

Example 1:

A student arrives 20 minutes late.

The student must complete one make-up hour and pay \$55.

Example 2:

A student misses one full 8-hour clinical day.

If space is available during the next month's clinical session, the student may complete the missed hours at \$55 per hour.

Example 3:

No seats are available during the next month's clinical session.

The student must wait until another session becomes available. If make-up hours cannot be completed, the student must re-enroll at full tuition.

Texas Regional Healthcare strictly enforces this policy to ensure compliance with state regulations and uphold the integrity of the training program. By enrolling, students acknowledge and accept these attendance requirements.

STUDENT ATTESTATION & DISCLAIMER

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

DRUG TESTING COMPLIANCE DISCLAIMER & IMPORTANT ENROLLMENT REQUIREMENTS

In accordance with Texas Regional Healthcare Training Center policies and the requirements of our clinical affiliates, all students are required to successfully complete a drug screen and may be subject to a criminal background check prior to participating in clinical training. Failure to satisfy these requirements may delay or prevent completion of the Nurse Aide Program.

This Student Enrollment Agreement must be completed in its entirety. All applicable fields are required. Incomplete forms, blank fields, or "N/A" responses may delay or prevent enrollment.

Texas Regional Healthcare Training Center makes every reasonable effort to assign students to a clinical site as close as possible to the ZIP code provided during enrollment. Clinical assignments are based on facility availability and the clinical sites approved for each cohort. Requests for a specific clinical site, instructor, or schedule cannot be accommodated.

Please Initial:

- ☐ I have received and reviewed a copy of this Enrollment Agreement and the current School Catalog and agree to comply with all school policies, the Student Code of Conduct, and all program requirements outlined in the School Catalog.
- ☐ I acknowledge that I have read and fully understand the Refund, Cancellation, Retake, and Attendance Policy.
- ☐ I understand that I am responsible for providing current medical insurance information, proof of a negative TB skin test (or approved TB blood test), and all required immunization records before participating in clinical training.
- ☐ I understand that I must successfully complete all 60 hours of the online Nurse Aide course before the first day of clinicals. Hospital or facility orientation modules are separate requirements and do not count toward the required 60 online hours.
- ☐ I acknowledge that I have read, understand, and agree to comply with all attendance, make-up, and clinical requirements outlined in this Enrollment Agreement.
- ☐ I acknowledge that I am required to successfully complete a mandatory drug screen and understand that a criminal background check may also be required prior to clinical participation.
- ☐ I understand that attendance on the first day of clinicals is mandatory because required skills laboratory training is conducted that day. No tardies or absences are permitted on the first clinical day.

Printed Name of Student

Date :

Signature of Student

Printed Name of Guardian (if student is under 18 years old)

Date :

Signature of Guardian (if student is under 18 years old)

For Office Only

Printed Name of Authorized School Official

Signature of Authorized School Official

Date :