

# 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	
Circle Which Document You Can Supply	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 (circle one):



Other :
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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."

This student has received a copy of the school enrollment agreement and catalog.

### ***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.

## **Refund Policy For Students Called To Active Military Service**

1. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled: (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal; (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
2. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination

## **Cancellation**

Texas Regional Healthcare Training Center holds the right to cancel any class due to: Inclement weather, low class enrollment, covid outbreaks or anything that compromises the health and safety of our students and staff. Clinicals and/or externships may be delayed or even cancelled at the discretion of the facility or agency due to covid outbreaks.

## **Clinical Attendance & Absence Policy**

The Health & Human Services Commission (HHS) mandates that each student must complete exactly 40 clinical hours with no absences to meet state certification requirements. Students must plan accordingly, handle all personal matters prior to the course, and ensure punctual attendance for each scheduled clinical day. Texas Regional Healthcare Training Center reserves the right to withdraw students who are tardy or absent from the course. Withdrawn students will refer to the readmission/cancellation and or refund policy and may attempt to retake the clinical portion if space is available in a future session. If no space is available, students must re-enroll at full tuition. If a student has dropped or is to absence, they may make up the missed hours at a rate of \$35 per hour, contingent on seat availability in the next month's clinical session. If no space is available, the student must wait for the next available session and pay full tuition to re-enroll.

- Example Scenarios: A student who attends Monday and Tuesday but misses Wednesday and Thursday must reschedule their missed training days. A student who completes only 16 hours before an absence must make up the remaining hours at \$35 per hour, pending availability. If no immediate space is available, they must re-enroll in a future session at full tuition cost.

***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

In alignment with regulatory standards and the requirements of our esteemed clinical affiliates, Texas Regional Healthcare Training Center may require drug testing for all enrolled students prior to participation in clinical rotations. It is the sole responsibility of each student to ensure a successful outcome on any required drug screening. Failure to meet this requirement may result in a delay or inability to complete the clinical component of the program, which is essential for program completion.

Please note, once the refund period has concluded, no refunds will be issued. We encourage all students to review our Refund Policy carefully for full details.

**Please Initial :**

I have received and reviewed a copy of this enrollment agreement + current school catalog and agree to comply with the policies, student code of conduct and all requirements outlined in the Student Catalog.

I acknowledge that I have read and fully understand the refund policy.

I understand that I am required to have proof of a negative TB skin test prior to the start of class.

\_\_\_\_\_  
Printed Name of Student

\_\_\_\_\_  
Signature of Student

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

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

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

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

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**For Office Only**

\_\_\_\_\_  
Printed Name of Authorized School Official

\_\_\_\_\_  
Signature of Authorized School Official

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