

REGISTRATION/ENROLLMENT AGREEMENT**Program Title: Phlebotomy Training**
Training Program Length: 96 hrs

First Name _____ Last Name _____ Gender: Male _____ Female _____

Address _____ City _____

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

Cell Phone Number _____ Today's Date _____

E-mail _____

Registered Course Time: Evening _____ Day _____ Weekend _____ Course Start Date: _____

Anticipated Course End Date: _____ Registered Course Location: Wauwatosa-Campus _____

CLASS INFORMATION

The facility is classroom style with draw stations, lab processing area, and sanitizing 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.

Program Description- The Phlebotomy Training program will prepare students 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 to, medical assisting, pre-nursing, registered nursing, nurse practitioner, lab technician, hematology, pre-med, etc. Emphasis will be placed on collection techniques, specimen processing, workflow practices, referrals, and utilizing laboratory information systems. This course will prepare individuals to sit for the Phlebotomist certification examination.

Phlebotomy Training - This course requires 96 clock hours of attendance, testing, and practical training. The total course cost is \$1710.00. This course starts near the first of every month and runs six to twelve weeks in length. Students who sign this enrollment agreement will be guaranteed the tuition price of \$1710.00 even in the event that PTS has a tuition cost increase. Since the student's tuition will not change from the initial amount that they were expecting to pay, there will be no need to notify the students of a tuition increase that will be implemented for future students.

Tuition & Fee Breakdown

Tuition	\$1445.00
Application Fee	\$ 100.00 (Non-refundable after 3 day cancellation notice)
Books/Supplies & Equipment	<u>\$ 165.00</u> (Paid at the time of registration)
Total for Phlebotomy Training	\$1710.00
National Exam Fee* (optional)	<u>\$115.00</u> (if a student chooses to test, this fee will be charged as a separate transaction by the school through the National Testing Agency's Merchant Account)
Total for Phlebotomy Training + Exam Fee	\$1825.00

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. A watch and critique test will be given at the end of training. If the entire course is completed satisfactorily, a Certified Phlebotomy Technician certificate of training will be awarded to the student at the completion of class.

Students in the class will practice blood draws on one another, closely supervised by instructors. Students should expect to have their blood drawn during the course. Students with medical restrictions may contact Student Services to seek accommodations.

Students that complete the 96-hour National certification course are eligible for employment within the state of Wisconsin. Those taking the National Exam will be eligible for employment in all states* assuming they pass the 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 the student chooses NOT to challenge the National exam, they will still receive a certificate of training from our school, a private postsecondary school registered with the State of Wisconsin, Department of Safety and Professional Services, EAP.

Payment Information- Tuition for class should be paid by logging onto the student account at students.phlebotomyusa.com. We accept all major credit cards.

\$265 minimum should be paid at the time of registration. After the initial application fee and Books/Supply Fees totalling \$265 have been made, students can make payments in any increment until full payment is received. **Full tuition and fees are due by the halfway point of class.**

If a student fails to pay full tuition and fees by these deadlines, the following options are available:

1. If a student wishes to remain in the class they originally registered for and are unable to meet the payment policy as written, they can request a payment extension. They will need to make a written request to info@phlebotomyusa.com. The Director will review all payment extensions. If an extension is approved, the student will remain in their scheduled course but will be required to pay in full before challenging the practical or national exam.
2. If a student does not contact the Director, the student will be required to reenroll in new class dates where they will attend the remaining classes in that cohort to complete their program. They will be required to be paid by the halfway point of their new cohort. Extensions past this point will

not be permitted. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability.

No student, regardless of circumstance, will be permitted to be certified without full payment. PTS does not hold regional, national or programmatic accreditation from a U.S. Department of Education approved accreditor. PTS does not participate in federal or state student aid programs.

PTS students are eligible to sit for certification examinations from the relevant phlebotomy training oversight organizations (National Healthcareer Association, National Centers for Competency Testing, and National Healthcare Certification Organization) and PTS training complies with the standards of all relevant phlebotomy trade associations (Clinical Laboratory Standards Institute, National Association of Phlebotomy Technicians, National Phlebotomy Certification Association).

Financing Options

Students may apply for financing through Monterey Financial via the student portal. Students may apply for financing at any point throughout the course, and they may choose any amount to finance (not to exceed their balance). Students may select terms in 12, 18, or 24 months at a rate of 18%. Should students withdraw from the course, the published refund policy would apply.

Employment Advisory Services - Phlebotomy Training Specialists does not provide any formal placement into employment opportunities. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings. Placement in a job is not guaranteed or promised to persons who complete the program. To that end, we do not leave the students on their own in finding employment.

We do the following for students:

Market Sectors – We provide each student with a list of local sectors of the economy that employ Phlebotomists consistently. We do not provide student referrals to prospective employers and we do not have direct contact with employers regarding current job openings.

This list includes, but is not limited to, Plasma Centers, Blood Banks, Platelet Donation, Dialysis, Physicians' Offices, Medical Clinics, Laboratories, Hospitals, and Paramedical Examination to name a few. This gives the student a head-start on where to look for employment.

Resume Writing – All students will be encouraged to send in their resumes to our on-staff professional resume writers. The writers will then assist the students with fine-tuning their resume(s) by way of suggestion(s).

The writers will also assist the students with putting their resume(s) into a medical format called a Curriculum Vitae.

Interview Preparation – We have a presentation done during class where we discuss interviewing. We also speak to the students regarding the application process for jobs, what to expect during the interview process, and a list of tough questions they will be asked.

Continual Training – All students, once they have completely attended and have paid in full, are allowed to return to the class, free of charge, to keep their skills sharp and to prepare for interviews.

Additionally, we have a *Student Helpline* where students can call with questions regarding Phlebotomy Training, the application process, help with interviewing, job sources, and Phlebotomy-related inquiries.

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

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

Certificate of Training Information - Students should log into their account at students.phlebotomyusa.com and check the spelling/format of their name. The name listed here is EXACTLY how it will appear on the student's certification.

Certificate of Training Delivery - An electronic copy of the certificate will be emailed to the student 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 the Certificate of Training. If students would like one sent, they can have one printed and mailed directly from our Corporate Offices for a fee of \$20.00. Please log on to the student portal to request and pay for a printed and mailed Certificate.

If students notice any mistakes on their Certificate please email certificates@phlebotomyusa.com.

Cancellation Policy

Three-Day Cancellation: Wis. Admin. Code s. SPS 406.03

You may cancel this transaction, without any penalty or obligation, within three business days from the above date (Saturdays, Sundays, and holidays are not business days).

Students' Right to Cancel void after: _____

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school.

Refund Policy - A student who withdraws or is dismissed after the period of time under *Wis. Admin. Code s. SPS 406.03*, three-day cancellation has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro-rata refund, as calculated below, less any amounts owed by the student of the current enrollment period, less the application fee of \$100.

1. Pro-rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro-rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.
2. All efforts will be made to refund the prepaid amounts for books, supplies, and other charges, unless the student has consumed or used those items and they can no longer be used or sold to new students or returned by the school to the supplier.
3. Refunds shall be paid within 40 days after the effective date of termination.
4. After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.

Pro rata refunds are calculated as follows:

Attended up to 8 hours (2 AM/PM Class or 1 Weekend Class)	70% full tuition/fees amount less registration fee
Attended up to 16 hours (4 AM/PM Classes or 2 Weekend Class)	60% full tuition/fees amount less registration fee
Attended up to 24 hours (6 AM/PM Classes or 3 Weekend Classes)	50% full tuition/fees amount less registration fee
Attended up to 32 hours (8 AM/PM Classes or 4 Weekend Classes)	40% full tuition/fees amount less registration fee
Attended up to 40 hours (10 AM/PM Classes or 5 Weekend Classes)	30% full tuition/fees amount less registration fee
Attended up to 48 hours (12 AM/PM Classes or 6 Weekend Classes)	20% full tuition/fees amount less registration fee
Attended up to 56 hours (14 AM/PM Classes or 7 Weekend Classes)	10% full tuition/fees amount less registration fee
Attended 60 hours or more	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.

Book Rental, Supplies and Equipment: \$120 - Refundable on a pro rata basis in accordance with tuition.

Student Workbook: \$45 - Once textbooks are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.

No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit the pursuit of a program and which are beyond the student's control.

Refunds will only be issued back to the original card used in the transaction. If the card is no longer active, we can send a check which will require a 3% processing fee, and can only be issued to the original card holder.

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. Complaints can be made in writing to the Director of Student Services at info@phlebotomyusa.com. The student may also file a written complaint with the State of Wisconsin Department of Safety and Professional Services, the Educational Approval Program (EAP) using the Student Complaint Form found here- <https://dsps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx>.

Continuation after Withdrawal - When it comes to students who voluntarily withdraw from class, PTS will abide by the refund schedule outlined in this document. Anytime a student desires to return to class after a voluntary withdrawal, we will apply the tuition they had paid to that point, to the balance owed and they can continue from where they left off.

Change in Course Content - If there is a change in the curriculum, then students will be notified 30 days prior to the change. No extra expenses will be associated with a change in curriculum so that students will be guaranteed their tuition cost throughout the duration of the course.

2023 Schedule: 96 Hour

AM/PM Classes	
AM: Monday-Friday 9am-1pm PM: Monday-Friday 6pm-10pm	
January 11, 12, 13, 17, 18, 19, 20, 23, 24, 25, 26, 27, 30, 31, Feb 1, 2, 3, 6, 7, 8, 9, 10, 13, 14 February 16, 17, 21, 22, 23, 24, 27, 28, Mar 1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22 March 27, 28, 29, 30, 31, Apr 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27 May 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 30, 31, Jun 1, 2, 5 June 7, 8, 9, 12, 13, 14, 15, 16, 20, 21, 22, 23, 26, 27, 28, 29, 30, Jul 5, 6, 7, 10, 11, 12, 13	July 18, 19, 20, 21, 24, 25, 26, 27, 28, 31, Aug 1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18 August 23, 24, 25, 28, 29, 30, 31, Sep 5, 6, 7, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 25, 26, 27 October 4, 5, 6, 10, 11, 12, 13, 16, 17, 18, 19, 20, 23, 24, 25, 26, 27, 30, Nov 1, 2, 3, 6, 7, 8 November 13, 14, 15, 16, 17, 20, 21, 27, 28, 29, 30, Dec 1, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 18, 19
Weekend Classes	
Saturdays Only (2 Sunday* Classes: April 2nd and October 1st) 8am-4:30pm w/ lunch break 12-12:30pm	
January 7, 14, 21, 28, Feb 4, 11, 18, 25, Mar 4, 11, 18, 25 April 1, 2*, 8, 15, 22, 29, May 6, 13, 20, June 3, 10, 17	July 8, 15, 22, 29, Aug 5, 12, 19, 26, Sep 9, 16 September 30, Oct 1*, 7, 14, 21, 28, Nov 4, 11, 18, Dec 2, 9, 16

Attendance Policy - Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course. Because of this, lack of attendance can affect your ability to pass. This course is comprised of 24 four-hour modules. In order to complete the class and receive a certificate of completion, students must attend at least 21 out of 24 modules. If students miss more than 3 modules throughout the class, they will be required to make up the modules they missed in an alternate schedule. If students miss four *consecutive* modules, they will be deemed too far behind the class, and will be automatically removed from the class and required to enroll for another schedule.

Please note that modules 1, 2, and 23 are required to complete the course, as these modules contain foundational information (1 & 2) and the practical exam (23).

General Information - Phlebotomy Training Specialists is conducting training sessions as a post-secondary education facility. We require students who enroll in the program to possess proof of a High School or GED completion. Some employers may also require proof for employment and it will be the student's responsibility to comply with employer requirements. We require students to be beyond the age of compulsory high school attendance.

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.

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.

Phlebotomy Training Specialists (PTS) believes in providing access to a diverse population. PTS complies with state and federal disability laws and makes reasonable accommodations for applicants and students with disabilities. Post-secondary schools have no obligation to identify students with disabilities. If you need an accommodation, it is your responsibility to make your disability known to the school and request any needed accommodation. PTS will make reasonable accommodation for applicants and students unless doing so would result in a fundamental alteration of the program or would result in an undue burden. You must also be able to show the relationship between the disability and need for accommodation.

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
 1. Fighting (verbal, physical, electronic) with or assaulting another individual
 2. Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
 3. Engaging in any form of harassment (sexual, emotional, etc.)
 4. Using vulgar language, explicit terms, or profanities
 5. 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. (This includes prescription and/or recreational drug).
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 three Phlebotomy Training Specialists Staff Members after consulting the instructor. Students who wish to appeal to 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 disciplinary procedures if I violated these policies.

Student Initial _____ I understand that full tuition and fees are due by the halfway point of my class. I acknowledge that if my full tuition and fees are not paid by this time I will need to follow the Payment Policy found in this agreement.

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 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 before completion, I am financially responsible for the prorated tuition and fees for the classes which I did attend.

Student Initial _____ I acknowledge that the Textbook I am given in class is a rental. I understand that if my textbook is lost or damaged, I will be required to purchase another copy at my expense per the course catalog. I also understand that I will be responsible for the cost of the textbook should I fail to return it.

Student Initial _____ I acknowledge that the Student Workbook I am given in class is mine to keep. I understand that if my workbook is lost or damaged, I will be required to purchase another copy at my expense per the course catalog.

Student Initial _____ I understand that Phlebotomy Training Specialists does not offer job placement or guarantee employment upon completion. 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 under the General Information section of this Registration/Enrollment Agreement.

Student Initial _____ I acknowledge that I will be expected to draw blood on my fellow students, and also that I will have my blood drawn by others. I understand that I may contact Student Services to request a medical accommodation.

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 the Certificate of Training Information section 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.

This enrollment agreement serves as a contract or legal agreement. By signing this enrollment agreement, the student acknowledges their acceptance of all of the aforementioned policies and procedures.

This enrollment agreement serves as a contract or legal agreement upon acceptance of the student by the school unless the student cancels the enrollment agreement within 3-business days of acceptance by the school day cancellation period. By signing this enrollment agreement, the student acknowledges their acceptance of all of the aforementioned policies and procedures.

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. 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 of Training to the student. 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 Date

Authorized Representative Date