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**PHLEBOTOMY TRAINING PROGRAM ENROLLMENT AGREEMENT**

**Student Information:**

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Information:**

Program Name: **Phlebotomy Training Program**

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

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

Total Tuition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Fees (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payment Information:**

Payment Method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment Schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Program Requirements:**

* **Prerequisites:** Students must have a high school diploma or equivalent.
* **Uniform/Materials:** Students are required to wear appropriate scrubs as specified by the program.
* **Certification Exam:** Students will be eligible to take the national certification exam upon successful completion of the program.

**School Policies:** By signing this agreement, the student acknowledges and agrees to the following:

1. **Attendance Requirements:** Attendance is mandatory for all scheduled classes and blood draw sessions. Any absences must be reported to the instructor, and missed time must be made up according to the school's policies.
2. **Academic Performance:** The student must achieve satisfactory progress, including passing all quizzes, exams, and practical assessments.
3. **Code of Conduct:** Students are expected to conduct themselves professionally, adhere to the school's code of conduct, and maintain confidentiality and respect during blood draw practices.
4. **Blood draw Requirements:** Students must complete the required number of blood draws, demonstrating competency in phlebotomy procedures under supervision.
5. **Health and Safety:** Students must comply with all health and safety regulations, including immunization requirements and the use of personal protective equipment (PPE) during blood draw sessions.
6. **Tuition Payment:** Tuition and fees must be paid according to the agreed payment schedule. Late payments may result in penalties or suspension from the program.
7. **Refund Policy:** The school's refund policy is as follows: (see attached)
8. **Withdrawal Policy:** If the student decides to withdraw from the program, written notice is not required. Refunds, if applicable, will be processed according to the refund policy.
9. **Liability Waiver:** The school is not liable for any injuries or accidents that occur while the student is participating in the program, including during blood draw sessions.

**Certification:** Upon successful completion of the program, students will receive a certificate of completion and be eligible to sit for the national phlebotomy certification exam.

**Signature:** By signing below, the student agrees to the terms outlined in this Phlebotomy Training Program Enrollment Agreement.

**Student Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Guardian Signature (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**School Representative Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Installment payments:**

Any student wishing to make a payment arrangement for their program of choice requires one half down, and the remaining half must be made before program completion. Students with a remaining balance will be allowed access to scheduled exams or clinicals.

The school provides all books, materials, and supplies listed under fees and tuition. The student must provide all non-covered costs.

**Cancellation and Refunds:**

The student will receive a full refund on all money paid if the student:

1. Cancels within the three-business-day cancellation period under SPS 406.03;
2. Accepted was unqualified, and the school did not secure a disclaimer under SPS 409.04;
3. Enrollment was procured as the result of any misrepresentation in the school's written materials or oral representations made by or on behalf of the school.

Refunds will be made within ten business days of cancellation.

A student who withdraws or is dismissed after attending at least one class but before completing 60% of the instruction in the current enrollment period is entitled to a pro-rata refund as follows:

|  |
| --- |
| **At Least But Less Than Refund of Tuition** |
| 1 unit/class 10% 90% |
| 20% 20% 80% |
| 30% 30% 70% |
| 40% 40% 60% |
| 50% 50% 50% |
| 60% 60% 40% |
| 60% no-no refund |

As part of this policy, the school may retain a one-time application fee of no more than $100.00. the school will make every effort to refund prepaid amounts and other charges. A student will receive the refund within 40 days of the termination date. If a student withdraws after completing 60% of the instruction and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro-rata amount.

A written notice of withdrawal is not required.

**Constructive Notice of Withdrawal:**

Students are encouraged to withdraw by written notification or directly to speak to the school administrator, but any withdrawal mode will be recognized. Students will be administratively withdrawn after missing five days of classes. Should a student not attend for five days, the student will be automatically removed from the school, and a refund per the refund policy will be applied if applicable.