



Professional Medical Careers Institute (PMCI)



Main Campus*: 920 Hampshire Road Suite S Westlake Village, CA 91361

Tel# (805)497-4064; Fax# (805) 497-4224

Toll Free: 866-500-6274 www.pmcicareers.com

*Instruction takes place at main campus

VOCATIONAL NURSING PROGRAM ENROLLMENT AGREEMENT

Name: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Social Security Number: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Program Length (in months): Approximately 16 months including breaks.

Start Date: June 15, 2020 End Date on or about November 4, 2021 (subject to change)

State Approved by the California State Board of Vocational Nursing and Psychiatric Technicians on 2/24/2019

Approved by the Board of Private Post-Secondary Education.

Vocational Nursing Program instruction will be provided at Professional Medical Careers Institute (PMCI) 920 Hampshire Road Suite # S Westlake Village, CA 91361 Tel: 805-497-4064, Fax: 805-497-4224

Period Covering: June 15, 2020 Cohort Group: Program start date period June 15, 2020 – Completion date November 4, 2021

June (PM / AM) Schedule:

Classroom instruction is held on Monday - Thursday from 4:00 pm - 9 pm. for the first 8 weeks.

After first 8 weeks of training, Clinical instruction is held on Wednesday / Thursday from 6:30 am to 2:00 pm, with theory training on Monday and Tuesday from 4:00 pm - 9 pm.

Professional Medical Careers Institutes (PMCI's) Vocational Nursing program is a 1560-hour nursing program consisting of academic coursework (about 586 hours) and practical application of theory and skills in the clinical setting (about 960 hours).

Type of Document Awarded upon Completion: After successfully completing all requirements of the course, the student will receive a *Certificate of Completion and a Vocational Nursing Diploma and all the forms necessary to take the NCLEX PN examination once cleared academically and financially. The student must complete an exit exam showing at least a 95% chance of passing the NCLEX PN examination. This is about 75% on the test.*

TRANSFER OF CREDITS

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

“The transferability of credits and hours that you earn at Professional Medical Careers Institute are at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma and credits that you

earn are also at the complete discretion of the institution to which you may seek to transfer. If the diploma or credit hours that you earn in this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution meets your educational goals. This may include contacting an institution to which you may seek to transfer after attending Professional Medical Careers Institute to determine if your diploma will transfer.

ITEMIZATION OF FEES AND CHARGES

Registration Fee (non-refundable)	\$	75.00
Tuition Fee Includes:		
Clinical and Theory Instruction and Clinical Placement:	\$	28,000.00
STRF Fee: (non-refundable; assessed at \$.00 per each \$1,000 of institutional charges)	\$	0.00
TEXBOOKS (non-refundable if used or wrapper removed-\$150 handling fee if cancelled after ordered)	\$	1,300.00
Equipment Fees: Blood pressure cuff, Stethoscope, PPE, Pen Light, Gait Belt given to each student. This fee also includes use of all training supplies, blood sugar devices and strips, Simulation Manikins, Syringes, IV Supplies, Alcohol Pads, sterile nursing care supplies, patient care supplies for training, Mixed Gauze Dressings, wheelchairs, walkers and crutches, Soap and Dispensers, Disinfectants, Infectious Waste Disposal, Teaching Aids, Nurse Forms, and Pads, patient beds, Disposal Cups, Linens, Blood and Urine Test Kits, Pulse Oximeters, Nebulizers, Mock Medications for training, Medication Cart and supplies, Kitchen and break room items, etc.	\$	800.00
Uniform Fee: 3 sets of uniforms, White warm up jacket, Sweatshirt, tee shirt, Name badge (non-refundable if used or package opened) 1 new set of uniforms in level 3.	\$	300.00
Lab Fee: Clinical Site Fees, Soap and Hand Sanitizer, PPE at clinical sites, Liability Insurance, Handouts, Online Resources and online programs such as Shadow Health, V-Clinical Canvas and Zoom	\$	1000.00
ATI Books/Test/Exit Exam *(non-refundable)	\$	425.00
Graduation Fee: Includes venue fee, graduation clothing and supplies, awards,	\$	250.00
<u>SEPARATE FEES</u>		
Clinical and Theory Absence Fee (non-refundable per each absence	\$	50.00
CPR Class (if needed) *	\$	65.00
<u>ADDITONAL Miscellaneous Charges</u>		
Returned Check Fee:	\$	50.00
Late Fee	\$	35.00
Deposit Amount Made: _____ Date: _____		
Refundable Fee: Down Payment Tuition Fee	\$	2000.00
Non-Refundable Charges: Book Return/Handling Fee	\$	150.00
Registration Fee	\$	75.00
Student Initials: _____		

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; \$32,075.00

(See payment options on page 4.)

PAYMENT METHOD AND TERMS OF PAYMENT

The application fee is due upon initial enrollment. PMCI accepts cash, checks, cashier's checks, credit cards and money orders as forms of payment. Payment of the application fee does not guarantee a spot in the program. **A minimum refundable \$2000 tuition fee is due before class starts, for books and supplies. if books have been purchased there is a \$150 return/handling fee to return them.** Payment plan options offered by PMCI are detailed on page 4. If payment is not received according to the agreed upon payment plan, the student will not be allowed to start class or continue in the program, unless prior payment arrangements have been made with the school's Director or Finance Office. Failure to pay any balances according to the chosen plan may result in

suspension from the program until payment(s) (including applicable late fees) are made. In addition, the student will not be cleared to take the NCLEX PN Exam nor be allowed to walk at graduation.

While PMCI does not currently offer financial aid through any federal or state government program, the student will have the responsibility to repay the full amount of the federal or state loan plus interest, less the amount of any refund. If the student defaults on a federal, state or personal loan both the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

In the event of defaulted payments, the undersigned student may be denied continuance in the nursing program until the remaining balance and any applicable late fee charges are fully paid. Additionally, students may be liable for any and all expenses for recovery of due payments including but not limited to attorney's fees, collection agency fees and other administrative costs.

The undersigned student promises to pay the program fee according to one of the five payment options established by PMCI. The student understands the total tuition fee must be completely paid before the student can be cleared of financial obligation with PMCI's nursing program. Any default of installment payments (ANY late or missed payment) is in violation of this enrollment agreement and will be the basis for dismissal from the course, ineligibility to receive the forms to take the NCLEX PN Exam and ineligibility to walk at the graduation ceremony. The student also, understands that any **RETURNED CHECKS will be subject to an additional \$50.00 processing fee (per check)** payable to PMCI. Acceptable replacements for any returned check and subsequent installment payments will be in Cash, Money Order or Credit Card until tuition fee balance is paid in full. Any student who pays late or has a check returned NSF will be required to pay in full before NCLEX PN paperwork or transcripts will NOT be released. **Any payments received after the due date will incur a late fee of \$35 that is added to the account monthly. Those who are more than one week past-due may be suspended or terminated from the program for non-payment. Students will be notified prior to suspension or termination from the program.**

STUDENT TUITION RECOVERY FUND

Student's rights and responsibilities with the respect to the Student Tuition Recovery Fund. It is now a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery fund.

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capital Oaks Drive, Suite 400, Sacramento, AA 95833, 916-431-6959 or 888-370-7586.”

To be Eligible for the STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an education program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out-plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but has been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
8. STRF Fee: \$0 nonrefundable STRF fee

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Enrollment Agreement for those whose primary language is not English:

PMCI provides classes in English and does not provide classes in any other language at this time. PMCI does not recruit or intend to recruit in a language other than English. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. Please inform PMCI of your need for an enrollment agreement in a language you understand. **PMCI WILL PROVIDE INTERPRETATION IF NEEDED.**

Student Initial _____ Date _____

PMCI'S RIGHT TO CANCEL/SUSPEND OR TERMINATE

The school may cancel, suspend or terminate the Enrollment Agreement at any time if the undersigned student violates any of the following policies and/or agreements:

- Failure to maintain satisfactory progress.
- Failure to comply with the school's attendance policy, confidentiality policy or other school policy

- Failure to comply with the school’s student professional conduct policy.
- Failure to meet all financial obligations to the school and monthly payments.
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement.
- Dropping below 65% in any module and not bringing grades up to passing in a timely manner. Passing is 75% for each module.

The school also reserves the right to change or modify the program contents, instruction and clinical time, equipment, staff, or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will such changes diminish the competency or content of any program or result in any additional charges to the student.

STUDENT PAYMENT PLAN OPTIONS BASED ON TOTAL PROGRAM COST of \$32,075.00

	Option #1 10% Tuition Savings = \$2,800	Option #2 5% Tuition Savings = \$1,400	Option #3 2% Tuition Savings = \$560
Application Fee	\$75	\$75	\$75
Pre-Installment (Due on or before May 2, 2020)	\$2,000	\$2,000	\$2000
Tuition Paid in Full (Due on or before June 30, 2020)	\$27,275 * (\$2,800 Saved)		Monthly payments
Installment #1 (Due by June 30, 2020)		\$6,525* (\$350 Saved)	\$1,736.18 for 17 months (\$32.95 Savings / month)
Installment #2 (Due by October 26, 2020)		\$7,250* (\$350 Saved)	
Installment #3 (Due by March 8, 2021)		\$7,350* (\$350 Saved)	
Installment #4 (Due by July 12, 2021)		\$7,550* (\$350 Saved)	

These plans represent STUDENT LOANS with PMCI

Option #4*** 4% Interest Payments	Option #5*** 7% Interest Payments	Option #6 Other – Must be approved
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	through In-house	through in-house	
Application Fee	\$75	\$75	\$75
In house contract fee	\$50	\$50	\$50
Pre-Installment (Due on or before May 2, 2020)	\$2,000	\$2,000	\$2,000 Minimum
Monthly Payment Installments (Due date based on contract)	\$1000*/month for 17 months	\$800*/month for 17 months	
Balloon/Exit Payment (Due by October 21,2021)	\$7,500 Other: _____	\$7,500 Other: _____	
Monthly Payment Installments (Due by November 4, 2021)	\$800*/month for 19 months	\$850*/month for 23 months	
Final Balloon Payment (Due by contract Agreement)	\$988.52* Due by 6/26/2023	\$1,044.16* Due by 10/23/2023	
Total Interest Paid	\$3,189.52**	\$6,295.16**	

(*Indicates that this amount is owed *PRIOR* to scholarship being deducted from total amount due)

(**Indicates that this is the maximum amount of interest accrued – There is NO penalty for early pay off of in-house contract.)

(***VN students may not have NCLEX paperwork submitted until balance is at or below \$5,000. A balance owed to the school represents a STUDENT LOAN with PMCI. The school requires a Personal Guarantee and a Credit Card Authorization on file for students graduating with a balance owed to the school). Transcripts will not be released to students who owe a balance to the school.

I have reviewed the above fees and payment options and select Option: 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___

Student Initials _____ Date _____

REFUND POLICY

“STUDENT’S RIGHT TO CANCEL”

Each student has the right to cancel or voluntarily terminate the program and obtain a refund of charges paid through attendance at the first-class session or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If a student wishes to cancel/terminate the enrollment agreement or withdraw from the institution, the student must notify PMCI. All discounts and scholarships will be removed and are null and void upon withdrawal from the program. Notice may be hand delivered or mailed and verbal, telephone or email withdrawals are also acceptable. The withdrawal letter may be mailed to: **Professional Medical Careers Institute - Attention: Director of Nursing/Administration - 920 Hampshire Road, Suite S, Westlake Village, CA 91361**

Last Acceptable Date of Withdrawal for Full Refund: (5 working days after enrollment or first-class session June 15 – whichever is later)

If the student withdraws from a course after instruction has started, the student may receive a pro-rated refund for the amount of instruction paid for but not received. *Refund calculations will be based on the day a withdrawal letter or notification is received. NOTE: A student is charged for an entire week not by the day. An instructional week is approximately \$450. If books are purchased for a student and they cancel after books are ordered for then they will be charged a handling/return fee of \$150 to ship and return unused books. If a book is opened and used the student will be charged in full for that book. The withdraw notice must be delivered to school administration via mail, email or other communication within 5 business days excluding federal holidays or weekends.*

No refunds will be given if the student has attended more than 60% or more of the semester. Those attending less than 60% of a semester will be given a pro-rata refund, and the student concerned will still be liable for any tuition due. Also, if the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds. All discounts and in-house scholarships will be removed if a student does not complete the nursing program in its entirety.

The Amount of the refund owed equals the weekly charge for the program divided by the number of weeks in the program, multiplied by the total number of weeks the student attended or was scheduled to attend prior to the withdrawal. The refund will be given within 45 days after receipt of notice of withdrawal. The date the withdrawal is effective is on the day the notice is given to the administration.

The school reserves the right to cancel or reschedule a class start date due to insufficient enrollment or other unforeseen events or natural disasters. If this occurs, the student may request a full refund of all money paid excluding the application fee, or apply all money paid to the next scheduled class start date.

PLEASE NOTE: The “Itemization of Fees and Charges” on page 2 has detailed information on refundable and non-refundable items.

All refunds will be paid within 45 days from receipt of cancellation or withdrawal letter.

Student Initial _____ Date: _____

DISCLAIMER OF EMPLOYMENT GUARANTEE AND NCLEX SUCCESS

While the school offers job placement assistance and referral, the school cannot, in anyway, guarantee employment after the student has successfully completed the program of study. Likewise, while the school prepares students for the NCLEX PN Exam, the school cannot, in anyway, guarantee that graduates will pass the NCLEX PN licensure examination.

Student Initial _____ Date _____

SPECIAL REQUIREMENTS FOR GRADUATION

The following requirements must be met by a student in order to qualify for a License in Vocational Nursing and signed document necessary for State examination:

- **Achieve a cumulative grade of “C” or higher in academic and clinical classes – 75% minimum in each module.**
- **Attend 100% of the scheduled hours of the program for theory and 100% of clinical.**
- **Complete all designated requirements (tests, assignments, etc.) of the program.**
- **Satisfy all financial obligations to the school and exit payments.**
- **Complete an Exit exam (we use ATI) showing a 95% chance of passing the NCLEX PN or a 75%.**

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$32,075.00
(See payment options on page 4.)

ESTIMATED TOTAL CHARGES OF ENTIRE EDUCATIONAL PROGRAM: \$32,324.00
(Including sales tax and assuming no unexcused clinical absences)

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$2,075.00
(Includes \$75.00 non-refundable application fee)

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have each student sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, average salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Student Initial _____ Date _____

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student Initial _____ Date _____

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and ascertain that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student _____ Dated: _____

Signature of Parent (for those under the age of 18) _____ Dated: _____

Signature of School Official _____ Dated: _____

Any questions a student may have regarding the enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834,

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-758 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.