

H·E·A·R·T·

Medical Trainings



PHLEBOTOMY PROGRAM

Company Name: H.E.A.R.T. Medical Trainings

Address of School: 5230 Westerville Road

Columbus, Ohio 43231

Contact Number of School: (740) 649-6776

For registration, please visit: www.heartmobilecpr.com

Registration Number: (Will be inserted once approved)

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Phlebotomists collect blood for testing and then analyze in a clinical laboratory to diagnose illness and evaluate the effectiveness of medications. Phlebotomists ensure that equipment is sanitized, labeling is accurate, and storage is proper.

PROGRAM DESCRIPTION:

The Phlebotomy technician program is a comprehensive hands-on method that will prepare the student for employment in the healthcare field, through lecture/discussion and practical phlebotomy hands-on training. The phlebotomy program director/owner is Shawna Bobst RN. Shawna has been a nurse for 15 years and prior to was a phlebotomist. Her field is in hospice care for terminally and chronically ill children.

COURSE DESCRIPTION:

The phlebotomy program is a 40-hour class time. The class will meet twice a week for 4 weeks 5 hours a day. The class will be split into two portions, lecture the first three hours and practicum the remaining 2 hours of class. The students will complete blood draw and finger sticks on Phlebotomy training dummies first then on each other under direct supervision of the instructor.

PROGRAM OBJECTIVE:

At the end of the program students will be able to demonstrate knowledge in the following: HIPPA, First aid., Personal wellness, defensive sticking, human anatomy. Circulatory system. Blood collection. Finger stick collection, capillary collection, Venipuncture collection, processing collection, non-blood collection, specimen handling and processing, proper PPE or universal precaution and PPE for covid.

ADMISSION REQUIREMENTS:

- A. Students or healthcare workers must be 18 or older.
- B. Application must be completed and signed.
- C. Down payment must be paid before starting class.
- D. Minors 16 and 17 must have consent from a legal guardian.

ADMISSION POLICY:

HEART Medical Trainings is an equal opportunity training center. HEART Medical Trainings does not discriminate against race, color, national origin, ancestry, religion, sex, sexual orientation, marital status, disability, or any protected class status. HEART Medical Trainings will comply fully with state and federal equal opportunity and affirmative action laws, executives' orders, and regulations.

CLOCK HOURS:

40 hours 4 weeks of class and training.

QUIZ AND EXAMS:

The Phlebotomist =10pts

Blood Cells and Vessels =10pts

Methods/Specimen Collection =10pts

Specimen Collection and Transport =10pts

Special Phlebotomy Procedures =10pts

Final Exam =60pts

Course Objective:

The Phlebotomist		
Job Duties and Responsibilities Work Environment Safety Considerations	3 Clock hours	2 lab hours
Blood Cells and Vessels		
Vital Sign – Blood Pressure Definition Systolic and Diastolic Vital Sign – Pulse Blood Cells Red Blood Cells White Blood Cells Platelets Blood Vessels Arterial and Venous Development Arteries Veins Arterioles Venules Capillaries Sinusoids	3 Clock Hours	2 lab hours
Methods/Specimen Collection		
Venipuncture Capillary Puncture Arterial Puncture	6 clock hours	4 lab hours
Specimen Collection and Transport		
Equipment Order of Draw Specimen Transport Procedural Complications	3 clock hours	2 lab hours
Special Phlebotomy Procedures		
Bleeding Time/Platelet Function Blood Alcohol Testing Blood Donation Testing Forensic Testing Glucose Testing Therapeutic Phlebotomy Toxicology Timed Specimen	6 clock hours	4 lab hours
Final Exam	2 clock hours	3 Lab hours
Total hours	23 Clock hours	17 Lab hours = 40 Total hours

STUDENTS GRADING:

A= 90-100

B=80-89

C=70-79

D= 60-69

F=0-59

I= Incomplete

W= withdrawal student must have a 70 or higher to pass the class/ exams or assignments miss or incomplete can be made up within 10 days.

SATISFACTORY PROGRESS:

Assessment of the student progress is especially important for the program. We will use a combination of methods to evaluate the students.

COURSE REPETITION:

If any student fails to meet any course requirements because of their own failure. They must repeat the course and pay for any course repeated if the course is not completed it will be deemed as an unsatisfactory program completion.

UNSATISFACTORY PROGRESS:

Unsatisfactory progress probation period if a student is not making progress, they will be given a chance to improve through class mentorship. If students do not progress because of their own inability, they will have to repeat the class. If a student is suspended, terminated, or has attendance or disciplinary issues they will have to repeat the course and pay for course at the next available course time and may not continue in the current program.

RE-ENTRANCE FOR STUDENT DISMISSAL OR SUSPENSION:

For unsatisfactory progress students must pay for the course and wait for the next available class opening.

STUDENT LEAVE:

A student must write a letter to the director with explanation. Students will still be responsible for school fees.

ABSENCE AND TARDINESS:

3 tardiness = 1 absent.

Any student late to class more than 20 minutes is considered tardy.

45 minutes late will be considered absent.

MAKE UP WORK:

Students have up to 10 days to make up their work.

Attendance: students are expected to be in class on time and ready to learn. The student may be absent twice with proper documentation.

The student is responsible for any lecture, review, test. Or training missed.

CALL OFF POLICY:

Notification of absence by the student should be done prior to 7:30 a.m. (740-649-6776) If the preceptor is not available, then a message may be left to give to the preceptor.

VALIDATION OF ABSENCES:

Absences which qualify for validation and documentation required:

Personal illness/injury.....Doctor's statement

Dental appointment.....Dentist's statement

Family Member illness.....Doctor's statement

Jury Duty.....Copy of Summons/Subpoena

Military Duty.....Copy of Orders

Death in Immediate Family.....Death notice

(Parents, siblings, spouse, grandparents, children) Natural/Man-caused disasters to be ruled on at time of occurrence.

GRADUATION REQUIREMENTS:

Students must receive a 70% or higher with good class attendance and pass clinical evaluation, follow policies and regulations, and all payments must be paid in full

CERTIFICATE AWARDED:

Upon completion of the Training Program, the student will receive a certificate of completion. And will be able to study and sit for national Phlebotomy certification. Both certifications will be awarded at program completion. If students choose to be nationally certified at that time.

PAYMENTS: ALL TUITIONS AND FEES ARE PAYABLE FOR ONE QUARTER, SEMESTER OR SCHOOL TERM ONLY. PAYMENT IS DUE PRIOR TO THE START OF CLASSES EACH TERM.

TUITION AND FEES:

REGISTRATION FEE.....	\$100
BOOK FEE.....	\$125
EXAM FEE.....	\$125.00 (Subject to change with NHA cost)
LAB FEE AND MATERIALS.....	\$400
TUITION.....	\$750
TOTAL.....	\$1,500

PAYMENT PLAN:

If any student is unable to pay full tuition by the first day of class HEART Medical Trainings offers a payment plan.

REFUND POLICY:

If the student is not accepted into the training program, all money paid by the student shall be refunded. Refunds for books, supplies and consumables fees shall be made in accordance with Ohio Administrative code section 3331-1-10.1

- 1) A student who withdraws before the first day and after the 5-day cancellation period shall be obligated for the registration fee.
- 2) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus registration fee.
- 3) A student who starts class and withdraws after the academic term is 15% but before the academic term 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
- 4) A student the stars class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fees.
- 5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refunds within 30 days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in academic school activity.

STATE AND FEDERAL ASSISTANT:

Currently HEART Medical Trainings does not provide state or federal aid.

SCHOLARSHIPS:

Currently HEART Medical Trainings does not award scholarships.

TRANSFER CREDITS:

HEART Medical Trainings does not accept nor grant transfer credit currently.

COMPLIANCE AND GRIEVANCE:

All students' complaints should be directed to the school personnel involved. If the problem is not resolved a written complaint shall be submitted to the director of the school.

Shawna Bobst school director
HEART Medical Trainings
5230 Westerville Rd, Columbus, Oh. 43231
740-649-6776

Whether or not a complaint has been resolved to his or her satisfaction by the school. The student may direct any problems or complaints to the Executive Director, State of Board career Colleges and Schools, to 30 East Broad Street, Suite 2481 Columbus, Ohio 43215 or Call 614-466-2752 Toll free# 1877-275-4219.

FACULTY: Shawna Bobst Director

Teacher administrator: Shawna Bobst

DIRECTOR/INSTRUCTOR: Shawna Bobst

JOB PLACEMENT DISCLAIMER:

HEART Medical Trainings does Not guarantee employment. We will assist students seeking employment with interview prep, resume, prep, letter of recommendation and board job listing with openings for their training of choice.

HEART Medical Trainings RIGHT TO AMEND:

HEART Medical Trainings reserves the right to make programmatic, content, and scheduling changes as necessary to align with changing curricular requirements, accreditation standards, and to maintain compliance with Federal and State regulations. Changes in business and education practices may impact tuition and fee charges. The school reserves the right to modify Tuition and fee charges with sufficient notice provided to students and appropriate agencies.

HEART Medical Trainings RIGHT TO CANCEL:

HEART Medical Trainings reserves the right to refuse service or cancel this enrollment agreement at any time in the event the student fails to comply with academic, attendance, financial obligations, or disrupts the normal activities of HEART Medical Trainings. In the event HEART Medical Trainings cancels this enrollment agreement, a refund will be made to the buyer based on the school's refund policy (as outlined below).

STUDENTS RIGHT TO WITHDRAW:

Students may withdraw from a course by visiting with an instructor and completing necessary forms. The effective date is the date the forms are complete and turned in. The school's refund policy shall apply in the event a student withdraws from courses (as outlined below). Should you need to withdraw from this course. However, the registration fee can be applied to another course date within the next three months or the next time the course is offered months.

HEART Medical Trainings RIGHT TO RESCHEDULE:

HEART Medical Trainings reserves the right to reschedule or extend this course in the event of power failure, technical issues, or when an inadequate number of students enroll. Back up instructors are available if the primary instructor becomes unavailable. Refunds will be available to students.

STUDENT CODE OF CONDUCT:

Any student commit any of the following violation will be drop from training program:

- 1) No firearm, Knives or weapon of any kind is permitted on Property.
- 2) Proper behavior and courtesy is expected of all students while enrolled in any of the programs.
- 3) Respect personal property.
- 4) Follow the attendance policy.
- 5) Students are prohibited from coming to class or being on property while under the influence of drugs or alcohol.

PERSONAL PROPERTY:

HEART Medical Trainings will not be held responsible for personal properties of students. Automobiles and other items cannot be left on technical community college property without permission from administration. No illegal or hazardous properties are allowed. Lost or stolen properties should be reported to the instructor. Items that are considered a deterrent to studies are not allowed. Cellular phones should be placed on vibrate during classroom instruction. Personal phone calls should be made during break time.

TELEPHONE:

- a) Only emergency phone messages are immediately delivered to students.
Keep messages to a minimum.
- b) Office telephones are reserved for official school business only—not student use.
- c) Students may make personal calls at break times only.

CLASSROOM REGULATIONS RULES:

- 1) Be always respectful of others.
- 2) Be aware of the length of remarks as they dominate conversation and use valuable class time.
- 3) Respect input of others without ridicule.
- 4) Unprofessional comments or questions are not necessary or appreciated.
- 5) Conversing with neighbors during lecture distracts others and is rude and will not be tolerated.
- 6) Sleeping during class will not be tolerated. Those students caught sleeping will be marked absent for the class time missed and be instructed to sign out and leave school for the rest of the day.
- 7) Must follow dress code if one is addressed before and/or during class.

PARKING AND TRAFFIC REGULATIONS

Only vehicles of HEART Medical Trainings students and staff will be allowed to park in the designated HEART Medical Trainings allotted area.

Testing rules:

- 1) Each student should be prepared for each test or assignment to be comfortable with their ability to perform well.
- 2) Turn test papers in quietly. Do not make any noise of fidget through books, etc.
- 3) Be prepared. Desk must be cleared off.
- 4) Once test materials are passed out, there will be no talking among students for any reason.
- 5) A student is expected to keep his/her eyes strictly on his/her paper.
- 6) There will be no secretive ways of supplying answers dishonestly with writing on the palms of hands, etc.
- 7) The student who allows or supplies information for cheating will be in the same trouble as the student who has tried to look, ask, or borrow the answer.

DISMISSAL FOR NON-ACADEMIC REASONS:

Students who commit any of the following acts may be dismissed from the program according to the procedure for disciplinary dismissal:

- 1) Plagiarism and cheating
- 2) Falsification of information given on official school documents
- 3) Unauthorized possession of an examination
- 4) Illegal possession, use, sale or distribution of drugs
- 5) Illegal possession of weapons
- 6) Theft
- 7) Commitment of any act which would result in ineligibility certification
- 8) Participation in cheating or lying-in reference to clinical or classroom assignments

- 9) Conduct which is inappropriate for either classroom (e.g., abusive language, threats, assault and battery, disruptive talking)
- 10) Failure to meet expectations relating to student behavior as defined in the student handbook
- 11) Failure to meet the core performance standards as defined in the student handbook
- 12) Failure to perform phlebotomy duties and responsibilities as assigned by instructor
- 13) Insubordination to program directors and/or instructors This list is not meant to be all-inclusive but serves to identify examples of behavior which warrant disciplinary dismissal.

INCLEMENT WEATHER:

Students should check weather reports for emergency levels. Any absence will be made up according to the attendance policy.

Level 1 emergency: Class will be held as scheduled students are expected to attend class as expected.

Level 2 emergency: Class will Not be held. A make-up class will be scheduled. This will not affect any student record.

Level 3 emergency: Classes will be cancelled. A make-up class will be scheduled. This will Not affect student records.

OBSERVED HOLIDAYS:

HEART Medical Trainings will be closed on the following holidays:

NEW YEARS DAY

FOURTH OF JULY

THANKSGIVING

CHRISTMAS EVE

CHRISTMAS DAY

HEART Medical Trainings, Phlebotomy Class Schedule

January 2, 2023 - January 27, 2023	Class 1	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
January 30, 2023 – February 24, 2023	Class 2	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
March 6, 2023 – March 31, 2023	Class 3	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
April 3, 2023 – April 28, 2023	Class 4	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
May 1, 2023 – May 26, 2023	Class 5	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
June 5, 2023 – June 30, 2023	Class 6	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
July 3, 2023 – July 28, 2023	Class 7	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
August 7, 2023 – September 1, 2023	Class 8	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
September 4, 2023 – September 29, 2023	Class 9	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
October 2, 2023 – October 27, 2023	Class 10	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
November 6, 2023 – December 1, 2023	Class 11	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
December 4, 2023 – December 29, 2023	Class 12	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays
January 1, 2024 – January 26, 2024	Class 13	Wednesday classes 4pm – 9pm	Thursday classes 4pm – 9pm	Wednesdays and Thursdays

**HEART MEDICAL TRAININGS
STUDENT SURVEY
INSTRUCTOR: SHAWNA BOBST**

Please answer each question.

Place a check mark in the column that best describes your opinion.

	Completely satisfied	Very Satisfied	Neutral	Dissatisfied	Very Dissatisfied
Was the program easy to understand					
Enough space per student					
Was lecture easy to learn					
Was there enough lighting					
Was there enough equipment					
Was the class clean					
Was the school easy to find					
Was your instructor approachable					
Was your instructor easy to understand					
Did your instructor use various teaching methods					
Was your instructor organized					
Did you feel safe in the building					
Was Classroom clean					
Are you comfortable drawing blood after taking the class					

WOULD YOU RECOMMEND HEART Medical Trainings TO YOUR FRIENDS? YES / NO

WOULD YOU RECOMMEND THIS COURSE TO A FRIEND? YES / NO

Name of program: _____ DATE: _____

Comments:

(Please see pages 18 - 21 for enrollment agreement print off. Please sign and bring with you on your first day of class)

PHLEBOTOMY CONTINUING ED ENROLLMENT AGREEMENT

HEART Medical Training

5230 Westerville Road
Columbus Ohio 43081
(740)649-6776

Student _____ Date _____

Address: _____ City: _____

State: _____ Zip: _____

Phone Number: _____

Emergency Contact : _____

Schedule Notes: _____

Program Information

Program Name: Phlebotomy

Program Level: Certificate

Program Objectives: Completion

Program Start Date:

Scheduled End Date:

Full Time/Part Time: Workshop

Day/Evening:

Days Class Meets: (circle) M T W Th F Sa Su

I am hereby enrolling in the following academic program and my enrollment is subject to the terms and conditions stated in the enrollment agreement.

Program Name : _____ Start Date _____

Program length 120 clock hours completed in 8 weeks total

TUITION AND FEES FOR CURRENT TERM:

REGISTRATION FEE.....	\$100
BOOK FEE.....	\$125
EXAM FEE.....	\$125.00 (Subject to change with NHA cost)
LAB FEE AND MATERIALS.....	\$400
TUITION.....	\$750
TOTAL.....	\$1,500

I agree to make these payments. Without payment in full certificate will not be released and certification eligibility will not be released. _____ (initial)

Cancellation and Settlement Policy

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

Refund will NOT be issued after one day of class attendance

Students withdrawing from the program after commencing due to extreme hardship or death in the family can return to complete their training within three (3) months; however, they remain obligated to their financial responsibility. Documentation of withdrawal circumstances must be provided in writing the day of, or before intended withdrawal and payments must be continued. Withdrawing from class does not release the student from their financial obligation. Students who withdraw from class will be eligible to re-enroll in a future class with applicable fees.

If the student is not accepted into the training program all monies paid by the student shall be refunded. Refund for books, supplies and consumable fees shall be made in accordance with Ohio administrative code section 3332-1-10.1. There is one academic term for this program with 120 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10.

A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.

A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.

A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee. Students who start class and withdraw after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.

A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of student attendance or participation in an academic school activity.

ATTENDANCE POLICY

Attendance requirements are upheld strictly as students are being trained to develop good work ethics in this field. Students are expected to attend every class and must complete the required hours in order to earn a certificate of completion. A charge of One Hundred Dollars (\$100.00) is required to make up any missed class. A student cannot miss more than one class in a training session. The student is responsible for all readings, activities and class work covered during the missed class period. When more than one class is missed, the student will be asked to repeat the course in the next scheduled session (based on availability) or be terminated from the program. The student will be allowed to re-apply for admittance at a later date and pay for class again. Student must be on time for every class period. Two (2) tardiness results in one (1) absent day and subject to absenteeism policy.

Important Considerations

- A. The class will be thought to be a licensed or certified health care professional
- B. A student who misses class or test must check with the instructor for class make-up or re-testing dates and times and/or for any special accommodations needs.

Complaint and Grievance Procedure

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to this/her satisfaction by the school the student may direct any problem or complaint to the Executive Director State Board of Career Colleges and Schools 30 East Broad St suite 2481 Columbus Ohio 43215, phone 614-466-2752 toll free 877-275-4219.

I acknowledge that I have received a school catalog and agree with the school policies and procedures stated. I acknowledge that I have received and read a copy of this enrollment agreement.

Signatures

_____	_____	_____	_____
Student Signature	Date	Institutional Representative Signature	Date
Parent or guardian (if applicable)_____		Date _____	
School representative : _____		Date _____	

Student Disclosure Form

Name of School: _____

Address of School: _____

1. Enrollment Agreement

I have read and received a copy of the enrollment agreement, or equivalent document. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.

_____ Student's Initials

2. Employment

I understand that upon successful completion of my training program, this school will provide placement referrals such as Indeed. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

_____ Student's Initials

3. Refund Policy

I have reviewed the refund policy provided and am aware that the institution attests to the fact that this policy meets the Minimum Standards.

_____ Student's Initials

4. Complaint Procedure

I have the right to complain and be heard by a witness.

_____ Student's Initials

5. Authorization and Accreditation Status

I understand that the institution in which I am enrolling curriculum has been approved through Medca, NHA, AMCA. This status indicates that the institution has met the Minimum Standards established by those entities and you will be able to test under any of those credentials. I understand that I am not eligible for Federal Student Aid. Additionally, as is the case with all postsecondary institutions, both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution.

_____ Student's Initials

Student's Signature: _____ Date: _____

School Representative's Signature: _____ Date: _____

A copy must be kept in the student's file.