



Nurse Mom and Family
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Atlanta, GA 30350
470-269-6008
Email: Info@nursemomandfamily.com
Website: <https://nursemomandfamily.com/>

Electrocardiography (EKG)

Enrollment Agreement

Student Information

Student Name: _____ DOB: _____
Address: _____
City/State/ZIP: _____
Phone Number: _____
Emergency Contact: _____
Relationship: _____ Phone Number: _____

Program Information

Program Name: **Electrocardiography** Program Level: **Certificate**
Program Start Date: June 1st, 2026, Scheduled End Date: July 9th, 2026
Full Time/Part Time: _____ Day/Evening: _____

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

Schedule Notes: _____

Number of Weeks: 7 weeks, Total Clock Hours: 72 Hours

Externship Requirement (Hours/Description): N/A

Tuition & Fee Information

Application Fee: \$25 (Nonrefundable) Tuition: \$700

Other Costs: \$0.00

Total Cost: \$725

Method of Payment: _____



Cancellation Policy

If a student cancels enrollment within 72 hours of signing the enrollment agreement, all tuition and fees paid, excluding clearly identified nonrefundable fees, will be fully refunded. If the institution cancels or makes a substantive change to a program or course that prevents a student from continuing, it will either make timely accommodations to meet the student's needs or refund all money paid if no equitable alternative is possible.

Refund Policy

Refund/Withdraw Request Form - <https://forms.gle/qXPYXFPWsG1ZFJHx6>

To properly request a refund, a student must:

1. Submit a written request for withdrawal/refund (Form in Office or Email) to Daphne Adams, Nurse Mom and Family CEO, email ceo@nursemomandfamily.com.
2. Return any institution-owned equipment/materials (if applicable)

To Determine Your Refund Eligibility:

If you withdraw before 50% of the course's Total Clock hours are complete, we'll refund the unused portion of your tuition for those hours. This refund will be issued based on the total clock hours completed by the student at the time of withdrawal. If you withdraw at or after 50%, no refund is due for the remaining clock hours forfeited. Any money paid for future segments not yet started will be refunded in full. Application fees are non-refundable. All refunds due under this policy are issued within 45 days of the Effective Withdrawal Date.

How do we figure out your % completed?

We look at how many Total Clock Hours have been completed by the day you withdraw (the "Effective Withdrawal Date"), then divide that by the total length of the segment, and turn it into a percent.

Formula:

Percent Completed = (Total Clock Hours completed up to the withdrawal date ÷ total time in that segment) × 100

Example:

12 of 40 hours have passed $\Rightarrow 12/40 = 30\%$

Attendance Policy:

Attendance is mandatory for all scheduled class sessions and any other designated activities related to the course. The information taught on each course date is unique to that date, so if a student misses, they must make up the class to obtain the appropriate corresponding knowledge. In the event of missed class dates, students will need to contact the instructor to schedule make-up dates.



Students are expected to arrive on time and remain present for the entire duration of the class. Late arrivals and early departures may be considered partial absences and will be recorded accordingly.

Excused absences will be granted in cases of illness, personal emergencies, religious observances, or unexpected natural events. It is the responsibility of the student to notify the instructor in advance, whenever possible, and provide appropriate documentation to support the absence.

ALL ABSENCES, EXCUSED OR UNEXCUSED, MUST BE MADE UP TO PASS THE COURSE.

Complaint Policy

If a resolution cannot be reached through informal means, the student may initiate a formal complaint process by submitting a written complaint to the course instructor. The written complaint should include the following details:

- Student's name and contact information
- Nature of the complaint
- Relevant dates, times, and individuals involved
- Any supporting documentation or evidence

Upon receipt of a formal complaint, we will initiate an investigation promptly. The investigation may involve gathering additional information from relevant parties, including instructors, staff, and witnesses. Every effort will be made to maintain confidentiality throughout the investigation process. Once the investigation is complete, we will communicate the findings to the student and take appropriate action to address the complaint. This may include corrective measures, revisions to course materials or policies, or other actions deemed necessary to resolve the issue satisfactorily.

Please note that if the student is not satisfied with the outcome of the complaint resolution, they may appeal the decision to the GNPEC. The appeal should be submitted in a written format and should include the following information

GNPEC Contact Information

2082 East Exchange Place

Tucker, GA 30084

Phone: 770- 414-3300

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

An impartial panel or designated authority will review the appeal and render a final decision. The decision of the appeal panel will be communicated to the student in writing and will be



considered final. Nurse Mom and Family prohibit retaliation against any student who raises a complaint in good faith. Students can rest assured that their complaints will be handled professionally and without prejudice. Additionally, records of all complaints, investigations, and resolutions will be maintained in accordance with applicable privacy laws and regulations.

Career Services

With the broad scope of knowledge our management team has about navigating the healthcare overall job force, we feel confident we can provide students with the following.

- 1) **Resume Review:** Our team will work with you to create a professional resume tailored to the healthcare industry. We'll highlight your skills, training, and relevant experience to showcase your qualifications to potential employers.
- 2) **Job Search Assistance:** We offer assistance with job searching strategies, including tips on where to find current job openings, how to network effectively, and how to navigate online job boards. While we may provide relevant local job positions and employment opportunities, **WE DO NOT GUARANTEE ANY JOB PLACEMENT.**
- 3) **Career Advice:** For those unsure of their future in nursing, our team would be happy to help you explore your interests, strengths, and goals to determine the best career trajectory for you. We'll provide personalized guidance and resources to support your career aspirations.
- 4) **Networking Opportunities:** We aim to connect students with the healthcare community at large as well as trained specialists through networking events, career fairs, and online platforms. Building a strong professional network can open doors to exciting career opportunities and valuable mentorship.
- 5) **Further Education Resources:** Interested in advancing your education or pursuing additional specialized certifications? We'll provide information and resources on additional training programs, certification exams, and educational opportunities to help you achieve your long-term career goals.
- 6) **Library & Media Resources:** Our space is equipped with several literary and media devices to support your educational searches. You can utilize our on-hand textbooks, research articles, and journals, or search the web with one of our handy computers.

Disclosures

GNPEC Disclosure
Photo Release Form
Hazardous Materials Agreement
Rules of Engagement Agreement
Safe Work Environment Agreement
Privacy and Consent Agreement
Equipment and Technology Agreement
Liability Waiver



Signatures

Student Signature

Institutional Representative Signature

Date

Date