Essential Medical and Mental Health Institute (EMMI)



**EMMI Enrollment Agreement**

Student Information

Student Name:

Student DOB:

Email:

Address:

City/State/ZIP:

Phone Number:

Emergency Contact:

Relationship: Phone Number:

**Program Information**

Program Name: Program Level:

Program Objectives:

Program Start Date: Scheduled End Date:

Full Time/Part Time: Day/Evening:

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

Schedule Notes:

Number of Weeks: Total Clock/Credit Hours:

**Tuition & Fee Information**

Medical Assistant Program

Total Cost: $8000,00 (includes books, medical scrubs, lab material, National Exam, CPR, HIPAA, and OSHA certification)

**Medical Assisting Program Course Hour Breakdown**

Program Title: Medical Assisting

Program Length: 6 Months

448 Clock Hours

Course Number Course Title Clock Hours

MA 101 The Role and Responsibilities of the Medical Assistant 48

MA 102 Clinical Assisting and Pharmacology 48

MA 103 Hematology and Specimen Collection 48

MA 104 Cardiopulmonary and Electrocardiography 48

MA 105 Laboratory Procedures 48

MA 106 Medical Law and Ethics and Psychology 48

MA 107 Externship 160

Program Total 448

Phlebotomy Program

Total Cost: $3500,00 (includes books, medical scrubs, lab material, National Exam, CPR, HIPAA, and OSHA certification)

**Phlebotomy Program Course Hour Breakdown**

Program Title: Phlebotomy Technician

Program Length: 2 months

176 Clock Hours

Course Number Course Title Clock Hours

PHLEB 101 The Role & Responsibilities of the Phlebotomy 48

PHLEB 102 Hematology: Laboratory Procedures & Specimen Collection 48

PHLEB 103 Externship 80

Program Total 176

Mental Health Program

Total Cost: $3500,00 (includes books, medical scrubs, lab material, National Exam, CPR, HIPAA, and OSHA certification)

**Mental Health Technician Program Course Hour Breakdown**

Program Title: Mental Health Technician

Program Length: 2.5 months

200 Clock Hours

Course Number Course Title Clock Hours

MHT 101 (Week 1) Foundation to Mental Health 16

MHT 101 (Week 2) First Aid Techniques 16

MHT 101 (Week 3) Mental Health and Patient Care 16

MHT 101 (Week 4) Mental Health Problem throughout the Life Cycle 16

MHT 101 (Week 5) Trauma 16

MHT 101 (Week 6) Mood Disorders and Therapeutic Intervention 16

MHT 101 (Week 7) Cognitive Impairments 16

MHT 101 (Week 8) Clients with Psychosocial Disorders 16

MHT 101 (Week 9) Eating and Sleeping Disorders 16

MHT 101 (Week 10) Chronic Mental Health Disorders 16

MHT 101 (Extern) 40

Program Total 200

**Refund Policy**

Refunds are based on tuition paid for segments of the instructional program as described by the institution in the enrollment agreement. Essential Medical and Mental Health Institute (EMMI) follows a module approach to instruction. Therefore, classes are designed and observed on a monthly basis. Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program; if a student withdraws after completing 50% of the program, no refund of tuition is required; this policy only applies to full withdrawals, and it is up to the institution to determine policies for refunds for partial (course) withdrawals.

***(Please Review Institutional Catalog for Full Refund Policy)***

**Cancellation Policy for Allied Health Training Institute**

At Essential Medical and Mental Health Institute, we understand that circumstances may arise that require you to cancel or reschedule your training course. We have therefore implemented the following cancellation policy to ensure fair treatment for both our students and our institute.

fail to attend the course without prior notice, no refund will be provided.

**Cancellation Process:**

a. To cancel your enrollment, you must notify Essential Medical and Mental Health Institute in writing by email ([essentialedu@outlook.com](mailto:essentialedu@outlook.com)) or through our official communication channels.

b. The effective date of cancellation will be the date we receive your written notification.

**Rescheduling:**

a. If you wish to reschedule your course to a later date, you must notify Essential Medical and Mental Health Institute at least 7 calendar days prior to the original scheduled start date.

b. Rescheduling requests are subject to availability, and we will make every effort to accommodate your request. However, we cannot guarantee availability on your preferred rescheduled date.

c. If you reschedule within 6 calendar days or less prior to the original scheduled start date, or if you fail to attend the rescheduled course without prior notice, no refund will be provided.

**Course Changes or Cancellations by Essential Medical and Mental Health Institute:**

a. In the unlikely event that Essential Medical and Mental Health Institute needs to cancel or reschedule a course, we will notify enrolled students as soon as possible.

b. In such cases, students will have the option to transfer their enrollment to a future course or receive a full refund of the course fees paid.

Please note that this cancellation policy applies to standard courses offered by Essential Medical and Mental Health Institute.

We recommend that you carefully review this policy before enrolling in any course at Essential Medical and Mental Health Institute. If you have any questions or require further clarification, please feel free to contact our administrative team, who will be happy to assist you at 770-316-1614 or via email [essentialedu@outlook.com](mailto:essentialedu@outlook.com)

**Attendance Policy**

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all their scheduled classes for 10 consecutive school days will be dropped from the training program. Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised of the campus’s intent to terminate them from the program. If terminated, students must successfully appeal their termination within three school days to continue their training without interruption. If their termination is not successfully appealed, they will remain dropped from the program. Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. Students should be encouraged to schedule medical, dental, or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the school.

***(Please Review Institutional Catalog for Full Attendance Policy)***

**Career Services**

At Essential Medical and Mental Health Institute, we are committed to providing comprehensive support to our students beyond their educational experience. We understand the importance of launching a successful career in the healthcare industry, and that's why we offer a range of career services to assist our students in their job search and professional development.

1. Personalized Career Guidance:

a. Our career services aim to work closely with students, offering personalized guidance and support throughout their job search journey.

b. We provide one-on-one career counseling sessions to help students explore their career interests, identify their strengths, and align their goals with the healthcare industry.

c. Our experienced career advisor offers valuable insights, industry trends, and guidance to help students make informed career decisions.

1. Job Placement Assistance:

a. We maintain strong relationships with healthcare organizations, clinics, hospitals, and other industry partners to facilitate job placement opportunities for our students.

b. Our career services advocate aims to actively connect students with potential employers and assists in arranging interviews and job placement opportunities.

c. We strive to match our students' skills and aspirations with the right job opportunities to enhance their chances of success in their chosen allied health field.

1. Resume and Cover Letter Support:

a. We provide guidance and support in developing effective resumes and cover letters tailored to the healthcare industry.

b. We offer workshops and resources to help students highlight their skills, education, and relevant experiences to stand out in the competitive job market.

c. We also provide personalized feedback and suggestions to improve the overall presentation of resumes and cover letters.

1. Interview Preparation:

a. We offer interview preparation workshops and mock interview sessions to help students develop confidence and enhance their interviewing skills.

b. Our career advisors provide valuable insights on common interview questions, techniques for effective communication, and strategies to showcase their strengths and qualifications.

c. Students receive constructive feedback and guidance to refine their interview skills, enabling them to make a strong impression on potential employers.

1. Networking Opportunities:

a. We organize networking events, career fairs, and industry-specific panels to connect students with professionals and experts in the healthcare field.

b. These networking opportunities provide a platform for students to expand their professional network, learn about industry trends, and explore potential career paths.

c. We encourage students to engage actively in these events to gain exposure, build relationships, and increase their chances of securing employment.

No-Jobs Guarantee:

1. We are confident in the quality of our training programs and the skills our students acquire. However, we do not guarantee a job for students who successfully complete our Essential Medical and Mental Health Institute Allied Health Training programs.
2. We do ensure that if a graduate of our program is unable to secure employment within a specified period after completing their training, we will provide additional support, resources, and training at no additional cost to enhance their employability.

Please note that the no-jobs guarantee may have specific terms and conditions, including the requirement to actively participate in career services, maintain good academic standing, and meet any other eligibility criteria outlined by the institute.

At Essential Medical and Mental Health Institute, our goal is to empower our students with the knowledge, skills, and support necessary to thrive in their chosen allied health careers. We are committed to helping our students achieve their professional goals and embark on a fulfilling career path in the healthcare industry.

**Signatures**

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Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institutional Representative Signature Date

Essential Medical and Mental Health Institute (EMMI)



**Student Contract**

Essential Medical and Mental Health Institute wants to welcome you to your new beginning and road to an innovative career. We acknowledge that for some, this is a challenging decision that you have made and we would like to express that we are here to accommodate you the best way that we can. To finalize your enrollment process we want to highlight some important rules and regulations set by the institution’s president. All students have expressed their interest in the medical field and therefore these rules are essential to your success in the program of choice. The most important aspect that one should possess and demonstrates at all times is professionalism.

All students are expected to maintain a professional rapport, wear appropriate uniform attire every day, unless determined otherwise by the institution.

Needless to say, Essential Medical and Mental Health Institute is a drug free and smoke free environment. If students are caught disobeying the institution rules: 1) verbal warning, 2) will be placed on academic probation. We ask that no weapons (firearms, knives, etc..) or anything that will cause bodily harm to yourself or others are brought to the institution. Discussing further, students are unable to be absent from school without a valid and written excuse for more than 10 days before they are dropped from the program. Here at EMMI we uphold honestly and academic excellence; therefore, no cheating or plagiarism is allowed, if it is found that you have broken these rules you will receive: 1) verbal warning, 2) written up and placed on academic probation. We trust, that you understand our stance and that you will do your absolute best to uphold these rules and regulations.

Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Essential Medical and Mental Health Institute (EMMI)



**Acknowledgement of Forms**

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the year of \_\_\_\_\_month\_\_\_\_day\_\_\_ have received and reviewed the following Essential Medical and Mental Health Institute documents:

1. Entrance requirement description
2. Entrance information provided to students
3. Student contract
4. Educational goals for the institution
5. Statement of business practices
6. Description and facility and equipment
7. Description of placement services
8. Current catalog
9. Grievance policy
10. Refund policy

Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_