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.

***(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.

**Cancellation Process:**

a. To cancel your enrollment, you must notify Essential Medical and Mental Health Institute in writing by email (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

**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**

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

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)



 **Grievance Policy**

Essential Medical and Mental Health Institute (EMMI) encourages all employees, students, and parents to openly discuss their concerns and complaints through informal conferences with the campus President. We urge all concerns to be expressed in a timely and professional manner to allow immediate resolution at the lowest possible administrative level. If at any event the conference fails to reach a compromising end to the situation, the campus President will further discuss mediation option to satisfy all parties involved. Remember, at EMMI there is an open door policy at all times.

**EMMI Student Complaint Procedure**

The EMMI student complaint procedure is available to students who wish to have a concern resolved regarding an institution process or person. The goal of the procedure is to resolve concerns as quickly and efficiently as possible at the level closet to the student. A complaint should be filed during the semester of occurrence but no later than 60 days from the first day of the following semester.

Students are advised to take the following steps:

• Request and complete the Formal Complaint Form (below) and submit to the Campus President.

• Academic Complaints/Grievances: should be reported to the Campus President. This would include concerns or complaints regarding faculty, instruction, grades or any academic process.

• Non-academic Complaints/Grievances: should be reported to the Campus President for addressing appropriate action/resolution. This would include concerns or complaints regarding behavior or misconduct situations, or student development services.

• Business Operations Complaints/Grievances: should be reported to the Campus President. Concerns or complaints would include concerns related to financial or billing issues or facility and auxiliary services.

• Other concerns: Concerns related to civil rights, discrimination, sexual violence, or harassment should be reported to the Campus President for addressing appropriate action/resolution that may impact Title IX guidelines.

• If student complaints are not appropriately handled within the EMMI, students can appeal the institution's decision to NPEC. Students can contact Georgia Nonpublic Postsecondary Education Commission (GNPEC) at 2082 East Exchange Place Suite 220 Tucker, GA 3008; Phone: 770-414-3300 or via website: <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

**EMMI** **Formal Complaint Form**

Students should always first attempt to resolve issues through an informal process with the faculty or staff person involved. When appropriate the student is encouraged to talk directly to the faculty or staff member, prompting the complaint in an effort to resolve the issue.

If the student prefers to talk to someone other than the direct faculty or staff member involved, they are encouraged to present the complaint to their assigned Campus President, Dr. Niyah Glover. To make an appointment with the Campus President you can stop by the office or contact the office 770-873-0236 for more information. If a student is unable to resolve the issue informally, they can choose to file a formal complaint.

Background Information

Your full name:

Your position/title:

Your phone number:

Your email address:

Nature of this report (Required):

Urgency of this report:

Date of incident (Required):

Descriptive Narrative

Describe your efforts to informally resolve this complaint. Be as specific as you can, including, dates, who you talked to about your complaint and the response you received. (Required)

What relief or remedy are you requesting? (Required)

Any other information you would like to share regarding this complaint.

Supporting Documents: Please include photos, video, email, and other supporting documents.

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

 Essential Medical and Mental Health Institute (EMMI)



**STUDENT DISCLOSURE FORM**

Name of School: Essential Medical and Mental Health Institute (EMMI)

Address of School: 115 Commerce Drive Suite H. Fayetteville, GA 30214

1. Enrollment Agreement & Catalog

I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I

understand that the terms and conditions of these documents are not subject to amendment or modification by oral

agreements.

\_\_\_\_\_\_\_\_ Student’s Initials

2. School Outcomes

I have read and received a copy of the school’s self-reported, unaudited retention, graduation, and placement rates

for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am

entering.

\_\_\_\_\_\_\_\_ Student’s Initials

3. Employment

I understand that upon successful completion of my training program, this school will provide placement

assistance. 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

4. Refund Policy

I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that

this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education

Commission.

\_\_\_\_\_\_\_\_ Student’s Initials

5. Complaint Procedure

I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the

institution’s procedure, I have the right to appeal the institution’s complaint determination to the Georgia

Nonpublic Postsecondary Education Commission.

\_\_\_\_\_\_\_\_ Student’s Initials

6. Authorization and Accreditation Status

I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the

Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the

Minimum Standards established by Georgia Code (§20-3-250.6). Although authorized, I understand that this

institution is not accredited by a U.S.-based accrediting association recognized by the United States Secretary of

Education; therefore, 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:\_\_\_\_\_\_\_\_\_\_\_\_

\*Student must receive a copy of this form, and a copy must be kept in the student’s file.