

Fast Track Career Center, LLC
78 Atlanta Street, Suite 230
Marietta, GA 30060
678-824-5590 or 470-785-5496

Enrollment Agreement

Student Information

Student Name:

DOB:

Address:

City/State/ZIP:

Phone Number:

Email:

Emergency Contact:

Relationship:

Phone Number:

Program Information

Program Name: Phlebotomy Technician

Program Start Date:

Scheduled End Date:

Day/Evening/Weekend Classes

Choose one:

Class Day: (circle) M -TH

Evening Class: (circle) M - TH

Weekend class (circle) SAT.

Schedule Notes:

Number of Weeks: 6–13-week course

Total Clock Hours: 100 hours

October 2021

Tuition & Fee Information

Registration	<u>N/A</u>
Tuition	<u>\$700.00</u>
Application	<u>\$100.00</u> (Non-refundable)
Total Cost	<u>\$800.00</u>

Method of Payment: Cash, Zelle, and Debit card

PHLEBOTOMY PROGRAM 100 CLOCK HOURS

Phlebotomy Program Cancellation, Refund, & Withdrawal Policy

Cancellation

All tuition and fees paid, excluding the non-refundable \$100 application fee, will be fully refunded, if the cancellation request is made within 72 hours of signing the enrollment agreement. Applicants must cancel in writing within the 72-hour cancellation period.

An applicant denied admission by FTCC is entitled to a 100% refund minus the \$100 application fee.

If for any reason FTCC cancels or changes our program of study, course, time, and or location is such a way that you are unable to continue once you have started the program or course:

- FTCC will decide in a timely manner, to accommodate the needs of you and every student enrolled in the program; or
- Refunds all money paid by students for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the student and institution are not possible.
- If tuition and fee are collected in advance of the start date of the program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be paid.

Refund

A non-refundable application fee of \$100 is charged to all students who apply for admission to enroll. Payment of this fee is valid for a period of 60 days of initial application. Should an individual fail to enroll within this period, re-enrollment and a \$100 application fee for admission are required. The application fee is assessed upon enrollment and is non-refundable.

Voluntary Withdrawal

A. Students choosing to withdraw from the phlebotomy program after the commencement of classes will need to complete a withdrawal form and provide reason(s) for withdrawing.

All tuition and fees will be refunded at a prorated amount, based on the percentage of paid segment completed, should the student withdraw before 50% completion of the course/program. All refunds will be made within 45 days of withdrawal. Students who withdrew after completing 50% of the program will not receive a refund.

NOTE: Dismissal, or voluntary withdrawal from the phlebotomy program will not ensure placement in the next class. The student will have to re-enroll as a new student.

Attendance Policy

ATTENDANCE IS EXPECTED; Students are required to attend ALL **100** clock hours designated for class. There are no exceptions. Attendance is mandatory for the students' success at Fast Track Career Center. Attendance and time will be documented DAILY at the training facility. All **100** clock hours of attendance are required to receive our Fast Track Career Center Phlebotomy Certificate and to advance to the next step, the national examination. If a student misses time in any class, they must attend the same portion of class at the next available session/class (based on availability) and work out with the instructor to train on the exact content and material during a makeup class.

Criteria for Dismissal

A student may be dismissed from school for failure to maintain satisfactory progress, violation of the attendance requirements, failure to pay tuition, failure to comply with school rules and regulations, leaving the clinical or classroom without proper notification of the instructor.

NOTE: A student who commits any of the following acts may be subject to dismissal from the program according to the procedure for disciplinary dismissal:

Automatic Dismissal

1. Possessing firearms or any other weapons in the classroom
2. Illegal activity of any kind
3. Using selling dispensing or possessing alcohol, illegal drugs, or narcotics on-premises
4. Recreational are also not permitted on-premises
5. Theft

Conduct & Dismissal

6. Failure to pay full tuition by the first day of class
7. Failure to comply with school or program regulations

8. Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g., abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone or another device during classroom/lab instruction

9. Falsification of information given on official school or state documents

10. Commitment of any act which would result in ineligibility for certification

11. Failure to perform clinical duties and responsibilities as assigned by an instructor.

12. Failure to maintain satisfactory progress

13. Violation of the attendance and/or tardiness policy

14. Leaving the clinical or classroom without proper notification to the instructor

15. Blatant disrespect or dishonesty to any instructional personnel

16. Harassing or aggressive behavior or language towards other students or personnel.

17. Plagiarism and cheating

Warnings & Suspension

Students will be given verbal or written warnings when it comes to their conduct in class. If they are disruptive, harassed, or discriminate against another student or instructor, they will be written up by their instructor.

A Student(s) being written up one time will result in suspension from the class. If a student wishes to redraw after their suspension from class, the student's tuition will be refunded based on the last day attended and will be based on the refund policy contained herein. When suspended from a class, a student may not re-enter the class in which they were enrolled, until the start of the next available class.

Dismissal Procedures

Upon infraction of one of the above prohibitions, the instructor and program director will issue a verbal and written warning to the student. This is to be considered a corrective plan of action. If the prohibited action and/or behavior continues. The student's instructor will dismiss the infracting student(s) from the program.

"Automatic dismissal" will be subject to automatic dismissal with no exception(s)

All dismissal procedures will be determined by the program director. Any student who wishes to appeal shall do so in writing.

NOTE: Permanent Termination from the program revokes that student from re-enrollment to the program forever.

Criteria for Appeal of Dismissal

If a student feels a rule, regulation, grade or disciplinary measure is unfair or prejudiced, he/she may make an appeal in written form to their respective Program Director.

The director along with the students' instructor will review the appeal. The appeals are reviewed, and solutions are reached. **Written records of the appeals and solutions are kept on file.**

If the appeal pertains to rules, regulations, or disciplinary measures, one of the following actions will be taken:

- The appeal will be disregarded and the student reprimanded
- Dismissal of the student from the program.

If the appeal pertains to grades, one of the following actions will be taken:

- The student will be permitted re-examination.
- The student will be required to spend additional time in training and will repeat that section of the rotation.
- The student may be dismissed from the program

Re-enrollment

1. Any dismissed student who wishes to re-enroll into the program must give reasonable assurance, acceptable to the Program Director that original causes for dismissal will not recur.
2. Students who have voluntarily withdrawn or have been dropped from enrollment in accordance with the attendance policy should keep the school informed concerning their intentions to seek reentry.
3. Students who want to gain re-entry into the class after suspension will have to submit a request to the program director it will take 48 hours to determine eligibility. This will result to a call to the student to discuss the issue at hand.

NOTE: A student that is suspended may only gain re-entry into the class one time. If the unacceptable behavior continues, the students Instructor will dismiss student from the program.

Complaint/Grievance Policy

FTCC focuses on the needs and satisfaction of you, our students, to provide exceptional, applicable instruction and service. If you have a problem, you are expected to talk to the appropriate school department to resolve the problem. If you are unable to resolve a problem, you can file a complaint with the instructor.

Grievance is any event, condition; rule or practice, which the student believes violates his or her civil rights, treats him/her unfairly, or causes him/her any degree of unpleasantness while in school.

The problem will be discussed with all concerned and a final decision will be made by the Administration

GNPEC website is: If at any time a student has a problem with an instructor or staff member, the student should request a meeting with that instructor or staff member to attempt to solve the problem at that level.

- If the problem cannot be resolved at that level, the student should request a meeting with their Program Coordinator, either verbally or by e.
- The Program Coordinator will schedule a meeting within three days after the request, with the student, instructor, staff member or relevant parties to bring resolution to the problem. If the problem cannot be resolved in the meeting, the Director of Nursing will be notified and schedule a meeting with the teacher, staff member, the student, and all relevant parties will be notified within three days of receiving the request.

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

Please email your complaint to: kmairie5675@gmail.com to FTCC attention Student Services.

Your complaint should include:

Name,

Address

Phone #

Email

Students' description of the complaint including pertinent details. A copy of any documents necessary for full understanding of the complaint. The students' expectation for how the complaint should be resolved. Student services will investigate your complaint. Student services will respond to your complaint with a follow-up email within 7 days, if a resolution is not reached with the director and students' program instructor the student has the right to further appeal through GNPEC with its formal complaint.

Nonpublic Postsecondary Education Commission

2082-East Exchange Place Suite 220

Tucker, Georgia 30084 (770) 414-3300

Commented [KD1]:

Career Services

Fast Track Career Center does not guarantee jobs or employment upon completion of the program. FTCC does not provide job placement service for the students, however, we will cover the following in class.

1. *How to prepare for the interview process, and where phlebotomists can work.*
2. *How to search for phlebotomy jobs.*
3. *Fast Track Career Center will review and provide suggestions and support for resumes.*
4. *Return policy – We allow students to come back to class for free 1 time to keep their phlebotomy knowledge and phlebotomy skills sharp.*

Disclosures

GNPEC Student Disclosure Form

Signatures

Student Signature

Institutional Representative Signature

Date

Date

