



5333 Northfield Rd Suite 105 Bedford Heights, Ohio 44146 P: 1-800-880-7330 F: 1-888-454-4896

## STUDENT ENROLLMENT AGREEMENT FORM

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ S.S. Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

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

Program Name: Phlebotomy

Program Course: Day / Evening / Weekend

Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_

Program length: 40 Clock Hours. This program is normally completed in 4 calendar weeks.

Tuition and Fees for Current Term:

Registration Fee.....\$100.00

National Certification Test..... \$150.00

Lecture and Laboratory Skills...\$700.00

Total Cost..... \$950.00 See payment plans under payment policy below.

### Payment:

All tuition and fees are payable for one quarter, semester or school term only. Payment is due prior to the start of classes each term. Student must pay registration fee of \$100 registration fee that is included in each payment plan. Full tuition payment or a signed payment plan must be in place to be placed in a class. If a student decides not to attend classes and wants a refund before classes started and has paid the registration fee plus monies received from signed payment plan, student will be returned all monies less registration fee. Refunds will be issued 30 – 45 days from request. Students who sign this enrollment agreement will be guaranteed the tuition price of \$950.00 in the event that RESPI tuition cost changes.

Total projected cost of program at current tuition plus registration fee and National Certification = \$950.00

Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

Students in lab will practice blood draws on other students, which will be supervised by the instructor. Students who have medical restrictions may contact the RESPI enrollment office to seek any accommodations.

In order to successfully complete this course, students will be required to satisfactorily perform the skill related to their training. There will be a midterm and a final written examination and one watched hands-on exam. If the course is completed satisfactorily the student will receive a certificate of training upon completion. Students who successfully complete 40 program are eligible for employment in the state of Ohio.

### **National/ State Certification**

The National Certification Test is offered at RESPI and included in the tuition fee. Test is given once a month. Please check with the RESPI enrollment for testing dates.

### **Payment Policy**

Tuition for class should be paid via our website at [resphebotomyinstitute.com](http://resphebotomyinstitute.com). \$100.00 registration fee must be paid at time of enrollment. Students are eligible for a payment plan. Tuition balance MUST BE PAID in full by the Monday of week 3

Payment plans:

Plan 1: Pay tuition in full \$950.00

Plan 2: Pay \$475.00 (registration fee included) and remaining balance due Monday of week 3

Plan 3: Pay \$350.00 (registration fee included) and remaining balance due Monday of week 3

If you miss an agreed plan payment, you will not be allowed in class until payment is made. No student will be allowed to be certified without full payment, under no circumstances. RESPI does not participate in many federal or state student aid programs.

### **Financing Options**

According to Ohio law, by RESPI being a private institution, we cannot accept or offer any financial aid. We will accept a third-party payer that will cover tuition fees

### **Attendance Policy**

Attendance is mandatory for all students. This course is not graded, it is pass or fail. Since it is a pass or fail course, your lack of attendance can affect your ability to pass. This course is comprised of 10 classes. If a student misses more than 2 classes throughout the class, they will be required to make up what they

missed in an alternate class. If student misses 3 consecutive classes, student will be removed from the class and be required to enroll for another class.

### **Postponement of starting date**

If a student fails to attend their scheduled course, a new start date will be given. If student fails to attend new start date, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline for the new start date, determined within the school's refund policy.

### **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 Policy**

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 40 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:

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

(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 the registration fee.

(3) 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.

(4) A student who starts class and withdraws 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.

(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 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 a student's attendance or participation in an academic school activity.

### **Complaint or 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 his/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 Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

## Conduct and Dismissal

Students are expected to maintain professional conduct while in the classroom and on school property. RESPI has the right to enact disciplinary procedures (outlined in the school catalog). RESPI Instructors and management have full discretion and any violation of the policies or conduct considered inappropriate or unsatisfactory will be subject to disciplinary action up to and including dismissal from the program. Refer to school catalog for conduct and dismissal policies.

I have read and understand this registration/enrollment agreement and agree with the terms set forth therein. By signing below the student agrees to pay RES Phlebotomy Institute (school) the total stated fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current Catalog Volume No.1 February 2024 (catalog). Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Phlebotomy Technician Certificate to the student. When signed by both parties, this document is a legally binding instrument. The student and the school understand that this enrollment agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties.

A copy of a current school catalog and fully executed copy of this enrollment agreement will be given to the student at time of enrollment.

Applicant Print: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian (if applicable) Print: \_\_\_\_\_

Parent or Guardian (if applicable) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RESPI Enrollment Representative Print: \_\_\_\_\_

RESPI Enrollment Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_