**Silicon Valley Surgi-Tech Institute dba SVSTI**

**1300 Fulton Pl., Fremont, CA 94539**

**https://svsti.com**

**(408) 883-9171**

# Enrollment Agreement February 1, 2026 - February 1, 2029

Student Name:_____

Cohort Start Date:_____ Expected Cohort Grad Date:_____

Physical Street Address:_____ Date of Birth:_____

City, State, and Zip Code:_____Phone Number:_____

Email:_____ Program:_____

The **Surgical Technology Program** is approximately a 64-week program that includes one 16-week term online for the General Education Portion, two 16-week terms on Campus, one 16-week term at Externship to complete the required cases, and a 6-week CST Prep class for the NBSTSA: CST certification exam during Term 3. Externship requirements will include a minimum of 120 specific surgical cases to be completed within the 16-week Term 3. These cases must meet or exceed the standard requirements by ARC/STSA and ABHES. These specific requirements can be found at Standards & Curricula - ARC/STSA. The Surgical Technology Program consists of 1856 clock hours and 88 semester credits. Instruction will be held at 1300 Fulton Pl., Fremont, CA 94539. Students will receive and/or be given access to a class schedule, including days and times, prior to the start of the first class session. This Enrollment Agreement is in effect throughout the duration of the program, which is stated in the estimated cohort start date and expected cohort graduation date provided above. This Enrollment Agreement (and the policies and procedures listed in the Academic Catalog) is the only agreement between Silicon Valley Surgi-Tech Institute DBA SVSTI (hereafter, 'SVSTI') and you (hereafter, 'you' or the 'student'). Your rights and responsibilities as a Silicon Valley Surgi-Tech Institute student are further outlined in this agreement and in SVSTI's Academic Catalog, which SVSTI may amend from time to time.

## Method of Delivery

The **Surgical Technology Program** at SVSTI offers a blended program in which students will utilize an LMS platform for Distance Education assignments in conjunction with face-to-face synchronous instruction on Campus. Campus-based instruction utilizes hands-on learning for Core Competencies, including applications, laboratories, and externships. Online courses require a commitment to substantial independent study and to accessing and participating in the platform. The online learning platform (Canvas and Cengage) is accessible 24 hours a day, 7 days a week. The course syllabus, instructional materials, assignments, participation posts, resources, and Instructor/student communications will be through the Canvas LMS platform. The Surgical Technology students will receive access to Cengage eBooks and MindTap/WebAssign prior to Orientation Day,

which typically occurs the month before the program start date. Students must have access to a computer with internet service to attend the blended programs. Upon completion of the Surgical Technology Program, students will earn an Associate of Applied Science in Surgical Technology.

The initial online General Education Portion of the program is equivalent to (240)_____ clock hours of instructional time. Upon successful completion of the General Education Portion, there is approximately a total of 1616 clock hours of instructional time (ST1/ST111, ST2/222, and ST3/ST333) for the Core Portion. The Associate of Applied Science in Surgical Technology will be 1856_____ clock hours.

**Student Initial_____ SVSTI Initial _____**

**Tuition and Fees**

Tuition charges and total program charges are estimated and may change for the following reasons:

(a) You may have to repeat the term required for graduation.
(b) The term in your program and the number of credit hours are subject to change.
(c) Course materials (e.g., books, course packets, etc.) and associated costs are subject to change.

No other fees are required from any other entity to participate in the educational program. Upon completion of the program, there will be associated fees with the AST Membership, Study Guide, and NBSTSA certification exam ($257+), which will be the student's responsibility outside of SVSTI.

| **SURGICAL TECHNOLOGY PROGRAM - COST BREAKDOWN** | |
|---|---|
| Institutional **Tuition Cost**<br>Core Portion (48 Weeks)<br>73 Semester Credits<br><br>General Education Portion (16 Weeks)<br>15 Semester Credits | $29,800.00<br><br>$3,300.00 |
| AST Membership, Study Guide, and NBSTSA certification exam (non-institutional charge) | $257+ |
| Cengage eBooks and MindTap/WebAssign (1-year unlimited access = $244.99+) (non-institutional charge)<br>**Students will need to renew after 1 year for completion of the program **(for a total of $489.98+)*** | $489.98+ |
| Surgical Counts (non-institutional charge) | $39.95+ |
| Background Check (non-institutional charge) | $75+ |
| Drug Test (non-institutional charge) | $55+ |
| STRF "Fee" (non-refundable) as of 4/1/2024 | $0.00 |
| **TOTAL COST** | **$34,016.93*** |

*Only $33,100.00 goes to SVSTI; additional supplies, immunizations, scrubs, eBooks, etc., are not included.
*Cost covers AST Membership, Study Guide, and NBSTSA certification exam to be paid in Term 2 by the student.
*General Education credits will vary for students with qualifying transfer credits. Price may vary depending on the number of credits transferred. $660.00 per unit.
*These are the current prices, which are subject to change. The program's length does not include any breaks or holidays.
*The STRF as of April 1, 2024, is $0.00 for every $1,000.00 paid (non-refundable). There are no additional institutional charges or fees.

**SVSTI and the Surgical Technology Program are accredited through ABHES. All students are required to sit for the NBSTSA: CST certification exam at the end of the program.**

**Registration Fee (Non-Refundable) is $100.00.**
**Tuition is $33,100.00 ($100.00 Registration Fee will go toward the tuition, leaving $33,000.00).**

**If qualified for a discount, the discount will be $_____ and the total tuition will be $_____.**

**Reason for deduction of tuition:_____.**

**Student Initial_____ SVSTI Initial _____**

**SVSTI's Itemization Schedule of Total Institutional Charges**

1. Non-refundable Registration Fee (included in tuition)... $100.00.
2. Non-refundable "STRF" Fee… $0.00.
3. Tuition… $33,100.00.

**TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE (items 1-3)... $33,100.00*.**
**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM… $34,016.93.**
**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT… $33,100.00.**
**ALL TUITION AND FEES ARE PAYABLE IN ADVANCE UNLESS OTHER ARRANGEMENTS ARE MADE WITH SVSTI BEFORE COMMENCING CLASSES.**
**Only the Deposit is required at the time of admission/enrollment.*

No degree will be issued until all tuition and obligations have been paid in full.

Estimated additional fees, required and payable to a third party:
- Cengage eBooks and MindTap/WebAssign $489.98+.
- AST Membership, Study Guide, and NBSTSA certification exam $257+.
- Surgical Counts $39.95+.
- Background $75.00+.
- Drug Test $55.00+.
- BLS class $70.00 (offered at SVSTI, but payment goes to the AHA Instructor).

Estimated additional fees to SVSTI, as applicable:
- SVSTI charges graduates $20.00 for any official transcript request.

- SVSTI charges graduates $20.00 for diploma replacement.
- SVSTI charges students $20.00 for any identification badge replacement.
- SVSTI charges students $25.00 for any gowns/gloves replacement.

My signature below acknowledges that I have received and understand the information disclosed above.

**Student Name:_____ Date:_____**

**Student Signature:_____ Date:_____**

**SVSTI Official Signature:_____ Date:_____**

**Right to Cancel**

**STUDENT'S RIGHT TO CANCEL**: You have the right to cancel the Enrollment Agreement and obtain a refund of charges minus Registration Fee paid through attendance before the 14th calendar day of the first-class session _____/_____/_____ (date), or the seventh day after enrollment, whichever is later. The $100.00 (non-refundable) Registration Fee will not be refunded if the student elects to cancel.

Cancellation/Withdrawal notice occurs when you give written notice of cancellation/withdrawal via the SVSTI Change of Status Form. A Change of Status Form **must** be received **within 72 hours for ANY** status change. SVSTI shall issue a refund within 45 days of a student's written cancellation or withdrawal via the Change of Status Form.

If the student wishes to cancel, Cengage eBooks and MindTap/WebAssign are nonrefundable; the fee is $244.99 (1-year unlimited access), paid by the student prior to Orientation Day for the Surgical Technology Program. Refunds for items that incur extra expense to the student, such as books, tools, or other supplies, should be processed separately from refunds for tuition and other academic fees.

SVSTI shall refund 100% of the tuition amount paid for the Surgical Technology Program, less a $100.00 Registration Fee, if cancellation is made during the attendance period, at the end of the business day on the 14th calendar day after the start date.

My signature below acknowledges that I have received and understand the information disclosed above.

**Student Name:_____ Date:_____**

**Student Signature:_____ Date:_____**

**SVSTI Official Signature:_____ Date:_____**

**Loans**

If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from Federal Student Aid Program funds. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student defaults on a federal or state loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
(2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

SVSTI does not extend any credit or lend any monies to students for institutional or non-institutional charges. You further acknowledge that you have discussed all terms of this agreement and understand that no financial services are available at this time. You may obtain financial support outside of SVSTI.

**Title IV Funding**

We currently do not participate in Title IV funding.

My signature below acknowledges that I have received and understand the information disclosed above.

**Student Name:_____ Date:_____**

**Student Signature:_____ Date:_____**

**SVSTI Official Signature:_____ Date:_____**

**STRF Fees**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

**Lab Equipment/Lab Supplies**

**<u>Lab Equipment</u>**

Laparoscopy Towers x 4
Slave Monitor
Electrocautery Machine x 3
Suction Machine x 3
OR Beds x 4 with armboards, foot boards, safety straps
Radiology Bed
Mini C-Arm
OR Lights x 2
Flash Sterilizer x 2
Back Table x 7

Mayo Stand x 18
Ring Stand x 6
OR Sink/ Decon Sink
Hand Wash Station
IV Poles x 8
Prep Stand x 4
Suture Cart x 3
Trash Hamper x 5
Linen Hamper x 2
Step Stool x 3
Kick Bucket x 2

Lap Sim
Syndaver
Breast Simulator x 2
Arm/Leg Simulator x 2
OB/GYN Stirrups
Bleeding Abdomen with suction
C-Section Simulator
Catheter Simulator x 2 (Male and Female)
Eyes- 8 Different Sets and a variety

of single instruments
ENT- 20 Different Sets and a variety of single instruments
Plastics- 7 Different Sets and a variety of single instruments
GYN- 7 Different Sets and a variety
of single instruments
Ortho- 17 Different Sets and a variety of single instruments
Cardiac - 2 Different Sets and a variety of single instruments
Vascular instruments
GI instruments
Hysteroscopy Simulator
D and C Suction Machine
General- 22 Different Sets and a variety of single instruments
Anesthesia instruments
Blood Pressure Machine and Cuffs
Tourniquet Machine x 2
Case Cart
Autoclave Cart (Cooling Rack)
Sharps Containers x 4
Sterile Processing Wrap Rack
Mannikins x 4
Box of Bones for Surgery and Skin for Suturing
Scrub Brush Holder x 2
Avagard Dispenser x 3
Laparoscopy Boxes x 2
GU- 4 Different Sets and a variety of single instruments
Neuro- 16 Different Sets and a variety of single instruments
Instrument Brush Holder
Anesthesia Cart
Hall Power Console
Arthroscopy Shaver Console
Battery Charger w/ batteries
First Aid Kit x 2
Eye Wash Station
Rolling Stools x 4
Storage/ Sterile Supply Room
Transportation Gurney x 2
Patient Transfer Devices
Vast assortment of positioning devices
HeadLight/ Light Source x 4

**Lab Supplies**

Vast variety of Back Table Packs
Sponges
Dressings
Tape
Grounding pads
Prep trays
Foley catheter trays
Syringes of different sizes and types
Needles of different sizes and types
Knife blades of different sizes
Wide assortment of suture
Medicine bottles (local anesthetic agents, some anesthesia drugs, IV setups, emergency drugs)
Cast materials
Gowns of different sizes
Masks
Hair covers
Gloves (sterile and non-sterile)
Sharps containers
Biohazardous waste boxes and liners
Sterilization wrappers of different sizes
Peel Packs of different sizes
Sterilization tape (Low/High Temp)
Biologic and other sterilization indicators (Low/High Temp)
Breast Implants
Ortho Implants
ENT Implants
Eye Implant

SVSTI's facilities include 6 separate mock operating rooms, a central service area with supplies, a supply pick room, and a Sterile Processing Department. We have an office for the Program Director, an Admissions/Enrollment/Student Success Office, a breakroom, two ADA-compliant restrooms, and a well-equipped Classroom and Lab. We have a Student Resources Center that includes a conference room and library resources, as well as a variety of books and other materials, including flashcards, diagram posters, and workbooks. Students may borrow any resources for on-campus use, such as instrument books, for studying and completing assignments. We also have a Classroom with 26 computers that students may utilize during regular business hours or by appointment. SVSTI has a Staff Hub that includes Instructor cubicles, printers, and computers for faculty/staff.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at SVSTI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Associate of Applied Science in Surgical Technology that you earn at SVSTI is

also at the complete discretion of the institution to which you may seek to transfer. If the Associate of Applied Science in Surgical Technology that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SVSTI to determine if your Associate of Applied Science in Surgical Technology will transfer.

**Transfer Credit(s) Policy**

Educational credit(s) earned at another institution may be evaluated for transfer to Silicon Valley Surgi-Tech Institute's (SVSTI) Surgical Technology Program.

All transferable credit(s) must meet the following criteria:

- The credit(s) must be earned at an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), **OR**
- Be recommended college credit(s) evaluated by the American Council on Education (ACE) or the National College Credit Recommendation Service (NCCRS).
- Grade received is a C or higher (2.0 or above on a 4.0 scale).

Transfer credit(s) are also evaluated for acceptance in accordance with Silicon Valley Surgi-Tech Institute requirements. Official transcripts documenting coursework must be provided at the time of admission/enrollment for the Surgical Technology Program. If official transcripts from any/all institutions attended are not provided prior to admission/enrollment, students must complete the required course(s) with Silicon Valley Surgi-Tech Institute. Silicon Valley Surgi-Tech Institute does not offer credit(s) through challenge exams or achievement tests. SVSTI will accept credit(s) earned through challenge exams and achievement tests, as listed here in the transfer policy. SVSTI may ask for additional supplemental information, such as a syllabus or course description, that will support the student's request to transfer credit(s) to SVSTI.

**Students must complete at least 25% of the program requirements at Silicon Valley Surgi-Tech Institute.**

Silicon Valley Surgi-Tech Institute maintains a record of all transfer credit evaluations and maintains transcripts received for evaluation within the student's record. These transcripts become the property of Silicon Valley Surgi-Tech Institute and are not copied or forwarded to other institutions.

Courses will be considered for credit transfer if:

- The educational quality of the acquired learning for which the student seeks credit.
- The comparability of the content, scope, and rigor of the acquired learning to that offered by SVSTI.
- 3 or more credit hours.
- Grade received is a C or higher (2.0 or above on a 4.0 scale).

Transfer credit(s) must have been earned within 15 years for General Education courses to be considered because, typically, advancements in the field evolve the understanding or practical methodologies used within them. Because methodologies taught then may be regarded as outdated now (prior to admission/enrollment), and course content can vary between schools, all transfer credit(s) are reviewed on a course-by-course basis.

Transfer credit(s) can be awarded if the course comparability aligns with SVSTI General Education courses.

Courses may not be accepted for transfer if the content is misaligned, there is not enough information to determine compatibility, the course presented does not carry enough credit hours to be accepted, the grade presented falls below SVSTI's acceptable threshold, or the course is deemed non-transferable, thus making it ineligible to receive transfer credit(s) regardless of prior education.

Final decisions on academic credit for transfer credit(s) are made by the General Education Coordinator and/or Chief Academic Director.

All approved transfer credit(s) will be deducted from the student's tuition.

Currently, SVSTI does not charge students any fees for transferring credit or for assessment of transferred credit. SVSTI currently does not award credit for prior experiential learning. SVSTI can evaluate prior Surgical Technology coursework only from a CAAHEP- or ABHES-accredited program for credit transfers. If prior Surgical Technology education from an accredited program is found equivalent to the SVSTI Surgical Technology Program, the applicant must take a skills competency evaluation to assess skills and ensure correct placement in the program.

**Block Transfer Acceptance**

Students who have earned an **academic associate degree designed for transfer or General Education purposes within the past fifteen (15) years**, or a **bachelor's degree or higher**, from an institution accredited by an agency recognized by the **United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA)** may satisfy SVSTI's General Education requirements for the **Associate of Applied Science in Surgical Technology** degree through block transfer acceptance.

Qualifying associate degrees may include an A**ssociate of Arts (AA), Associate of Science (AS), Associate Degree for Transfer (ADT)**, or another comparable academic associate degree that includes a General Education curriculum.

An **Associate of Applied Science (AAS), Associate of Occupational Studies (AOS)**, occupational associate degree, vocational associate degree, or other career-focused associate degree does not qualify for block transfer acceptance.

To qualify, the degree must have been conferred with a **minimum cumulative GPA of 2.0**. Official transcripts and degree verification are required before block transfer credit is granted.

**Credit for Prior Learning**

Credit for Prior Learning may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Achievement of an examination administered by other agencies approved by the discipline faculty.
- Assessment approved or conducted by the discipline faculty of the college.

Credit may be awarded for prior learning only for individually identified courses with subject matter similar to that of the individual's previous knowledge, and only for a course listed in the Academic Catalog.

## Advanced Placement (AP) Credit

SVSTI participates in the Advanced Placement Program to recognize college-level academic achievement prior to admission/enrollment. AP scores must be 3 or higher to be transferred. AP scores are equivalent to the following transferable grades: 5 = A, 4 = B, 3 = C.

Any student who passes and submits a College Board Advanced Placement (AP) examination with a minimum score of three in a subject matter may be awarded credit in a General Education area with a subject matter similar to that of the AP examination. Course-to-course equivalency for AP examinations is determined by the appropriate discipline faculty. If the district does not offer a course similar in content to an AP examination, SVSTI may award credit in the General Education area shown on the California Community College General Education AP List. A student's academic record will be annotated to reflect credit earned through an AP examination.

Final decisions on academic credit for some AP scores are made individually by the General Education Coordinator and/or Chief Academic Director.

## College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is a credit-by-examination program that measures a student's level of comprehension of introductory college-level material while concurrently earning college credit(s). CLEP tests with a score of 50 or higher, with a credit of 3 units or higher, must be obtained to be considered as transfer credit(s).

CLEP with study.com students must sign up for the College Starter Plan or the College Saver Plan (not the CLEP Test Prep Plan). College Credit | Pricing | Study.com

If a student decides to complete any transferable credit(s) through study.com, they must earn a 70% or higher to successfully earn the college credit(s) for transfer.

The student must provide an official transcript to SVSTI. How Do I Request a Transcript from Study.com?

All transferable credit(s) must meet the following criteria:

- The credit(s) must be earned at an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), **OR**
- Be recommended college credit(s) evaluated by the American Council on Education (ACE) or the National College Credit Recommendation Service (NCCRS).
- Grades received are a C or higher (PASS).

All transferable credit(s) are subject to review and approval by SVSTI, which reserves the right to deny any transfer credit(s) that do not meet institutional or program standards.

The list of courses below is the minimum requirement that is acceptable from study.com (can be upper division if desired):

| Course Title | URL | # ACE Credits | Type ACE Credits |
|---|---|---|---|

| | | | |
|---|---|---|---|
| Computer Science 103: Computer Concepts and Applications | https://study.com/academy/course/computer-science-103-computer-concepts-applications.html | 3 | LOWER |
| English 104: College Composition I | https://study.com/academy/course/college-composition-writing-course.html | 3 | LOWER |
| Math 102: College Mathematics | http://study.com/academy/course/college-mathematics-course.html | 3 | LOWER |
| Psychology 101: Intro to Psychology | http://study.com/academy/course/psychology-101.html | 3 | LOWER |
| Communications 102: Interpersonal Communication | https://study.com/academy/course/communications-102-interpersonal-communication.html | 3 | LOWER |

**Compass/ACT Scores**

COMPASS Score: 45-100 or ACT Score: 21. Eligible for MAT101.

COMPASS Score: 75-100 or ACT Score: 18. Eligible for ENG101.

**Admissions/Enrollment Requirements for Applicants with Foreign Education/Foreign Academic Evaluations**

Applicants who have degrees and/or transcripts from foreign institutions of higher education must have these credentials evaluated by a recognized agency, such as:

- Scholaro (Credential Evaluation)
- World Education Services, Inc. (www.wes.org)
- International Education Research Foundation, Inc. (www.ierf.org)
- Educational Credential Evaluation, Inc. (www.ece.org)

Applicants to SVSTI programs must obtain a credential evaluation from an approved SVSTI credential evaluation service.

SVSTI recommends that applicants obtain a course-by-course evaluation. This evaluation is intended to ensure that the foreign degrees and transcripts are equivalent to those issued by institutions of higher education in the United States.

All students who have earned an undergraduate degree outside the United States must submit a copy of their degree and English translations of their transcripts. Students must also have their transcripts evaluated by a 3rd-party evaluation service to show the type of degree they have and the grade equivalent (GPA) in the United States format. The official document-by-document credential evaluation, including the GPA calculation, must be sent directly to SVSTI by the evaluating party via email or mail.

Students may refer to https://naces.org/members/ to select an alternate evaluation service. The approved evaluation services listed on www.naces.org are unrelated to SVSTI, and the student will be responsible for any associated fees. If a student wishes to transfer credit(s) from a foreign institution, a course-by-course evaluation (including GPA calculation) will be required. If the student's degree and transcripts are issued in a language other than English, they will be required to be translated into English. Suggested translation service: https://www.universal-translation-services.com/services/certified-translations/diploma-translation-services/

*All transfer credit(s) and block transfers will be approved by the General Education Coordinator and/or Chief Academic Director. All education from foreign institutions must be evaluated and translated into English* ***(must be submitted within 30 days of admissions/enrollment, but prior to 1st day of class).***

SVSTI admits high school graduates and applicants beyond the age of compulsory school attendance who have a General Education Development GED®. GED® is a registered trademark of the American Council on Education (ACE) credential or Certificate of Proficiency equivalent to a high school diploma. English language proficiency equivalent to a high school diploma or high school equivalency diploma is required.

**For detailed information regarding Previous Surgical Technology Education and Advanced Placement, Surgical Skills Competency Evaluation, Externship Requirements, Non-Accredited Surgical Technology Programs, and Final Determination, please refer to the Academic Catalog or the Transfer Credit(s) Policy available on the SVSTI website.**

**Cancel/Withdrawal/Refund Calculated**

If the student withdraws from the program after the period allowed for cancellation of the Enrollment Agreement and has completed 60% or less of the term of the attendance period, SVSTI will calculate whether a tuition refund is due, and if so, remit a refund within 45 days following the student's completed withdrawal. For students receiving funds through the Federal Student Aid Program, unearned funds will be returned to the aid programs in the order required under Federal Law. For non-federal student financial aid program funds, the institutional/California state refund policy shall be a pro rata refund of the funds paid for institutional charges for students who have completed 60% or less of the term of the attendance period. The pro rata percentage is based on the number of days of attendance within the attendance period. If any portion of those charges was paid from the proceeds of a non-federal loan, the refund will be returned to the lender or, if any, the guarantor of the loan. Any remaining balance will be paid to the student.

**Refund Policy**

| CANCEL OR WITHDRAWAL | REFUND CALCULATED |
|---|---|
| **Within 14 days of admission/enrollment (Cancellation).** | **Up to 100% of monies paid, less $100.00 Registration or STRF Fee(s).** |
| **Completion of up to 60% of the term of the attendance period (Withdrawal).** | **Pro-rated refund based on withdrawal date.** |
| **Completed over 60% of the term of the attendance period (Dropped).** | **No refund.** |

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation/withdrawal and refund policies have been clearly explained to me.

**Student Name:**_____ **Date:**_____

**Student Signature:**_____ **Date:**_____

**SVSTI Official Signature:**_____ **Date:**_____

## Personally Identifiable Information

SVSTI is required to collect the Social Security Number (SSN), phone number, email, full legal name, physical street address/mailing address/P.O. Box, city/state/zip code, date of birth, gender, ethnicity/race, military status, citizenship status, level of education, and driver's license number for a variety of legally mandated activities, including but not limited to income tax reporting and administration of federally supported financial aid programs. Gender, ethnicity/race, citizenship status, and date of birth are not used in determining admission. The SSN is not used as the student's primary identification; however, students who do not provide this information at the point of application may experience a delay in financial aid processing.

SVSTI has adopted privacy policies and practices designed to protect student educational records and information. Only information required to efficiently conduct our business and meet state and federal reporting requirements is collected. The information collected is only disclosed as permitted under the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. SVSTI's FERPA policy is printed in the Academic Catalog.

## Nondiscrimination Policy

SVSTI is an educational institution that admits academically qualified students without regard to gender, age, religion, national origin, sexual orientation, political affiliation or belief, or disability, and affords students all rights, privileges, programs, employment services, and opportunities generally available to them. SVSTI complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability.

## Americans with Disabilities Act

Silicon Valley Surgi-Tech Institution complies with the provisions of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and all applicable federal, state, or local laws that prohibit discrimination based upon a person's disability. It is Silicon Valley Surgi-Tech Institution's policy that no qualified student be excluded from participating in any program or activity or be subjected to discrimination regarding any program or activity due to their disability. To better serve its students and applicants, Silicon Valley Surgi-Tech Institution will provide reasonable accommodations/modifications to qualifying individuals with disabilities. The individual must meet the essential eligibility requirements of Silicon Valley Surgi-Tech Institution to participate in programs or activities with or without reasonable accommodation/modification. Students who require accommodations or modifications should notify the Admission/Enrollment Office. The student will be required to provide supporting documentation of disability/diagnosis. All requests are evaluated on a case-by-case basis. Acceptable proof may include, but is not limited to, a diagnosis of the disability, test results, and/or evaluations provided by a medical doctor or psychologist completed within the past five years.

## Health Requirements/Immunizations

We are committed to your success and want to make sure that you are aware of important facts that could impact your future.

_____ (initial) I understand that I must provide documentation of required immunizations, and that this documentation must be submitted before I can be released to any Externship or clinical site. Titer Reports (blood tests) include Tuberculosis (QuantiFERON TB blood test, not a skin test, along with a chest X-ray if negative), Measles (MMR), Mumps (MMR), Rubella (MMR), Varicella (Chickenpox), and Hepatitis B (Hep B). Along with any childhood immunizations and/or current immunization records, Basic Life Support Card (BLS -

American Heart Association only), HIPAA, Tetanus, Diphtheria, and Pertussis Vaccine (Tdap), Dr.'s Note/Physical Exam/Statement of Health, Influenza Vaccine (Flu), COVID-19 Vaccine, and COVID-19 Booster. Also, must complete a background check and drug test. All costs associated with these requirements, including providing this information to SVSTI, are my responsibility. Students are not eligible to participate in any programs with any active/contagious conditions/diseases.

**Academic Catalog**

_____ (initial) I acknowledge and understand how to access the SVSTI Academic Catalog.

The Academic Catalog is available on our website at www.svsti.com.

**Student Handbook**

_____ (initial) I acknowledge and understand how to access the SVSTI Student Handbook.

The Student Handbook is available on our website at www.svsti.com.

**Performance Fact Sheet**

_____ (initial) Prior to signing this Enrollment Agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

_____ (initial) I certify that I have received catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

**High School Graduation or Equivalency Attestation**

_____ (initial) I attest that I have successfully completed high school or have obtained credentialing equal to that of a high school diploma (i.e., GED, high school equivalency/proficiency, etc.).

**Personal Race/Ethnicity**

SVSTI collects and reports the racial/ethnic backgrounds of students, faculty, and staff. Requests for such information also come from state governments, accrediting agencies, SVSTI guides, newspapers, and other sources. In order to respond to these requests, we ask that you answer the following two questions:

**Do you consider yourself to be Hispanic/Latino/Spanish?** **O** Yes **O** No

**In addition, select one or more of the following racial categories to describe yourself:**

**O** American Indian or Alaska Native **O** Asian **O** Black or African American
**O** Native Hawaiian or other Pacific Islander **O** White

My signature below acknowledges that I have received and understand the information disclosed above.

**Student Name:**_____ **Date:**_____

**Student Signature:**_____ **Date:**_____

**SVSTI Official Signature:**_____ **Date:**_____

**Drug Use and/or Background Check Acknowledgment**

We are committed to your success and want to make sure that you are aware of important facts that could impact your future.

If you have past, pending, or future criminal convictions, you may be prohibited from obtaining certifications, licensure, or employment in your field of study. Admission/enrollment into the Externship or clinical sites often requires successful completion of a background check and drug test. Falsifying information, such as on a background check or a drug test, may prevent you from being accepted into an Externship or a clinical site. Should this occur, SVSTI may withdraw you from the program. Any refund of tuition and fees will be calculated in accordance with the Refund Policy outlined in the Academic Catalog at www.svsti.com.

My signature below acknowledges that I have received and understand the information disclosed above.

**Student Name:**_____ **Date:**_____

**Student Signature:**_____ **Date:**_____

**SVSTI Official Signature:**_____ **Date:**_____

**Distance Learning Policy**

SVSTI offers blended programs and requires students to attend on-campus instruction along with instructional hours off-site through an online learning platform. Each student must have access to a computer with internet service to attend our blended program(s). Surgical Technology and Sterile Processing students will be granted access to the online learning platform a minimum of one week prior to the program start date. Selected Distance Education assignments through Canvas LMS (Sterile Processing and Surgical Technology) and Cengage/MindTap/WebAssign (Surgical Technology only) will be graded automatically. This provides students with immediate feedback on their progress. All tests, evaluations, and assignments not automatically graded will be graded and posted within 72 hours of submission.

SVSTI's Distance Educational Programs are not offered in real time and shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admissions/enrollment.

All Distance Education courses must be completed by the registered student. Any attempt to have someone else complete the course requirements, assignments, or examinations on behalf of the student constitutes misrepresentation and is considered a violation of academic integrity. Such actions constitute academic dishonesty and may result in disciplinary action, including, but not limited to, course failure and further academic consequences.

## Employment Disclaimer

SVSTI does not guarantee job placement; however, we do provide clinical site placement as part of the curriculum, which may lead to professional placement. Silicon Valley Surgi -Tech Institute is an Equal Opportunity Employer, and Program Auxiliary Aids and Services are available upon request to individuals with disabilities.

## Mission Statement

SVSTI is committed to our students' success by providing the curriculum and skills to help them achieve their goal of becoming active, sought-after participants in the medical community. We are dedicated to helping students master communication skills, critical thinking, respect, accountability, and personal responsibility. We support our students, educators, and our community by providing a safe environment, qualified graduates, and financially viable programs in the evolving field of medicine. Our skilled, knowledgeable, and certified educators specialize in preparing students for the exciting field of medicine. Skills training and Core Competencies are our focus for personal and professional growth in the medical field. We encourage the highest potential in every student. We strive for quality in every endeavor and are committed to meeting the needs of our students, faculty/staff, and the professional medical community.

## Additional Information

Compliance with SVSTI's Policies:
You agree to comply with all SVSTI's policies, including, but not limited to, policies regarding tardiness, grades, attendance, leaves of absence, conduct, honesty, safety, harassment, discrimination, satisfactory academic progress, and payment. If you fail to comply with SVSTI's policies, you may be withdrawn/dropped. Tuition will be refunded in accordance with SVSTI's Refund Policy.

Cancellation Right:
SVSTI may cancel a starting class for any reason, at any time. If your program or class start is cancelled, you will receive a full refund of all monies paid.

Curriculum:
SVSTI may modify or improve program content or change accreditors at any time. Changes to programs or accreditors are typically based on recommendations arising from the SVSTI's program review process, which includes input from Program Advisory Committees composed of employers who assist SVSTI in better meeting industry needs and standards. Program changes may result in modifications to the length, content, material, or schedule of your program. SVSTI reserves the right to change institutional or programmatic accreditors at any time.

Graduate Employment:
Neither SVSTI nor any of its representatives can promise or guarantee that you will find a job or secure employment with a specific rate of pay. Your academic performance will greatly influence the success of your employment search. While placement in a job is not guaranteed or promised to persons who complete the program, every effort will be made to assist you in securing employment. Employers may be influenced by factors other than technical training, such as your attendance, grade point average, professional appearance and behavior, positive attitude and demeanor, references, and background investigation findings.

Substance Testing Program:
SVSTI is committed to providing a productive and safe learning environment for all students. In accordance with this goal, SVSTI reserves the right to investigate students suspected of drug or alcohol use. Such an investigation may require a student to submit to a drug or alcohol test. Students must consent to provide blood, breath, and/or urine samples, upon request by an authorized representative of SVSTI, to determine whether they are under the influence of drugs, alcohol, or other chemical intoxicants while enrolled in the program. Students are expected to fully cooperate with SVSTI, its representatives, agents, medical review officer (if any), and any representative or agent of a clinic, laboratory, and/or hospital involved in the sample collection, testing, evaluation, reporting, and confirmation. Students must further consent to and authorize the release of all information generated by or obtained from the substance test to SVSTI, its agents, representatives, insurers, and appropriate governmental agencies. To the extent allowed by applicable law, you release and hold harmless, individually and collectively, each person or business entity involved in the sample request, collection, testing, evaluation, and reporting for any decisions, adverse or otherwise, made concerning your continued admission/enrollment based on the test results. You understand that (a) your refusal to comply in all respects with the terms contained herein or (b) a positive test result may be grounds for disciplinary action, which may include dismissal.

Publicity Waiver and Release Disclosure:
You grant SVSTI and its affiliated companies, including U.S. Education Corporation and each of their respective agents, licensees, designees, successors and assigns (collectively, “SVSTI”), the absolute, royalty-free, irrevocable, worldwide, right and permission, with respect to any testimonials (written or oral), photographs, film, video or other images, or sound recordings taken of you by Silicon Valley Surgi-Tech Institute: (a) to use, re-use, publish, re-publish, copy, modify, display and create derivative works in the same in whole or in part, individually or in conjunction with other photographs, images, recordings or testimonials in any medium (including, without limitation, in print and on the Internet) and for any purpose whatsoever, including, without limitation, in advertising, marketing, publications, electronic distribution, and the internet and for any other commercial purpose; (b) to use your name in connection therewith if SVSTI so chooses; and (c) to copyright the same in the name of the SVSTI, or any other name that SVSTI may choose.

You understand that you will receive no compensation for the permitted use of any testimonials (written or oral), photographs, film, video, or other images, or sound recordings taken of you by SVSTI or of your name. You release and discharge SVSTI, its successors, assigns, and any designee (including any agency, client, broadcaster, periodical, or other publication) from any and all claims and demands arising out of or in connection with the use of such photographs, film, video, or other images, sound recordings, or testimonials, including, but not limited to, any claims for defamation, invasion of privacy, right of publicity, emotional distress, or any similar right. You hereby waive any and all rights you may have in and to such photographs, film, video, or other images, sound recordings, or testimonials and assign all such rights you may have to SVSTI.

Student Health Information:

Students in certain programs require immunizations due to aspects of the program, including the practice of invasive procedures such as venipuncture and injections (see the Immunization Requirements Policy and the Academic Catalog for immunization requirements). In addition, when such classroom practices are a required part of the curriculum, students are required to participate in the activities in order to graduate from the program. Students will be taught workplace safety practices to limit their risk of injury or illness as part of their curriculum, and are always required to take standard precautions to minimize the risk of exposure to communicable diseases such as hepatitis B, tuberculosis, and HIV/AIDS. You are responsible for all costs associated with health screenings and immunizations.

Licensing and Certification:
SVSTI encourages all graduates to enroll in the appropriate licensing and certification examinations to maximize their employment potential. Students are responsible for all costs associated with obtaining such licenses and certifications. Students should understand that licensing and certification requirements vary from state to state. No guarantee is made regarding licensing and certification in any state or country. SVSTI does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

Conviction History and Background Checks:
If you have ever been convicted of a crime, you may be prohibited from obtaining certification, licensure, or employment. Registration for select programs is subject to the successful completion of a background check. Acceptance for Externships and clinical sites may also require successful completion of a background check. If you falsify information or are not granted acceptance based on the successful completion of the background check, SVSTI may withdraw you from the program, and your right to any refund of tuition shall be as outlined in our Refund Policy.

Tutoring:
Available tutoring hours are posted in the Student Success Office during regular business hours. Tutoring sessions are also available by appointment with an Instructor as needed. Students have 24-hour/7-day-a-week access to the online learning platform (Canvas and Cengage) until the completion of the NBSTSA: CST certification exam. There are many resources available to students on the platform and the curriculum recommended by AST and ARC/STSA via their materials, such as books, workbooks, and study guides.

Uniforms:
Black scrubs will be purchased by the student and worn on Campus and possibly during Externship if the clinical site does not provide its own scrubs.

In-resident housing:
SVSTI does not offer housing, nor is it responsible for finding or assisting students in finding housing. We do not have dormitory facilities; however, there are plenty of apartments and housing available in the vicinity of the Campus.

The average rent near the Campus location (1300 Fulton Pl., Fremont, CA 94539) is $2,813.00, according to Average Rent in Fremont, CA: 2025 Rent Prices by Neighborhood.

We are located near Highways 84, 101, 880, 680, and 237, and BART, Caltrain, and Bus Lines are nearby.

SVSTI does not participate in the Ability-to-Benefit Program. SVSTI does not participate in the Student and Exchange Visitor Program to provide visa services or vouch for student immigration status. There are no associated charges.

**Policies and Procedures**

Completing and submitting this form provides consent without obligation for SVSTI to call, text, and/or email you about your education by our automated means or prerecorded messages at the number(s) and/or email address you provide.

For Externship placement and employment assistance, your signature on this Enrollment Agreement authorizes the release of all information pertaining to your student records (including cover letters, resumes, and references to any prospective employer(s) and/or Externship sites), as well as objective evaluations by SVSTI or its staff/faculty. In addition, your signature authorizes SVSTI to contact your employer to obtain employment verification.

Externship rotations will take place at a medical facility within 2 hours of the Campus (please see the Externship Policy and Expectations for details). We have a wide variety of affiliation agreements with hospitals, surgery centers, and other medical facilities. We will do our best to place the students at a site close to where they live or work, but this is not always possible. All students are guaranteed clinical placement in a timely fashion. In most cases, this is done immediately after completing the coursework. Students are responsible for obtaining the required immunizations and will not be secured for Externship until all required documents are submitted to Admissions/Enrollment. The student will be notified if requirements differ from the list they are provided at admission/enrollment (also listed on our website at www.svsti.com).

Attendance is critical to your success at SVSTI, just as it will be critical to the success of your new career. Be sure to arrange a reliable means of transportation to and from the institution. Plan for alternative (or back-up) transportation in the event your primary means of transportation is unavailable. Be sure to have childcare arrangements in place, including back-up childcare. Have a solid plan so that you can attend the institution every day. Carefully assess your homework responsibilities. Do you have a quiet place to study? Have you made arrangements so that the children will be content to let you study? SVSTI's program requires study time. Be sure to set time aside each day to focus on yourself, your studies, and your goals. Students must complete and submit all assigned work on time. Homework is required; therefore, adequate study time is essential. Students are expected to complete unrecognized outside hours of study/homework for each term (please refer to the course syllabi).

Any violation of academic integrity is a serious violation and therefore subject to disciplinary action, up to and including dismissal from SVSTI. A student may be dropped from the program for:

- Disciplinary actions, including but not limited to being dismissed from a clinical site.
- Drug or alcohol use on Campus or at a clinical site.
- Lack of academic integrity.
- More than five (5) absences.
- Two (2) attempts at a grade below 70%.
- Theft.

At SVSTI, we maintain a professional environment similar to what you will encounter in your new career. We have a responsibility to employers to uphold the highest level of professionalism expected in the workplace. Please always conduct yourself in the most professional manner and be aware of the following guidelines:

- Use professional and courteous language. Profanity is not acceptable. Slang is not deemed professional in the healthcare workplace.
- Respectfully address all Instructors with the appropriate title (Ms., Mr., Dr., etc.).
- Always remain alert in class. Fully participate in class activities and team projects.
- Take responsibility where appropriate and do not be critical of others.
- Practice a high level of motivation, initiative, cooperation, and attitude.
- Students who must repeat a term may be subject to additional fees. SVSTI refunds tuition if a student cancels an Enrollment Agreement or withdraws during a period of less than 60% of attendance, resulting in a pro rata refund.

SVSTI does not offer English as a Second Language (ESL) coursework. All instructions and services are provided in English only.

SVSTI only offers the Enrollment Agreement in English; however, it is posted on our website at www.svsti.com. Google Translate is available to translate the Enrollment Agreement into other languages, ensuring that a student understands the terms and conditions, as English may not be their primary language.

Any questions a student may have regarding this Enrollment Agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Website address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(913) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS, HEREOF RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR (FTC RULE EFFECTIVE 5-14-76).

My signature below acknowledges that I have received and understand the information disclosed above.

**Student Name:**_____ **Date:**_____

**Student Signature:**_____ **Date:**_____

**SVSTI Official Signature:**_____ **Date:**_____

I certify that the information I have provided in this application is true, accurate, and complete, and I have received a complete copy. Completing and submitting this form provides consent without obligation for SVSTI to call, text, and/or email you about your education by our automated means or prerecorded messages at the number(s) and/or email address you provide.

This Enrollment Agreement is available on our website at www.svsti.com and is provided in electronic form to be completed during the admission/enrollment process. This can also be provided through email upon the student's request. The Enrollment Agreement is updated every three years or as needed. An addendum and/or date of changes will be inserted if any changes are made before the scheduled review cycles.

This agreement is legally binding once signed and dated by the student and accepted by SVSTI. Any changes to the agreement will not be binding on either the student or the school unless such changes have been acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian, if the student is a minor.

The minimum age requirement to attend SVSTI in California is 17 years old. Those under the age of 18 at the time of admission/enrollment are required to have a parent/guardian sign the Enrollment Agreement on their behalf.

My signature below acknowledges that I have received and understand the information disclosed above.

**Student Name:_____ Date:_____**

**Student Signature:_____ Date:_____**

**SVSTI Official Signature:_____ Date:_____**

**Parent or Guardian Signature (if student is under 18 years of age)**

**_____ Date:_____**

**Chief Academic Director:_____ Date:_____**

**Silicon Valley Surgi-Tech Institute dba SVSTI**

**1300 Fulton Pl., Fremont, CA 94539**

**https://svsti.com**

**(408) 883-9171**

# Performance Fact Sheet

## Calendar Years 2024-2025

## Surgical Technology Program - 1856 Hours

### On-Time Completion Rates (Graduation Rates)

*Included data for the two calendar years prior to reporting.*

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | Number of On-Time Graduates | On-Time Completion Rate |
|---|---|---|---|---|
| 2024 | 35 | 35 | 27 | 77% |
| 2025 | 37 | 37 | 31 | 83% |

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

### Student Completing Within 150% of the Published Program Length

*Included data for the two calendar years prior to reporting.*

| Calendar Year | Number of Students Who Began the Program | Students Available for Graduation | 150% Graduates | 150% Completion Rate |
|---|---|---|---|---|
| 2024 | 35 | 35 | 29 | 82% |
| 2025 | 37 | 37 | 34 | 92% |

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

## Job Placement Rates

*Included data for the two calendar years prior to reporting.*

| Calendar Year | Number of Students Who Began Program | Number of Graduates | Graduates Available for Employment | Graduates Employed in the Field | Placement Rate % Employed in the Field |
|---|---|---|---|---|---|
| 2024 | 35 | 29 | 29 | 29 | 100% |
| 2025 | 37 | 34 | 34 | 27 | 79% |

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. https://www.bls.gov/ooh/healthcare/surgical-technologists.htm

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

## Gainfully Employed Categories

*Included data for the two calendar years prior to reporting.*

**Part-Time vs. Full-Time Employment**

| Calendar Year | Graduate Employed in the Field 20-29 Hours Per Week | Graduates Employed in the Field At least 30 Hours Per Week | Total Graduates Employed in the Field |
|---|---|---|---|
| 2024 | 2 | 27 | 29 |
| 2025 | 5 | 22 | 27 |

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

**Single Position vs. Concurrent Aggregated Position**

| Calendar Year | Graduates Employed in the Field in a Single Position | Graduates Employed in the Field in Concurrent Aggregated Positions | Total Graduates Employed in the Field |
|---|---|---|---|
| 2024 | 28 | 1 | 29 |
| 2025 | 27 | N/A | 27 |

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

**Self-Employed or Freelance Positions**

| Calendar Year | Graduates Employed Who Are Self-Employed or Working Freelance | Total Graduates Employed in the Field |
|---|---|---|
| 2024 | N/A | 29 |
| 2025 | N/A | 27 |

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

**Institutional Employment**

| Calendar Year | Graduates Employed in the Field Who Are Employed by the Institution, an Employer Owned by the Institution, or an Employer that Shares Ownership with the Institution. | Total Graduates Employed in the Field |
|---|---|---|
| 2024 | N/A | 29 |
| 2025 | 1 | 27 |

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

**License Examination Passage Rates**

*Included data for the two calendar years prior to reporting.*

| Calendar Year | Number of Graduates | Number of Graduates Taking Exam | Number Who Passed First Available Exam | Number Who Failed First Available Exam | Passage Rate |
|---|---|---|---|---|---|
| 2024 | 29 | 29 | 23 | 6 | 79% |
| 2025 | 34 | 34 | 29 | 5 | 85% |

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

## Salary and Wage Information

*Included data for the two calendar years prior to reporting.*

**Annual Salary and Wages Reported for Graduates Employed in the Field.**

| Calendar Year | 2024 | 2025 |
|---|---|---|
| **Graduates Available for Employment:** | 29 | 34 |
| **Graduates Employed in the Field:** | 29 | 27 |
| **$40,001 - $45,000 (19.00-21.60):** | N/A | N/A |
| **$45,001 - $50,000 (21.75-24.04):** | N/A | N/A |
| **$50,001 - $55,000 (24.20-26.50):** | N/A | 1 |
| **$55,001 - $60,000 (26.60-28.85):** | N/A | N/A |
| **$60,001 - $65,000 (28.95-31.25):** | 1 | N/A |
| **$65,001 - $70,000 (31.35 - 33.65):** | 1 | 4 |
| **$70,001 - $75,000 (33.75-36.06):** | 1 | 3 |
| **$75,001 - $80,000 (36.16-38.46):** | 5 | 3 |
| **$80,001 - $85,000 (38.56-40.87):** | 5 | 3 |
| **$85,001 - $90,000 (40.97-43.27):** | 5 | 2 |
| **$90,001 - $95,000 (43.37-45.67):** | N/A | 2 |
| **$95,001 - $100,000 (45.77-48.08):** | 5 | 7 |
| **$100,001 - $105,000 (48.08-50.48):** | 2 | 2 |
| **$105,001 - $110,000 (50.58-52.88):** | 4 | N/A |
| **$110,001 - $115,000 (52.98-55.29):** | N/A | N/A |
| **Salary Not Reported:** | N/A | N/A |

A list of sources used to substantiate salary disclosures is available from the school.
https://www.bls.gov/ooh/healthcare/surgical-technologists.htm
https://www.bls.gov/oes/tables.htm

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

## Cost of Educational Program

Total charges for the program for students completing on time in 2024: **$30,486.93.**

Total charges may be higher for students who do not complete on time.

Total charges for the program for students completing on time in 2025: **$30,486.93.**

Total charges may be higher for students who do not complete on time.

Total charges for the program for students completing on time in 2026: **$33,966.93.**

Total charges may be higher for students who do not complete on time.

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

## Federal Student Loan Debt

Students at SVSTI are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

## Definitions

- "Number of Students Who Began the Program" means the number of students who began a program and were scheduled to complete the program within 100% of the published program length within the reporting calendar year, and excludes all students who canceled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program, minus the number of students who have died, been incarcerated, or been called to active duty.
- "Number of On-Time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-Time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Graduates" is the number of students who completed the program within 150% of the program length (including on-time graduates).
- "150% Completion Rate" is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.

- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students who leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or Bureau-approved Post-secondary Institution.
- “Graduates Employed in the Field” means graduates who begin within six months after a student completes the applicable educational program and are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six-month period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completes the program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by a graduate's or graduates' employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the institution was not able to obtain salary information.

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

## Student’s Right to Cancel

You have the right to cancel the Enrollment Agreement and obtain a refund of charges minus Registration Fee paid through attendance before the 14th calendar day of the first-class session _____/_____/_____ (date), or the seventh day after enrollment, whichever is later. The $100.00 (non-refundable) Registration Fee will not be refunded if the student elects to cancel.

Cancellation/Withdrawal notice occurs when you give written notice of cancellation/withdrawal via the SVSTI Change of Status Form. A Change of Status Form **must** be received **within 72 hours for ANY** status change. SVSTI shall issue a refund within 45 days of a student’s written cancellation or withdrawal via the Change of Status Form.

Student Initials:_____ Date:_____

*Initial only after you have had sufficient time to read and understand the information.*

This Performance Fact Sheet is filled with information from the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this Performance Fact Sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this Performance Fact Sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834; www.bppe.ca.gov; toll-free telephone number: (888) 370-7589 or by fax: (916) 263-1897. This program was approved by the Bureau on 5/10/2021.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Admissions Form

***Full Legal Name:***_____

Preferred Name:_____

Date of Birth:_____

Physical Street Address:_____

City, State, and Zip Code:_____

Phone Number:_____

Email:_____

Social Security Number:_____

Mailing Address, P.O. Box, City, State, and Zip Code *(if applicable*):

_____

Gender? Male Female Other

Active member of the U.S. Military? Yes No N/A

Veteran of the U.S. Military? Yes No N/A

Citizenship Status? U.S. Citizen Permanent Resident Non-Citizen

Earned High School Diploma? Yes No N/A

Earned GED Diploma? Yes No N/A

(**General Educational Development Diploma or High School Equivalency Diploma)

College Education? Yes No N/A

Foreign Education? Yes No N/A

What is your level of English proficiency in writing?

0 No Proficiency
1 Elementary Proficiency
2 Limited Working Proficiency
3 Professional Working Proficiency
4 Full Professional Proficiency
5 Native/Bilingual Proficiency

What is your level of English proficiency in reading?

0 No Proficiency
1 Elementary Proficiency
2 Limited Working Proficiency
3 Professional Working Proficiency
4 Full Professional Proficiency
5 Native/Bilingual Proficiency

What is your level of English proficiency in understanding?

0 No Proficiency
1 Elementary Proficiency
2 Limited Working Proficiency
3 Professional Working Proficiency
4 Full Professional Proficiency
5 Native/Bilingual Proficiency

What is your preferred language?_____

# Immunization Requirements Policy

The following requirements are based on the California State Department of Health Services' recommendations and the clinical site's requirements. You may not be eligible for placement if the following requirements are not completed and submitted by the required due date. **You must complete the following immunizations and provide documentation to the Admission/Enrollment Office no later than the 2nd weekend for the Sterile Processing Program and the 2nd week of Term 2 for the Surgical Technology Program**. For the Sterile Processing Program, it is best to have immunizations completed before you start the course to ensure you are placed on time and do not have to repeat your program.

**Background Check, Drug Test, and proof of purchase/receipt are required before the first day of class (Sterile Processing) or the 2nd week of Term 2 (Surgical Technology).**

A **Titer Report (Blood Test)** must be completed, and the results must be submitted to the Admissions/Enrollment Office by the designated due date. The results must say **IMMUNE**. Suppose your Titer Report indicates that you are not immune to any of the following: Measles/Mumps/Rubella/Hepatitis B/Varicella. In that case, you must get a vaccination and take another Titer Report, which must say **IMMUNE** (30 days after the last immunization) to begin your Externship on time.**If there is no prior proof of the 3-shot series (Hepatitis B) and 2-shot series (Varicella, Measles, Mumps, Rubella), it could take up to 6 months to acquire immunity.*

Since you must complete and submit a Titer Report for Measles/Mumps/Rubella/Hepatitis B/Varicella, it is best to also request a Tuberculosis (QuantiFERON TB) Blood Test from your medical provider or doctor during your appointment.

Yellow = Blood Test

1. **Tetanus, Diphtheria, Pertussis Vaccine (Tdap)** - Must show proof of vaccination (within 10 years). If it has expired or if there is no proof of vaccination, then it is required. Also, if your vaccination is expiring while you are enrolled in the Sterile Processing or Surgical Technology Program, you must receive another vaccination.
2. **Tuberculosis (QuantiFERON TB)** - Must get a negative QuantiFERON TB test (a Blood Test, not a skin test) within 6 months of Externship. If the result is positive, then a chest X-ray must be completed to show proof that you are inactive with the disease. If your chest X-ray is clear, then testing is complete.
3. **Measles, Mumps, and Rubella (MMR)** - Must show proof on Titer Report with numerical values and within 6 months of Externship. Must be immune to all; if there is no immunity, then vaccinations are required. After vaccination, you must wait 30 days before completing another MMR titer test. If you are still not immune, you will need to complete another vaccination series.


*Disclosure: Potential students are not eligible to participate in ANY programs with ANY active/contagious conditions/diseases.*

4. **Hepatitis B (Hep B)** - Must show proof on Titer Report with numerical values and within 6 months of Externship. Must be immune to all; if there is no immunity, then vaccinations are required. After the vaccinations, you must wait 30 days before completing another Hepatitis B titer test. If you are still not immune, you will need to complete another vaccination series.
5. **Varicella (Chickenpox)** - Must show proof on Titer Report with numerical values and within 6 months of Externship. Must be immune to all; if there is no immunity, then vaccinations are required. After the vaccinations, you must wait 30 days before completing another Varicella titer test. If you are still not immune, you will need to complete another vaccination series.
6. **Dr.'s Note/Physical Exam/Statement of Health** - Must show proof from your physician or doctor releasing you to be in good health for Externship.
7. **Basic Life Support Card (BLS)** - Must show proof of current BLS card (**American Heart Association only**). If a student does not have a BLS card, SVSTI offers a designated class for $70.00, payable to the American Heart Association Instructor. Please email the Admissions/Enrollment Office to see when the scheduled BLS classes are.
8. **Influenza Vaccine (Flu)** - Must show proof of vaccination (all students must have it for that calendar year).
9. **COVID-19 Vaccine and Booster** - Must show proof of vaccination.
10. **HIPAA** - Must show proof of completion.
11. **Immunization Records** - Must show proof of immunization records and/or any childhood immunization records.

I have reviewed the SVSTI Immunization Requirements Policy, and I understand that **ALL IMMUNIZATIONS** must be completed by the required due date. If I have not completed the immunization requirements on time, I am subject to failing and may be required to repeat the entire Sterile Processing Program or the Surgical Technology Term, resulting in additional tuition and fees.

***Proof of Titer Report/Tests/Results, proof of immunizations, and documents must be submitted NO LATER THAN _____/_____/_____***

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____



*Disclosure: Potential students are not eligible to participate in ANY programs with ANY active/contagious conditions/diseases.*

***1300 Fulton Pl., Fremont, CA 94539***

***(408) 883-9171***

# Emergency Contact Information Form

Student Name:_____

Physical Street Address:_____

City, State, and Zip Code:_____

Phone Number:_____ Date of Birth:_____

Email:_____

## Emergency Contact(s)

Primary Contact Name:_____

Relationship:_____ Phone Number:_____

Physical Street Address, City, State, Zip Code:_____

Secondary Contact Name:_____

Relationship:_____ Phone Number:_____

Physical Street Address, City, State, Zip Code:_____

# High School Graduation or Equivalency Attestation

I, _____(Student Name), have applied for admission and to enroll to SVSTI Sterile Processing Program or Surgical Technology Program, and I understand that one of the requirements for admission is graduation from high school or an equivalency.

Check the box that applies to you.
I hereby certify that:

- ☐ I graduated from a High School.
- ☐ I earned a GED Diploma (General Educational Development Diploma or High School Equivalency Diploma).

  **This is not General Education or College credits; This is a General Educational Development (GED) test or a high school equivalency test for those who did not complete traditional high school.*
- ☐ I graduated from a Foreign High School.

  ****ALL** Foreign Academics **must** be evaluated and translated into English and submitted within 30 days of enrollment, but prior to the 1st day of class (including High School Diploma, High School Transcripts, College Diploma, and College Transcripts).*

**If, for any reason, this attestation is found to be false or untrue, I understand that I will not have met the Admissions/Enrollment requirements of SVSTI. I will not be considered a student and will therefore be subject to immediate dismissal from SVSTI.**

With my signature below, I attest that the information provided on this form is true and correct to the best of my knowledge.

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Classroom Expectations and Lab Rules

- Be early. You are expected to be in class on time; **arriving 1 minute** after the start of class is considered tardy. More than **15 minutes late** is considered **an absence**.
- Leaving **15 minutes EARLY is considered tardy; exceeding 15 minutes is considered** an **absence**.
- Failure to sign in before class begins is considered an absence**. You MUST sign in before class begins**!
- **Sterile Processing Program - 2 Tardies** are an **absence**. No more than 2 absences are accepted for the **ENTIRE** duration of the Sterile Processing Program. This includes **ANY** tardies.
- **Surgical Technology Program - 3 Tardies** are an **absence**. No more than 3 absences are allowed per 16-week term, **except** for clinical rotations, where students are allowed only 2 absences for the entire Externship. This includes **ANY** tardies.
- **Phones remain in a designated bin or locker (NOT in the Classroom/Lab)** on vibrate or off, unless pre-approved by Instructor(s). **NO** pictures or videos taken unless pre-approved by Instructor(s).
- You must adhere to the **Lab Safety and Maintenance Policy**.
- **No smoking or vaping** on the premises.
- **No hanging out**, learning, or sitting at the table(s) **during Lab**.
- **No bathroom breaks** during scheduled class unless pre-approved by the Instructor (to prepare you for the field).
- **No food or drinks** are permitted at any time during class/Lab.
- **Questions are welcome,** but arguing will not be tolerated.
- **No make-up** assignments, quizzes, Competencies, or tests are given.
- **All paperwork** must be **legible and include your name** and the date to receive credit.
- **Teamwork is required.** Turnover and/or clean-up must be shared equally.
- Students who have signed up for any **Open Lab** must attend or give **48 hours' notice;** they will not be in attendance. If a 48-hour notice is not received through Band (Surgical Technology) or Canvas (Sterile Processing), it will result in a tardy.
- **A passing grade must be maintained** throughout the Sterile Processing Program and Surgical Technology Program. Failure to meet the passing grade requirement will result in academic disciplinary action, including probation and dismissal. This includes any associated fees with repeating a course (if applicable).

- Policy on cheating **(Academic Honesty)**. Dishonesty includes but is not limited to **cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information** to SVSTI faculty and staff (including Competencies and/or finals). This includes sharing information during testing of hands-on skills in the Lab.
- Failing a term does not guarantee eligibility to repeat that term automatically. S**tudents must requalify to repeat a failed term.** This will need to be approved by your Instructors and the Program Director.
- **No Apple Watches** at any time during instruction.
- **No coaching.** No student should coach other students unless otherwise instructed.
- **Uniform requirements** must be followed: black scrubs, surgical hats, and jackets are required. Closed-toe, wipeable, fluid-resistant shoes only.
- **English MUST BE SPOKEN AT ALL TIMES**. Please refrain from speaking in any language other than English during class time and Lab.
- **Students may NOT leave the Lab** (even to use the restroom) until the Instructor has **dismissed** the class.
- **Weekly assignments** are due as posted in the syllabus and Canvas. **Points** are deducted by **15% EACH day past the assignment due date**. All assignments must be completed by Wednesday of the last week in the Sterile Processing Program and the Surgical Technology Program.
- **Sterile Processing Lab Competencies** are completed during Lab time, and a passing grade of **70% or higher** must be obtained on **EACH** Competency to be eligible to move forward with the Sterile Processing Program and/or take the course final. No make-up Competencies are allowed.
- **Surgical Technology Lab Competencies** are completed during Lab time, and a PASS on each Lab Skill must be achieved. A PASS is 100%. Please refer to the Surgical Technology Competency Policy.
- In addition to the Lab requirements, the Lecture Portion and/or online coursework must be **completed**. Home study, memorization, and knowledge of surgical instruments are essential for success in the Classroom, Lab, Externship, and future employment.
- **All immunizations and BLS** are due by the **2nd weekend of class for Sterile Processing and the 2nd week of Term 2 for Surgical Technology**. If all immunizations and/or Externship requirements are not received by Week 5, students may be dropped from the course or required to repeat it, which will result in additional fees.
- **Students are expected to maintain a respectful and professional demeanor at all times**. Disrespectful or unprofessional behavior or language will result in dismissal and an absence. Continued disrespectful and unprofessional behavior or language may result in expulsion.
- **No swearing or unprofessional language** at any time in the Classroom, Lab, and Externship.

- At the end of class each day/week, students are required to present **all opened sets** to the Instructor for **inspection and verification**.
- Supplies are not disposable; **please do not throw any supplies away** (e.g., Indicators, wraps, gowns, gloves, etc.). We reuse everything to save costs and supplies. PPE is typically in short supply; please bring your own mask and reuse gloves, gowns, and other supplies during the course. Do not throw away blue towels or reusable gowns; instead, put them in the linen hamper.
- Students **may not be under the influence of ANY substance AND/OR alcohol** in the Classroom, Lab, Externship, CST Prep, etc. SVSTI and/or your clinical site has the right to require a drug test or dismiss you if you are suspected of being under the influence of drugs and/or alcohol. You may be removed from the Campus or clinical site and/or expelled if found to be under the influence.

_____ (Initial) Infraction of ANY of the above requirements may result in an SSP and/or dismissal from class, and/or clinical site for the day, which will also result in an absence. Two (2) SSP's may result in probation or dismissal from the Sterile Processing Program.

_____ (Initial) Infraction of ANY of the above requirements may result in an SSP and/or dismissal from class, and/or clinical site for the day, which will also result in an absence. Three (3) SSP's may result in probation or dismissal from the Surgical Technology Program.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Lab Safety and Maintenance Policy

**Safety** of self and others is the primary concern in the laboratory setting. To ensure the safety of students, faculty, and staff in the laboratory, students are expected to follow the policies and procedures for Lab Safety and Maintenance. Students are encouraged to expand their skills through safe practice. Demonstration of critical safety elements by faculty/staff is required prior to any student being allowed to use any equipment. Students will be required to demonstrate appropriate safety with all equipment, techniques, and procedures in the laboratory prior to practicing in the field.

**General Lab Safety Rules and Policies:**

- No long sleeves are allowed under scrub tops.
- No bulky/large/chunky jewelry. Simple necklaces and post earrings are permitted.
- No facial jewelry.
- No rings or bracelets of any kind.
- No hats of any kind are allowed in the Lab.
- Minimal makeup is permitted. No false lashes.
- No fake (Gel or Acrylic) nails. Nails should be short and natural in color without polish.
- Beards must be kept trimmed. No hair extensions or unnatural hair color.
- Good personal hygiene must always be maintained.
- Students will be responsible for sterilizing items.
- Students will be responsible for keeping soiled towels in the hamper and folding clean ones.
- Students will be responsible for informing their Instructor or Program Director when an item needs to be reordered or restocked.
- Any accidents, injuries, or unexpected responses to interventions or skills being practiced should be reported immediately to the Lab Instructor.
- Students must report any unsafe situations to staff or faculty immediately.
- Though every effort is made to ensure that all equipment is functioning properly, students must notify the Instructor of any broken or malfunctioning equipment.
- Absolutely no cell phones can be used during instruction time. If you are seen using your phone during class/Lab, your Instructor will ask you to leave and has the right to send you home for the day.
- You are considered tardy if you arrive 1 minute after the start of class. You will also be considered tardy if you leave class early. Weekly Lab Evaluations cannot be made up. The door will be locked 5 minutes after class starts.
- Students are only allowed in the Lab when an Instructor is present.
- No open-toed shoes are allowed in the Lab.
- Teamwork is expected.
- No food or drinks are allowed in the Lab/Classroom at ANY time.
- Weekly Lab evaluations cannot be made up. If a student is more than 15 minutes late, an absence will be recorded.

**Lab Maintenance:**

- Students are responsible for cleaning the Lab after every class and for completing the weekly cleaning list.
- All equipment and treatment areas shall be cleaned following each use with an approved antimicrobial cleanser.
- All countertops / flat surfaces will be cleared off and cleaned.
- Timers will be put back on the whiteboard.
- Timers will be turned off and placed in the appropriate bin.
- Floors will be swept and mopped.
- All equipment will be wiped down with disinfectant wipes.
- Scrub sinks will be cleaned.
- Trash will be taken out.
- Trash will be collected and taken out.
- All equipment and supplies should be returned to their designated storage areas at the end of each Lab/class.
- Students should adhere to the Hazardous Materials safety precautions when using chemical cleansers.
- No Lab equipment or supplies may be removed without the Lab Instructor's written consent.

**Initial the Following:**

- ☐ I understand and have read where the Emergency Preparedness and Response Plan Binder *(Evacuation for Earthquake, Fire, and Medical) is*. The binder is kept in the Lab.
- ☐ I understand and have read where the MSDS Binder *(Material Safety Data Sheets Binder) is*. The binder is kept in the Lab.
- ☐ I understand and agree to follow all policies in the Lab Safety and Maintenance Policy.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Surgical Technology Externship Policy and Expectations

The following are the basic rules for your upcoming Externships. These policies reflect the requirements employers have for paid employees. This means that you are expected to approach your Externship site with the same level of maturity and professionalism that is expected at any medical facility. Keep in mind that your behavior and level of professionalism reflect not only on you but also on SVSTI.

These rules include, but are not limited to:

- **All students are ASSIGNED to a clinical site.** If you refuse a site assignment, your Externship start date could be significantly delayed, and there is also the risk of not finding a site to accept your late start date, which would result in removal from the Surgical Technology Program.
- If you are **dismissed from a site** for ANY reason, it will **result in expulsion** from the Surgical Technology Program.
- First and foremost, you must conform to the **facility's rules, regulations, and policies**. These include the use of PPE (personal protective equipment), adherence to patient confidentiality rules (HIPAA), wearing of ID badges, and any other facility-specific policies and procedures.
- **Adhere to SVSTI's dress codes.** This means you must always present a professional appearance and conduct yourself accordingly.
- **Tardiness is unacceptable**. Allow yourself enough time to change into scrubs and be ready to start before your shift begins. This will not go unnoticed when it comes time to make the decision whether to hire you or not. Understand that some sites require you to pay for parking.
- **Absences are unacceptable** except in cases of illness. If you are absent, late, or leave early for ANY reason, you are required to **(1) notify your preceptor prior to the start of your shift, and (2) notify Julie Hamrick, SVSTI Program Director, by texting (408) 640-2991 prior to the start of your shift**. You are only allowed a total of 2 absences during the entire Externship. Any student with absences over 2, including tardies, violates SVSTI's Attendance Policy and may result in expulsion from the Surgical Technology Program.
- Every effort will be made to keep Externship sites within a 2-hour commute from Campus; however, this may not always be possible. Students will attend where assigned. **ATTITUDE IS EVERYTHING**. You are a student. You are there to learn. Keep this in mind.
- Students must arrive prior to their scheduled shift to ensure that they are in the department and ready to learn on time every day (arrive early). **ON TIME IS LATE.**
- Students are required to upload their **Weekly Time Sheets, Weekly Evaluations, Weekly Case Logs, and Case Studies** to Canvas by Sunday, 11:59 pm each week.

- **Professionalism** is expected during Externship. Take notes, stay active, and refrain from using your cell phone during Externship.
- Students **MUST** complete their Surgical Technology Externship hours (500) and a minimum of 120 specific cases within the 16-week term to graduate.
- If students are required to **repeat Externship**, they will be required to pay a fee of $4,500.00.
- Students are required to submit **ORIGINAL documents**, which include **Weekly Time Sheets, Weekly Evaluations, Weekly Case Logs, Case Studies, and the Graduation Satisfaction Survey**, as well as complete the **End-of-Course Survey** before taking the NBSTSA: CST certification exam.
- All **ORIGINAL documents** must be completed, **uploaded correctly**, and submitted to the Program Director in order to complete the Surgical Technology Program successfully.
- **Surgical Counts** must be approved and signed by both the student and the Program Director.

_____ (Initial) If you get kicked out of a site for **ANY** reason or asked to leave, you will not be allowed to return to SVSTI for **ANY Program(s)**. I have read, understood, and will abide by the above policy.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Surgical Technology CST Prep Policy

- All students are **required** to take the NBSTSA: CST certification exam on scheduled dates for 6 weeks at the end of Term 3 (days and times are TBD). If you do not participate, you will receive an F and will either need to repeat Term 3 or face expulsion.
- All required Externship paperwork will be uploaded weekly to Canvas by Sunday at 11:59 pm. If they are not sent, you will be pulled from the clinical site until further notice (please refer to the Externship Policy and Expectations). Points are deducted daily. We encourage students to upload by Friday evening to ensure they receive the Instructor's feedback.
- If payments are not made during Term 3, the student will be pulled from the clinical site and will not be returning until payments are made or until 2 absences have been taken (If the clinical site does not allow you to return, you will be dropped from the Surgical Technology Program).
- Refer to the Externship Policy and Expectations, and the Attendance Policy for details on notifying the Program Director of any absences or leaving early. Failure to follow the policies may result in expulsion.
- Students must be on time and present for **EVERY** CST Prep class. No excused absences allowed.

***Your scheduled Certified Surgical Technologist Prep class is scheduled to begin on _____. Your CST Prep classes will be for six weeks. Dates and times are TBD. By signing below, I acknowledge that this is a requirement for graduation.***

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Technology Requirements Attestation

By signing this document, I agree that I have the required access to a computer and the minimum recommended system requirements to successfully complete the Distance Education Portion of the Sterile Processing Program or Surgical Technology Program.

**Canvas recommended requirements:**

- Smart devices, PCs, laptops, iPads, etc., that are 5 years old or newer with at least 1 GB of RAM.
- Web browser success.
- An internet speed of 512 Kbps or faster is required.
- Download bandwidth 5 Mbps or faster.
- Sound.
- Graphics 64 MB or higher.
- CPU 1.8 GHz or more.

**Cengage and MindTap (Surgical Technology only) recommended requirements:**

- Smart devices, PCs, laptops, iPads, etc., that are 5 years old or newer with at least 1 GB of RAM.
- Web browser success.
- An internet speed of 512 Kbps or faster is required.
- Download bandwidth 5 Mbps or faster.
- Sound.
- Graphics 64 MB or higher.
- CPU 1.8 GHz or more.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Equal Employment Opportunity Policy

Silicon Valley Surgi-Tech Institute is an Equal Opportunity Employer.
Program Auxiliary Aids and Services are available upon request to individuals with disabilities. Disabilities will be accommodated upon request that meets the Core Performance Standards and requirements of the position.

It is the policy of Silicon Valley Surgi-Tech Institute to promote Equal Employment Opportunity through a positive continuing program. This means that Silicon Valley Surgi-Tech Institute will not discriminate, nor tolerate discrimination, against any applicants and students because of race, ethnicity, color, religion, sex, sexual orientation, gender, gender identity, national origin, pregnancy, citizenship status, age, disability, veteran status, or genetic information. Additionally, it is the policy of Silicon Valley Surgi-Tech Institute to provide an environment for each Silicon Valley Surgi-Tech Institute applicant and student that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, ethnicity, color, religion, sex, sexual orientation, gender, gender identity, national origin, pregnancy, citizenship status, age, disability, veteran status, or genetic information. Silicon Valley Surgi-Tech Institute is an Equal Opportunity Employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for enrollment without regard to race, ethnicity, color, religion, sex, sexual orientation, gender, gender identity, national origin, pregnancy, citizenship status, age, disability, veteran status, or genetic information.

This policy shall be posted in places conspicuous to all students. It shall be communicated to all applicants for Admissions/Enrollment, and it shall be given such external dissemination as is necessary to inform and secure the cooperation of individuals and organizations constituting sources of employment referrals to Silicon Valley Surgi-Tech Institute. The "Equal Opportunity is the Law" poster is posted in the Breakroom and the Lobby. Copies of this document in other languages are available at *Workplace Posters | U.S. Department of Labor*.

For more information about Silicon Valley Surgi-Tech Institute's Equal Employment Opportunity, including procedures for filing a complaint of discrimination and its commitment to affirmative action in hiring minorities, women, persons with disabilities, and veterans, please see the Admissions/Enrollment Office.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Needlestick/Sharps Protocols

Should you suffer a needlestick/sharps or any blood/body fluid exposure, immediately notify your preceptor. Do not be embarrassed, and **DO NOT WAIT**. Drug prophylaxis following a high-risk exposure is time-sensitive. Seek immediate help.

**Immediate care of the body site:**

1. Needlesticks/sharps and cuts: scrub out and immediately clean the wound/contaminated exposure site with liberal amounts of soap and water.
2. Splashes to the nose, mouth, or skin: decontaminated by vigorous flushing with water.
3. Splashes to the eyes: irrigated with copious amounts of clean water, saline, or sterile irrigant.

If the facility has not already taken your blood, then they will need to do so before you are released from the facility. Once you have been released from the facility, you are under no obligation to return to have your blood drawn. **You will need to take blood samples with you to the laboratory.**

Note: the patient's name, hospital number, attending physician, and location. This will help determine the level of exposure from the source patient and aid in deciding prophylactic treatment.

Follow all facility protocols, including reporting of the incident to the facility's Employee Health Service (if applicable). Once facility protocols have been met, you must contact the Program Director, Julie Hamrick, immediately, and complete the **Accident Injury Report** along with all required paperwork. **A claim must also be reported at Great American Insurance Group** [Report a Claim - Specialty Property & Casualty - Great American Insurance Group](). This is a time-sensitive task that must be completed on the **same day, with no exceptions**.

**As soon as possible following accident/injury/exposure/needlestick/sharps:**

- Students should seek medical care at the nearest Wellness Mart or their primary care provider; an emergency room visit is usually not necessary.
    - Medical attention may include:
      -Needlesticks/sharps and cuts: scrub out and immediately clean the wound/contaminated exposure site with liberal amounts of soap and water.
      -Splashes to the nose, mouth, or skin: decontaminated by vigorous flushing with water.
      -Splashes to the eyes: irrigated with copious amounts of clean water, saline, or sterile irrigant.
      -Obtaining the student's and the patient's blood for testing.
      -Receiving advice regarding follow-up treatment and testing.

- If the student has personal health insurance, please provide it to the Lab/provider. Once an insurance claim is made, they will be in contact with the student to arrange payment for any invoices/bills.
- If students do not have health insurance, they will provide the institution with any bills for the insurance claim.
- For services/treatment beyond the initial visit, the student will be responsible.

**Home | WellnessMart | 57 Convenient Nationwide Locations** (locations near us are in San Jose, Hayward, Campbell, Pleasanton, and Mountain View). **Locations - WellnessMart**

**Ms. Julie Hamrick, Program Director**
**408-640-2991 (Cell) and 408-883-9171 (Campus)**
**jhamrick@svsti.com**

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Surgical Technology Additional Charges Policy

- Students are responsible for purchasing their **Cengage eBooks and MindTap.** For a 1-year unlimited access platform **($244.99+)**, they will need to purchase for the 2nd year, for a total of **($489.98+)**. **DO NOT PURCHASE INDIVIDUAL BOOKS**.
- Students are responsible for purchasing their **Surgical Counts ($39.95+)** (needed to be paid before Externship), and access is required to record surgical cases.
- Students are responsible for purchasing their **AST Membership, Study Guide, and NBSTSA certification exam ($257+)**, which must be paid during Term 2.
- Students are provided 2 surgical gowns and 2 surgical gloves at the beginning of the program. If a student loses or damages those surgical gowns/gloves, they are responsible for the replacement **($25.00**).
- Students are responsible for their own **Drug Testing ($55+)** and **Background Checks ($75+)**, for a total of **($130+).**
- Students are responsible for paying for their **BLS** class **($70.00)** if they decide to sign up for the class offered at SVSTI. **ONLY AMERICAN HEART ASSOCIATION BLS PROVIDER**.
- Immunizations or any other requirements required by the clinical site are the student's responsibility.
- Students are responsible for wearing black scrubs, scrub caps (which can be purchased if preferred over disposable caps), and wipeable, closed-toe shoes.
- Students are responsible for their own supplies, including laptops, tablets, and desktops.
- Students are responsible for replacing the **SVSTI Diploma ($20.00)** and/or **Identification Badge ($20.00).**

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Surgical Technology Payment Plan Policy

1. A ***$4,400.00 Deposit*** secures a seat in the ***Surgical Technology Program***. Payments must be completed in accordance with the following approved payment plan.
2. Monthly payment plans may be approved as follows:

   ***Degree Program (no General Education) = $29,800.00.*** Eight (8) payments of $2,800.00 and one (1) payment of $3,000.00 must be received on or before the 15th day of EACH month until the balance is paid in full.

   ***Degree Program (with General Education) = $33,100.00****.* Twelve (12) payments of $2,200.00 and one (1) payment of $2,300.00 must be received on or before the 15th day of EACH month until the balance is paid in full.
3. ***Surgical Technology*** students on approved payment plans must make timely payments and agree to the following terms, as outlined in the Payment Plan Policy.
4. Only one (1) move start date is allowed, subject to a required $100.00 Move Fee.

Payment plans for the ***Surgical Technology Program*** state that:

_____ (Initial) Payments are due by the ***15th of EACH*** month.

_____ (Initial) Students can be removed from class and/or clinical site, and/or restricted from taking the final or being placed on Externship until payments are in good standing.

_____ (Initial) If you have been pulled from a clinical site and/or the clinical site does not allow you to return, you will be dropped from the program (*please refer to the Attendance Policy).*

_____ (Initial) If any student misses class due to non-payment, those absences will be recorded and may affect grades.

_____ (Initial) Surgical Technology students repeating a failed term or re-entering the program or moving start dates for any reason, must complete a Change of Status Form and an Addendum to Enrollment Agreement, and will be subject to any additional applicable fees, including tuition increases.

a. Degree Program NO General Education (8) monthly payments: $2,800.00 + (1) monthly payment: $3,000.00

**Initial:**_____

b. Degree Program WITH General Education (12) monthly payments: $2,200.00 + (1) monthly payment: $2,300.00

**Initial:**_____

c. Tuition is paid in full. **Initial:**_____

d. Other pre-approved arrangements:_____ **Initial:**_____

I agree to the requirements of the SVSTI-approved monthly payment plan and agree to submit the monthly payment NO LATER than the 15th day of EACH calendar month.

Student Initial:_____ SVSTI Initial:_____

By initialing the above and signing below, you understand and agree to the payment plan options for the Surgical Technology Program, and you are agreeing to be financially responsible for your account balance and will abide by all terms of the Payment Plan Policy.

I have read and understood all the terms and conditions contained in this payment agreement, and I agree to be legally bound by those terms and conditions.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

## ***Late Payment Policy and Fees***

Each late payment is subject to a $100.00 Late Fee.

Late payments will result in students being pulled from class, Externship, or being restricted from taking the final and receiving an absence (please see the Attendance Policy for allowed absences). If you do not make a payment during your Externship, you will be pulled from your clinical site. ***Communication is key!***

## ***Failed Term/Class Policy***

1. If you fail a term, a $4,500.00 Repeat Fee will apply. ***(You get one failed term for Surgical Technology)***
2. No extensions are given for Surgical Technology; you will have to repeat the term.
3. Bounced checks or a declined payment are subject to a $35.00 Fee.

## ***Failure to Pay Policy***

The purpose of this policy is to define a student's failure to pay all fees or charges to the student's account and outline potential consequences for such action.

By registering for the SVSTI Surgical Technology Program, students agree to be financially responsible for their account balance and any applicable fees, including, but not limited to, tuition, textbooks, and miscellaneous charges.

Failure to comply with SVSTI's payment policies may result in further collection activity by an outside collection agency or attorney. When this action occurs, students are responsible for paying all collection expenses, which may exceed 50% of the original balance owed. Although every effort is made to contact a student prior to submitting the account to a collection agency, SVSTI reserves the right to submit a student's account for collection at any time if the student fails to remit the personal payment portion of the account balance.

I have read and understood all the terms and conditions contained in this payment agreement, and I agree to be legally bound by those terms and conditions.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Sign-Off Sheet

_____ (Initial) I understand that it is my responsibility to read and familiarize myself with the policies, procedures, and expectations contained in the Academic Catalog and Handbooks, which may be found on the website at www.svsti.com.

_____ (Initial) I agree to abide by the standards and accept full responsibility for my behavior on and off Campus.

_____ (Initial) I pledge to adopt the professional philosophy of SVSTI, perform my duties to the best of my ability, and, upon graduation, demonstrate pride in my career as a medical professional.

_____ (Initial) I read the Externship Policy and Expectations and understand that if I decline an Externship and/or get expelled from a site, I will be dropped from the Sterile Processing Program or the Surgical Technology Program.

_____ (Initial) I accept that placement is based on availability and understand that most sites require a full-time schedule and that I must be prepared to adhere to the clinical site's schedule.

_____ (Initial) I have read and understand the Academic Policies.

_____ (Initial) I understand that it is my responsibility to read and familiarize myself with the Repeat/Re-entry Policy found on the Handbooks, Academic Catalog, and website at www.svsti.com.

_____ (Initial) I have read and understand where the Emergency Preparedness and Response Plan Binder *(Evacuation for Earthquake, Fire, and Medical) is*. The binder is kept in the Lab.

_____ (Initial) I have read and understood where the MSDS Binder *(Material Safety Data Sheets Binder) is*. The binder is kept in the Lab.

_____ (Initial) I understand that my program start date may be moved to a future available start date ONE TIME, subject to a required $100.00 Move Fee.

_____ (Initial) I accept that during COVID, Flu season, Natural Disasters, etc., there could be a delay in my Externship placement.

_____ (Sterile Processing Initials ONLY) I understand that missing the Competency Day will result in an automatic fail and that I will be dropped from the Sterile Processing Program.

_____ (Sterile Processing Initials ONLY) I understand that the expected graduation date on the Sterile Processing Enrollment Agreement does not include the completion of 240 Externship hours.

Program:_____

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Surgical Technology Core Performance Standards

The **Surgical Technology Program** at SVSTI prepares and educates students to become entry-level Surgical Technologists in operating rooms. The profession's scope of practice requires demonstrating responsibilities and accountability within the role, as well as the competencies expected of a surgical technologist. It is important to note that the profession of surgical technologist is one that is physically, mentally, and emotionally demanding. Indicated below are several examples of the scope of practice, roles, and competencies that will be encountered.

SVSTI is committed to providing reasonable accommodation in its academic programs to qualified individuals with disabilities, including, but not limited to, those with learning disabilities. A reasonable accommodation is one that does not require a fundamental alteration to the nature of the Surgical Technology Program or lower academic and/or clinical standards.

Throughout the Surgical Technology Program, students must be able to perform in a reasonably independent and timely manner that does not affect the quality of care, the safety of patients or other individuals, and in a way that does not adversely affect SVSTI, clinical affiliates, or any member of the healthcare team.

Students must possess aptitude and abilities in six areas: sensory skills; fine and gross motor skills; strength, mobility, and physical endurance; communication, comprehension, reading, and writing in English; behavioral stability; and cognitive ability and critical thinking.

It is the student's responsibility to understand the duties, skills, and abilities required of a surgical technologist. In addition to the technical standards described below, students are encouraged to review the information regarding surgical technologists at *Surgical Technology (svsti.com)*.

The following list is not meant to be all-inclusive, but rather provides examples of required activities. Students are encouraged to review the standards carefully; if they have any questions or concerns, they should discuss them with the Chief Academic Director of SVSTI.

***Core Performance Standards***

- The ability to stand and sit for extended periods of time in one location with minimal to no breaks.
- The ability to bend, twist, or move around repeatedly or over time without tiring.
- The ability to lift, carry, and/or move objects weighing over 20 pounds.
- The ability to refrain from nourishment or restroom breaks for periods of up to six hours.
- Demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing eye protection.
- Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment.
- Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet.
- Hear activation/warning signals on equipment.
- The ability to detect odors sufficient to maintain environmental safety and patient needs.
- Ambulate/move around without assistive devices.

- The ability to assist with and/or lift, move, position, and manipulate the patient who is unconscious with or without assistive devices.
- The ability to effectively communicate with others, both verbally and in writing.
- Possess short- and long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies and performing anticipation skills intraoperatively. The ability to retain information.
- The ability to make appropriate judgment decisions.
- Demonstrate the use of positive coping skills under stress.
- Demonstrate calm and effective responses, especially in emergencies.
- Exhibit positive interpersonal skills during patient, staff, and faculty interactions.
- Perform all Lab and clinical skills within a pre-established timeframe that ensures safe patient care.
- Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination using assistive devices (having the ability to work quickly and safely in emergent situations is VERY important).
- To be free of reportable communicable diseases and chemical abuse.

Students are expected to follow the same professional standards required in the field, including maintaining patient confidentiality and complying with **HIPAA** requirements. Because we simulate real-world clinical settings, recording, photographing, or otherwise capturing activities in the Lab is subject to the same professional expectations and restrictions you would encounter in a healthcare facility.

**Learning Disability Disclosure and Accommodation Acknowledgment**

SVSTI is committed to providing reasonable accommodations to qualified students with documented learning disabilities in accordance with applicable federal and state laws.

Students who have a documented learning disability and wish to request accommodations must disclose their disability and provide appropriate supporting documentation during the admissions/enrollment process. Accommodations cannot be implemented until the disability has been disclosed and all required documentation has been received and reviewed by the institution.

Students are required to indicate one of the following:

- ☐ I do not have a documented learning disability and am not requesting accommodations.
- ☐ I have a documented learning disability and wish to disclose it for the purpose of requesting reasonable accommodations. I understand that I must provide appropriate documentation before accommodations can be considered.

**Students are strongly encouraged to disclose any documented learning disability during the admissions/enrollment process so that reasonable accommodations, if approved, can be implemented before the start of classes. Requests made after admissions/enrollment may delay the implementation of accommodations and cannot be applied retroactively.**

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# General Education Transfer Credit(s) Attestation

**I, _____ (Student Name), am enrolling in the Surgical Technology Program and understand that one of the requirements for admission/enrollment is to provide OFFICIAL Transcripts for ALL transferable General Education courses.**

SVSTI requires the following General Education Courses: English, Math, Psychology, Interpersonal Communications, and Computer Concepts.

ANY/ALL General Education courses that have been deemed transferable MUST be completed in accordance with the Transfer Credit Policy.

All transferable credits must meet the following criteria:

- The credits must be earned at an institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA), **OR**
- Be recommended college credits evaluated by the American Council on Education (ACE), or the National College Credit Recommendation Service (NCCRS).

All transferable credits are subject to review and approval by SVSTI, which reserves the right to deny any transfer credits that do not meet institutional or program standards.

**I also understand that if, for any reason**, I have not provided OFFICIAL Transcripts, I will NOT be eligible to complete/graduate from SVSTI's Surgical Technology Program.

**I hereby certify that:**

- ☐ I agree to provide **OFFICIAL** Transcripts for the following credits:
- ☐ I have provided **OFFICIAL** Transcripts for the following credits:

_____

_____

If, for any reason, this General Education Transfer Credits Attestation is found to be false or untrue, I understand that I have not met SVSTI's Surgical Technology admissions/enrollment requirements and, therefore, am not eligible to complete/graduate from the program. With my signature below, I attest that the information provided on this form is true and correct, to the best of my knowledge.

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Physical Address Attestation

I, _____ (Student Name), attest that the address on my California (CA) Driver's License or California (CA) State ID is or is not the same as my current physical address. I hereby certify that I reside at this address at the time of enrollment at SVSTI.

Physical Street Address:_____

City, State, and Zip Code:_____

For out-of-state (non-CA) Driver's Licenses, applicants will provide one of the following for the address above:

Copy of Rental Agreement:_____

Any State of Federal Document:_____

Utility Bill:_____

Other:_____

With my signature below, I attest that the information provided is true and correct to the best of my knowledge. I am also aware that if my address changes while I am currently enrolled, I will notify SVSTI within 30 days of these changes and must fill out an Information Change Form.

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Surgical Technology Lab Competency Agreement

_____ (initial) Students must achieve a **PASS** on each **Lab Skill** and therefore will pass/fail only (no grade).

_____ (initial) A **PASS** is **100%** on each **Lab Skill**.

_____ (initial) **Failure** to **achieve a PASS** will **result** in a **one-time remediation** of the skill before the next set of Competencies is due. **Skills can be remediated ONLY once**. A **PASS** must be **achieved** on the **remediation** in order to continue in the program.

_____ (initial) A **recognized breach** in any aspect of a skill may **occur only once**, must be stated by the student, and the **proper corrective action** must be stated. **Subsequent recognized breaches** will result in a **FAIL**.

_____ (initial) An unrecognized **breach in sterility** will result in a **FAIL**.

_____ (initial) A maximum of **4 different skills may be remediate**d.

_____ (initial) **Failure** of the **5th skill** will result in **dismissal.**

_____ (initial) I understand it is my **responsibility to arrange remediation** with an Instructor. The Instructor will not initiate the remediation.

_____ (initial) **Failure to remediate** all skills by Wednesday of Week 15 will result in **dismissal**.

_____ (initial) I understand that **Competencies** are listed in **Canvas,** and it is my responsibility to review what I will be **graded** on each term or ask questions prior to Competency day.

_____ (initial) I understand that it is **my obligation** to find time to **schedule** my **2nd attempt at Competency** (before the next set of Competencies are due) with my **Instructor** if I fail the first attempt.

_____ (initial) I understand that if I **do not** complete and **pass EACH of my Competencies**, I won't be **eligible to move forward** in the Surgical Technology Program and will be **required to repeat** the term (if eligible).

_____ (initial) I understand that all **rubrics** for Competencies are available on **Canvas** under the **"Lab Competency"** module, and it is my responsibility to review what I will be **graded** on each term or to ask questions prior to Competency day.

_____ (initial) I also understand that these are **requirements** to be met to continue in the **Surgical Technology Program.**

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Emergency COVID-19 Absence Policy

If a student feels they have COVID-19 symptoms, they must be tested by the first missed class to fall under this policy, unless it is after business hours, in which case the student needs to be tested the following morning. ***If a test is positive for COVID-19, follow the reporting and isolation steps below:***

- Immediately report your COVID-19 positive test result to your Instructor(s) and/or Program Director, as well as your externship site *(manager or educator*). A COVID-19 test must be done in a laboratory (*not a Home Test*) and must include your ***legal name on the test result document****.*
- Stay home and isolate for a minimum of 3 days.
- If on day 3, you have no symptoms or your symptoms are mild and resolving (and you have no fever for *at least 24 hours without the use of fever-reducing medication*), you must test again (*Lab Test*) and provide a new test result document with your legal name.
- You must provide a negative test result (*Lab Test, **not** a Home Test*) with your legal name before you can return to the Campus and/or Externship Site.

**Additional Information:**

- SVSTI provides students with a ***one-time*** COVID-19 emergency absence, allowing an additional 3 days for the ***entire Surgical Technology Program*** (*not per term*) or an additional 2 days for **the entire Sterile Processing Program**.
- Students must follow the policy exactly as stated, or their absence(s) will not be accepted under this policy.
- SVSTI does not allow make-up of missed assignments or exams. Students will receive a zero for any missed assignments and/or exams during their absence.
- Any absences exceeding *3 emergency absences* for Surgical Technology or *2 emergency absences* for Sterile Processing will **not** be excused *(please refer to the Classroom Expectations and Lab Rules, and Attendance Policy)* and could affect the student's grade and/or program status.

***If, for any reason, your doctor does not allow you to test in a laboratory, you will not be able to use the emergency absences (only the regular allotted absences for your program). You can also get tested at CVS, Walgreens, or a laboratory. I acknowledge and understand the above Emergency COVID-19 Absence Policy:***

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Identification Badge Policy

The student identification badge and lanyard provided by SVSTI should be worn at all times at clinical sites and are recommended on Campus. Replacement badges can be obtained by contacting the SVSTI Admissions/Enrollment Staff. The replacement cost of the badge and lanyard is ***$20.00.*** If a student withdraws, fails, cancels, or drops, they will be required to pay the badge fee.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Surgical Technology Lab Turnover Agreement

_____ (initial) I am aware that my group has **10 minutes** to turn over instruments and supplies between cases so that the next group member may begin setup.

_____ (initial) I understand that if I don't finish everything within the allotted 10 minutes, I may be required to stay after class to complete packaging and cleaning of the Lab.

_____ (initial) I understand that I **must** have a timer running for the duration of my group's turnover.

_____ (initial) I understand that if I **do not** have a timer running for my turnover, my timer is over 10 minutes, or the next person has not started, our group will receive a tardy for the day.

_____ (initial) I understand that 3 tardies are equal to 1 absence.

_____ (initial) I understand that more than 3 absences will result in a letter grade drop, per the SVSTI Attendance Policy.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Surgical Technology Academic Integrity Policy

Ensuring academic integrity is an educational objective taken very seriously. In recognition of individual academic achievement, each student, faculty, and staff member commits to being part of a community of scholarship that prides itself on honesty and integrity. Students agree that, by taking this program, all required papers may be submitted to Turnitin.com for textual similarity review and plagiarism detection. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

Academic and/or professional misconduct is subject to disciplinary action, including probation, failure in a graded course component, failure in a course, or dismissal. Student academic misconduct includes but is not limited to cheating on examinations, plagiarism, bribery, falsification of student records, and improper attempts to influence Instructors or school officials. For online courses, this includes submitting others' work, entering discussion threads under false pretenses, or failing to comply with the Instructor or the Distance Education Coordinator. This includes AI websites and apps.

## *Policy on Cheating (Academic Honesty)*

Dishonesty includes but is not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to SVSTI faculty, staff, admissions/enrollment, administrators, or other SVSTI officials.

When a student is charged with plagiarism or cheating related to a class, and the Instructor has reasonable proof or documentation, or the student admits the violation, the Instructor may select one or more of the following options:

- Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
- Issue a failing grade (“F”) or a “0” for the assignment in question.
- Issue a failing grade for the course.
- Refer the student to the Program Director or Chief Academic Director for disciplinary action, which may include dismissal from SVSTI.

**Behavior:**

- This is a college course, and appropriate behavior is expected.
- If you feel that you cannot behave in a manner that is appropriate for this class, please do not attend class.
- Respect your fellow classmates, their right to learn, and their opinions.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Surgical Technology Assignments

With ANY assignment submitted in class, please fill in all blanks. This includes your first and last name and the date, including the year. Points will be deducted for blank spaces.

## Case Studies

- Due every even week on SUNDAY by 11:59 pm on Canvas in **Lab** (ST111/ST222).
- Do not copy and paste information (including the use of AI). Answers need to be in your own words, or it is considered plagiarism, which is grounds for a **0** on the assignment and/or dismissal from the Surgical Technology Program.
- If it is LATE, it will be automatically deducted by 15% **per day.**

## Medical Terminology Quizzes

- Taken every MONDAY (in class) at the start of class.
- The words and the definitions are found on Canvas in **Lab** (ST111/ST222) under **MODULES**.
- If you are late to class, you will not get extra time to take your quiz.

## A&P Quizzes

- Taken on some MONDAYS (in class) at the start of class.
- The quiz dates are available on Canvas in **Lab** (ST111/ST222) under **MODULES**.
- If you are late to class, you will not get extra time to take your quiz.

## Lab Eval Quizzes

- Taken on some THURSDAYS (in class) at the start of class on the weeks specified in Canvas under **MODULES**.
- If you are late to class, you will not get extra time to take your quiz.

## Lab Skills Final

- Term 1
    - Must pass with a **70%** or higher to move on to Term 2.
    - Taken by Week 15 and completed by Week 16. The grading rubric is on Canvas, so you are free to review it at any time - we are very transparent, and there will be no surprises!
- Term 2
    - Must pass with a **75%** or higher to move to Term 3 (Externship).
    - Taken by Week 12.
    - If the score is between 65% and 74%, the student will be allowed ONE retake and must pass with a **75%** or higher to continue.

- If the score is under 65%, no retake is allowed, and the student must repeat Term 2 (if approved to retake the term).

**Canvas Discussions**

- Throughout the term on Canvas in **Theory** (ST1/ST2)**.** This is a significant portion of your overall grade (25%), and you are required to participate.
- Opens MONDAY by 11:59 pm and closes SUNDAY of the following week by 11:59 pm.
- You must fully answer all parts of the prompt to receive full credit.
- You must post and also respond to 2 classmates with comments that add meaningful value on two separate days (a total of 3 different days for posts and replies).

**Cengage Books**

- Assignments are due every SUNDAY by 11:59 pm.
- Once an assignment due date has passed, it cannot be reopened. (Work ahead to set yourself up for success).
- Please do not copy and paste answers from the book or the internet (including the use of AI). You will receive zero credit for any answers that are plagiarized.
- You must pass **EACH BOOK** with a minimum of 70% in order to move on to the following term.
- AST Surgical Procedures is your main eBook (please ensure you are reading the material in this book).

**If you know ahead of time you will be absent on the day of a quiz, you can arrange to take your quiz early. However, there will be no make-up quizzes after the date has passed.**

**Please remember that all online assignments need to be completed in your own words. Plagiarism violates SVSTI's Academic Integrity Policy and may result in dismissal from the Surgical Technology Program.**

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____

# Surgical Technology Attendance Policy

It is crucial that every student attends all scheduled classes throughout the duration of SVSTI's Surgical Technology Program to learn the skills needed to be successful in this field of study. The Surgical Technology Program is designed as an advanced, fast-paced program that requires all students to adhere to the following Attendance Policy.

Students are allowed 3 absences during each 16-week term, except for clinical rotation, when they are only allowed 2 absences. These absences are for genuine emergencies and should be treated accordingly.

1-14 minutes late (within any given term) = 1 tardy.
15 minutes late or more (within any given term) = 1 absence.
Leaves class early 1-14 minutes (within any given term) = 1 tardy.
Leaves class early, 15 minutes or more (within any given term) = 1 absence.
Leaving the Campus before the Instructor has dismissed the class = 1 absence.
3 tardies (within any given term) = 1 absence.
4 absences (within any given term) = Subject to a drop in a letter grade.
5 absences (within any given term) = Automatic dismissal (drop) from the Surgical Technology Program.

Any student who has ONE no-call/no-show or who has left Campus without requesting approval from the Instructors and/or Program Director may be expelled from the Surgical Technology Program. YOU MUST CONTACT ALL YOUR INSTRUCTORS ON BAND PRIOR TO THE START OF CLASS.

SVSTI students are expected to maintain a respectful and professional demeanor at all times. Students who demonstrate disrespectful and/or unprofessional behavior will be asked to leave the Campus, resulting in an absence.

Students may only repeat a failed term one time. If a Surgical Technology student wishes to repeat the failed term, they must do so within the following term and are subject to SVSTI's Repeat/Re-entry Policy and the Probation and Dismissal Policy. Should the failed student elect to skip the next cohort start date, the student MUST receive approval from the Program Director. Only two (2) attempts at ANY term.

There will be a fee of $4,500.00 to repeat the term, which will be subject to enrollment availability, as classes are often filled well in advance of each scheduled program start date (Please refer to the Repeat/Re-entry Policy and Probation and Dismissal Policy). After the second failed attempt, the student will be dropped from the Surgical Technology Program.

Students must complete a minimum of 120 specific cases and 500 hours on a clinical rotation to meet the requirements of the Surgical Technology Externship rotation. (Please see the website for details: www.svsti.com).

Students are expected to complete all required immunizations by the second week of Term 2 or by the designated due date noted on the Immunization Attestation. If this expectation is not met, which can cause a delay in Externship placement, the student may be required to "Repeat" the term, which will also incur a "Repeat Fee" of $4,500.00 and the eligibility requirements for repeating a term. Students must complete a minimum of 500 hours of Clinical Rotation. Students must accept the clinical placement assigned to them; if they refuse, they may be dropped from the program. By signing this form, you acknowledge/agree to the SVSTI Surgical Technology Attendance Policy.

**Surgical Technology Leave of Absence (LOA) Policy:**
A Leave of Absence (LOA) may be granted to a Surgical Technology student when the Institute determines that the student can reasonably return and successfully complete the program. Approval of a Leave of Absence is not automatic and is subject to review by the Program Director.

**Acceptable Reasons for a Leave of Absence:**
A student may request a Leave of Absence for reasons including, but not limited to:

- Medical conditions or recovery from illness or injury.
- Pregnancy or childbirth-related circumstances.
- Personal or family emergencies.
- Military obligations.
- Administrative reasons approved by the Institute.
- Other circumstances beyond the student's reasonable control.

Appropriate documentation may be required to support the request.

**Maximum Leave Period:**
A Leave of Absence may not exceed a cumulative total of one hundred eighty (180) calendar days within any twelve (12) month period. The 180-day period is calculated from the student's Last Date of Attendance (LDA) through the approved return date. Students who do not return by the approved return date may be withdrawn from the program.

**Return to the Program:**
Approval to return from a Leave of Absence is subject to:

- Program seat availability.
- Completion of all required re-entry documentation.
- Approval by the student's Instructor(s) and Program Director.
- Successful completion of all required competency assessments.

Students returning from a Leave of Absence will be charged a **$4,500 Re-Entry Fee** to cover administrative, instructional, and scheduling costs associated with re-entry into the program.

**Competency Assessment and Placement:**
Because Surgical Technology is a competency-based program, students returning from a Leave of Absence must successfully demonstrate current knowledge and skills before being permitted to resume coursework or clinical training.
Competency may be evaluated through:

- Written examinations.
- Practical laboratory examinations.
- Skills assessments.
- Other evaluations deemed appropriate by the Program Director.

The results of these assessments will determine the appropriate term, course sequence, and placement for re-entry.

**Re-Entry Requirements:**
All students seeking to return after a Leave of Absence must complete the Institute's Re-Entry Evaluation Form and comply with all requirements outlined in the Repeat/Re-Entry Policy and the Probation and Dismissal Policy. Approval for re-entry is not guaranteed and is contingent upon satisfactory academic standing, demonstrated competency, compliance with institutional policies, and available program capacity.

**Externship Refresher Requirement:**
Students who take a Leave of Absence immediately prior to Externship must successfully complete a mandatory clinical skills refresher before being assigned to a clinical site. This will take place during the scheduled ST222 class time.

The refresher requirement consists of:

- **Forty-eight (48) total hours of on-campus laboratory instruction.**
- **Twelve (12) consecutive laboratory skills days.**
- Demonstration of Competency in Core Surgical Technology skills as determined by the Program Director and instructional faculty/staff.

Students must successfully complete all refresher requirements before becoming eligible for clinical placement. Completion of the refresher does not guarantee immediate placement, and students remain subject to clinical site availability.

**Change of Status Requirement:**
Students requesting a Leave of Absence, withdrawal, or other status change must complete a **Change of Status Form** within seventy-two (72) hours of notifying the Institute of their intent to leave the program. Failure to complete the required documentation may result in a failing grade and may adversely affect the student's academic record, financial aid eligibility, and re-entry status.

**Institutional Authority:**
The Institute reserves the right to approve, deny, modify, or condition any Leave of Absence request based on the student's academic progress, attendance, professionalism, competency, clinical placement requirements, accreditation standards, and ability to complete the program successfully.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____