

**Enrollment Agreement Jan. 1, 2019-Jan. 1 2024**

SVSTI 1040 Park Ave #C San Jose, CA 95126

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Grad Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Sterile Processing Certificate Program is approximately 10-12 weeks long with 300 clock hours of instructional time. Instruction will be held at 1040 Park Ave San Jose, CA 95126. Students will receive and/or be given access to a class schedule, including days and times prior to the start of the first class. This enrollment agreement covers the length of the program which are estimated above as the start date and expected grad date.

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’).

**Tuition and Fees:**

The tuition charges and total charges for your program are estimated and may change for the following reasons: (a) you may have to repeat a course(s) required for graduation; (b) the courses in your program, and number of credit hours for such courses, are subject to change; and (c) course materials (e.g., books, course packets, etc.) and associated costs are subject to change. No other fees are required to any other entity to participate in the educational program. After completion of program there will be a fee associated with the Certification test that will be the student’s responsibility after completion of program.

**Registration Fee (Non-Refundable) $250.00**

**Tuition $2500.00 ($250.00 registration fee will go towards the tuition, leaving a remainder of $2250.00)**

**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 at the first-class session\_\_\_\_/\_\_\_\_/\_\_\_\_ (date), or the seventh day after enrollment, whichever is later. The $250 nonrefundable registration fee will not be refunded if canceled.

The STRF as of March 2019 is $0 for every $1000 paid. (nonrefundable). There are no additional institutional charges or fees.

**TOTAL SPD 101 TUITION= $2500.00**

Cancellation or withdraw occurs when you give written notice of cancellation in person, via email or certified letter. You can do this by mail, in person, by fax or email.**You must cancel before first class session to receive any monies paid at the very latest.** If a student obtains a loan to pay for the educational program, the student is responsible to repay the full amount of the loan plus interest, less the amount of any refund.

# Prior to signing this enrollment agreement, You acknowledge that you have been given reasonable time to read and understand this agreement and have been given an exact copy and have received or been given access to: (a) SVSTI’s academic catalog, available at: [www.svsti.com](http://www.svsti.com) .

# Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# I certify that I have received the catalog, School Performance fact sheet, and information regarding completion rates, placement, recent class default rates included in the School Performance Fact Sheet and have signed initialed and dated the information provided in the School Performance Fact Sheet.

Initials \_\_\_\_\_\_\_\_\_

# 2. Your rights and responsibilities as a Silicon Valley Surgi-Tech Institute student are further set forth in this agreement and in SVSTI’s academic catalog, which SVSTI may amend from time to time.

# 3. You further acknowledge that you have discussed all terms of this agreement and understand that there are no financial services available at this time. You may obtain financial support outside of SVSTI. Textbooks may be rented/loaned from SVSTI or you may purchase textbooks from another source. An unofficial transcript is available.

However, no certificate or degree will be issued until all tuition and obligations have been paid in full.

**ALL TUITION AND FEES ARE PAYABLE IN ADVANCE UNLESS OTHER ARRANGEMENTS ARE MADE W1TH SVSTI BEFORE COMMENCING CLASSES.**

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 agreement is legally binding once signed and dated by the student and approved by SVSTI. Any changes in 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 he/she is a minor.

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

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.**

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

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Compliance with College Policies; Dismissal Rights: You agree to comply with all College policies, including. But not limited, to College policies regarding tardiness, grades, attendance, leaves of absence, conduct, honesty, safety, harassment, discrimination, satisfactory academic progress and payment. If you fail to comply with College policies, you may be withdrawn. Tuition will be refunded in accordance with the College’s refund policy.
* College 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 College’s program review process, which includes input from program advisory committees comprised of employers assisting the College to better meet industry needs. Program changes may result in modifications to the length, content, material, or schedule of your program. The College 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 investigation may require you to submit to a drug or alcohol test. You must consent to provide blood, breath and/or urine samples, upon request by an authorized representative of SVSTI, to determine whether you are under the influence of drugs, alcohol or other chemical intoxicants. You agree 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. You must further consent to and authorize the release of all information generated by or obtained from the substance-test to the College, 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 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 testimonial (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 College, or any other name that SVSTI may choose.
* You understand that you will receive no compensation for the permitted use of any testimonial (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 testimonial, 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 testimonial and assign all such rights you may have to SVSTI.
* Student Health Information: Students in certain programs require immunizations because they practice invasive procedures such as venipuncture and injections (see 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 risk of exposure to communicable diseases such as hepatitis, tuberculosis and HIV/AIDS. You are responsible for all costs associated with health screenings and immunizations.
* Licensing and Certification: SVSTI encourages all graduates to sit for the appropriate licensing and certification examinations in order 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 states or countries. 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 affiliations 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 set forth in our Cancellation and Refund Policy.
* 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 Certificate you earn in SVSTI program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate 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 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 make seek to transfer after attending SVSTI to determine if your Certificate will transfer. SVSTI currently does not award credit for prior experiential learning.
* The transferability of credits you earn at SVSTI are nontransferable currently and therefore do not transfer credits nor have Title IV funding. We are currently a non-accredited institution and do not participate in any Federal or State financial aid.
* 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.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**It is important that you keep copies of your enrollment agreement, receipts, or any other information that documents the amount you paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, (888)370-7589 or (916)431-6959.**

* SVSTI admits high school graduates and applicants beyond the age of compulsory school attendance who have a General Educational 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. 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 status. There are no associated charges. SVSTI does not offer English as a Second Language (ESL) coursework. All instruction and services are provided in English only. English language proficiency equivalent to a High School Diploma or high school equivalency diploma is required. The minimum age requirement for attending SVSTI, 17 in California Those who are under the age of 18 at enrollment are required to have a parent guardian sign the Enrollment Agreement.

This enrollment agreement is printed and given to the students in person to read and sign and sometimes candidates ask to have a copy emailed to them.

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 2535 Capital Oaks Drive, Suite 400, Sacramento, CA. 95798-0818 Web Site Address: [Www.bbpe.ca.gov](http://Www.bbp.ca.gov) Telephone and Fax #’s: (888)370-7589 or by fax (916)263-4897, (916)431-6959 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 or by completing a complaint form, which can be obtained on the bureau’s internet Web Site [www.bppe.ca.gov](http://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)

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Official Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information**

**Equipment**

Laparoscopic Tower (monitor, camera box, light source, lap instruments, scopes), Cautery Machine x 2, Suction Device x 3, OR Bed x2, OR Light x2, Autoclave, A Variety of Instrument Sets in all Specialties, Back Table x 3, Mayo Stand x 4, Ring Stand x 2, OR Scrub Sink, Hand Wash Sink, Computers & iPad in Student Success, Instrument and Supply Racks, Library of Resources/Books, IV Poles x 4, Kick Bucket, Step Stool, Prep Stands x 2, First Aid Kit, Suture Cart, Printer/Laminator Station, Tables, Chairs, Hampers x 5, Head Light Source, Blood Pressure Cuff Machine, Case Cart, Projector and Screen, Sharps Container x 2, Flat Wrap Rack with a variety of wraps, Whiteboards, Mannequins x 2, Variety of Instrument set rigid containers, Scrub Brush Holder x 2, Scrub Brushes, Instrument Brushes, Cleaning Materials, Infection Control Materials, Sterile Processing equipment/supplies, A Variety of OR, Supplies/Drapes/Suction/Bovie/Gloves etc., A Variety of Disposables for OR, Anesthesia, Cart with Anesthesia Supplies, Core Power, Arthroscopy Shaver, Cooling, Rack, A variety of Internal and external indicators, A variety of Peel pouches, Workflow Tables x 3.

The “Basic of Sterile Processing Sixth Edition” book will be loaned to student for no additional charge. We have a student success room with a variety of books and other resources such as flash cards, diagram posters, and workbooks. We also have two student computers along with iPad for students to use during regular business hours or by appointment. Students may borrow any of the resources to use at home to study and complete assignments such as instrument books etc. Students sign a Book loan form when borrowing a book and are to return to campus in a timely fashion. We also have tutor hours posted and will take them as a need basis as well. They have 24-hour access to the LMS platform (Canvas) until the completion of the certification test. There are many resources available to them on the platform and the curriculum recommended by the CBSPD via their materials such as book, workbook and study guide.

Tutoring hours are listed in the Student Success room and are during regular business hours and/or provided by appointment with instructor.

Black scrubs will be purchased by the student and worn on campus and possibly to externship if site doesn’t provide their own scrubs.

SVSTI does not offer housing nor is responsible in finding or assisting students in searching for housing. We do not have dormitory facilities however there are plenty of apartments and housing available near the campus at 1040 Park Ave. San Jose, CA. The average rent is $2,730 according to <https://www.rentcafe.com/average-rent-market-trends/us/ca/santa-clara-county/san-jose/>

We are located near 280, 87, 101, and 880 Highways and Caltrain, VTA and Bus Lines are nearby.

We do not accept credits earned through challenge examinations, achievement test or ability to benefit at this

time. SVSTI currently does not award credit for prior experiential learning and therefore do not charge any

fees for this service.

SVSTI does not extend any credit or lend any monies to students for institutional or noninstitutional charges.

We offer a blended program not distance learning and therefore students will get their grades on assignments on the LMS platform immediately and the final taken on campus will be input within 24 hours of completion. Students will have face to face in real time.

This Enrollment Agreement is available on our website at <http://svsti.com> and can also be emailed to students that request it. The Enrollment Agreement is updated every 5 years. An Addendum insert will be added if any changes are made before that timeframe.

All students must meet with the Program Director or Regional Director of Operations prior to withdrawing from a program to discuss circumstances and complete necessary documents (change of status form).

Attendance is critical to your success at SVSTI, just as it will be critical in the success of your new career. Be sure to have transportation to school arranged and make arrangements for back-up transportation. Be sure to have childcare arrangements made as well as back-up childcare. Have a solid plan so that you can attend school every day. Carefully assess your homework responsibilities. Do you have a quiet place to study? Have you made arrangements so 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 two hours of study/homework for every one hour of weekly scheduled lecture.

Any violation of academic integrity is a serious violation and therefore is subject to disciplinary action up to and including dismissal from SVSTI. A student can be dropped, with no refund, from the program for;

* + Disciplinary actions including but not limited to being dismissed from clinical site
  + Drug or alcohol usage on campus or clinical site
  + Lack of academic integrity
  + More than 2 absences
  + 2 attempts of a grade consisting of lower than 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 high 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 health care workplace.
  + Respectfully address all instructors with the appropriate title.
  + 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 have to repeat a course may be subject to additional fees. SVSTI refunds tuition if student cancels an enrollment agreement or withdraws during a period of less than 60% of attendance and shall be a pro rata refund.

**Mission Statement**

SVSTI is committed to the success of our students by providing the curriculum and skills and education to pursue their goals 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 a financially viable program in the evolving field of medicine.