



Enrollment Agreement July 1, 2021- July 1, 2026

SVSTI

1729 S. Main St. Milpitas, CA 95035

(408) 883-9171

Student Name: _____ Program: _____

Address: _____ Start Date: _____

City, State, Zip: _____ Expected Grad Date: _____

Phone Number: _____ Date of Birth: _____

Email Address: _____ Other: _____

The Sterile Processing Program is a 12-week program that includes SPD101 and SPD111. SPD101 is a 6-week blended course (60 clock hours of instructional time / 3 credits). SPD111 consists of an externship 240 clock hours/ 5 credit. Students will be on campus for 6 weeks (36 lab clock hours and 24 online theory hours) to complete SPD101. Upon completion of SPD101, students will be placed at a medical facility for approximately 6 weeks (240 clock hours). Instruction will be held at 1729 S. Main St. Milpitas, CA 95035. 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 are stated in the estimated start date and expected grad dates 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').

Method of Delivery

The **Sterile Processing Program** at SVSTI offers a blended program where students will utilize an LMS platform for assignments in combination with face to face on campus instruction to utilize hands-on learning for core competencies. Campus-based instruction includes applications, laboratories, and externships. Online courses require a commitment to substantial independent study along with the access and participation in the platform.

The online learning platform is accessible 24-hours per day, seven days per week. The course syllabus, material, assignments, participation post, and email will be through Canvas (Sterile Processing & Surgical Technology).

Upon completion of the Sterile Processing Program students will earn a Certificate of completion.

Tuition and Fees:

Tuition is due in full by the first day of class. 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. Upon completion of the program, there will be a fee associated with the Certification examination that will be the student's responsibility.

STERILE PROCESSING PROGRAM - COST BREAKDOWN	
Institutional Tuition Cost (12-Weeks) 8 Semester Credits	\$2750
Certification Examination (noninstitutional charge)	\$125+
Coursebook	\$135+
TOTAL COST	\$3010*

**Only \$2750 goes to SVSTI -additional supplies, immunizations, scrubs, books, etc. not included.*

+These are the current prices which are subject to change. Length of Program does not include any breaks or holidays.

Certification exam fee for Sterile Processing Program is \$125 which is the student's responsibility outside of SVSTI.

Registration Fee (Non-Refundable) \$100.00

Tuition \$2750.00 (\$100.00 registration fee will go towards the tuition, leaving a remainder of \$2650.00)

If qualified for a discount the discount will be \$_____ and the total tuition would be \$_____

Student Initials _____ SVSTI Initials _____

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 \$100 non-refundable registration fee will not be refunded if the student elects to cancel. Cancellation or withdrawal occurs upon receipt of a written notice of cancellation in person, via email or certified letter. Cancellation must be made in writing in person, email or a certified letter sent to

SVSTI. Students must cancel before the first scheduled class session to receive any monies paid.

SVSTI shall refund 100 percent of the amount paid for tuition, less a \$100 registration fee if cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later. SVSTI shall process refunds within 45 days of a student's written intent to cancel or withdraw.

Student Signature _____ **Date** _____

Student Printed Name _____ Date _____

The STRF as of February 8, 2021, is \$0.50 for every \$1000 paid (non-refundable). There are no additional institutional charges or fees.

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. The student is entitled to a refund of monies not paid from federal student financial aid program funds. 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. 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.

1. Prior to signing this enrollment agreement, you must be given a catalog of brochures 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 obtain acknowledgement from the student via signature and date of receipt of 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.

2. I certify that I have received the 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, including the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

SVSTI's academic catalog, available at: www.svsti.com .

Student Signature _____ **Date** _____

Student 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 _____

3. 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.

4. 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.

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

ALL TUITION AND FEES ARE DUE AND PAYABLE IN ADVANCE UNLESS OTHER ARRANGEMENTS ARE MADE WITH 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 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. In addition, your signature authorizes SVSTI to contact your employer to obtain employment verification.

TOTAL CHARGES OBLIGATED BY THE STUDENT TO PAY UPON ENROLLMENT FOR STERILE PROCESSING 101 INFECTION CONTROL & SPD111 EXTERNSHIP IS \$2750.

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 _____

Student Printed Name _____ Date _____

Official Signature _____ Date _____

- Compliance with SVSTI's Policies; Dismissal Rights: You agree to comply with all SVSTI's policies, including, but not limited to, SVSTI's 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. Tuition will be refunded in accordance with the SVSTI's refund policy.
- SVSTI 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 that are comprised of employers assisting SVSTI to better meet 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 investigation may require any 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 you 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 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 SVSTI, 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 due to the nature of aspects of the program including practicing 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 enroll 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.

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 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 every effort to ensure 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 currently non-transferable and therefore do not transfer 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
P.O. Box 980918
West Sacramento, CA 95798-0818

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by fax (916) 263-1897.

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 non-collection 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

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- 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 immigration 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 is 17 in California. Those who are under the age of 18 at the time of enrollment are required to have a parent/guardian sign the Enrollment Agreement on their behalf. This enrollment agreement is printed and given to the students in person to read and sign and is available in electronic form through email upon request.

SVSTI only offers the Enrollment Agreement in English however it is posted on our website at <https://svsti.com/> which offers Google translate in other languages to ensure that a student understands the terms and conditions of the enrollment agreement due to English not being 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

2535 Capital Oaks Drive, Suite 400

Sacramento, CA. 95833

P.O. Box 980918

West Sacramento, CA 95798-0818

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by fax (916) 263-1897. Web Site Address: [Www.bbpe.ca.gov](http://www.bbpe.ca.gov)

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
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 _____

SVSTI Official Signature _____ Date _____

Additional Information

PROGRAM EXTERNSHIP POLICY

The following are basic rules for your upcoming externships. These policies are similar to what any employer would require of an employee. This means that you are expected to treat these externships with the same level of maturity and professionalism as you would any compensated position. Keep in mind, your behavior and level of professionalism reflects not only upon yourselves, but on SVSTI as well. **Please read, initial each check mark, and sign and date at bottom.**

These rules include, but are not limited to:

- You will be assigned a clinical site. If you refuse that site, it could significantly delay your start of externship or even risk the possibility of being removed from the program.
- If you are dismissed from a site for **ANY** reason, it will result in expulsion from the program.
- First and foremost, you **MUST** conform to the rules, regulations, and policies of the facility. These include use of P.P.E. (personal protective equipment), rules of patient confidentiality (HIPAA), wearing of I.D badges, and any other facility-specific policies and procedures.
- Adhere to SVSTI's dress codes. This includes, but is not limited to, policies regarding the wearing of jewelry (including facial), cologne or perfume, no artificial/gel nails, & fingernail length/polish, etc. This means you must always present a professional appearance and conduct yourselves accordingly.
- Tardiness is unacceptable. Plan to 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 at school **PRIOR** to the start of your shift. You are only allowed a total of **two (2)** absences during your rotation. If absences are in excess of two days, this could impact your clinical site assignment, up to and including removal from site which would therefore lead to either failure of that term or expulsion.
- Every effort will be made to keep externship sites within a 2-hour commute of 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.
- If the student is unable to complete their SPD externship in the time (240 hours/6weeks) allowed due to unusual circumstances, an extension must be requested and a fee of \$500 will be added to their tuition. If the student wishes to extend their externship for Sterile Processing, they must be pre-approved prior to starting the externship.
- If the student fails Sterile Processing, they will be required to repeat the entire course and will be required to pay a fee of \$1000.
- I have read, understood, and will abide by the above policy.

Student signature

Date

Notice to Prospective Degree Program Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval) 05/05/2021, and full accreditation by (date five years from date of provisional approval) 5/05/2026.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

(SVSTI) Institutional Representative Initials: _____ Date: _____

Student Initials: _____ Date: _____

(b) The student and an institutional representative shall initial and date the notice prior to executing an enrollment agreement. An initialed copy of the notice shall be given to the student and the original shall be retained in the enrolled student's records.

(c) The notice shall also be posted immediately preceding or following as to clearly pertain to the description of the degree program, including, but not limited to, one or more of the following: admissions requirements, length of program, courses offered or areas of focus. Such notice shall be included, at a minimum, in the following locations:

- (1) The institution's catalog where each degree program is described.
- (2) The institution's website where each degree program is described.
- (3) The institution's degree program brochures.

Equipment

Laparoscopic Tower x2 (monitor, camera box, light source, lap instruments, scopes), Cautery Machine x 2, Suction Device x 3, OR Bed x4, Gurney, OR Light x2, Autoclave, A Variety of Instrument Sets in all Specialties, Back Table x 4, Mayo Stand x 7, Ring Stand x 4, 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 3, 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 8.

The “Basic of Sterile Processing Sixth Edition” book will be loaned to students at 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 iPads 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 must complete a Book loan form when borrowing a book and are expected to return the borrowed item to campus in a timely fashion. Available tutoring hours are posted in the Student Success Room during regular business hours. Tutoring sessions are also available by appointment with an instructor as needed. Students have 24-hour/ 7 days a week access to the LMS platform (Canvas) until the completion of the certification examination. There are many resources available to students on the platform and the curriculum recommended by the CBSPD via their materials such as book, workbook, and study guide.

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

SVSTI does not offer housing nor is responsible for finding or assisting students in searching for housing. We do not have dormitory facilities however there are plenty of apartments and housing available around the vicinity of the campus. The average rent near the campus location (1729 S. Main Street, Milpitas, CA) 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 tests 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 non-institutional charges. We offer blended programs therefore students will have face to face synchronous instruction in conjunction with assignments on an LMS platform. SVSTI will ensure any materials needed for the distance learning portion of the blended educational program are received within seven days after the institution accepts the student for admission. All assignments on the platform are graded immediately and any assignments graded on campus will be graded and input within 24 hours after submission.

Externship rotations will be in a medical facility within 2 hours of campus (please see externship policy for details). We have a vast variety of affiliation agreements with hospitals, surgery centers and other medical facilities. We will do our best to place the student at a site close to where they live or work however this is not always possible. All students are guaranteed a clinical placement in a timely fashion. In most cases, this is immediately following the completion of the coursework. Students are responsible for obtaining the required immunizations and will not be secured for externship until all required documents are submitted to the Program Director. Each facility has different requirements and therefore it will depend on where the student is placed. Each affiliate agreement SVSTI has established contains these requirements, The student will be notified if requirements differ from the list they are provided at enrollment (also listed on our website at <https://svsti.com/>).

This Enrollment Agreement is available on our website at <http://svsti.com> and in electronic form through email upon student's request. The Enrollment Agreement is updated every five (5) years. An Addendum insert will be added should any changes be made before the scheduled review cycle.

All students must meet with the Program Director or Regional Director of Operations prior to withdrawing from a program to discuss circumstances and to 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 reliable means of transportation to and from school arranged. Plan for alternative (or back-up) transportation in the event your primary means of transportation is unavailable. 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 allow you to 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 an average of 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 may be dropped from the program for:

- Disciplinary actions including but not limited to being dismissed from a clinical site
- Drug or alcohol usage on campus or clinical site
- Lack of academic integrity

- More than two (2) absences
- Two (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 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 course 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 and shall result in a pro rata refund.

If the student withdraws from the program after the period allowed for cancellation of the agreement and has completed 60% or less of the period of attendance (term), SVSTI will calculate whether a tuition refund is due, and if so, remit a refund within 45 days following the student's 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 monies, the institutional/California state refund policy shall be a pro rata refund of monies paid for institutional charges for students who have completed 60 percent or less of the period of attendance. The pro rata percentage is based on days of attendance within the period of attendance. 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 to the guarantor of the loan, if any. Any remaining balance will be paid to the student.

CANCEL OR WITHDRAWAL	REFUND CALCULATED
Within 7 days of enrollment (Cancellation)	Up to 100% of monies paid less \$100 Registration Fee
Completion of to 60% of the term/attendance period	Pro-rated refund based on withdrawal date
Over 60% of term/attendance completed.	No refund

PERSONALLY IDENTIFIABLE INFORMATION:

SVSTI is required to collect the social security number (SSN), gender ethnicity, citizenship status, and driver's license number for a variety of legally mandated activities, including income tax reporting and administration of federally supported financial aid programs. Gender, ethnicity, citizenship, 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 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. 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. Silicon Valley Surgi-Tech 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's policy that no qualified student be excluded from participating in any program or activity or be subjected to discrimination with regard to any program or activity due to his or her disability. To better serve its students and applicants, Silicon Valley Surgi-Tech will provide reasonable accommodations/modifications to qualifying individuals with disabilities. The individual must meet the essential eligibility requirements of Silicon Valley Surgi-Tech to participate in programs or activities with or without reasonable accommodation/modification. Students who are in need of an accommodation/modification should notify the administrative offices. 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:

_____ I understand that I must provide proof that required health tests have been completed before I can be released to any externship or clinical site. The tests may consist of TB, Chest X-Ray, MMR, or Hepatitis. All costs associated with these tests and providing this information to SVSTI are my responsibility.

Both the Academic Catalog and the Student Handbook can be found on our website at: <https://svsti.com/>

ACADEMIC CATALOG:

_____(initials) I acknowledge and understand how to access the SVSTI academic catalog.

STUDENT HANDBOOK:

_____(initials) I acknowledge and understand how to access the SVSTI student handbook.

HIGH SCHOOL / GED ATTESTATION:

_____(initials) 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.)

SVSTI collects and reports racial/ethnic backgrounds of students and employees. 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? Yes No

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

American Indian or Alaska Native Asian Black or African American

Native Hawaiian or other Pacific Islander White

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.

Student Signature _____ Date _____

IMMUNIZATION STATUS, DRUG USE, AND / OR BACKGROUND CHECK ACKNOWLEDGEMENT

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

ALL PROGRAMS – NOTIFICATION TO ALL PROSPECTIVE STUDENTS

If you have passed, pending, or future criminal convictions, you may be prohibited from obtaining certification, licensure, or employment in your field of study.

Enrollment into the externship or clinical experience often requires successful completion of a background check. Falsifying information or a negative background check may prevent you from being accepted into an externship or clinical experience. Should this occur, SVSTI may withdraw you from the program. Any refund of tuition and fees will be calculated according to the Refund Policy outlined in the catalog at www.svsti.com

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

Student Signature _____ Date _____

Student Printed Name _____ Date _____

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

Official Signature _____ Date _____

Chief Academic Director: _____ Date: _____

Distance Learning Policy

SVSTI offers blended programs and requires students to attend on campus along with instructional hours off site through an online learning platform. Students will be granted access for Canvas (Sterile Processing & Surgical Technology) upon enrollment completion. The Surgical Technology students will receive access to Cengage on Orientation Day which typically occurs the week prior to the first day of class. Students must have access to a computer with internet service to attend the blended programs.

Employment Disclaimer

SVSTI does not guarantee job placement however, we do provide clinical placement as part of the curriculum which may lead to professional placement.

Silicon Valley Surgi -Tech is an Equal Opportunity Employer/Program Auxiliary Aids and Services are available upon request to individuals with disabilities.

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.

Silicon Valley Surgi -Tech is an Equal Opportunity Employer/Program Auxiliary Aids and Services are available upon request to individuals with disabilities.