

SVSTI

Immunization / Medical Screening Requirements

These requirements are based on the California State Department of Health Services recommendations and clinical facility requirements. You must complete the following immunizations and provide documentation to the Program Director (by Week 2). Clinical sites now require a TITER draw to determine your antibody immunity. If you are no longer immune you must receive the necessary immunization or booster.

Proof of TITERS must be received prior (by Week 2) to secure externship placement.

1. Tetanus / Diphtheria / Whooping Cough (TDaP) - Must present proof of vaccination within 10 years. If no proof- vaccine must be re-administered
2. Mantoux Test (PPD)- Two-step PPD test is required **OR** Gold Interferon testing (best option)
 - a. **IF PPD skin test is selected the student must have the injection and then have the area read 3 days later (step 1)**
 - b. (Step 2) If negative - **a second PPD skin test injection is REQUIRED 4 days later. After the second injection you must have the area read AGAIN 3 days later**
 - c. If either PPD or Gold Interferon test is positive, a chest X-Ray must be taken. If chest X-Ray is negative, testing is complete. DO NOT have a chest X-Ray until 1 month before externship
3. Measles / Mumps / Rubella - Titer is required, **with numerical lab values**
 - Titer results must be turned into the Program Director
 - If no immunity, immunization, or booster is required
4. Hepatitis B - Titer is required, with numerical lab values
 - Titer results must be turned into the Program Director
 - If no immunity, immunization, or booster is required
 - **MUST complete 2 of 3 immunizations in Hep B series BEFORE start of externship (this can take UP TO 3 MOS to COMPLETE - start ASAP after enrollment)**
5. Varicella (chicken pox) - Titer is required, **with numerical lab values**
 - Titer results must be turned into the Program Director
 - If no immunity, immunization, or booster is required
6. Physical - a complete pre-work physical **MUST** be completed. This may be a simple note from your Physician releasing you to be in good health for externship
7. CPR - Students **MUST** show proof of current BLS (Healthcare CPR) certification prior to externship (SVSTI WILL provide the CPR course to students)
8. Influenza - **Vaccination required DURING FLU SEASON**



Admissions Form

Last Name: _____

First Name: _____

Date of Birth: _____

Address: _____

Cell Phone: _____

Email: _____

Social Security Number: _____

Gender: Male Female

Are you active Military? Yes No

Are you a Veteran of the US Military? Yes No

Citizenship? US Citizen Permanent Resident Non-Citizen

High School Graduate? Yes No

GED? Yes No



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

SVSTI 1729 S. Main St. Milpitas, CA 95035

Student Name: _____ Program: _____
Address: _____ Start Date: _____
City, State, Zip: _____ Expected Grad Date: _____
Phone Number: _____ Date of Birth: _____
Email Address: _____ Other: _____

The Surgical Technology Program is approximately 52 weeks long, which consist of 2 16-week terms on campus, 1-16-week term at externship to complete the required cases, and a 4-week prep class for the certification exam. Externship requirements will be 120 specific surgical cases completed within the 16-week term (3rd term). These cases must meet or exceed the standard requirement by ARC/STSA & CAAHEP. These specific requirements can be found <http://www.arcstsa.org/wp-content/uploads/2016/08/SIG-ST-0816.pdf>.

There is approximately a total of 1616 educational hours of instructional time (ST1/ST111, ST 2/ST222, and ST3/ST333). 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. This enrollment agreement covers the length of the Course, 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 Course 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. **Certification exam fee for Surgical Technology is \$247(students will be required to take the NBSTSA secure practice exam until Accreditation is approved, once approved they will be grandfathered in for sitting for the NBSTSA exam)** The eBooks are \$179.99 for 1-year access or \$239.99 for 2-year access which will be paid by the Student prior to first day of class. (2-year access is needed for the degree program).

Registration Fee (Non-Refundable) \$250.00

Tuition \$18000.00 (\$250.00 registration fee will go towards the tuition, leaving a remainder of \$17,500.00)

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 14th calendar day of first class session ____/____/____ (date). The \$250 nonrefundable registration fee will not be refunded if canceled.

TOTAL SURGICAL TECHNOLOGY TUITION= \$18000.00+ \$247 NBSTSA certification exam + eBooks 1-year \$179.99 or 2-year \$239.99 (only \$18,000 will be paid to SVSTI).

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

Student Signature _____ **Date** _____

Student Printed Name _____ **Date** _____

Cancellation occurs when you give written notice of cancellation. You can do this by mail, in person, by fax or email.

SVSTI shall pay a refund within 45 days of a student's written cancellation or withdrawal. SVSTI shall refund 100 percent of the amount paid for tuition for Surgical Technology Program, less a \$250 registration fee if cancellation is made through attendance at the end of the business day of the 14th calendar day of the start date. Cancellation must be made in a letter in person, email or a certified letter sent to SVSTI.

If the student wishes to cancel, Cengage eBook is nonrefundable the fee is \$179.99 or \$239.99 paid by student prior to orientation for the Surgical Technology Program is nonrefundable. Refunds for items of extra expense to the student, such as books, tools or other supplies should be handled separately from refund of tuition and other academic 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 moneys 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 and 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 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.

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 .

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.

Student Signature _____ Date _____

Student Printed Name _____ Date _____

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 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 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; \$18,000 ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT. SURGICAL TECHNOLOGY PROGRAM IS \$18,000

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 _____

- 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 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 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.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

- 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, 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 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, 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.

- 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.

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 at 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

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.bbpe.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 no different than 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 the possibility of being removed from the program.
- If you are kicked off a site for **ANY** reason, then 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 professional appearance and conduct.
- Tardiness is unacceptable. Leave home early enough to allow yourself 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 start of shift, and 2) notify Julie Hamrick at school prior to start of shift. You are only allowed a total of 2 absences during your rotation. If absences are in excess of 2 days, this could impact your clinical site assignment, even up to being removed from site and therefore leading 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 the case. Students will go 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 because of unusual circumstances an extension will need to 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 preapproved 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.
- If the student fails Surgical Technology, they will be required to repeat the entire term they failed and be required to pay a fee of \$2500. Students are only allowed 2 attempts, after 2nd failed term/class they will be dropped from the Program.
- I have read, understood, and will abide by the above policy.

Student signature

Date

Equipment

Laparoscopic Tower x2 (monitor, camera box, light source, lap instruments, scopes), Cautery Machine x 2, Suction Device x 3, OR Bed x3, OR Light x2, Autoclave, A Variety of Instrument Sets in all Specialties, Back Table x 4, Mayo Stand x 6, 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, C-Section simulator, arm and leg mannequins, Cather insertion simulator.

All eBooks will be available to the students on Cengage <https://www.cengage.com/> and are recommended by CAAHEP & ARC/STSA for Surgical Technology to meet or exceed the standard. They have 24-hour 7 days a week access to the LMS platform (Canvas, Cengage/MindTap) until the completion of the program and/or certification test. There are many resources available to them on campus as well as the platforms that will be used to deliver the required curriculum from CAAHEP & ARC/STSA for Surgical Technology. <http://www.arcstsa.org/wp-content/uploads/2016/08/SIG-ST-0816.pdf>

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.

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 1729 S. Main St. Milpitas, CA 95035. 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 hybrid programs therefore students will have face to face in real time along with assignments on an LMS platform. SVSTI will ensure any materials needed for the distance learning portion of the hybrid 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 available. 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 getting required immunizations and will not be placed for externship until all required documents are turned in to the Program Director. Each facility has different requirements and therefore it will depend where the student is placed. Each affiliate agreement SVSTI has established contains these requirements. The student will be notified if different than 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 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 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 5 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 must 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.**

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 moneys, the institutional/California state refund policy shall be a pro rata refund of moneys 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, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining balance will be paid to the student.

PERSONAL 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.

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.

ACADEMIC CATALOG:

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

HIGH SCHOOL / GED ATTESTATION: I attest that I have successfully completed high school and universities to collect and report racial/ethnic backgrounds of students and employees. Requests for such information also come from state governments, accrediting agencies, college 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 _____

Student Printed Name _____ 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, the College 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 _____

SVSTI Official Signature _____ Date _____

SVSTI Official Printed Name _____ Date _____

Distance Learning Policy

SVSTI offers hybrid 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 is usually the week prior to first day of class. Students must have access to a computer with internet service to attend the hybrid programs.

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.



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1729 S. Main St. Milpitas, CA 95035
<http://svsti.com>
408-883-9171

SCHOOL PERFORMANCE FACT SHEET CALENDAR
YEARS 2019 & 2020

Surgical Technology Program – 1616 hours

On-Time Completion Rates (Graduation Rates)

Includes 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
2019	N/A	N/A	N/A	N/A
2020	16	13	13	100%

Student's Initials: _____ Date: _____

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

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
20XV				
20XW				
**20XX				
**20XY				

****Included if the program is more than one year in length.**

Student's Initials: _____ Date: _____

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

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Students Continuing Their Education

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of Students Continuing Education	
2019	N/A	N/A	N/A	
2020	16	13	N/A	

Job Placement Rates (includes 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
2019	N/A	N/A	N/A	N/A	N/A
2020	16	13	13	12	92%

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>

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Gainfully Employed Categories (includes 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
2019	N/A	N/A	N/A
2020	3	9	12

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
2019	12	N/A	12
2020	N/A	N/A	N/A

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Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2019	N/A	N/A
2020	N/A	N/A

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2019	N/A	N/A
2020	N/A	N/A

Student's Initials: _____ Date: _____

Initial ONLY after you have had sufficient time to read and understand the information

License Examination Passage Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate

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2019	N/A	N/A	N/A	N/A	N/A
2020	16	13 (secured exam)	13	N/A	100%

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

Student's initials: _____ Date: _____

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

Salary and Wage Information (includes data for the two calendar years prior to reporting)

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 \$25,000	\$35,001 \$40,000	\$40,001 \$45,000	\$45,001 \$50,000	No Salary Information Reported
2019	N/A	N/A					N/A
2020	13	12					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/current/oesca.htm>

Student's initials: _____ Date: _____

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

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Cost of Educational Program

Total charges for the program for students completing on-time in 2020: **\$18,000**. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ **Date:** _____

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

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's Initials: _____ **Date:** _____

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

This fact sheet is filed with 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 fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date

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*=This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution but is not equivalent to actual performance data. This program was approved by the Bureau on **11/26/2019**. As of **8/1/2021**, two full years of data for this program will be available.

Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled 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 military 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 (includes 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 that 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 postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program 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 months 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.

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- "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 completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number 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 graduate or graduate's employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

STUDENT'S RIGHT TO CANCEL

You have the right to cancel the enrollment agreement and obtain a refund of charges minus registration paid through attendance at the 14th calendar day of first-class session ____/____/____ (date). The \$250.00 nonrefundable registration fee will not be refunded if canceled.

Cancellation occurs when you give written notice of cancellation. You can do this by mail, in person, by fax or email. SVSTI shall pay a refund within 45 days of a student's written cancellation or withdrawal.



Professional Reference Form
Surgical Technology Program

Applicant's Name

Recommender's Name

Applicant: Under federal law entitled "Family Educational Rights Act of 1974" students are given the right to inspect their records including letters of recommendation. All letters of recommendation are considered carefully. Letters written in confidence are useful in the assessment of a student's qualifications and abilities.

A signature is required for either A or B:

By signing **A**, your recommender knows the evaluation will be submitted in confidence.

By signing **B**, you have retained the right to inspect this letter of reference.

- A.** I waive my rights to inspect this letter of reference and hereby inform my recommender that this letter will be kept strictly confidential.

Applicant's signature

- B.** I retain my right to inspect this letter of reference. Recommender is advised that upon enrollment I may have access to this letter.

Applicant's signature

Recommender: You have been requested to complete a reference form for an applicant to the Surgical Technology Program. Your objective appraisal will assist in evaluating the applicant's qualifications. Please return the form to the address on page 2. If you do not wish to evaluate the applicant, please check item #6 and return the form. Thank you for your time and assistance.

1. In what capacity and for how long have you known the applicant?

2. Describe observed strengths and weaknesses and evidence of maturity or immaturity.

3. Do you have reason to believe the applicant has realistic professional goals?
4. Please describe any personal, physical, or emotional characteristics that may be important to the applicant's success in this profession.
5. How would you rate the applicant as a candidate for the Surgical Technology Program? If you have reservations, please explain.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Highly recommended

Recommended

Some reservations *(please explain)*

Serious Reservations *(please explain)*

6. ☐ I do not feel I can adequately evaluate this candidate and would prefer the candidate seek a recommendation from another individual.

Recommender's signature: _____

Address: _____

Title/ position: _____

Please return this form to: SVSTI

**1729 S. Main St.
Milpitas, CA 95035
408-883-9171**

Direct any questions to Julie Hamrick, Program Director, at jhamrick@svsti.com



SVSTI Surgical Technology

Program

Basic Essay Format

(10 Points Total)

Essay Topic: Why are you interested in pursuing a career in Surgical Technology?

The Introduction (2 Points)

The introduction will contain a thesis statement. A thesis statement or essay hook is usually one sentence that summarizes the main point of the essay.

The Body (6 Points)

The majority of the content will be contained in the body. In the 5 paragraph essay (total including intro and conclusion), the body should be three paragraphs. Each paragraph includes one supporting point that provides more information or proof to support your thesis statement. Transition each paragraph in the body into the next. (Transition words work well for this and entry essays are the perfect place for students to practice using their transitions and making sure the essay is easily read.)

The Conclusion (2 Points)

The conclusion of a short essay should be the most memorable part for the reader. In the conclusion, you summarize the main points of the essay. The conclusion can summarize the introduction or thesis statement by rewording it.

Finally, before turning the essay in, you should proofread it and correct any errors in grammar, spelling and readability.



Attendance Policy for Surgical Technology Lab

It is very crucial for every student to attend every class as SVSTI's Surgical Technology Program is an advanced fast paced course. You are allowed only 3 absences of lab each 16-week term with the exception of Clinical rotation where you are only allowed 2 absences for emergencies. Please save these absences for true emergencies as life happens and we never know when we might need them.

Please note that all 48 days each term are a part of the overall grade. It counts for 10% of your grade as it is important to be present to learn the skills needed to be successful.

If a student has more than 3 absences in a term, they will be subject to a letter grade drop. 5 absences will get you dropped from the Program.

If a student obtains 3 tardies in a term that will count as 1 absence.

By signing this form, you acknowledge the seriousness of your attendance in the lab and the policies.

Print Student Name: _____ Date: _____

Student Signature: _____ Date: _____

SVSTI Representative: _____ Date: _____



NEEDLE STICK PROTOCOLS

Always Observe Standard/Universal Precautions

However,

Should you suffer a needle stick 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.

Scrub out, and immediately clean the wound/exposure site with liberal amounts of soap and water.

Exposed oral and nasal mucosa should be decontaminated by vigorous flushing with water.

Exposed eyes should be irrigated with copious amounts of clean water or sterile saline.

Follow all facility protocols, including reporting of the incident to the facility's Employee Health Service.

If the facility has not already drawn patient blood, then they will need to do so before the patient is released from the facility. *Once the patient has been released from the facility, he/she is under no obligation to return to have their blood drawn.*

Once facility protocols have been met, you must contact the Program Director, Julie Hamrick, and immediately return to the campus in order to fill out the Student Accident paperwork. This paperwork is time sensitive and must be filled out the same day with no exceptions.

Julie Hamrick, Program Director
408-640-2991 (cell)

Student Name: _____

Student Signature: _____

LAB RULES

- **NO PHONES**- Phones remain at table on vibrate, unless otherwise arranged with instructor(s). **NO** pictures or video taken unless approved by instructor(s).
- Besides our morning or evening “huddle”, **no one** is at the tables until the instructor has dismissed you from lab.
- If you come in with improper attire, e.g. no scrubs, wearing nail polish, false lashes etc. You **WILL** leave for the day and it will count against your absences.
- Instructor(s) always oversee music.
- Instructor(s) oversee the Patient info on white boards.
- **NO** smoking or vaping on premises.
- You are tardy **1 minute** after the start of the class, the door will be locked at **5 minutes**, and if you aren't here, you are absent.
- No side talk in your native language.
- **No foul language!** If you cuss, you will owe the class treats.
- **Tuesday** is your vocabulary test. You are given 50 words the Thursday prior, and are tested on 25.
- **Wednesday** is your chapter test.
- **Thursday** are lab evals and CST prep.
- **NO**, the days can't be changed. **No**, I will not tell you what words you're being tested on. -Remember I have lots of kids, I know all the tricks of the trade 🤪
- All papers must have your name, the date, AND be legible! If I can't read it, I can't correct it, and it **WILL** be marked wrong.
- Questions are welcomed **BUT** arguing **will not** be tolerated. You **will** be asked to leave and will take an absence for the day.

Student Name: _____

Student Signature: _____ Date: _____



STUDENT LAB SAFETY & MAINTENANCE POLICY

Safety of self and others is the primary concern in the laboratory setting. To ensure the safety of students and faculty in the laboratory, students are expected to follow the policies and procedures for Lab Safety & Maintenance in the SVSTI Academic Catalog. Students are encouraged to expand their skills through safe practice. Demonstration of critical safety elements by faculty 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 as patients or clinicians.

General Lab Safety Rules and Policies:

1. No long sleeves are allowed under scrub tops.
2. No bulky/large/chunky jewelry. Simple necklaces and post earrings are allowed.
3. No rings or bracelets of any kind.
4. No hats of any kind are allowed in lab.
5. Minimal makeup is allowed.
6. No fake (Gel or Acrylic) nails. Nails should be short, natural color without polish.
7. Beards must be kept trimmed
8. Good personal hygiene must always be kept.
9. Students will be responsible for sterilizing items.
10. Students will be responsible for keeping towels in hamper and folding clean ones.
11. Students will be responsible for letting their instructor or Program Director know when an item needs to be reordered.
12. Any accidents, injuries, or unexpected responses to intervention or skills being practices should be immediately reported to the lab instructor.
13. Students must report any unsafe situations to staff or faculty immediately.
14. Though every effort is made to ensure that all equipment is functioning properly, students must notify the instructor of any broken or malfunctioning equipment.
15. Absolutely no cell phones can be use during instruction time. If you are seen using your phone one during class your instructor will ask you to put it away. If you have it out a second time, your instructor has the right to send you home for the day.
16. You are considered tardy at 1 min past the start of class time. You will also be considered tardy if you leave class early. Weekly lab evaluations cannot be made up. Door will be locked 5 minutes after start of class.
17. Students are only allowed in Lab when an instructor is present.
18. No open toed shoes are allowed in lab.
19. Teamwork is expected.



Lab Maintenance

- Students are responsible for cleaning the lab after every class
- All equipment and treatment areas shall be cleaned following each use with an approved antimicrobial cleanser.
 - All counter tops/flat surfaces will be cleared off and cleaned.
 - Timers will be put back on the whiteboard
 - Floors will be swept & mopped
 - All equipment will be wiped down with disinfectant wipes
 - Scrub sinks will be cleaned.
 - Trash will be taken out
- All equipment & supplies should be returned to their storage areas at the end of each lab session.
- Students should adhere to the *Hazardous Materials* safety precautions while using chemical cleansers.
- **No lab equipment or supplies may be removed without written consent of the lab Instructor.**
 - ☐ I have received a copy of this Lab Safety & Maintenance Policy
 - ☐ I understand where the Emergency Procedures information is found in the lab
 - ☐ I understand where the MSDS sheets are found in the lab.
 - ☐ I agree to follow all of the Lab Safety & Maintenance Policies

Student Name: _____

Student Signature: _____

Date: _____

Faculty: _____



Certification Prep & Externship for Surgical Technology

1. Every student will be required to come to campus for four weeks (days and times TBD) for Certification Prep class either at the end of 3rd term or after externship rotation (depending on the entire class's status of required cases) If a student does not participate in prep they will receive a zero for the term and need to repeat term 3.
2. All students are required to take the Certification exam on a scheduled date and if you do not participate you will receive an F for the Program and not graduate.
3. All externship paperwork will be sent via screen shot or email of the weekly required paperwork by Friday at 5pm. If they are not sent you will be pulled from the site until further notice.
4. If payments are not made during term 3 the student will be pulled from the site and will not be returning until payments are made or until 2 absences have been taken (If the site does not allow you to return you will be dropped from the program).
5. Refer the Externship Policy & Payment Plan Policy for externship attendance and details on notifying Program Director for any absences and/or leaving early.

Student Name: _____ Date: _____

Signature: _____ Date: _____

SVSTI Official Signature: _____ Date: _____



Payment Plan Option

1. Paid in full for **Sterile Processing** course you will receive a 10% discount. The final payment must be made to take the final, be placed for Externship, or graduate.
2. Student must pay down payment of \$400 for **Sterile Processing** and then make payments before the final on the 5th week.
3. **Surgical Technology** must be paid on time per policy or you will be pulled from site until caught up. (If the site does not allow you to come back then you will be dropped from the program).
4. Student must pay down payment of \$800 for **Surgical Technology** and then make payments before extern and/or next term.
The Payments have been divided into terms (ST 1/111, ST2/222, and ST 3/333) which is \$6000 each term. This must be paid before taking the final and moving on to the next class (term) and/or graduating.
5. Payment plans are free of interest and can be as the following.
 - a. Weekly payments _____
 - b. Bi-weekly payments _____
 - c. Monthly payments _____
For the duration of _____ weeks/months
 - d. Other pre-approved
arrangements _____

(SPD weekly after deposit is \$420, bi-weekly is \$840)

(ST111 weekly after deposit is \$325, bi-weekly is \$650, monthly is \$1,300)

(Surg Tech 1st term with \$2500 deduction from SPD is \$219 weekly, \$438 bi-weekly, \$875 monthly)

ST222 & ST333 weekly 375, bi-weekly \$750, monthly is \$1500

Initials _____ Date _____



Late Payment Policy & Fees

Late payments are subject to a \$100 late fee each late payment. Late payments will result in student being pulled from class and receiving an absence (please see Attendance policy for absences allowed) If you do not make a payment while on Externship you will be pulled from your clinical site. **Communication is key!**

Failed Term/Class

1. If you fail a Surg Tech Term you are subject to a \$2500 repeat fee.
(You get one failed term in Surg Tech Program)
2. If you fail the SPD course, you are subject to a \$1000 repeat fee.
(You get one failed attempt for SPD)
3. If you need an extension for externship for SPD you are subject to a \$500 extension fee (must be preapproved) (no extensions are given for Surg Tech you will have to repeat the term).
4. Bounced checks or declined payments are subject to late fee and \$35 return fee.

Student Name: _____ Date: _____

Signature: _____ Date: _____

SVSTI Official Signature: _____ Date: _____



Additional Charges for the Surgical Technology Program

- \$179.00 for Cengage ebooks & Mindtap unlimited access for a year
- \$247.00 for AST Membership, Study Guide, and Exam
- Immunizations or any other requirements required per clinical site
- Student is responsible for black scrubs (can purchase OR hat if prefer over disposable)

Student Signature: _____ Date: _____

Student Printed Name: _____

SVSTI Signature: _____ Date: _____



SVSTI SIGN OFF SHEET

___ I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Academic Catalog which may be found on the website at www.svsti.com

___ I future agree to abide by the standards and accept full responsibility for my behavior on and off campus at all times.

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

___ I read the externship policy and understand that if I decline an externship and/or get expelled from a site I will be withdrawn from the Program without a completion grade.

___ I have read and understand the lab safety & Maintenance Policy

Student Signature: _____ Date: _____

Student Printed Name: _____

Program: _____

SVSTI Signature: _____ Date: _____