

## HEMODIALYSIS TRAINING PROGRAM (350 HOURS) CATALOG - Jan. 2022 to Dec. 2022

Didactic Course-100 hours				Clinical Course-250 hours				
Begin	Meet	Times	Ends	Begin	Meet	Times	*Clinical	Ends
1/3/22	M/W/F	8am-9:30am	3/4/22	3/7/22	Mon	8am-9:30am	36-40 hr/wk	4/23/22
2/7/22	M/W/F	5pm-6:30pm	4/8/22	4/11/22	Mon	5pm-6:30pm	36-40 hr/wk	5/28/22
3/7/22	T/Th/S	8am-9:30am	5/7/22	5/9/22	Tues	8am-9:30am	36-40 hr/wk	6/25/22
4/4/22	T/Th/S	5pm-6:30pm	6/4/22	6/6/22	Tues	5pm-6:30pm	36-40 hr/wk	7/23/22
5/2/22	M/W/F	8am-9:30am	7/1/22	7/5/22	Mon	8am-9:30am	36-40 hr/wk	8/20/22
6/6/22	M/W/F	5pm-6:30pm	8/5/22	8/8/22	Mon	5pm-6:30pm	36-40 hr/wk	9/24/22
7/4/22	T/Th/S	8am-9:30am	9/3/22	9/6/22	Tues	8am-9:30am	36-40 hr/wk	10/22/22
8/1/22	T/Th/S	5pm-6:30pm	10/1/22	10/3/22	Tues	5pm-6:30pm	36-40 hr/wk	11/19/22
9/12/22	M/W/F	8am-9:30am	11/11/22	11/14/22	Mon	8am-9:30am	36-40 hr/wk	12/31/23
10/3/22	M/W/F	5pm-6:30pm	12/2/22	12/5/22	Mon	5pm-6:30pm	36-40 hr/wk	1/21/23
11/7/22	T/Th/S	8am-9:30am	1/21/23	1/23/23	Tues	8am-9:30am	36-40 hr/wk	3/4/23

### DISCLOSURE ON ESTIMATED COMPLETION DATES

1. Completion dates are estimates, subject to variables such as clinic/preceptor availability and acceptance, drug, background, and health screenings, attendance as scheduled, etc.
2. \*Clinical schedule will be coordinated based on clinical acceptance (36 to 40 hours per week).
3. The student understands the timeline is estimated and accepts these variables.

**VIRTUAL CLASSROOM:** [dialysised.unhosting.site/login](https://dialysised.unhosting.site/login)

**ADMINISTRATIVE OFFICE:** 16925 Bellflower Blvd, Bellflower, CA 90706 | Tel: (562) 376-4181

This catalog is updated annually as required. The catalog is available to prospective students on the company website or by mail when requested.

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## GENERAL INFORMATION

### **Mission and Purpose Statement**

Dialysis Education Services (“DES”) is a company focused on increasing the quality of care given to patients with end-stage renal disease (ESRD) through an interdisciplinary approach to education.

### **Authorization Disclosure Statements**

Dialysis Education Services is a private institution authorized to offer Hemodialysis Training by:

- o Bureau of Private Postsecondary Education Code #19065445
- o California Department of Public Health. School Number CHP-#488
- o California Board of Registered Nurses CEP-#15591
- o Board of Nephrology Examiners Nursing and Technology (BONENT)
- Dialysis Education Services is not authorized to accept students from other countries on an I-20 Visa and does not offer any visa services.
- All instruction at Dialysis Education Services is in English.
- Neither this institution nor the Hemodialysis Training programs are accredited by an accrediting agency recognized by the United States Department of Education.
  - o A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- This institution does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **Staff and Faculty Listing**

- Instructors/Preceptors
  - o Michael Morales, MHA/Ed, CHT, CHBT, CHWS
  - o Nicole Anderson, DNP, AGPCNP-BC
  - o Elizabeth Castro, MSN, RN, NP
  - o Anne Diroll, RN, CNN, CLNC
  - o Richard Cabrera, LVN
  - o Camilla Morales, CHT, LVN
- School Administration-Sharon Morales
- Executive Assistant-Daneen Baquing

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### 350 HOUR HEMODIALYSIS TRAINING PROGRAM DESCRIPTION

The combination of introduced skills taught in a **100 HOUR DIDACTIC COURSE** and a **250 HOUR CLINICAL COURSE** prepare students for employment in the field of hemodialysis.

(Table 1)

MODULE #	COURSE TITLE	HOURS
1	Today's Dialysis Environment	10
2	The Person with Kidney Failure	15
3	Principles of Dialysis	15
4	Hemodialysis Devices	10
5	Vascular Access	10
6	Hemodialysis Procedures and Complications	20
7	Dialyzer Reprocessing	10
8	Water Treatment	10
	Clinical Training	250
	<b>Total Hours</b>	<b>350</b>

#### Program Objectives

The graduate will be able to:

- ✓ Demonstrate accepted professional, communication, and interpersonal skills specific to the hemodialysis setting.
- ✓ Recognize and demonstrate knowledge of how to utilize and maintain equipment and supplies specific to dialysis.
- ✓ Demonstrate skills and knowledge necessary to perform dialysis safely and effectively.

To translate these objectives into practice, Dialysis Education Services:

- Commits to training and educating each student to achieve the proper and necessary skills to succeed in the workplace.
- Provides the student with a comprehensive curriculum with emphasis on practical techniques.
- Maintains a highly skilled and qualified interdisciplinary instructional staff.
- Nurtures the students' aspirations and contribution to the community.
- Conducts business in an ethical and professional atmosphere that is a credit to vocational education and the healthcare industry.

## **100 HOUR DIDACTIC COURSE DESCRIPTION (Distance Learning)**

1. Reading - *Core Curriculum for the Dialysis Technician: A Comprehensive Review of Hemodialysis*. 6th ed. Medical Education Institute, 2018. (purchased by student separately)
2. Online activities in the Dialysis Education Services Virtual Classroom [dialysised.unhosting.site/login](https://dialysised.unhosting.site/login) include the following actions on the modules listed in (Table 1)
  - a. Three (3) weekly Virtual meetings-specific links are provided.
  - b. Participation in four (4) discussion topics -graded at the end of the week.
  - c. Tests and other online assessment activities -graded immediately.

### **Didactic Objectives**

After the completion of the Didactic course, students will be able to:

1. Demonstrate working knowledge as applicable to the Dialysis Technician role.
2. Validate competency through evaluation comparable to certification examinations.
3. Apply foundational knowledge to the Certification examination.

## **250 HOUR CLINICAL COURSE DESCRIPTION**

Students will complete 250 hours of clinical training at a hosting operational dialysis facility.

### **Prerequisites**

- Cumulative score of at least 80% in didactic course
- Passing of drug screening and background check
- CPR certification

### **Clinical Objectives**

After the completion of the Clinical course, students will be able to:

1. Prepare treatment for an individual patient.
2. Set up the equipment while explaining the rationale.
3. Collect pre-dialysis data, prepare, and evaluate patient access.
4. Initiate dialysis and practice proper monitoring during treatment.
5. Discontinue treatment, collect post-dialysis data collection and discharge.
6. Disassemble and clean equipment.
7. Respond appropriately to emergencies.
8. Pass a thorough evaluation checklist and be signed off by a registered nurse.

## **CERTIFICATE OF COMPLETION**

After successfully completing the **350 Clock Hour** course of study, consisting of didactic (100 hours) and clinical (250 hours), the student will be issued a certificate of completion.

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## FACILITIES

### **Administrative Office Hours**

Business office hours are Monday through Friday from 9:00 AM to 5:30 PM. Dialysis Education Services observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided at the back of this catalog.

### **Administrative Office Address**

The physical campus and administrative offices are at 16925 Bellflower Blvd. Bellflower, CA 90706. The office is located north of the Artesia freeway on Bellflower Blvd., just before Flower St. The area of the institute is approximately 6000 sq. ft. divided into administrative offices, a laboratory, and a lobby/rest area. Restrooms are available on site. The office and equipment comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health.

### **Virtual Classroom**

The Dialysis Education Services Virtual Classroom can be accessed at [dialysised.unhosting.site/login](https://dialysised.unhosting.site/login). Each student will have a personal login to allow them to participate in class activities, join virtual lectures, and take exams each week.

### **Library**

Course materials, learning activities, and tests are available 24 hours a day via the DES Virtual Classroom.

### **Average Class Size**

The teacher/student ratio will be a maximum of 50 students per one instructor in a lecture setting and a maximum ratio of 15 students per one instructor in clinical rotations.

## STUDENT ACHIEVEMENT

### Program objectives

The graduate will be able to:

- ✓ Demonstrate accepted professional, communication, and interpersonal skills specific to the hemodialysis setting.
- ✓ Recognize and demonstrate knowledge of how to utilize and maintain equipment and supplies specific to dialysis.
- ✓ Demonstrate skills and knowledge necessary to perform dialysis safely and effectively.

### Graduation requirements

- ✓ 100 hours of didactic activity - weighted
  - 80% cumulative grade
- ✓ 250 hours of clinical training
  - Demonstrate clinical competency as verified by DES Checklist
  - Fulfill attendance and financial requirements

### Job titles to which this program may lead

Patient Care Dialysis Technician – **Occupational Code 29-2099** (**Must have certification to perform patient care in CA**)

- California - Certified Hemodialysis Technician (CHT)
  - Requirements
    - HS diploma or equivalent
    - Successful completion of a CDPH approved program

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- Passage of a national or state-approved examination
- Application with California Department of Public Health (CDPH)
- o Certified Hemodialysis Technician (CHT)
  - Requirements
    - HS diploma or equivalent
    - Successful completion of a CMS compliant program
    - Passage of CHT examination
    - Application with Board of Nephrology Examiners Nursing and Technology (BONENT)
- o Certified Clinical Hemodialysis Technician (CCHT)
  - Requirements
    - HS diploma or equivalent
    - Successful completion of a CMS compliant program
    - Passage of CCHT examination
    - Application with Nephrology Nursing Certification Commission (NNCC)

## ADMISSIONS POLICIES

### **Admission Requirements**

To be eligible for admission to the School, a prospective student must meet the following requirements:

- ✓ Be at least 18 years of age;
- ✓ Be able to read, write, speak and understand the English language;
- ✓ Provide proof of their High School Diploma or G.E.D;
- ✓ Have no prior criminal record or current drug use;
- ✓ Submit health standards documentation before Clinical course participation (see Health Standards Policy)

### **Non-Discrimination Policy**

Dialysis Education Services is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to the hiring of all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Director is responsible for accepting students and determining whether applicants can benefit from the training, including those with special needs.

### **Procedures for Application and Admissions**

1. The application and enrollment process begins with an initial required program presentation and interview with an admissions representative (approximately one hour).
2. If qualified, applicants may fill out application forms and complete the enrollment, or they may return to enroll at a later date. Applicants are encouraged to observe classes.
3. Receive and read all required pre-enrollment disclosures.
  - ✓ School Catalog with the Program Description
  - ✓ A School Performance Fact Sheet
  - ✓ Enrollment Agreement (read before signing)
  - ✓ Make financial arrangements to cover tuition and fees.



4. The Director is responsible for reviewing and approving an Enrollment Agreement and ensuring that the applicant has met the proper criteria according to admission standards. Applicants who are denied admission are notified promptly, and any fees paid are refunded.

### **Credit Evaluation and Challenge Procedures**

Dialysis Education Services does not accept credit from other schools or programs. The institution has not entered into an articulation or transfer agreement with any other school or university at this time. Dialysis Education Services does not award credit for experiential learning.

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

The transferability of credits you earn at Dialysis Education Services is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Hemodialysis Training 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Dialysis Education Services to determine if your certificate will transfer.

### **English Proficiency**

Students must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED, or passage of the California high school proficiency exam.

Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

DES does not offer any English language services, such as ESL or translators.

### **Health Standards Policy in Healthcare and Dialysis**

Medical documentation must state that you are in good health, have no contagious diseases, and have no physical restrictions preventing you from performing as a dialysis technician. Please attach lab results to the physical exam form. Facilities will not permit students to rotate that do not meet the health standards. Timelines of health screening documentation are specific to the facility of clinical acceptance. Health standards are as follows:

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1	Physical examination To be completed by your physician or qualified nurse practitioner stating that: <ol style="list-style-type: none"> <li>1. You are in good health.</li> <li>2. You have no contagious diseases.</li> <li>3. You have no physical limitations that prevent you from performing as a dialysis technician.</li> </ol>
2	Proof of a Tuberculosis PPD skin test or chest x-ray with negative results
3	Immunization history, including Tetanus, Hepatitis B, Influenza, Chicken Pox, Measle, Mumps, Rubella, COVID-19
4	Drug screening (completed upon clinical acceptance)
5	Hepatitis B surface antibody blood test (HBsAb)
6	Hepatitis B surface antigen blood test (HBsAg) <ul style="list-style-type: none"> <li>• If this test is positive, see #7.</li> </ul>
7	A Positive Hepatitis B surface antigen test <ol style="list-style-type: none"> <li>1. If this test is positive, you must submit the following additional information: <ol style="list-style-type: none"> <li>1. A negative blood test for the Hepatitis B “e” antigen (HBeAg). <ol style="list-style-type: none"> <li>i. This test determines if you are infectious.</li> </ol> </li> <li>2. Letter from a physician specializing in infectious diseases and/or liver disease stating that you are not contagious.</li> </ol> </li> </ol>

1. COVID vaccination is mandatory for participation in clinical training.
2. Students are encouraged to be vaccinated for Hepatitis B if HBsAb is inadequate for immunity.
3. You are advised to make copies of all documents before submitting them to the school.
  - a. Future employers will be asking for this documentation.

## ACADEMIC POLICIES

Dialysis Education Services' attendance policy approximates the expectations found in a work situation. Therefore, each student must learn the discipline of regular and prompt attendance and the skills involved in the workplace. When the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job.

### Attendance Policy

The faculty and staff of the school consider each moment in class imperative for success. When the student is not in the classroom or Virtual Classroom, the information missed cannot be recaptured. Students who are absent 10% of didactic hours will be placed on academic probation without notice. If the student is absent 20% of didactic hours, the student will be expelled from the Program. Students will not be readmitted without the approval of the primary instructor and Director. If a student is absent for a test, he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with the approval of the Director. A student is considered tardy when arriving 10 minutes or more after the start of class or leaving 10 minutes or more before the end of class. Tardiness and early departures are included in the student's attendance record of absences.

- ✓ One tardy equals one hour of absence;
- ✓ One early departure equals one hour of absence;
- ✓ One tardy and one early departure on the same day equal one day's absence.

### Attendance Probation

At least once a week, the Director monitors the attendance of all active students and calls those students that have missed one or two days during that week. Students are required to have an overall attendance rate of more than 80% to meet the minimum attendance requirement of the program. A student who has consecutively missed more than one-third of the scheduled class hours in any given level or module or 10% of scheduled Section hours will be put on probation until the end of the next scheduled level, module, or Section. A probation letter will be sent to that student.

### Grading and Evaluation Procedures

Students receive grade reports after each weighted activity. Grades are based on the quality of work, as shown by discussions, quizzes, and tests.

The grading scale is as follows:

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1. 33% discussion forums participation
  - a. Requires 4 replies in each week's discussion for full credit
2. 33% quizzes
  - a. 80% minimum on each quiz
3. 34% final exam
  - a. 80% minimum on the final exam

The grade point average required for certifying completion of each course is a minimum cumulative passing grade of 80%.

### **Course Retake Policy**

The course retake policy is offered to students who have unsuccessfully completed a course and received less than 80%. The student will be charged tuition at the appropriate rate.

### **Maximum Time in Which to Complete**

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for the rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

### **Leave of Absence**

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted in writing to the Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

### **Make-Up Work**

Make-up work may be required for any absence.

### **Automatic Withdrawal/Dismissal**

A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend or log in to Virtual Classroom for 10 consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date.
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failure to fulfill financial agreements.
- ✓ Failing any course in the program twice during the one enrollment period.
- ✓ Failure of procedural health, drug or background screenings.

### **Student Conduct Requirements**

Students are expected to dress and act properly while attending program related activities. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol on school premises, possession of weapons on school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

### **Graduation Requirements**

To be eligible for graduation, a student must have passed all courses required in the program of study.

- ✓ 100 hours of didactic activity - weighted
  - o 80% minimum cumulative grade
- ✓ 250 hours of clinical training
  - o Demonstrate Clinical Competency as verified by DES Checklist
- ✓ Fulfill attendance and financial requirement

## **STUDENT SERVICES**

This institution does not provide orientations, airport reception services, housing assistance, or other services often afforded entering freshmen at other institutions. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will assist in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### **Academic Advisement**

There are a limited number of issues that a student will encounter. Since we offer only one certificate program, and since the course requirements are clearly presented in the institution's catalog, it is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program of the student. Any alteration to any program offered by the school has to be pre-authorized by the school director.

### **Career Development Services**

The Career Development staff serves as a liaison between the graduates and the business/medical community. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and industry. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, a likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types of job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught towards the end of each program.

- ✓ Preparing resumes and developing job interviewing skills.
- ✓ Identifying job position openings and following up with employers after interviews.
- ✓ Negotiating wages and benefits.
- ✓ Maintaining employment and securing opportunities for advancement once hired.
- ✓ Developing and utilizing a network of professional contacts who can aid the job search effort.

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability and likelihood, be an entry-level position.

Throughout their program, students receive instruction on resume preparation, market research techniques, and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and letters of introduction. The school will offer helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

**DES attempts to offer and arrange formal clinical internships for every qualified graduate but in no way represents that such training is guaranteed.**

## GENERAL TERMS AND CONDITIONS

### Dress Code

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat, and appropriate to the classroom or hosting clinical facility policy. Students in attire that is inappropriate will be dismissed from class and will not be allowed to remain for clinical practice.

Failure to adhere to the Dress Code will result in an unexcused absence from that day's educational activities.

### General Conduct

Students are expected to comply with school policy regarding curriculum, testing, absences, tardiness, and makeup work while displaying courtesy and consideration towards instructors, staff, and other students. Dialysis Education Services defines improper conduct as the following: fighting on campus; destruction, abuse, or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for school policy. Improper conduct is cause for suspension or expulsion.

### Reserved Rights

The school reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. **All course schedules are subject to change in terms of start and completion date.** Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a prorated refund will be offered. The maximum postponement of a class start date is 90 days. The school reserves the right to withdraw from a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

### Liability

Dialysis Education Services assumes no responsibility for loss or damage to personal property or personal injury, which may occur while on the campus grounds, on field trips, or at clinical training locations.



## **Retention of Records**

Dialysis Education Services will maintain student records for five years, as required by state law. Student transcripts will be maintained for fifty years. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see them in the school office during normal business hours or schedule a time to review records convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory, or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student. Financial payment documents will be kept for a period of at least 5 years after the completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether or not completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintained for a minimum period of fifty years. Transcripts will be provided to students upon written request.

## **Transcripts**

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy.

Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar.

### **Federal Right of Privacy Act of 1964**

The Federal Right of Privacy Act of 1964 enables all students to review their academic records, including grades, attendance, and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without permission of the student. State law requires the school to maintain these records for at least a five-year period. A student may request a review of their records by writing to the Director.

### **Housing Services**

Dialysis Education Services does not offer or coordinate housing. Dialysis Education Services has no responsibility to find or assist a student in finding accommodation. Students and their parents are responsible for housing arrangements.

Dialysis Education Services is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore Dialysis Education Services cannot accept applications from students from abroad who are on an F-1 or M-1 visa. Dialysis Education Services does not offer any visa services and will not vouch for student status.

**SCHEDULE OF STUDENT CHARGES, FINANCIAL AID, AND LOANS**

Program Name	Registration	Course costs	STRF	Total Cost
	Non-Refundable	Refundable	Non-Refundable	
Hemodialysis Training Program	\$250	\$7,246.25	\$3.75	\$7,500.00

**\* Course costs can be broken into four (4) equal monthly payments throughout the program, due on start on each new month of the course**

**SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE:**

Refundable

Tuition \$7,246.25

Non-Refundable

Registration Fee \$ 250.00

STRF \$ 3.75

Program Cost Total \$7,500.00

Please note that Dialysis Education Services does not participate in federal and state financial aid programs.

A student enrolled in an unaccredited institution is not eligible for financial aid programs.

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

## **STUDENT TUITION RECOVERY FUND**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program, or another payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program, or another payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

## **CANCELLATION AND REFUND POLICIES**

You have the right to cancel the Enrollment Agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. You will be given a notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30 day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro-rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less the registration fee \$250.00 and Student Tuition Recovery Fund fee of \$3.75, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

- (A) Deduct the registration fee (\$250) and the Student Tuition Recovery Fund fee (\$3.75) from the total tuition charge.
- (B) Divide this figure by the number of days in the program.
- (C) The quotient is the daily charge for the program.
- (D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.
- (E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.
- (F) The refund amount shall be adjusted for equipment, if applicable.

Any cost of books and supplies specified above (included in the total cost of the program) is an estimated cost, subject to change based on supplier prices and curricula. If you obtain books or equipment, as specified in the enrollment agreement, and return them in good condition within 30 days following the date of their withdrawal, the school shall refund the charge for the books or equipment paid by you. If you fail to return books or equipment in good condition within the 30 day period, the school may offset against the refund the documented cost for books or equipment exceeding the prorated refund amount.

Other supplemental books, tools, supplies, medical/health certifications, Professional Organization fees, and certification exam fees required by the program must be furnished by the student at his/her own expense.

Any books, tools, and supplies purchased from the school are not returnable and the cost is nonrefundable, except as expressly specified in the refund policy section of this catalog and the enrollment agreement.

Dialysis Education Services reserves (and will publish a schedule of changes that will itemize all charges) the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students who are already in attendance or enrolled. Registration fees and STRF are not refundable.

### **PAYMENT POLICY**

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third-party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. Dialysis Education Services accepts payment for tuition, books, equipment, and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

### **STUDENT GRIEVANCE PROCEDURE**

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students & staff to communicate any problems that arise directly to the individual (s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of "discussing" differences will resolve the problem. In

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addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing. If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education or the Agency for Veterans Education.

**ACADEMIC CALENDAR**

The school has an open enrollment period and start dates are assigned upon the number of students enrolled.

**Holidays 2022**

New Year’s Day	January 1
Martin Luther King Day	January 17
President’s Day	February 21
Memorial Day	May 30
Independence Day	July 4
Labor Day	September 5
Veterans Day	November 11
Thanksgiving Day	November 24
Friday after Thanksgiving	November 25

Winter Holidays will last from December 19, 2022, until January 3, 2023. The class will resume on January 2, 2023.

Students wishing to be absent on other nationally recognized holidays must request so in writing to the Program Director at least three school days prior to the holiday.

**BPPE APPROVAL STATEMENT**

DES's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. DES is a private institution and is approved to operate by the bureau. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs.

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

Physical Address: 1747 North Market Blvd, Suite 225, Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Internet Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Phone Number: (916) 574-8900

Toll-Free: (888) 370-7589

Fax Number: (916) 263-1897

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

**As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.**

**I have received a copy of the school catalog that contains the rules, regulations, course completion requirements, and costs for the specific course in which I have enrolled.**

Print Name:

Signature