



Innate Technical College
Nurse Aide Training Program Enrollment Form

Name: _____

Address: _____

Telephone (Home): _____ (Cell): _____

E-mail: _____

SSN: _____ ID#: _____

Emergency Contact Name: _____

Address: _____

Phone #: _____

Education:

Name of School	City/State	Degree/Diploma	Year Graduated

Work Experience:

1. Company: _____ Dates Employed: _____

Address: _____

Manager: _____ Phone: _____

Reason for leaving:

Student Initial: _____

2. Company: _____ Dates Employed: _____
Address: _____
Manager: _____ Phone: _____
Reason for leaving: _____

3. Company: _____ Dates Employed: _____
Address: _____
Manager: _____ Phone: _____
Reason for leaving: _____

References

1. Name: _____ Relationship: _____
Phone: _____

2. Name: _____ Relationship: _____
Phone: _____
Phone: _____

3. Name: _____ Relationship: _____
Phone: _____

Please read the items below and sign attesting that you understand and agree to the policies stated.

WITHDRAW, DISMISSAL, REFUND AND RE-ENTRY

WITHDRAWAL:

Withdraw from class must be requested in writing, and is not official until the administrator receives the letter. A withdrawal does not cancel the student's financial obligation entered until this day. A student who

Student Initial: _____

does not formally withdraw from class is liable for all fees and associated expenses. A "Business Office Hold" will be placed on the student's record until the financial obligation has been paid. If payment is not received after 30 business days, information will be sent to the agency collection. Students withdrawing within the 3rd day of class of school will receive a refund of fees paid minus a \$150 deducted to cover administrative fees. Refunds may take up to 2 weeks to process which will be mailed via US Mail to the address on file. Please know it is your responsibility to ensure we have the most up to date address on file. Students will be recorded as 'released from the program' on the date the student has signed the official termination/withdrawal form.

Dismissal

Students will be counseled on behavior issues and code of conduct violations twice prior to dismissal from the program. All counseling sessions will be conducted by the program coordinator in person and will be documented via progress report in the students file.

In case of course dismissal by the school for inappropriate behavior, unsafe practices, or consistently violating school policy, the student will not receive a refund. Students will be called into the Program Coordinators office and made aware of the violated policy/ code of conduct and removed from the program immediately.

Payment Schedule

Paid in Full: Students may pay for the Nurse Aide Training program course in full prior to the start of the course. This is the preferred method. Payments will only be accepted in the following forms: cash, money order, certified funds check, credit card, or debit card. No personal checks will be accepted.

Payment Plan: Students may be given the option to engage in a payment plan. All students engaged in a payment plan must sign the payments arrangement agreement. Cost of the program is {{TuitionTotal}} and will be broken down into Weekly prior to the start of class payment until the balance is paid in full. Payments must be paid every Friday by 5:00pm. Please see the following payment schedule.

Tuition

\$2500 to be paid prior to
the first day of class.

\$150 application fee

\$500 down
Payment will be

\$1850 divided over 4
weeks. \$462.50

Refund

Please note the application fee is non-refundable in any event. If a student has paid for tuition in full prior to the start of the program, the student may be eligible for a refund. Please see the paid in full refund scale below.

Paid In Full Refund Schedule (after 3rd day of class):

Can withdraw by day 3 with full refund minus \$150. All refunds will follow the schedule below minus the \$150 administrative fee.

Week 1: Refund 75%

Week 2: Refund 50%

Week 3: Refund 25%

Week 4: No refund will be issued

In case of course dismissal by the school for inappropriate behavior, unsafe practices, or any other cause for course dismissal, the student will not receive a refund.

For students who have engaged in a payment plan but later decide to withdraw, the refund policy will be as follows:

Grievance

All grievances need to be submitted in writing via the student grievance form to the program coordinator. The program coordinator

must follow up on the grievance within 2 days of grievance submission to investigate the problem. The Program coordinator will interview all parties involved and make a determination regarding the problem. The student will receive a final answer regarding the grievance within 5 days from the date the grievance was filed. Students should attempt to resolve all issues with the school or its instructors promptly.

I certify that I have read and understand the information above with regard to enrolling into the Nurse Aide Training Program with Innate Technical College. I agree to the terms in this document.

Student Name: _____ Date: _____