

REGISTRATION/ENROLLMENT AGREEMENT

The Northwest Phlebotomy School Phlebotomy and IV Therapy Programs will prepare you for a job in the medical field of phlebotomy, the art of drawing blood. The facility is classroom style with draw stations and a lab processing area. All students will be required to use and show proficiency in the utilization of the equipment in which the course trains them to use.

Phlebotomy Program - This 1 week stand-alone course requires 15 hours of in-person attendance, 15 hours of online coursework, testing, and practical training. Total course cost is \$675.00. This course runs 5 days in length over the course of 1 week. Students who sign this enrollment agreement will be guaranteed the tuition price of \$675.00 even in the event that Northwest Phlebotomy School has a tuition cost increase.

IV Therapy Program - This course requires 4 hours of in-person attendance and to show proficiency in the lessons taught during practical training. The course cost is \$250.00 and runs a single day in length. Students who sign this enrollment agreement will be guaranteed the tuition price of \$250.00 even in the event Northwest Phlebotomy School has a tuition cost increase.

Tuition & Fee Breakdown

Phlebotomy Program

Tuition	\$575.00
Registration Fee	\$100.00
Books/Supplies Equipment	<u>Included</u>
Total for Phlebotomy Program	\$675.00

National Exam (optional)	<u>\$50.00</u>
Total for Phlebotomy Training + Optional Exam	\$725.00

IV Therapy Program

Tuition	\$150.00
Registration Fee	\$100.00
Books/Supplies Equipment	<u>Included</u>
Total for Phlebotomy Training	\$250.00

In order to successfully complete this course, each student will be required to satisfactorily perform the tasks correlated to the function in which they are training. Written testing is also required. Written examinations will be given each day. A watch and critique test will be given as well. If the entire course is completed satisfactorily, a certificate of training will be awarded to the student on the last day of class.

Students that complete the 30 clock hour Phlebotomy Program or 4 clock hour IV Therapy Program are eligible for employment within the state of Texas. Those who choose to pursue National Certification will be eligible for employment in all 50 states assuming they pass the national exam.

*Some states will require additional certifications

THE NATIONAL EXAM IS A SEPERATE FEE OF \$50 DOLLARS

For graduates of our Phlebotomy Program, students will be given an access code to take the national exam on the last day of class. This exam is to be taken on your own time. If you choose NOT to challenge the National exam you will still receive a certificate of training from our school, which will enable you to perform blood draws anywhere in the state of Texas.

General Information

Northwest Phlebotomy School are conducting training sessions as a post secondary education facility. Therefore we do require that students who enroll in the program possess a minimum of a high school diploma, General Education Development (GED) Certificate, **and** be at least 18 years of age. Northwest Phlebotomy School is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

We do not grant credit to students for other courses taken in the field of Phlebotomy or Nursing Assistant Training or any other field. This course is a stand-alone course and no reduced tuition, nor will reduced hours of participation will be given.

Students must attend ALL 15 in-person hours. There is no grace period for attendance or arrival at the educational facility. If a student misses the first day of class, they will be removed from the course, and they will be required to enroll for another schedule. If a student misses a portion of class after commencement, they must re-attend that EXACT portion of class in a subsequent month. Students are allowed to schedule makeup classes one time only, any additional reschedules will need to pay the registration fee and tuition in full. Makeup work for rescheduled classes will be completed in class the day of attendance. Attendance is taken by the instructor at the beginning of every class.

We reserve the right to dismiss any student that continually disrupts the course work and training. Any dismissed student may regain re-entry into the course by contacting student services and discussing classroom etiquette with them on an individual basis. All students will eventually be allowed to finish, but their conduct must be above reproach. Theft will not be tolerated and dismissed students for theft will not be allowed back into class under any circumstances.

Northwest Phlebotomy School reserves the right to dismiss students from class if the school determines through interaction with the student that said student does not have an ability to benefit from the class. This could be caused by a language barrier, mental instability, or other condition, mental or physical that staff determines will inhibit the student from completing the class and having a chance at a career. A full refund will be given in these scenarios, and more than one instructor, and executive staff will be involved in the decision to dismiss the student from class.

We do not offer formal job placement assistance but will consult with you on potential employers in your geographical areas. We do not guarantee wage or salary levels for this type of training.

Student Complaints

Attempting to resolve any issue with the School is strongly encouraged by emailing Institutional Director yle Drewry at info@nwphlebotomyschool.com or by calling (360) 522-3226. As a prospective student, you are expected to review the Course Catalog prior to signing an enrollment agreement. Unresolved grievances may be directed to TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS AND COLLEGES, 101 E. 15th STREET, AUSTIN, TX 78778-0001.

Refund & Cancellation Policy

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school;
 - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

7. Refunds will be totally consummated within 60 days after the effective date of termination.

8. If student cancels within 72 hours of sign-up, student is entitled to a 100% refund of all monies paid including deposit.

Payment/Certificate/Exam Information

Tuition for class can be paid online at www.nwphlebotomyschool.com or over the phone by calling 360-522-3226. We accept all major credit cards.

\$100 registration fee is due when registering for class. Remaining balance is due on the first day of class after completion of enrollment. You will not be eligible to graduate, receive your certificate or sit for the national exam until tuition is paid in full.

Tuition Fees MUST be paid in full BEFORE you are eligible to pay for the National Exam. Certificates will ONLY be awarded to students at the last class who have Tuition Balance of Zero. Northwest Phlebotomy School does not charge interest nor do we provide any loans and/or financial aid toward enrollment. Full payment is due on the first day of class.

Any questions or concerns regarding these policies should be directed to info@nwphlebotomyschool.com

Students should confirm and check the spelling/format of their name. How your name is listed here is EXACTLY how it will appear on your certification. There is a \$15 Fee for Certificate Reprints.

Holder in due course - 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 the amounts paid by the debtor hereunder.

First Name _____ Middle Initial: _____ Last Name _____ Gender: _____

Race: _____ Education: _____ Veteran or Military Service Member: _____ yes _____ no

Address _____ City _____

State _____ Zip _____ Last 4 SSN _____ DOB (MM/DD/YYYY) _____

Cell Phone Number _____ Today's Date _____

E-mail _____ Class Start Date _____

Class Completion Date: _____ Program Length _____ Program Name: _____

Prior Medical Training/Employment: _____ Payment Method: _____

Person to contact in case of emergency _____ Phone Number _____

Insurance Carrier Information (if any) _____

In case of emergency, I authorize Northwest Phlebotomy School to contact emergency medical staff on my behalf in order to obtain emergency medical care.

Signature _____ Date _____

STUDENT ACKNOWLEDGMENTS

Student Initial _____ I understand that I must show up to class lucid, and mentally and physically rested and prepared. I understand that if the instructor feels I am not prepared I can be questioned, and if necessary dismissed from that session with the instruction to be prepared for the next session. Students, who are under the influence of alcohol, illicit drugs, prescription drugs or any other mind or body-altering substances cannot participate in class.

Student Initial _____ I understand that disruptive behavior, vulgar language or inappropriate attire will not be tolerated during class. If after a warning from an instructor or other NWPS staff member the offense continues I may be asked to leave class with out the possible option to return. In this case no refunds will be given. *Scrubs are the preferred attire but are not required.

Student Initial _____ I understand the risks associated with drawing blood, contracting diseases and am aware that phlebotomy procedures in class will be performed on fellow students, volunteers and staff at Northwest Phlebotomy School. I also understand that any injury sustained to me or the person I am performing phlebotomy on is solely my responsibility and will hold Northwest Phlebotomy School harmless.

Student Initial _____ I understand that Northwest Phlebotomy School does not offer job placement. However, employment advisement is available as well as an in class discussion on how to obtain and where to look for employment.

Student Initial _____ I understand that attendance is mandatory to successfully pass this course. Make up class time will be available by contacting Northwest Phlebotomy School only. I understand that I will not be able to schedule or attend make up classes once my registered class has concluded until my tuition is paid in full as explained under General Information on page 2 of this Registration/Enrollment Agreement.

Student Initial _____ I understand that I must confirm and check the spelling/format of my name and that how my name appears here is EXACTLY how it will appear on my certificate. I also understand that there is a \$15 Fee for Certificate Reprints as explained under Payment/Certificate/Exam Information on Page 2 of this Registration/Enrollment Agreement.

Student Initial _____ I understand that if I cannot complete the course I originally registered for, before I can be reassigned to another class I must have all tuition paid in full. I also understand that if I need to be reassigned to a class for any reason I must contact NWPS to do so.

Student Initial _____ I understand the Northwest Phlebotomy School Refund Policy and am aware that all requests to withdraw from the program must be done in writing as explained under General Information on Page 2 of this Registration/Enrollment Agreement.

Student Initial _____ I understand that I will not be able to graduate or obtain my certification until I have completed the course and paid ALL tuition in full as explained under Payment/Certificate Information on page 2 of this Registration/ Enrollment Agreement.

Student Initial _____ I understand that in order to sit for the National Exam, I must have ALL tuition paid in full.

Student Initial _____ I understand that by signing this agreement, I will receive an exact signed copy of the agreement.

I have read and understand this Registration/Enrollment Agreement and agree with the terms set forth therein. By signing below, the student agrees to pay Northwest Phlebotomy School the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current 2024 Catalog. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations to the school have been met the school will award the Phlebotomy Program Certificate to the student. The student and school understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY may not be amended except in writing and signed by both parties. By signing below, the student also confirms that they have received and read the current Northwest Phlebotomy School Course Catalog. This agreement is not binding until signed by both the student and the authorized representative of the school.

A copy of a current school catalog and fully executed copy of this enrollment agreement will be sent via email.

Student Signature Date

Authorized Representative Date

Notice of Cancellation

Northwest Phlebotomy School
Mailing Address: 4324 79th Ave. SW Olympia, WA 98512
School Address: 12833 Ranch Rd. 620 N. Austin, TX 78750
360-522-3226
info@nwphlebotomyschool.com

This serves as a detachable notice of cancellation in adherence with the Northwest Phlebotomy School refund and cancellation policy for the student listed below. This notice may be detached and mailed to the mailing address at the top of this form or by emailing to info@nwphlebotomyschool.com

Refund & Cancellation Policy

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the last date of attendance; or
 - (b) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school;
 - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

6. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

Student Name - Printed

Student Signature

Date