



# Enrollment Agreement

Welcome to Clackamas Nursing Assistant Training!

Student's Name: \_\_\_\_\_

Your class will begin on \_\_\_\_\_

Your class will be completed on \_\_\_\_\_

You will spend 80-84 hours in the classroom and lab.

You will spend 75-80 hours in the clinical setting under the supervision of the clinical instructor.

A detailed schedule will be provided to you on the first day of class.

Here are the fees and other program costs:

Tuition	\$1000.00	Tuition arrangements are to be made on or before the first day of class by consulting with the Program Director/owner.
OSBN test	\$106.00	To be paid to the Oregon State Board of Nursing
OSBN background check	\$64.50	To be paid to Fieldprint Inc. as required by the Oregon State Board of Nursing
CPR class	\$50.00 (Subject to change)	Oregon law requires that Basic Life Support CPR certification be obtained prior to completion of this course. Clackamas Nursing Assistant Training will provide a certified instructor for those students who do not have a current CPR card. Fees for this training are paid directly to the CPR instructor
Uniform	\$10 to 30	Clinical sites require certain attire. This may be scrubs or other specified clothing. Cost of clothing is paid to store where purchased.
Equipment		A sphygmomanometer (blood pressure equipment), a stethoscope and a gait belt will be included at no additional charge.

## **Cancellation and refund policy:**

Tuition arrangements are to be made on or before the first day of class by consulting with the Program Director/owner. Tuition may be paid in full on or before the first day of class, or arrangements may be made to make multiple partial payments as the class progresses. Students are required to have at least 80% of the tuition paid by the start of the last week of clinical experience. If no more than 20% of the tuition is owed by the above specified deadline, the student may complete the course and the certificate of completion will be withheld until full payment is received. If more than 20% of the tuition is still owed by the last week of the course, the student will not be permitted to complete the course. Failure to complete the class does not absolve you of the responsibility to pay in full. If you cancel your enrollment in writing three or more days before the start of the course, all tuition paid will be refunded. No refunds will be made for clothing, equipment, CPR training or any other goods or services obtained from sources other than Clackamas Nursing Assistant Training.

If Clackamas Nursing Assistant Training discontinues the class after tuition has been paid but before the class has been completed, all tuition paid to Clackamas Nursing Assistant Training will be refunded. Refunds will be made within 30 (thirty) days of the cancellation of the class.

No refunds will be granted for the following reasons:

A student who fails to disclose criminal background information that prevents the student from being accepted at the clinical site or prevents the student from being certified by the Oregon State Board of Nursing will not be granted a refund of any portion of the tuition paid.

A student who fails to disclose her/his inability to comprehend the English language and chooses to enroll and pay tuition fees anyway will not be granted a refund of any monies paid, even if the language barrier results in her/his inability to pass the course or the state competency examination.

A student who fails to secure the appropriate CPR certification prior to the completion of the course will not be granted a refund.

A student who fails to complete the required 80 hours of classroom instruction AND 75 hours of clinical experience will not be granted a refund. Students who are prevented from completing the course due to illness or injury will be given the opportunity to complete the course in a subsequent class. The student must be available to continue in the next class in which space is available. As required by law, the clinical portion of the course must be completed within four months of completing the classroom portion.

A student who fails the final examination will be given a second chance to try. Failure to achieve a passing score (75% or better) will not be granted a refund.

A student who fails, after repeated instruction, to successfully demonstrate skills either during the classroom portion of the course or the clinical portion of the course, and who cannot complete the course because of this failure, will not be granted a refund.

A student who is absent without notifying the instructor MAY be removed from the program and no refund will be granted.

Students engaging in any behaviors that violate laws (such as theft, abuse, etc.) or violating any of the behavior expectations specified in the Behavior Policy will be removed from the program at the discretion of the Program Director and no refund will be granted.

**Safety**

The nature of the work of a Nursing Assistant requires lifting, bending, stooping and sometimes twisting. The student is required to refuse to perform a skill or task, either during the classroom or the clinical experience, that the student believes may cause injury. The student agrees to hold harmless Clackamas Nursing Assistant Training for any injury or illness that occurs during the course.

**Job Placement:**

Clackamas Nursing Assistant Training does not provide formal job placement services however, students may consult with the Program Director for advice or suggestions on possible employment opportunities. The student may choose to use the instructor as a reference on a job application, but Clackamas Nursing Assistant Training or its employees cannot be held liable if the student is not hired by the entity for which the instructor provided a reference.

**How to file a complaint:**

Clackamas Nursing Assistant Training strongly encourages students to voice concerns about the program directly to the owner/operator/program director. If the student wishes to report concerns to the Oregon State Board of Nursing, she/he may do so by calling the OSBN at 971-673-0636 or 971-673-0685.

**I have received, read, and understand the disclosure statements, enrollment agreement, and program policies.**

\_\_\_\_\_  
**Student's signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Representative's signature**

\_\_\_\_\_  
**Date**