



# Enrollment Agreement

Welcome to Clackamas Nursing Assistant Training!

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

Your class will begin on or near \_\_\_\_\_

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

You will spend at least 37 hours in the classroom and at least 28 hours in the lab.

You will spend 40 hours in the clinical setting under the supervision of the clinical instructor.

A detailed schedule is available on the school website. A physical copy will be provided on the first day of class.

Here are the fees and other program costs:

<b>Tuition</b>	<b>\$1300.00</b>	Tuition arrangements are to be made on or before the first day of class by consulting with the Program Director/owner.
<b>A standard background check is included in the tuition, but if there is criminal data which needs to be verified by the investigating agency at additional cost to Clackamas Nursing Assistant Training, the student will be required to pay these additional fees.</b>		
<b>OSBN test</b>	<b>\$106.00</b>	To be paid to the Oregon State Board of Nursing
<b>OSBN background check</b>	<b>\$70.50</b>	The Oregon State Board of Nursing conducts its own background check prior to issuing certification. This fee is paid directly to Fieldprint.
<b>CPR class</b>	<b>\$85.00</b>	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
<b>Uniform</b>	<b>\$10 to 30</b>	Clinical sites require certain attire. This may be scrubs or other specified clothing. Cost of clothing is paid to store where purchased.
<b>Equipment</b>		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 Program
- If Clackamas Nursing Assistant Training Program discontinues the class after tuition has been paid but before the class has been completed, all tuition paid to Clackamas Nursing Assistant Training Program 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 will not be granted a refund.
  - A student who fails to complete the required minimum of 65 hours of classroom/lab instruction AND 40 or more 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 lab 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.

- A student engaging in behaviors that violate the law such as theft, abuse, etc. will be removed from the program 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, they may do so by visiting the OSBN website at <https://www.oregon.gov/osbn/pages/complaint.aspx>.

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

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

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

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

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