

Denver Campus
3600 S. Beeler St. #230
Denver, CO 80237

Thornton Campus
9101 Pearl St. #208
Thornton, CO 80229

CO Springs Campus
2930 Austin Bluffs Pkwy #103
Colorado Springs, CO 80918

Fort Collins Campus
838 W Drake Rd. Ste 109
Fort Collins, CO 80926



Phone – 701-404-9434 Fax – 385-327-2084
www.PhlebotomyUSA.com

ENROLLMENT/REGISTRATION AGREEMENT

Program Title: Certified Phlebotomy Technician

40 Hours of Classroom Instruction

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

First Name _____ Last Name _____

Address _____ City _____

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

Cell Phone Number _____ Today's Date _____

E-mail _____

Registered Course Time: National Evening _____ National Day _____ National Weekend _____

Registered Course Location: Denver _____ Thornton _____ Colorado Springs _____ Fort Collins _____

Class Start Date _____ Class End Date _____ Training Type: In Classroom - Didactic and Practical Training

Tuition & Fees

Tuition \$ 645.00

*Registration \$ 100.00

*Books/Supplies/Equipment \$ 165.00

National Exam \$ 115.00 (if you choose to test, this fee will be charged as a separate transaction by the school through the National Testing Agency's Merchant account)

Total Cost of Program \$ 1025.00 *Registration and Books/Supply Fee will be required by the first day of class

Payment Policy

Tuition and fees for class should be paid by phone through **Student Services at 701-404-9434** or by logging onto your student account at students.phlebotomyusa.com. We accept all major credit cards. \$100 minimum is required at the time of registration. After the initial registration fee of \$100 has been paid, students can make payments in any increment until full payment is received. **Full tuition and fees are due by the halfway point of class.**

1. If a student fails to pay full tuition and fees by these deadlines, the following options are available: If a student wishes to remain in the class they originally registered for and are unable to meet the payment policy as written, they can

request a payment extension. They will need to make a written request to info@phlebotomyusa.com. The Director will review all payment extensions. If an extension is approved, the student will remain in their scheduled course but will be required to pay in full before challenging the practical or national exam.

2. If a student does not contact the Director, the student will be required to reenroll in new class dates where they will attend the remaining classes in that cohort to complete their program. They will be required to be paid by the halfway point of their new cohort. Extensions past this point will not be permitted. Students should call Student Services to reschedule. Please note rescheduling will be based on class availability.

No student, regardless of circumstance, will be permitted to be certified without full payment.

Exam Information

Phlebotomy Training Specialists proctors the National Healthcare Certification Organization (NHCO) Exam. This examination, when successfully passed, is a National Certification. This certification must be renewed every two years. Renewal information can be found at healthcarecertifications.com.

Certificate of Training Information

Students should log into their account at students.phlebotomyusa.com and check the spelling/format of their name. How your name is listed here is EXACTLY how it will appear on your Certificate of Training. An electronic copy of your certificate will be emailed to you at the end of class.

Certificates of Training will ONLY be awarded to students at the last class who have accomplished the following:

- Passing Scores in Didactic Coursework
- Passing Scores in Lab Coursework
- Passing Scores in Venipuncture Hands-on skills
- Completed Student File / Paperwork

We do not mail original copies of your Certificate of Training. If you would like one sent to you, you can have one printed and mailed directly from our Corporate Offices for a fee of \$20.00. Please log on to your student portal to request and pay for your printed and mailed Certificate of Training.

If you notice any mistakes on your Certificate, please email certificates@phlebotomyusa.com.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$100.00.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

A student terminating training...	Is entitled to a refund of full tuition/fees:
Within the first 10% of the program or the first 3 hours	90% full tuition amount less registration fee
After 10% but within first 25% of program (more than 3 and less than 8 hours)	75% full tuition amount less registration fee
After 25% but within first 50% of program (more than 8 and less than 16 hours)	50% full tuition amount less registration fee
After 50% but within first 75% of program (more than 16 and less than 24 hours)	25% full tuition amount less registration fee
After 75% (after 24 hours)	No Refund

The calculations above are based on full tuition being paid. The \$115 National Exam Fee is not included in these calculations, as the exam fee is fully refundable as long as the National Exam is not attempted.

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract and receive a full refund.

Student's Right to Cancel Void After: _____

2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student's intention to discontinue the training program;
or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a program/stand-alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

Books and supplies: \$165 refundable if not used. If used, no refund.

Exam Fee: \$115 refundable if not taken.

Student Complaints

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be brought to the attention the Division of Private Occupational Schools in writing at <http://highred.colorado.gov/dpos>, or by phone at 303-862-3001. There is a two-year limitation from the date the student discontinues his/her training at the school on filing a complaint with the Division.

Conduct and Dismissal Policy

Students are expected to maintain professional conduct within the classroom. Phlebotomy Training Specialists reserves the right to enact disciplinary procedures (outlined below). The following is a list of enumerating behaviors that are unacceptable in the classroom setting. These examples of impermissible behavior described below are not intended to be an all-inclusive list. Phlebotomy Training Specialists managers have full discretion and any violation of the policies or conduct considered inappropriate or unsatisfactory will be subject to disciplinary action, up to and including dismissal from the program.

1. Language / Interpersonal Conduct
 - a. Fighting (verbal, physical, electronic) with or assaulting another individual
 - b. Threatening or intimidating any other individual by any method (verbal, written, electronic, etc.)
 - c. Engaging in any form of harassment (sexual, emotional, etc.)
 - d. Using vulgar language, explicit terms, or profanities
 - e. Discussing sensitive topics such as religion, sexual orientation and gender, racial issues, political affiliation, etc.
2. Conduct
 - a. Use of cell-phone for non-emergencies while in class and/or lab
 - b. Continually speaking out of turn or disrupting the flow of class with off topic discussions
 - c. Arriving late to class or leaving early more than twice without prior notification.
3. Safety
 - a. Failing to abide by safety rules and policies
 - b. Refusing to follow instructor's directions or being insubordinate
 - c. Failure to adhere to corrections or guidance given by the instructor
 - d. Continued disregard for cleanliness and sanitation protocols

4. Mental/Physical State
 - a. Showing up to class in improper attire, wearing inappropriate shoes, or generally unkempt
 - b. Attending class while under the influence of alcohol, illicit drugs, or any other mind/body altering substance.

5. Automatic Dismissal
 - a. Possessing firearms or any other weapons in the classroom
 - b. Illegal Activity of any kind
 - c. Using, selling, dispensing, or possessing alcohol, illegal drugs, or narcotics on premises. Recreational drugs are also not permitted on premises.
 - d. Theft

Disciplinary Procedures

Upon infraction of one of the above expectations, a Phlebotomy Training Specialists staff member will issue a verbal and/or written warning to the student. This is to be considered a corrective plan of action. If the impermissible behavior continues, Phlebotomy Training Specialists will dismiss students from the program. Students who have violated policies outlined in the "Automatic Dismissal" section will be subject to automatic dismissal.

ALL dismissal procedures will be handled by at least three Phlebotomy Training Specialists Staff Members after consulting the instructor. Students who wish to appeal Phlebotomy Training Specialists' final decision can do so in writing.

Phlebotomy Training Specialists 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.

General Information

Phlebotomy Training Specialists is 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 beyond the age of compulsory high school attendance. Students may be allowed to enroll without meeting this requirement but will be pre-screened by the management of the company to ensure they have the capacity to complete the program.

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.

Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course and lack of attendance can affect your ability to pass. Students must attend all classroom hours. If a student missed the first eight hours of class, they will be removed from the course and they will be required to enroll for another schedule.

There is a 15-minute grace period at each class after which the student will be considered tardy and that time will have to be made up in 30-minute increments. Time will be quantified at the educational facility electronically, and the student must attend all of the time. If a student misses a portion of class after commencement, they can make it up during the day, evening, or weekend schedule. Make up time is available by contacting Student Services at 701-404-9434 or by email at info@phlebotomyusa.com. It is the student's responsibility to schedule and attend any make up time.

Students in the class will practice blood draws on one another, closely supervised by instructors. Students should expect to have their blood drawn during the course. Students with medical restrictions may contact Student Services to seek accommodations.

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.

Phlebotomy Training Specialists (PTS) believes in providing access to a diverse population. PTS complies with state and federal disability laws and makes reasonable accommodations for applicants and students with disabilities. Post-secondary schools have no obligation to identify students with disabilities. If you need an accommodation, it is your responsibility to make your disability known to the school and request any needed accommodation. PTS will make reasonable accommodation for applicants and students unless doing so would result in a fundamental alteration of the program or would result in an undue burden. You must also be able to show the relationship between the disability and need for accommodation.

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 the Conduct and Dismissal Policy as it is outlined in this agreement. I acknowledge that I will be subject to the disciplinary procedures if I am in violation of these policies.

Student Initial _____ I understand that full tuition and fees are due by the halfway point of class. I acknowledge that if my full tuition and fees are not paid by this time I will need to follow the Payment Policy found in this agreement.

Student Initial _____ I understand that if I fail to complete my initial registered course, reassignment into a new class will not be allowed until my entire Tuition balance is paid in full. Students must call Student Services to re-enroll in a new class. Please note that rescheduling will be based on availability.

Student Initial _____ I acknowledge that I am responsible for the cost of the full tuition and fees associated with the program. I understand that failure to make consistent payments to the school will result in my account being sent to collections. I also understand that if I withdraw from the program prior to completion, I am financially responsible for the prorated tuition and fees for the classes which I did attend.

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 Phlebotomy Training Specialists. I also understand that any injury sustained to me or the person I am performing phlebotomy on is solely my responsibility and will hold Phlebotomy Training Specialists harmless.

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

Student Initial _____ I understand that while PTS will make every effort to hold classes as scheduled, there may be a disruption in projected scheduling due to unforeseen circumstances. I acknowledge that PTS will not make any financial compensations for rescheduling, however, they will also not charge any additional fees for rescheduling. PTS will offer multiple options to complete my course in a timely manner. Should I choose to withdraw from training, the published refund policy will apply.

Student Initial _____ I understand that attendance is mandatory to successfully pass this course. Make up class time will be available by contacting Student Services only.

Student Initial _____ I acknowledge that I will be expected to draw blood on my fellow students, and also that I will have my blood drawn by others. I understand that I may contact Student Services to request a medical accommodation.

Student Initial _____ I understand that I must log into my student account at students.phlebotomyusa.com and check the spelling/format of my name and that how my name appears here is EXACTLY how it will appear on my certificate and transcripts. I also understand that there is a \$20 Fee for Certificate Prints should I request it as explained under Certificate of Training Information.

Student Initial _____ I understand that I cannot miss the first eight hours of class. I understand that if I miss any of the first eight hours of class I will be removed from the class and I will be required to select another available class schedule.

Student Initial _____ I understand the PTS Refund Policy and am aware that all requests to withdraw from the program must be done in writing.

Student Initial _____ I have received a copy of the current Catalog (Colorado Springs and Denver: Volume 10, March 2022. Thornton: 31, March 2022) Sent via email upon registration.

By signing below, the student agrees to pay Phlebotomy Training Specialists ("school") the total stated tuition & fees. The school agrees to provide the occupational training in accordance with the provisions of the school's current 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 Technician Certificate to the student. When signed by both parties, this document becomes a legally binding instrument. 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.

YOU WILL BE GIVEN A FULLY EXECUTED COPY OF THIS ENROLLMENT AGREEMENT.

Student Signature

Date

Staff Signature

Date

** Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board.*