

# The Vocational Nursing Institute, Inc. Enrollment Agreement

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*This is an enrollment agreement between*

*The Vocational Nursing Institute, Inc. and \_\_\_\_\_*  
*(Student Name).*

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

*The Vocational Nursing Institute, Inc.  
11201 Steeple Park Drive  
Houston, Texas 77065*

*www.vocationalnursinginstitute.com  
832 237 2525 Office  
832 237 2505 Fax  
kim@vocationalnursinginstitute.com  
(School Director)*

*Nursing Aide Training*

*Training to begin on \_\_\_\_\_ (insert aide training cycle here)*

*Program Length: 75 hours*

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<i>Student Name</i>	<i>Address</i>	<i>City/State/Zip</i>
<i>Home Phone</i>	<i>Cell Phone</i>	<i>Email Address</i>

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*Tuition and fees are as follows.*

*Course textbook is included in the fee.*

*\* Nurse Aide Training Total Course Fee                      \$875.00 cash or check*

*Payment Types: Payments by check, cashier's check, MasterCard, American Express, or Visa.*

*Payment Schedule: Students must pay the full tuition upon enrollment or pay as outlined in the next section Nurse Aide Program Tuition & Fees.*

## **NURSE AIDE PROGRAM TUITION & FEES**

Tuition and fees are as follows. Course text is included.

Nurse Aide Training Course Fee                      \$875.00 (check, cash, credit card)

Students may pay the full tuition upon enrollment or opt for a two-payment option. Those opting for the two-payment option must pay 50% of the fee at the time of enrollment. The other payment which is the balance due or 50% of total payment is due two weeks prior to course completion. No interest is charged.

### **ITEMS INCLUDED IN COURSE FEES:**

Textbook

Scrubs – school color

CPR course (you must take this course prior to the first day of school. We offer this course online with an in person skills check off at our office Mon-Friday 8:30 – 3:30 pm)

# The Vocational Nursing Institute, Inc. Enrollment Agreement

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State Testing Fee for written and skills check off (one payment for testing, if the student fails the test written or skills, they must pay subsequent fees)

Instructor to teach class room as well as clinical. If you miss clinical days there may be an additional fee to make-up clinical hours.

School Name Badge

Externship Rotation- 24 hours with Instructor

## **SUPPLIES NOT INCLUDED IN COURSE FEES**

### **\*Required Supplies**

1. White Duty Shoes – no open toe, clogs, or canvas
2. Watch with a second hand
3. Flesh-colored hose, or plain white anklets (with pants)
4. 3-ring 2” or 3” loose leaf notebook
5. Notebook paper
6. #2 pencil
7. Pens (black only)
8. Highlighter
9. Blood pressure cuff and stethoscope

### **Optional Supplies**

1. Bandage Scissors
2. Nurse Aide 3 pocket visit bag

*\*Items are subject to cost change.*

**"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."**

## **CANCELLATION & REFUNDS**

### **CANCELLATION POLICY**

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed or within the student's first three scheduled class days (does not apply to Seminars).

### **REFUND POLICY**

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:

# The Vocational Nursing Institute, Inc. Enrollment Agreement

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- (a) The last day of attendance, if the student is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in nonrefundable administrative fees for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.<sup>1</sup>
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
- (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

## **REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.**

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;

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<sup>1</sup> More simply, the refund is based on the precise number of hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.

# The Vocational Nursing Institute, Inc. Enrollment Agreement

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- (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.

8. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

This school provides equal employment, admission and educational opportunities without regard to race, color, religion, handicap, sex, age, or national origin.

This school is "**APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION, CAREER SCHOOLS, AND COLLEGES AUSTIN, TEXAS.**" This school is "**APPROVED AND REGULATED BY THE TEXAS BOARD OF NURSING.**"

I have read, understand, and will comply with this enrollment agreement. I acknowledge that I have received, as the student a copy of the school enrollment agreement and catalog.

\_\_\_\_\_  
Director or Authorized School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student or Guardian

\_\_\_\_\_  
Date