

3401 Enterprise  
Parkway, Suite #210  
Beachwood, OH 44122  
School #2284

4675 Cornell Rd  
Suite #185  
Cincinnati, OH 45241  
School #2204

5900 Roche Dr.  
Suite #115  
Columbus, OH 43229  
School #2168

4700 Rockside Road  
Suite #140  
Independence, OH 44131  
School #2102



Phone – 701-404-9434 Fax – 385-327-2084  
[www.PhlebotomyUSA.com](http://www.PhlebotomyUSA.com)

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**REGISTRATION/ENROLLMENT AGREEMENT**  
**Program Title: Phlebotomy Training**  
**Program Length: 40 hours**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

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

Cell Phone Number \_\_\_\_\_ Today's Date \_\_\_\_\_

E-mail \_\_\_\_\_

Class Start Date \_\_\_\_\_ Registered Course Time: Evening \_\_\_\_\_

Day \_\_\_\_\_ Weekend \_\_\_\_\_

Registered Course Location: Cincinnati Campus \_\_\_\_\_ Columbus Campus \_\_\_\_\_

Independence Campus \_\_\_\_\_ Beachwood Campus \_\_\_\_\_

**Payment Information**

**Tuition & Fee Breakdown**

Tuition	\$475.00
Registration Fee	\$100.00
Books/Supplies Equipment	<u>\$135.00</u>
Total for Phlebotomy Training	<b>\$710.00</b>

*National Exam (optional)	<u>\$115.00</u>
Total for Phlebotomy Training + Exam	<b>\$825.00</b>

\*If the student chooses to test, this fee will be charged as a separate transaction by the school through the National Testing Agency's merchant account.

### Payment Policy& Timelines

Tuition for class should be paid by logging onto the student account at [students.phlebotomyusa.com](http://students.phlebotomyusa.com). \$100 minimum should be paid at the time of registration. After the initial registration fee of \$100 has been made, students can make payments in any increment until full payment is received. **Full tuition and fees are due by the halfway point of class, unless the student is approved for financing and has signed a retail installment contract (see Financing Option below).**

If a student fails to pay full tuition and fees by these deadlines, the following options are available:

1. 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](mailto: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 in full before joining 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. PTS does not hold regional, national or programmatic accreditation from a U.S. Department of Education approved accreditor. PTS does not participate in federal or state student aid programs.

### Financing Options

Students may apply for financing via the student portal. Students may apply for financing at any point throughout the course, and they may choose to finance up to 50% of their overall balance. Students may select terms in 12, 18, or 24 months at a rate of 18%. Should students withdraw from the course, the published refund policy would apply.

Payments are due according to the terms of the retail installment contract even if the borrower does not complete his or her education, cannot get a job after completion of the program, or is dissatisfied with the education.

### **Program Information**

The facility is classroom style with draw stations, lab processing area, and sanitizing stations. All students will be required to use and show proficiency in the utilization of the equipment in which the course trains them to use. This course starts near the first of every month and runs approximately 3-5

weeks in length. Students who sign in this enrollment agreement will be guaranteed the tuition price of \$710.00 even in the event that PTS has a tuition cost increase.

The Phlebotomy Training Specialists program will prepare students for a job in the medical field of phlebotomy, the art of drawing blood. However, this course can also be used as an introductory course into all medical fields including, but not limited to, medical assisting, pre-nursing, registered nursing, nurse practitioner, lab technician, hematology, pre-med, etc.

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. One watch and critique test will be given. If the entire course is completed satisfactorily, a certificate of training will be awarded to the student at the last class.

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.

Students that complete the 40-hour certification course are eligible for employment within the state of Ohio. Those attending the Phlebotomy Training course will be eligible for employment in all states\* assuming they pass the national exam. \*States such as California, Louisiana, Nevada, and Washington have additional licensing requirements.

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 be given. We make no claim or guarantee that credit earned will transfer to another institution. In addition, the tuition and fees paid toward this enrollment and course is only applicable to the city and state of the original enrollment; they are not transferable. If a student moves campuses, additional course fees may be required.

### Enrollment Requirements

Phlebotomy Training Specialists is conducting training sessions as a post-secondary education facility. Therefore, we do not require that students who enroll in the program possess a minimum of a high school diploma, General Education Development (GED) Certificate. Students must be beyond the age of compulsory high school attendance; over 18 years old.

### Attendance Policy

Attendance is mandatory for all students regardless of their current level of knowledge. This course is not graded, it is a pass/fail course. Because of this, lack of attendance can affect the student's ability to pass. This course is comprised of 10 four-hour modules. In order to complete the class and receive a certificate of completion, students must attend at least 9 out of 10 modules. If students miss more than 1 module throughout the class, they will be required to make up the modules they missed in an alternate schedule. If students miss three *consecutive* modules, they will be deemed too far behind the class, and will be automatically removed from the class and required to enroll for another schedule.

Please note that modules 1, 2, and 9 are required to complete the course, as these modules contain foundational information (1 & 2) and the practical exam (9).

### **Completion Policy**

Students will have 90 days to receive their Certificate of Completion from the original course start date (decided at the time of registration). All payments made towards tuition and fees are only applicable to courses held within the dates below.

This enrollment agreement and payments made are valid for the period of:

Original Course Start Date: \_\_\_\_\_ to Completion Deadline: \_\_\_\_\_

### **Re-enrollment**

Should students fail receive their Certificate of Completion during this time frame, they will be required to re-enroll as a new student. No payments made or classes attended will carry over to this new enrollment. Students may re-enroll and make payments via the student portal or by contacting Student Services at (701) 404-9434.

### **Extension Policy**

Students may request an extension for extenuating circumstances by contacting Student Services at [info@phlebotomyusa.com](mailto:info@phlebotomyusa.com). Extension requests can be made for obtaining their Certificates of Completion. All requests must be sent in writing. Requests for extensions must be submitted prior to the Completion Deadline. Extensions will be granted for emergency situations such as a severe medical issue, death of a relative, natural disasters, and cases of assault. All balances must be paid in full before extensions will be granted. Extensions are not to exceed more than 30 days of the original completion deadline. No more than one extension will be granted per student. This enrollment agreement is valid for Extensions granted by the school.

Automatic Extensions will be granted for a) the school rescheduling course dates past the Completion Deadline, and b) the school rescheduling course dates past the expiration of the extension period.

### **Completion Timelines for Exam**

The \$115 exam fee covers all exam attempts during the above period. After the Completion Deadline, any exam attempt will be charged to the student at \$115. No extensions will be offered for exam attempts.

### **Exam Information**

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

The National Exam is a separate fee of \$115. The National exam will be given at our facility on the last day of class.

If the student chooses NOT to challenge the National exam, they will still receive a certificate of training from our school, a private postsecondary school registered with the Ohio State Board of Career Colleges and Schools, which will enable them to perform blood draws anywhere in the state of Ohio.

PTS students are eligible to sit for certification examinations from the relevant phlebotomy training oversight organizations (National Healthcareer Association, National Centers for Competency Testing, and National Healthcare Certification Organization) and PTS training complies with the standards of all relevant phlebotomy trade associations.

### **Certificate of Training Information**

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

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

- Completed Student File / Paperwork
- Passing Scores/participation in Lab Coursework
- Passing Scores in Venipuncture Hands-on skills
- Met attendance requirements
- No outstanding payment obligations

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

If the student notices any mistakes on their Certificate, please email [documents@phlebotomyusa.com](mailto:documents@phlebotomyusa.com).

### **Cancellation and Refund Policy**

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 40 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

An enrollment agreement or school application may be canceled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. If a student withdraws from class after the five-day cancellation period, the school will retain the registration fee. All tuition and fees paid pursuant to the enrollment agreement or application will be refunded. Refunds will be processed within 30 days after the cancellation. This provision shall not apply where a student has already started classes.

Student's Right to Cancel Void After: \_\_\_\_\_

A student choosing to withdraw from the school is to provide written notice to the school or by sending an email to [payments@phlebotomyusa.com](mailto:payments@phlebotomyusa.com).

In the case that a student quits attending class OR requests a refund after the five-calendar day period, we will refund based on student's last date of attendance. (Amount to be refunded is based on FULL tuition being paid, if full tuition was not paid in full the amount to be refunded will be based on total paid over percentage of amount to be refunded).

Attended up to 4 hours (1 AM/PM Class or ½ Weekend Class)	75% full tuition/fees amount less registration fee
Attended up to 8 hours (2 AM/PM Classes or 1 Weekend Class)	60% full tuition/fees amount less registration fee
Attended up to 12 hours (3 AM/PM Classes or 1½ Weekend Classes)	45% full tuition/fees amount less registration fee
Attended up to 16 hours (4 AM/PM Classes or 2 Weekend Classes)	30% full tuition/fees amount less registration fee
Attended 20 hours or more	No refund

The calculations above are based on full tuition being paid. If a student is not paid in full, the amount refunded will be proportional to tuition paid and classes attended. 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.

Refunds will only be issued back to the original card used in the transaction. If the card is no longer active, we can send a check which will require a 3% processing fee, and can only be issued to the original card holder.

Supplies and Equipment: \$100 - Refundable on a pro rata basis in accordance with tuition.

Textbook: \$35 - Once textbooks are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.

#### Postponement of starting date

If the course is not commenced, or the student fails to attend by the new start date, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date, determined in accordance with the school's refund policy.

## **Student Eligibility, Accommodations, & Performance Policy**

Phlebotomy Training Specialists (PTS) believes in providing education 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 the student needs an accommodation, it is their responsibility to make their 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. They must also be able to show the relationship between the disability and need for accommodation. More information can be found in the Course Catalog under Student Eligibility, Accommodations, & Performance Policy.

## **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. (This includes prescription and/or recreational drug).

5. Student Eligibility, Accommodations, & Performance
  - a. Failure to meet the performance requirements
  - b. Inability to benefit as reviewed by instructional staff, regional, and national directors
  
6. 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 3 Phlebotomy Training Specialists Staff Members after consulting the instructor. Students who wish to appeal Phlebotomy Training Specialists’ final decision can do so in writing.

Complaint Procedures

Attempting to resolve any issue with the School first is strongly encouraged. Student Complaints may be registered with the Board of Career Colleges and Schools in writing at 30 East Broad St. Suite 2481, Columbus, Ohio 43215, or by phone: 877-275-4219.

**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 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 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 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 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 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 as explained in this Registration/Enrollment Agreement.

Student Initial \_\_\_\_\_ I understand at I must watch and complete the 5-minute Edvera video. PTS will provide an invitation code sent in an email to access the video.

Student Initial \_\_\_\_\_ I authorize Intelvio to contact, and request information about me (including, without limitation, date of hire, salary, fulfillment of internship requirements, etc.) from, any employer or potential employer, or anyone through whom I may, do, or did participate in an internship program.

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 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 Volume No. 15 January 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 Technician Certificate to the student. When signed by both parties this document is 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.

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

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Student Signature

Date

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Authorized Representative

Date