
ENROLLMENT AGREEMENT
Program Title: Phlebotomy Training
Program Length: 44 hours

First Name _____ Last Name _____ Male _____ Female _____

Address _____ City _____

State _____ Zip _____ Student ID: _____

Cell Phone Number _____ Today's Date _____

E-mail _____

Registered Course: Phlebotomy Training Beginning Date: _____

Completion Date: _____

Select Course Schedule: Day (9-1pm) _____ Evening (6-10pm) _____
Weekend (Saturdays ONLY 8-4:30pm) _____

Payment Information

Tuition & Fee Breakdown**Tuition** **\$665.00****Books** **\$35.00**

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.

Supplies / Equipment Fees. **\$180.00**Supplies – Vacutainer Needles and Hubs, Aliquot Tubes, Collection Tubes, Winged Infusion Sets, Gloves, Alcohol Swabs, Cotton, Tourniquets, Slides, Tape:
Pro-Rata refund for supplies is equal to \$16.36 / class totaling \$180.00.

Total Cost of Program \$880.00

National Exam Fee – Optional \$115.00

Refundable, if not taken (*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*)

Total Cost of Program w/ exam \$995.00

Payment Policy & Timelines

Students will be contacted via email or phone ten (10) business days before program commencement for full payment of tuition and fees. Tuition and fees should be paid by phone through Student Services at 701-404-9434 or by logging onto their student account at students.phlebotomyusa.com. Students and Student Services will not be able to access the payment portal until (10) business days before class commencement time-frame has begun. **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. 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.

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 (Clinical Laboratory Standards Institute, National Association of Phlebotomy Technicians, National Phlebotomy Certification Association).

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

Our facility is a 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.

Our Phlebotomy Training 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.

This course requires 44 clock hours of attendance, testing, and practical training. Overall course cost is \$880.00, or \$995.00 with the optional national certification exam. This will cover the following: tuition, books, supplies, equipment, hands on training and techniques, videos, and the in-class material used.

This course starts near the first of every month and runs 3 weeks for the AM and PM Course. The Weekend Course runs nearly every Saturday for separate periods totaling 6 consecutive Saturdays.

Full-Time Day: 9:00 am to 1:00 pm – Monday – Thursday – 8 Classes = 32 hours (Weeks 1 and 2)
9:00 am to 1:00 pm – Monday – Wednesday – 3 Classes = 12 hours (Week 3)

Full-Time Evening: 6:00 pm to 10:00 pm – Monday – Thursday – 8 Classes = 32 hours (Weeks 1 and 2).
6:00 pm to 10:00 pm – Monday – Wednesday – 3 Classes = 12 hours (Week 3)

Part-Time Weekend: 8:00 am to 4:30 pm – Saturday only – Classes 1 - 5 = 40 hours with 30 min lunch each day.
8:00 am to 12:00 pm – Saturday only – Class 6 = 4 hours

As a matter of consequence, the Phlebotomy National Certification Exam is completely optional to our students, and is therefore not included in our overall class clock time, but it is always scheduled at the immediate end of our program. In this regard, the exam is held the 3rd Thursday (4 hours) of the Day and Night programs and the last half of the 6th Saturday (4 hours) of the Weekend program.

Phlebotomy Training Specialists is a special purpose institution. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred. As such, we do not issue nor receive educational credits. We do not grant nor accept credit to students for other courses taken in the field of Phlebotomy.

We do not offer formal job placement assistance, but will consult with the student on potential employers in their geographical areas. We do not guarantee wage or salary levels for this type of training.

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

Students are required to have a high school diploma or High-School Equivalency Completion as a minimum entry requirement into the program. The Tennessee Higher Education Commission rule 1540-01-02.12 and 1540-01-02.15 requires students prior to commencement of class to submit an official transcript from their high school, High-School Equivalency Completion score sheet from the appropriate issuing entity, or an official military document indicating that the student completed high school such as an Enlisted Record Brief. This must come directly from the issuing institution or agency. Paper transcripts printed on security sensitive paper and must contain the issuing institution's seal or signature of an official from the institution. Electronic transcripts or scores sheets are also acceptable if sent from the issuing institution. We also require students to be beyond the age of compulsory high school attendance.

Students with foreign transcripts must have them evaluated and translated in order to be accepted into the school. If this proof of education was issued outside of the United States, students must have their documents evaluated for equivalency by a recognized provider such as naces.org, scholaro.com, or wes.org.

Attendance Information

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 12 four-hour modules. In order to complete the class and receive a certificate of completion, students must attend at least 10 out of 12 modules. If students miss more than 2 modules 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 11 are required to complete the course, as these modules contain foundational information (1 & 2) and the practical exam (11).

There is a 30-minute grace period at each class after which the student will be considered tardy and that time will have to be made up in 60-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 in an alternate schedule, assuming they comply with completion deadlines. Make up time is available by contacting Student Services at 701-404-9434

2024 Projected Schedule

AM/PM Classes		Weekend Classes	
AM: Monday-Thursday 9am-1pm PM: Monday-Thursday 6pm-10pm		Saturdays Only 8am-4:30pm w/ lunch break 12-12:30pm	
January 8, 9, 10, 11, 16, 17, 18, 22, 23, 24, 25, 29	July 8, 9, 10, 11, 15, 16, 17, 18, 22, 23, 24, 25	January 13, 20, 27, February 3, 10, 17	August 3, 10, 17, 24, Sept 7, 14
February 5, 6, 7, 8, 12, 13, 14, 15, 20, 21, 22, 26	August 5, 6, 7, 8, 12, 13, 14, 15, 19, 20, 21, 22	March 2, 9, 16, 23, 30, April 6	September 28, Oct 5, 12, 19, 26, Nov 2
March 4, 5, 6, 7, 11, 12, 13, 14, 18, 19, 20, 21	September 9, 10, 11, 12, 16, 17, 18, 19, 23, 24, 25, 26	April 20, 27, May, 4, 11, 18, June 1	November 16, 23, 30, Dec 7, 14, 21
April 1, 2, 3, 4, 8, 9, 10, 11, 15, 16, 17, 18	October 7, 8, 9, 10, 15, 16, 17, 21, 22, 23, 24, 28	June 15, 22, 29, July 6, 13, 20	
April 29, 30, May 1, 2, 6, 7, 8, 9, 13, 14, 15, 16	November 4, 5, 6, 7, 12, 13, 14, 18, 19, 20, 21, 25		
June 3, 4, 5, 6, 10, 11, 12, 13, 17, 18, 20, 24	December 2, 3, 4, 5, 9, 10, 11, 12, 16, 17, 18, 19		

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. 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.

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 Tennessee Higher Education Commission, which will enable them to perform blood draws anywhere in the state of Tennessee.

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 and check the spelling/format of their name. How the student's name is listed here is EXACTLY how it will appear on their Certificate of Training. An electronic copy of their 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.

Cancellation and Refund Policy

A student who at any time withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend class is entitled to a full refund of any fee, regardless of whether the fee is included in

tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student.

In addition, if a student fails to begin class on the program start date as written in the enrollment agreement or as amended by the institution, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student.

In addition, if after the program has commenced and before the expiration of twenty percent (20%) or less of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the refund shall be a pro-rata portion of the refundable fees.

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.

Refund Table-

10% of course expired (Up to 4 hours)	90% full tuition and fees amount less registration fee
20% of course expired (Up to 10 hours)	80% full tuition and fees amount less registration fee
More than 20% of course expired	No Refund

In addition, if after the expiration of twenty percent (20%) of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the refundable fees charged by the institution up to the last period of enrollment charged.

For a student who cannot complete one (1) or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owned by the student.

Pursuant to refund computation, a student is determined to be withdrawn, dropped out, expelled, or otherwise to have failed to attend classes

Whenever the following applies:

- If the student has provided notice of withdrawal
- If the student has not attended the initial 8 hours of the program (automatic dismissal)
- If the student has been absent from 3 or more class sessions, without prior notice and authorization
- If the student was scheduled to return from an authorized absence, and failed to do so
- If the student has been dismissed for violation of our Conduct and Dismissal Policy
- Then the student will be contacted via phone or email; and

Refunded based upon the final percentage of hours expired during the period of enrollment for which the student was charged (see above).

Dispersion of refunds will be governed by the following:

- All refunds will be issued within 45 days of refund request

Alternatively, a student can use the monies already paid to the school and transfer funds to another enrollment after re-admittance.

The \$115 National Exam Fee is not included in the above calculations, since the separate exam fee is fully refundable as long as the exam is not taken.

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.

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 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. Any dismissed student may attain reentry into the course by contacting Brian Treu and discussing classroom etiquette with him on an individual basis.

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 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 Phlebotomy Training Specialists will make every effort to hold classes as scheduled, there may be a disruption in projected scheduling due to unforeseen circumstances. I acknowledge that Phlebotomy Training Specialists will not make any financial compensations for rescheduling, however, they will also not charge any additional fees for rescheduling. Phlebotomy Training Specialists 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 acknowledge that I am responsible for the cost of the full tuition and fees associated with the program.

Student Initial _____ I understand that I cannot miss the initial 8 hours of class. I understand that if I miss this period of classes, I will be withdrawn from the program and I will be required to re-enroll in the institution. Should I be withdrawn from the course, the published refund policy will apply.

Student Initial _____ I understand that I must wear closed toe shoes and that scrubs are not required, only suggested.

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 Enrollment Agreement and agree with the terms set forth therein. By signing the Enrollment Agreement, I understand my right to receive an exact signed copy of the agreement and by signing the agreement the school understands its obligation to immediately provide me with an exact signed copy of the agreement. Phlebotomy Training Specialists guarantees that it will not raise tuition during student's enrollment. When signed and dated by both parties this agreement is a legally binding instrument.

Phlebotomy Training Specialists is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

Student Signature

Date

Authorized Representative

Date