

INTEGRITY COLLEGE OF HEALTH

1460 N. Lake Ave Suite 102, Pasadena, CA 91104 Phone: 626-808-0215 Fax: 626-345-9618

ENROLLMENT AGREEMENT

Student Name: _____ SS#: _____

Primary Phone (cell/home/work): _____ Email: _____

Street Address: _____

City: _____ State _____ Zip Code _____

Start Date: _____ Scheduled Completion Date: _____

The "start date" and "completion date" is the period covered by this enrollment agreement.

PROGRAM TITLE OR EDUCATIONAL SERVICE: VOCATIONAL NURSING

CREDENTIAL: Certificate awarded upon completion

**PROGRAM LENGTH: 1560 Total Clock Hours/ 62 Semester Credit Hours
60 Weeks Full-Time**

**CLOCK AND CREDIT HOURS:
576 Theory Hours 984 Clinical Hours**

<u>Instruction/Theory Hours:</u>	<u>Clinical Hours</u>
Semester I 232	340
Semester II 197.5	270
Semester III 152.5	368
582	978

Total Hours 1560 clock hours and 62 semester credits

- PROGRAM SCHEDULE: Full-Time:** Theory 6pm-10pm (Wed & Fri) Theory 8am-4pm (Tues)
Clinical 2pm-11pm (Sat & Sun) Clinical 7am-4pm (Sat & Sun)
- Theory 8am-4pm (Thur)
Clinical 7am-4pm (Sat & Sun) Theory 6pm-10pm (Tues & Thur) Theory 8am-4pm (Wed)
Clinical 2pm-11pm (Sat & Sun) Clinical 7am-4pm (Sat & Sun)

All Theory and skills lab instruction will be provided on campus: 1460 N. Lake Ave., Suites 102 & 110, Pasadena, Ca. 91104. All Clinical instruction will be held at assigned clinical facilities (list attached to agreement).

PROGRAM DESCRIPTION: This is a course to teach Vocational Nursing as approved by the Board of Vocational Nurse and Psychiatric Technician Examiners.

PROGRAM OBJECTIVES: At the successful completion of this course, the graduate will be eligible to sit for the National Council Licensure Exam (NCLEX-PN) and when completed, to become a Licensed Vocational Nurse.

PREREQUISITES: There are no prerequisite courses; however, students must fulfill all of the requirements for general admission as outlined in the catalog.

TUITION: \$24,800

INCLUDED IN TUITION: All Required Books, Stethoscope, Uniforms Scrubs (2 sets), Blood Pressure Cuff, Watch CPR Course, Malpractice Insurance, Background check

Required Books included in tuition:

1. Textbook of Basic Nursing 10th edition by Rosdahl
2. Textbook of Basic Nursing Study Guide 10th edition by Kowalski
3. Merck Manual of Medical Information 2nd edition
4. Saunders Comprehensive NCLEX-PN
5. Nursing Drug Guide
6. ATI (NCLEX) Review

INSTITUTIONAL CHARGES

Registration Fee: \$75.00 Paid on date of registration
Registration Fee Non-refundable
Registration Fee not included in tuition
Refund information can be found on page 4

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SCHEDULE OF TOTAL CHARGES

TUITION: \$24,875.00 **Registration Fee: \$75.00** date paid _____ (non-refundable)

Included in Tuition:
Equipment (BP Cuff, Stethoscope)
Watch
Textbooks, ATI Assessments
Uniforms (2 scrub sets)
Basic Life Support (CPR)
Malpractice Insurance
Background Check

Not Included in Tuition: (estimated cost)
White Shoes 1 Pair (canvas work shoe) \$30-80
Health exam/TB test (if not covered by insur.) \$40-\$150
Immunizations and/or Titters (if no insur.) \$100-\$300
Estimated 'out of pocket costs' with health insur coverage \$30-\$100
Estimated 'out of pocket costs' without health insur coverage \$80-\$300

***S.T.R.F. Fee (non-refundable) \$ 12.00 (not collected)**

***Student Tuition Recovery Fund fee (S.T.R.F.): Effective January 1, 2015, S.T.R.F. will be reported, the fund does not require collection at this time. See page 6 for details on STRF.**

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$ _____

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$ _____

YOU ARE RESPONSIBLE FOR THE AMOUNT STATED. AN ACCOUNT THAT IS PAST DUE 30 DAYS WILL BE CHARGED A 10% LATE FEE. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST. ALL FEES MUST BE CURRENT AT COMPLETION OF PROGRAM OR TRANSCRIPTS AND APPLICATION WILL NOT BE SENT TO THE BOARD OF LICENSED VOCATIONAL NURSES. THIS AGREEMENT IS NOT BINDING UNLESS SIGNED BY BOTH THE STUDENT AND/OR HIS OR HER GUARDIAN, AND THE SCHOOL'S REPRESENTATIVE.

Financial aid may be available to those who qualify.

Financial aid has been applied for: Yes _____ No _____

This Institution is approved by The Bureau of Private Postsecondary Education, Board of Vocational Nursing and Psychiatric Technicians and is accredited by The Accreditation Bureau of Health Education Schools.

The College will provide free placement assistance, but NO GUARANTEE FOR EMPLOYMENT OR INCOME LEVEL CAN BE MADE.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. The Enrollment Agreement is legally binding when signed by the student and accepted by the institution.

Student's and/or Guardian's Signature

Date

School Representative's Signature & Title

Date

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NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Integrity College of Health is at complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Vocational Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek transfer after attending Integrity College of Health.

The awarding of credits for coursework completed at any other institution is at the sole discretion of Integrity College of Health. Students who have previously attended another school or college accredited by an agency recognized by USDE (United States Department of Education) or CHEA (Council for Higher Education Accreditation) may receive credits (maximum of 54 hours) for such attendance when proof of said attendance is presented at the time of enrollment and upon review of the transcript by the Integrity College of Health administration.

Transcripts received from other schools or the armed forces will be reviewed by Integrity College of Health for evaluation. If requested, prospective students may be required to supply course descriptions, syllabi or other supporting materials as proof for the equivalency for any course in question.

Transfer Credit Procedure:

1. Transcripts from other schools or armed forces should be received at Integrity College of Health for review and evaluation. These must be received 6 weeks before start of the class.
2. If requested, prospective students may be required to supply course descriptions, syllabi or other supporting materials as proof for the equivalency for any course in question.
3. The Program Director or the School Director will do transfer evaluations. An evaluation sheet is completed during the review of the documentation. This sheet is kept in the student's permanent file.
4. If a student wishes to appeal the determination of credits granted, they may do so in writing and by supplying any other supporting documentation for their claim. The School Director will review the additional information and has final authority to grant or deny any transfer credits.

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REFUND PROVISIONS

STUDENT'S RIGHT TO CANCEL: You have the right to cancel this Enrollment Agreement for a course of instruction and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. You can do this by mail, hand delivery or email. When the written notice of cancellation is sent by mail, it is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that you no longer wish to be bound by this Agreement. You will be given Notice of Cancellation form [attached to this Agreement] to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return them to the school within thirty days following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition within the thirty [30] day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the School will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received.

100% refund if class is canceled by the college. Each class may have at minimum of 10 students. If class is cancelled by the college, registration fee is refundable.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs. CEC 94911(e)(2). CEC 94919 or 94920

WITHDRAWAL FROM COURSE

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement the School will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the Agreement as a separate charge, and return it in good condition within thirty days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this thirty-day period, the School may offset against the refund the documented cost to the school for that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the first page of this agreement. **IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR IT.**

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. #12 If the student defaults on a federal or state loan, both the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.*
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.*

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

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HYPOTHETICAL REFUND EXAMPLE:

Assume that a student, upon enrollment in a 400 hour course, pays \$2,000 for tuition, \$75 for registration and \$150, documented cost to school, for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,462 based upon the calculations stated below. If the student returns the equipment in good condition within thirty [30] days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

\$2,225 total paid	Minus	\$75 registration fee [the amount the school may retain]	= \$2,150
\$2150	Divided by:	400 hours in the program	= \$5.38 Hourly charge for the program
\$2,150	Minus	\$150 [documented cost of unreturned equipment]	= \$2,000 Total refundable amount
\$5.38	Multiplied by:	100 hours of instruction attended	= \$538 Owed by the student for instruction received.
\$2,000	Minus	\$538	= \$1,462 total refund amount*

If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1,612 [\$1,462 + \$150].

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the School of your withdrawal or the actual date of withdrawal.
- b. The School terminates your enrollment.
- c. You fail to attend classes for a three [3] week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government financial until assistance until the loan is repaid. CEC 94911 (g) (1) (2)

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CALIFORNIA CODE OF REGULATIONS
TITLE 5. EDUCATION
DIVISION 7.5. PRIVATE POSTSECONDARY EDUCATION
CHAPTER 7. STUDENT TUITION RECOVERY FUND
ARTICLE 3. PAYMENTS FROM THE FUND
76215. Student Tuition Recovery Fund Disclosures

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: **1.** You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies: **1)** You are not a California resident, or are not enrolled in a residency program, or

2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party." **(b)** In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed. **2.** The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. **3.** The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. **4.** There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. **5.** An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

Web Site: www.bppe.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet site: **www.bppe.ca.gov**

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Prior to Signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement. **INITIAL**_____

I certify that I have received the catalog, and School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

INITIAL_____

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. The Enrollment Agreement is legally binding when signed by the student and accepted by the institution.

Student's and/or Guardian's Signature

Date

School Representative's Signature & Title

Date

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Notice of Cancellation Education Code 94868

“STUDENTS RIGHT TO CANCEL”

Student Name _____

(Enter date of first class)

You may cancel this enrollment agreement for school, without any penalty or obligation, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment. To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send an email to The Program Director:

Integrity College of Health
1460 N. Lake Ave., Suite 102
Pasadena, CA 91104

NOT LATER THAN _____ (Seventh day after enrollment)
I cancel the contract for school.

Student's Signature Date

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class. If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Board of Consumers Affairs:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897