



Student Enrollment Agreement
Nursing Assistant Training Program

SCHOOL INFORMATION
East Texas Nursing Academy 2009 S. Mobberly Ave. Longview, TX 75601 903-424-4541

STUDENT INFORMATION			
Student Name:			
Address:		City/State/Zip:	
Telephone:			
Email Address:			

COURSE and COURSE COST			
Course	Nursing Assistant Training Program		
Course Length:	104 Contact Hours/3 weeks	Date the training is to begin:	
Tuition: Includes	\$400.00	Application Non-Refundable fee	\$60.00
Textbooks		Texas State Exam	\$125.00
Students Insurance:			
Background & EMR Check		Scrub and Badge	
CPR Lab, Equipment Fees			\$40.00
*Fee is estimated and based on current cost and subject to change	Payment plans: is due a week prior to registration		
TOTAL COST:	\$625.00		

METHOD OF PAYMENT			
Method of Payment (check one)			
Money order <input type="checkbox"/>	Cashier's Check <input type="checkbox"/>	Debit/Credit <input type="checkbox"/>	Other <input type="checkbox"/>

No interest is charged on payment plans

"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 POLICY

A full refund will be made to any student who cancels the enrollment contract with 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holiday) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fee charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

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:
 - 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, no more than \$100 in any in any administrative fees charged 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 after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged 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 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.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to 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 cost for these types of items from the refund as long as they were necessary for the portion of 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 withdrawn 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, 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.



East Texas Nursing Academy
2009 S. Mobberly Ave., Longview, TX 75601
Tel# 903-424-4541

STUDENT APPLICATION
104 HOUR NURSING ASSISTANT TRAINING PROGRAM

Student Information:

Student name: _____

Address: _____

City, State, Zip: _____

Telephone #: H: _____ W: _____ C: _____

Email: _____

Social Security #: _____

Emergency Contact: _____

Relationship: _____ Telephone: _____

Program Information:

Scheduled start date: _____ Completion date: _____

Class Hours

Morning Session _____ Morning Hybrid Session

The 14-day program consist of 64 theory and laboratory hours. The program consist of 5 days totaling 40 hours of clinical hours. The morning session for classroom and laboratory operates Monday — Friday for 9 days. The clinical experience operates days Monday — Friday for 5 days. Classroom and laboratory hours are Monday — Friday from 8:00 am — 4:30 pm, which is 8 hour/days and 40 hour/week. Clinical hours are on days Monday — Friday from 5:45 am — 2:15 pm or 6:45 am — 3:15 pm or which is 8 hours per day 40 hours for 5 days.

Evening Session _____ Evening Hybrid Session

The 14-evening program 5 nights online and Monday — Friday for the first week, 4 laboratory 5 day Clinical. The evening session operates for 3 weeks. The classroom operates Monday — Friday for 3 weeks. The clinical experience operates Monday — Friday for 5 days. Clinical and laboratory hours are Monday — Friday 1:45 pm — 10:15 pm or 2:45 pm — 11:15 pm which is 8 hours/day and 40 hour/week for 5 days. Total clinical experience is 40 hours long.

ITEMIZATION OF FEES AND CHARGES

- Registration Fee (non-refundable—separate charge for services rendered) \$ 60.00
- Tuition Fee, clinical and theory instruction, clinical placement \$ 400.00
- (Prorated refund upon withdrawal) excludes \$50.00 Non-Refundable fee \$ 28.00/day
- Lab, Equipment & Uniform Fees (non-refundable if used or package removed) \$ 90.00
- Liability Insurance Fee (non-refundable) \$ 15.00
- CPR Training/Check off Fee (non-refundable) \$ 40.00
- Background \$ 10.00
- State Exam Fee including ETNA Processing Fee \$ 125.00
- Total Certified Nursing Assistant Traing Program Fees \$ 625.00

With Discounts applied _____ Administrator Initials _____

SEPARATE FEES

- Clinical/Theory Absence Fee(non-refundable) \$ 40.00/hr. per hour missed
- ETNA Application Fee is (non-refundable)

ETNA attendance policy allows for no more than 1 absence during the Nursing Assistant Training Program. If a makeup day is required outside of the program required Days the student will be charged a \$40 an hour fee for hours missed after make-up day. Students cannot take the State Certification Test unless they have trained for the appropriate number of clinical and theory hours.

THE TOTAL NURSING ASSISTANT TRAINING PROGRAM FEE AND OTHER CHARGES THAT THE STUDENT IS OBLIGATED TO IS \$625 (including the State Exam Fee). The undersigned student promises to pay the program fee in full or in installments according to the incremental payment options established below. The student understands the total tuition fee must be completely paid before the student can be cleared of financial obligation with ETNA. Any default of installment payments is in violation of this enrollment agreement and will be the basis for dismissal from the course. Subsequent installment payments will be in money order, cashier's check, credit/debit card until tuition fee balance is paid in full. Failure to pay any balances due will prevent the student from continuance in attending the course of instruction and/or receiving a Certificate of Completion. Any payments received after the due date will incur a \$35 LATE FEE is added to the account. Those who are more than 5 days past due may be suspended or terminated from the program. In the event of defaulted payments, the undersigned student may be denied continuance until the remaining balance and any applicable late fee charges are fully paid.

TX DPS Clearance

The Texas Department Health requires each person must be cleared by the TX, DPS. Please initial below that you have disclosed any prior convictions to ETNA administrations and that you understand that until cleared by the TX, DPS you may not be eligible to become a certified nurse assistance in Texas.

Student Initial _____ Parent Initial (if applicable) _____

In House Payment Plan

No Interest for payment plans

ETNA accepts money order, cashier's check, debit and credit card payments

Credit/debit card payments may be made by a parent/guardian/spouse, etc. over the phone, or in person, however, ETNA must have a photocopy of the credit/debit card in student's financial file.

Money order _____

Cashier's check _____

FEE Schedule DUE DATE	ETNA Option 1	ETNA Option 2	ETNA Option 3
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Credit/Debit _____

ETNA Registration fee (due at applica- tion)	\$60.00	\$60.00	\$
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Other _____

Pre- Installment (due one week prior to class)	\$400.00	\$200.00	\$
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Installment #1 (due Week 2)	\$	\$200.00	\$
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Balance must be paid in full to ETNA before student can take state test.

A drug screen, CPR and a negative TB skin / chest X RAY is required to train at health facilities. The application is due upon initial enrollment. Payment of the application fee does not guarantee a spot in the program. A minimum refundable \$350-\$400 tuition fee is due 1 week before class starts. If payment is not received according to the agreed upon payment plan, the student will not be allowed start/continue, unless prior payment arrangement has been made with the school's Director. Any student who does not meet their financial obligations to ETNA by the completion of the course will not receive a certificate.

I understand & agree to the above total charge/fees. I select payment plan option _____.

Signature of Student: _____ Date: _____