

**FOMEN NURSING ASSISTANT TRAINING ACADEMY**

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CNA/GNA NURSING ASSISTANT TRAINING PROGRAM

ENROLLMENT AGREEMENT

Name of Student: (Print) \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I am enrolling at Fomen Nursing Assistant Training Academy for the 120 clock-hour CNA/GNA Nursing Assistant Training Program. The program is scheduled to begin on \_\_\_\_\_ and is scheduled to end on \_\_\_\_\_. The class will meet from \_\_\_\_\_ until \_\_\_\_\_ on \_\_\_\_\_ for \_\_\_\_\_ hours/ week for \_\_\_\_\_ weeks.

Upon successful completion of the program, I will receive an achievement award indicating that I have completed nursing assistant training at Fomen Nursing Assistant Training Academy. Successful completion requires that I:

- Achieve a cumulative grade of 'B' (80%) for didactic portion of the program
- Attain a "Pass" in clinical, which includes passing all 25 skills
- Achieve a minimum attendance rate of at least 83% (60hours) in classroom theory and lab with no more than 12hours absent.
- Attend a minimum attendance rate of at least 83% (40hours) in clinical with no more than 8hours absent.
- Satisfy all financial obligations to Fomen Nursing Assistant Training Academy (FNAA)

**JOB PLACEMENT ASSISTANCE**

Fomen Nursing Assistance Training Academy will assist with job placement, but acknowledges that job placement and job salaries cannot be guaranteed. FNAA will provide to all students a list of potential employers with their contact numbers and addresses. FNAA will also provide recommendation letters upon request to students and employers.

## **COST OF THE PROGRAM**

Application fee:	\$25.00
Registration Fee:	\$50.00
Tuition	\$900.00
<b>TOTAL:</b>	<b>\$ 975.00</b>

Books, supplies, materials: \$100 (estimate)

Student may purchase books, supplies, and materials either from Fomen Nursing Assistance Training Academy or on the open market provided they meet the requirements of the program.

### **Payment Schedule**

Application fee: Due at the time of application  
Registration fee: Due 2 weeks prior to program commencement.  
Tuition: 1<sup>st</sup> installment of \$300 due upon acceptance into the Program.  
2<sup>nd</sup> installment of \$300 due during the second week of class  
3<sup>rd</sup> installment of \$300 due during the third week of class or before first day of clinical

Books, supplies, materials: Due 1<sup>st</sup> day of class

According to Maryland Board of Nursing, Students must take and pass the National Nurse Aide Program (NNAAP) Examination in no more than three attempts within 1 year of graduation date. The examination fee is currently \$105.00, but subject to change at the discretion of the testing agency.

### **Due upon Successful completion of Program**

State Board Exam Registration fee:	\$ 105.00
State Board Certification fee:	\$ 20.00
<b>TOTAL:</b>	<b>\$ 125.00</b>

### **Refund Policy**

- a. If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- b. All fees paid by a student shall be refunded if the student chooses not to enroll in or to withdraw from a school within 7 calendar days after having signed a contract.
- c. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, the school may retain the application fee and registration.

- d. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application and registration fee and any charges for materials, supplies, or books which have been purchased by, and are the property of, the student. The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

<b>Proportion of Total Program Taught By Date of Withdrawal</b>	<b>Tuition Refund</b>
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No refund

- e. The date of withdrawal or termination is the last date of attendance by the student. A refund due a student shall be based on the date of withdrawal or termination and paid within 60 days from the date of withdrawal or termination.
- f. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 60 days of the scheduled last day of the leave of absence.
- g. Books, supplies, and materials purchased are the property of the student and are not refundable, except within seven-day cancellation period. Books, supplies, and materials must be in the original condition as at the time of purchase to be acceptable for refund.

I have received a copy of the student catalogue and an exact copy of this enrollment agreement, and I have been advised to keep this document as well as copies of all financial documents. In order to be binding, this contract must be signed by the applicant, and the school official. This enrollment contract may be extended or modified only with the written consent of both the student and Fomen Nursing Assistant Training Academy (FNAA).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of FNAA Official

\_\_\_\_\_  
Date