

Top Knowledge Healthcare Institute
11 East Mount Royal Avenue, Suite 001, Baltimore, Maryland 21202
Phone: 410-528-1600 | Fax: 410-528-1663

115-CLOCK HOUR NURSING ASSISTANT PROGRAM ENROLLMENT AGREEMENT

Student Information

Student name: _____

Address: _____

City, State, Zip: _____

Phone Number: Home: _____ Work: _____ Cell: _____

Email: _____

SSN or Tax ID: _____

Emergency Contact: _____

Relationship: _____ Phone Number: _____

Program Information

Training start date: _____ Training end date: _____

Program Hours (Check one box below)

- Session I (Morning)**
The morning session is 4 weeks long. Classroom and laboratory hours are Monday-Friday from 9 am-2:30 pm, which is, 5 clock hours/day and 25 clock hours/week for 3 weeks. Clinical hours are Monday-Friday from 7 am-3:30 pm, which is 8 clock hours/day and 40 clock hours for 1 week.
- Session II (Evening)**
The evening session is 5 weeks long. Classroom and laboratory hours are Monday-Thursday from 5 pm-10 pm, which is, 5 clock hours/day and 20 clock hours/week for 3 weeks and 3 days. Clinical hours are Monday-Friday from 3 pm-11:30 pm, which is 8 clock hours/day and 40 clock hours for 1 week.
- Session III (Evening/Weekend)**
The evening/weekend session is 6 weeks long. Classroom and laboratory hours are Thursday from 6 pm to 10 pm, and Saturday and Sunday from 9 am-4 pm, which is 18 clock hours/week for 4 weeks and 1 day. The last day of the classroom and laboratory portion, the hours will be from 6 pm-9 pm, which is 3 clock hours for that day. Clinical hours are Thursday from 3 pm-11:30 pm and Saturday and Sunday from 7 am-3:30 pm. The total clinical experience is 40 clock hours long.
- Session IV (Weekend)**
The weekend session is 9 weeks long. Classroom and laboratory hours are from 9 am-4 pm on Saturdays (6.5 clock hours/day) and 10:30 am-4:00 pm on Sundays (5 clock hours/day), which is 11.5 clock hours/week for 6.5 weeks. The last day of the classroom and laboratory portion, the hours will be from 9 am-3:30 pm, which is 6 clock hours for that day. Clinical hours are on Saturday and Sunday from 7 am-3:30 pm. Total clinical experience is 40 clock hours long.

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Note: Criminal convictions may affect a student's ability to be licensed, registered or certified by the Maryland Board of Nursing.

Schedule of Tuition & Fees

Charges	Cost
Registration Fee	\$ 100.00
Tuition	\$1,145.00
Hartman's Nursing Assistant Care 4 th Ed. And Workbook	\$ 50.00
Total	\$1,295.00

Other Charges	Costs
Background Check- Paid To CJIS	\$ 52.00
Navy Blue Scrub Top and Pants- Paid To Scrub Uniform Store	\$ 30.00
BLS or CPR Certification- Paid To Training Facility	\$ 60.00
Maryland Board Of Nursing (MBON) CNA Application Fee- Paid To MBON	\$ 20.00
GNA Examination Fee- Paid To Credentia	\$ 105.00
Total	\$ 267.00

Payment Plans

Amount	Due Date
\$100.00	At Registration
\$395.00	First Day of Class
\$400.00	Week 2
\$400.00	Week 3
\$1295.00	Total

Program Delivery

The CNA program will be taught in a face-to-face format.

Graduation Requirements

Upon successful completion of the program, the student will receive an achievement award. The achievement award received does not constitute state certification by the Maryland Board of Nursing, but signifies that the graduate is eligible to become a Certified Nursing Assistant and sit for the Geriatric Nursing Assistant Examination pursuant to the state of Maryland regulations. Successful completion requires:

- Students must demonstrate 100% accuracy on all skills taught in the laboratory setting to obtain a "Pass" for this portion of the program.
- Students must demonstrate 100% accuracy on all skills performed in the clinical setting to obtain a "Pass" for this portion of the program.
- Maintain at least a 84% attendance rate in class. This means a student cannot miss more than 12 clock hours of class.
- Maintain at least a 80% attendance rate for clinical. This means a student cannot miss more than 8 clock hours of clinical. However, any missed clinical time must be made-up. To be eligible for graduation, a student must complete 100% of all clinical hours.
- Achieve a minimum grade of 80% on all quizzes and exams
- All Financial obligations to the school satisfied

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Career/Job Services

Top Knowledge Healthcare Institute does not provide job placement for their graduates. In addition, Top Knowledge Healthcare Institute cannot guarantee salaries upon graduation.

Cancellation

Top Knowledge Healthcare Institute maintains the right to cancel/postpone any class prior to the scheduled date. Every student enrolled in the class being canceled will be notified using the number on file.

Leave of Absence

Top Knowledge Healthcare Institute does not grant leaves of absences. Students interested in cancelling enrollment may notify the Director of Nursing that they wish to withdraw from the school in writing. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance and shall be paid out to the student within 45 days from the date of withdrawal or termination.

Refund Policy

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment agreement. The refund will be paid out within 7 calendar days from the date of request in the form of a check.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the school will retain the registration fee.
3. If, after the seven-day cancellation period expires, a student withdraws or is terminated after the instruction begins, refunds will be made based on the total contract price for the program and will include all fees, except the registration fee, admission test 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 the school will pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follow:

Proportion of Total Class Taught By Date of Withdrawal	Tuition Refund
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

4. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
5. Students interested in cancelling enrollment may notify the Director of Nursing that they wish to withdraw from the school in writing. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance and shall be paid out to the student within 45 days from the date of withdrawal or termination in the form of a check.
6. Books, skills bag and school patches purchased from Top Knowledge Healthcare Institute must be in the original condition in order to receive a full refund.

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Student Acknowledgement

- I have read and understand this Enrollment Agreement Form
- I have received a copy of the school's current catalog.
- I acknowledge receipt of an exact copy of this Enrollment Agreement Form
- I have been advised to keep this document as well as copies of all financial documents.
- I understand this contract is legally binding after the school representative and I sign this document.
- The enrollment contract may be extended or modified only with the written consent both parties signing below. (Applicant and School representative)

Signature of Applicant

Date

Signature of (name of school) official

Date

Signature of Director

Date