

## ILLINOIS NURSING ACADEMY

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Midlothian, IL 60445  
Ph # (708) 575-9595

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[www.ina.school](http://www.ina.school)

### ENROLLMENT AGREEMENT

#### STUDENT INFORMATION

Student Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Phone Numbers: H) \_\_\_\_\_ C) \_\_\_\_\_ W) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Social Security #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Telephone #: \_\_\_\_\_

#### PROGRAM INFORMATION

Date of Admission: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Program / Course Name: **PHLEBOTOMY**

#### Program Description:

A phlebotomist, also known as a phlebotomy technician, plays a crucial role in healthcare by collecting blood samples from patients and preparing them for testing. They are primarily employed in hospitals, clinics, and blood donation centers. Phlebotomists are valued members of the healthcare team, responsible for explaining the blood-drawing procedure and ensuring patient comfort during the process. As integral members of the health care team, phlebotomists must be well trained in all aspects of specimen collection and transport. They also must maintain high standards of professionalism and compassion while interacting with patients and their families. After completion of this certificate program, students are eligible to take a national certification exam of their choice.

#### Program Objectives:

1. This course shall train students to utilize necessary scientific principles and to select appropriate phlebotomy actions.
2. This program shall enable students to identify crisis situations in phlebotomy and apply appropriate skills in their control.
3. This school shall provide the educational opportunity for students to become certified with Cardiopulmonary Resuscitation and basic life support.
4. This program shall train students to adapt phlebotomy methods to current developments in related fields.
5. The program shall stress the importance of continuing education in the field of phlebotomy.

#### PHLEBOTOMY PROGRAM OUTCOMES

1. Theoretical Competency: 70% of students will meet the passing standard.
2. Graduate Rate: At least 85% of students admitted to the Phlebotomy Program will complete the program within six (6) weeks of initial admission.
3. Pass Rate: First time test takers will average 90% or higher on the national certification exam.

4. Job Placement Rate: 95% or greater of those seeking employment are employed within 6 months of program completion.

**Prerequisite Courses & Other Requirements for Admission to Program / Course:**

1. Fill out and submit an admission Application Form
2. Sign Enrollment Agreement
3. Student must be 18 years of age or older
4. Student must have a High School Diploma, GED or International High School Diploma Equivalency
5. Student must be able to speak and understand the English language.
6. Student must be in good physical, mental and emotional health.
7. CPR certification (for Healthcare Provider) is required prior to the clinical experience.
8. Submit a current documented TB Test Result within 1 year.

**Program Start Date:** \_\_\_\_\_ **Scheduled End Date:** \_\_\_\_\_

FULL-TIME                      PART-TIME                      DAY                      EVENING

DAYS/EVENINGS CLASS MEETS: (circle)    M    T    W    Th    F    Sa    Su

Time Class Begins: \_\_\_\_\_ Time Class Ends: \_\_\_\_\_

Number of Weeks: \_\_\_\_\_ Total Credit or Clock Hours: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCREDITATION:**

Illinois Nursing Academy is not accredited by any U.S. Department of Education recognized accrediting body. Illinois Nursing Academy is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

**INSTITUTIONAL DISCLOSURE TABLE**

ILLINOIS NURSING ACADEMY	Institutional Disclosure Reporting Table July 1, 2023 to June 31, 2024
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DISCLOSURE REPORTING CATEGORY	Phlebotomy		
<b>A. For each program of study, report:</b>			
1. The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	0		
2. The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories.			
a. New starts	0		
b. Re-enrollments	0		
c. Transfers into the program from other programs at the school	0		
3. The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	0		
4. The number of students enrolled in the program or course of instruction during the 12-month reporting period who:			

	a. Transferred out of the program or course into another program or course at the school	0		
	b. Completed or graduated from a program or course of instruction	0		
	c. Withdrew from the school	0		
	d. Are still enrolled	0		
<b>5. The number of students enrolled in the program or course of instruction who were:</b>				
	a. Placed in their field of study	0		
	b. Placed in a related field	0		
	c. Placed of the field	0		
	d. Not available for placement due to personal reasons	0		
	e. Not employed	0		
B1.) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period		0		
B2.) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		0		
C.) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period, such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		0		
D.) The average starting salary for all school graduates employed during the reporting period, this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		\$42,000 PER YR		

**FINANCIAL AID:**

Illinois Nursing Academy does not offer Title IV financial aid funding to students.

**TUITION AND FEES**

The total payment of fees includes the course fee, the textbooks, and other materials essential in the training. An initial payment of 50% of the tuition fee is required at the time of registration. The remaining tuition fee balance must be paid before the 4th week of the program. Additional fees may apply. All fees related to the State Board exams must be paid in full before the student attends the reviews as provided by Illinois Nursing Academy. Payment schemes are not available for tuition and fees. Students who are not paid in full, to include all tuition, school related fees, and exam fees, will not be allowed to sit for the review or take the State required and/ or NHA exams.

Illinois Nursing Academy encourages students to explore optional funding sources that may be available for educational funding. The Institute will not be responsible for late payment or non-payment of loans according to the obligations entered into by the student with the financing institution or funding source. All registration, exam, tuition, and book fees are to be paid by check or money order only. A returned check fee of \$40.00 will be assessed for any unpaid check. If a check is returned unpaid, the student must pay all future fees with a certified check or money order only.

*NON-REFUNDABLE REGISTRATION FEE:	\$ 75.00
TUITION:	\$ 900.00
LABORATORY FEE	\$ 50.00
BOOKS/SUPPLIES	\$ 75.00
UNIFORM/CPR	\$ 100.00

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TOTAL COST FOR PROGRAM / COURSE: \$ 1,200.00

**REFUND / CANCELLATION POLICY**

When notice of cancellation is given before midnight of the fifth (5<sup>th</sup>) business day after the date of enrollment, but prior to the first day of class, and other charges shall be refunded by Illinois Nursing Academy. Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

**REFUND POLICY**

When notice of cancellation is given before midnight of the fifth business day after the date of enrollment, but prior to the first day of class, all registration fees, tuition, and other charges shall be refunded by Illinois Nursing Academy.

When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, Illinois Nursing Academy shall retain no more than the registration fee which may not exceed \$150.00 or 50% of the cost of the tuition, whichever is less.

When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, Illinois Nursing Academy shall retain the registration fee, an amount not to exceed 10% of the tuition fee and other instructional charges or \$300, whichever is less and, subject to these limitations.

When a student has completed in excess of 5% of the course of instruction, Illinois Nursing Academy may retain the registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies.

The school may retain an amount computed prorata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the application/registration fee and the entire tuition and other charges. When the student has completed in excess of 60% of the course of instruction, Illinois Nursing Academy retains the registration fee and the entire tuition and other charges.

Applicants not accepted by Illinois Nursing Academy shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non acceptance is made. Deposits or down payments shall become part of the tuition. Application registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

Illinois Nursing Academy shall refund any book and material fees when: a) the book and materials are returned to the school unmarked, and b) the student has provided with a notice of cancellation.

Illinois Nursing Academy shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days. A student shall give notice of

cancellation to the school in writing. The unexplained absence of a student from the school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance.

A student, who on personal initiative and without solicitations enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to cancellation provisions of this Section.

Illinois Nursing Academy shall refund all monies paid to it in any of the following circumstances:

- It did not provide the prospective student with a copy of the student's valid enrollment agreement and current catalog
- It cancels or discontinues the course of instruction in which the student has enrolled.
- It fails to conduct classes on days or times scheduled, detrimentally affecting the student.

### **WITHDRAWING FROM A COURSE**

After the last date to drop courses has passed, students may withdraw from courses prior to the fourth week of classes. To withdraw from a course, the student must obtain a withdrawal form from admissions. The course Instructor and the Dean of Students must approve each withdrawal. Students withdrawing from a course receive a W (withdraw), WP (withdraw passing), or WF (withdraw failing) grade designation. The W, WP, or WF will appear on the student's transcript. The student is responsible for gathering all necessary approvals, and returning the form to admission.

### **NOTICE TO STUDENT**

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and Illinois Nursing Academy.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until midnight of the 5th business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 15 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

### **STUDENT ACKNOWLEDGMENTS**

1. I hereby acknowledge receipt of the Illinois Nursing Academy catalog, which contains information describing programs offered, and equipment or supplies provided. The Illinois Nursing Academy catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

**Student Initials** \_\_\_\_\_

2. I have carefully read and received an exact copy of this enrollment agreement.

**Student Initials** \_\_\_\_\_

3. I understand that Illinois Nursing Academy may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the Illinois Nursing Academy catalog. While enrolled at Illinois Nursing Academy, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

**Student Initials** \_\_\_\_\_

4. I hereby acknowledge that Illinois Nursing Academy has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

**Student Initials** \_\_\_\_\_

5. I understand that Illinois Nursing Academy does not guarantee job placement to graduates upon program completion.

**Student Initials** \_\_\_\_\_

6. I understand that Illinois Nursing Academy does not guarantee transferability of credit and that in most cases, credits and coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, Illinois Nursing Academy must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

**Student Initials** \_\_\_\_\_

7. I understand that complaints, which cannot be resolved by direct negotiation with Illinois Nursing Academy in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).

**Student Initials** \_\_\_\_\_

The student acknowledges receiving a copy of this completed agreement, Illinois Nursing Academy catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date

