



Enrollment Agreement

Welcome to Clackamas Nursing Assistant Training!

Student's Name: _____

Your class will begin on or near _____

Your class will be completed on or near _____

You will spend **at least 37 hours** in the classroom and **at least 28 hours** in the lab.

You will spend **40 hours** in the clinical setting under the supervision of the clinical instructor.

A detailed schedule is available on the school website. A physical copy will be provided on the first day of class.

Here are the costs you'll pay to Clackamas Nursing Assistant Training:

Tuition	\$1,400.00	Includes: <ul style="list-style-type: none"> • Course tuition • Textbook • Student binder • Criminal background check • Drug screen • Blood pressure cuff • Stethoscope • Gait belt
----------------	-------------------	---

Here are the additional costs you'll have to pay to other organizations:

OSBN test	\$106.00	To be paid directly to the Oregon State Board of Nursing to take the state board exam.
OSBN background check	\$70.50	To be paid directly to Fieldprint for the fingerprint background check required by the Oregon State Board of Nursing prior to certification.
CPR class	Approx. \$105.00	To be paid directly to the CPR instructor. Oregon law requires that Basic Life Support CPR certification be obtained prior to starting the clinical experience. Clackamas Nursing Assistant Training will provide a certified instructor for those students who do not

		have a current CPR card. Listed fee is an estimate and subject to change depending on the CPR instructor.
Uniform	Approx. \$25 to 50	To be paid to store where purchased. Clinical sites require certain attire. This may be scrubs or other specified clothing.

Cancellation and refund policy

- Students are required to pay a \$150 non-refundable deposit to reserve their spot in the class. This money will be applied toward the total tuition cost if the student attends the program.
- On the first day of class, students will be required to pay a minimum of \$500 toward their tuition.
- By day #9 of the course, students must be paid in full.
- Failure to complete the class does not absolve the student of the responsibility to pay in full.
- If a student cancels their enrollment in writing three or more days before the start of the course, any tuition paid in excess of the \$150 non-refundable deposit will be refunded. No refunds will be made for clothing, equipment, CPR training or any other goods or services obtained from sources other than Clackamas Nursing Assistant Training.
- A student will be granted a refund if:
 - Clackamas Nursing Assistant Training Program discontinues the class after tuition has been paid but before the class has been completed. All tuition paid to Clackamas Nursing Assistant Training will be refunded. Refunds will be made within 30 (thirty) days of the cancellation of the class.
- A student will **not** be granted a refund if:
 - They are unable to complete the course due to a lack of English language proficiency
 - They are unable to pass the drug screen
 - They fail to disclose relevant criminal background information which may impede their certification
 - They are unable to safely demonstrate their ability to perform skills
 - They fail to attend and/or make up all scheduled classroom/lab hours
 - They fail to attend all scheduled clinical hours
 - They fail to inform the instructor of their intent to miss classroom/lab hours
 - They fail to attend all scheduled course hours following a reschedule due to emergency
 - They are removed from the program due to excessive tardiness or failure to attend scheduled course hours
 - They are removed from the program for engaging in behaviors that violate laws
 - They are removed from the program due to disrespectful behavior
 - They are removed from the program due to impairment by alcohol or drugs
 - They are removed from the program due to threats or acts of violence
 - They are removed from the program due to academic dishonesty (i.e.: cheating)
 - They are removed from the program due to failure to pass the final exam
 - They fail to obtain their CPR certification prior to the first day of clinicals

Safety

The nature of the work of a Nursing Assistant requires lifting, bending, stooping and sometimes twisting. The student is required to refuse to perform a skill or task, either during the classroom or the clinical experience, that the student believes may cause injury. The student agrees to hold harmless Clackamas Nursing Assistant Training for any injury or illness that occurs during the course.

Job Placement

Clackamas Nursing Assistant Training does not provide formal job placement services; however, students may consult with the Program Director for advice or suggestions on possible employment opportunities. The student may choose to use the instructor as a reference on a job application, but Clackamas Nursing Assistant Training or its employees cannot be held liable if the student is not hired by the entity for which the instructor provided a reference.

How to file a complaint

Clackamas Nursing Assistant Training strongly encourages students to voice concerns about the program directly to the owner/operator/program director. If the student wishes to report concerns to the Oregon State Board of Nursing, they may do so by visiting the OSBN website at <https://www.oregon.gov/osbn/pages/complaint.aspx>.

I have received, read, and understand the disclosure statements, enrollment agreement, and program policies.

Student's signature

Date

Authorized Representative's signature

Date