



# ENROLLMENT AGREEMENT

## Applicant Information

Today's Date:		SSN XXX-XX-_____	DOB ____/____/_____	
Last Name	First	Middle Initial	Suffix	
Address			Apt/Unit #	
City		State	ZIP	
Phone	E-mail			

## Education

High School		City, State			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		City, State			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		City, State			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

## In Case of Emergency Contact

Full Name	Relationship
Phone	Email

## Program Information

Course Title	Clock Hours _____ HRS
Check One: <input type="checkbox"/> Daily M-TH 7:00AM-3:30PM <input type="checkbox"/> Evening M-TH 4:30PM-9:30PM (Theory) M-TH 4:30PM-8:00PM Clinical <input type="checkbox"/> Weekend Sat-Sun 7:00AM-3:30PM <input type="checkbox"/> Other _____	Start Date: _____ End Date: _____

### Optional: Complete for Statistical Purposes Only

<b>1. I identify my gender as</b> _____ (fill in the blank)	<b>2. Do you speak another language?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No List: _____	<b>3. Income</b> <input type="checkbox"/> > \$10,000 <input type="checkbox"/> \$10,001-\$38,000 <input type="checkbox"/> \$38,001-\$76,000 <input type="checkbox"/> \$76,001-\$116,000 <input type="checkbox"/> \$116,000 <	
<b>4. Ethnicity/Race (Check all that apply)</b>	<input type="checkbox"/> African American/Black <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Native Indian / Alaskan <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White/ non-Hispanic	<input type="checkbox"/> Multiethnic <input type="checkbox"/> Unknown/Decline <input type="checkbox"/> Other/ non-white

## Locations

Main Campus	Clinical Site 1	Clinical 2
Ventura Training Institute 2320 Wankel Way Oxnard, CA 93030	Shoreline Care Center 5225 South J Street Oxnard, CA 93033	Maywood Acres Healthcare 2641 South C St Oxnard, CA 93033

## Courses Available

### Estimated Charges for 2016-2017 Academic Year

Program	Home Health Aide (HHA)	Nursing Assistant	Restorative Nursing Assistant (RNA)	Spanish for Nurses	Continuing Education Units (CEU)	Tutoring	IV Therapy/BW Certification Course
<b>Hours</b>	40	150	16	24	24	16	36
<b>Registration Fee</b>	\$100.00**	\$100.00**	\$100.00**	N/A	N/A	N/A	\$100.00**
<b>Books</b>	\$20.00	\$65.00 (\$35.00 rent)	\$20.00	\$20.00	N/A	N/A	\$50.00 (\$10 rent)
<b>Supplies &amp; Materials</b>	N/A	\$42.00	N/A	N/A	N/A	N/A	N/A
<b>Uniforms</b>	\$20.00	\$40.00	\$20.00	N/A	N/A	N/A	N/A
<b>CPR &amp; Live scan</b>	N/A	\$130.00	N/A	N/A	N/A	N/A	N/A
<b>State Exam</b>	N/A	\$100.00	N/A	N/A	N/A	N/A	N/A
<b>Tuition</b>	\$400.00	\$2,020.00	\$210.00	\$430.00	N/A	\$100.00	\$210.00
<b>Total</b>	\$550.00	\$2,497.00	\$350.00	\$450.00	\$12 per unit/hr.	\$100.00	#360.00

## Payment Method

Student agrees to pay above specified fees as following:							
Eligible Discounts							
<input type="checkbox"/> Dignity Health Employee (Waiver of enrollment fee) <input type="checkbox"/> Early bird discount (Waiver of enrollment fee if paid in full by Orientation day – NA program only) <input type="checkbox"/> VTI Employee (30% off all courses)							
Method of Payment (Please check all that apply): <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> VTI Payment Plan <input type="checkbox"/> Sponsor      Name _____	Down Payment: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><b>TOTAL</b></td> <td style="text-align: right;">\$</td> </tr> <tr style="border-top: 1px solid black;"> <td><b>DOWN PAYMENT</b></td> <td style="text-align: right;">\$</td> </tr> <tr> <td><b>REMAINING BALANCE</b></td> <td style="text-align: right;">\$</td> </tr> </table>	<b>TOTAL</b>	\$	<b>DOWN PAYMENT</b>	\$	<b>REMAINING BALANCE</b>	\$
<b>TOTAL</b>	\$						
<b>DOWN PAYMENT</b>	\$						
<b>REMAINING BALANCE</b>	\$						

## Rejection, Cancellation, Withdrawal and Refund policy

1. Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

2. Cancellation: **STUDENT’S RIGHT TO CANCEL:** Students have the right to cancel the enrollment agreement and obtain a refund through attendance at the first class session. Should the student terminate the program for any reason, refunds will be made according to the following refund policy:
  - Cancellations must be given in verbal or written notice, either in person; by phone; or by mail, by the first class session.
  - If refund petition has met the requirements listed above, then the student executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$10 of the registration fee and any used, opened or administered items, books, equipment, etc.
  - If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds
3. Withdrawal:
  - A student choosing to withdraw from the school after the commencement of classes is to provide a verbal or written notice. The notice must include the last date of attendance (LDA) and be signed and dated by the student.
  - If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
  - If the student wishes to withdraw and transfer to another NA course or start a new NA course at a later date, the student must meet with the RNPD or Administrator with (7) seven days of LDA and develop a remediation agreement for the student. If the student does not adhere to the remediation agreement, they will be dismissed without readmission. There will be \$100 transfer fee applied to their account for each transfer request.
  - **If the student is withdrawn from the class by VTI due to academic probation, absences, etc., the student will receive an automatic fail for the course.**
4. Refund:
  - This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges, which the length of the completed portion should bear to its total length.
  - If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier
  - For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution’s attendance, conduct, or Satisfactory Academic Progress
  - FULL REFUND:
    - A student will be eligible for a full refund if:
      - All classes have been dropped prior to the first day of classes. The courses for which the tuition and other fees were assessed were cancelled by VTI.
      - VTI makes a delayed decision that the student was not eligible to enroll in the term for which the tuition and other fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student.
      - The student was activated for compulsory military service.
  - PRORATED REFUND:
    - A student will be eligible for a prorated refund if:
      - Beginning with the first day of instruction, refunds for complete withdrawals will be prorated based on the date of withdrawal and the length of the academic period

### Refund Example

Assume that the student enrolls in the nursing assistant 150-hour course, pays \$100 registration fee, \$500 down payment plus \$1,200 towards the tuition. The student uses and is administered all items and then withdraws after the first session.

Item	Cost	Policy
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Registration Fee	\$100.00	\$10 is non-refundable
Books	\$65.00	Not refundable if used or opened
Uniforms	\$40.00	Not refundable if used or opened
Supplies & Materials	\$42.00	Not refundable if used or opened
CPR	\$75.00	Not refundable if administered
Live Scan/DOJ	\$55.00	Not refundable if administered
State Exam	\$100.00	Not refundable if paid to RTC
Tuition	\$2,020.00	Money to determine refund
<b>Total</b>	<b>\$2,497.00</b>	

Amount Available for Refund	Hours Remaining	Total Refund Due
<b>\$1,200.00</b>	95% (142 hrs)	\$1092.00

### Loans

1. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest and/or late fees, less the amount of any refund.
2. If student defaults on a federal or state loan, both the following may occur:
  - Federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - The student may not be eligible for any other government financial assistance at another institution or other government financial assistance until the loan is repaid.

## Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Ventura Training Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Ventura Training Institute to determine if your credits or degree, diploma or certificate will transfer.

## Employment Guarantee Disclaimer

VTI attempts to check the validity and accuracy of job listings. However, given that situations change rapidly in the marketplace, we do not and cannot guarantee that openings listed through VTI will still exist, as posted, at the time of inquiry. VTI makes no representation or guarantee about positions listed and is not responsible for safety, wages, working conditions or other aspects of employment. It is each individual's responsibility to thoroughly research the integrity of each organization to which he or she is applying. The student should take all care and use common sense and caution when applying for or accepting any position.

VTI will provide some job placement assistance, which included but is not limited to:

- Referrals to various hospitals, nursing homes, rehabilitation centers, long-term care facilities and agencies, etc. to which the School has affiliations.
- Monthly on-site orientation with local employment agencies
- Distribute informational materials such as flyers, pamphlets, business cards, etc. of companies currently hiring for relevant position
- Giving students access to the Internet for career development tools, such as resume writing and interview techniques.
- Students may ask Ventura Training Institute staff for additional one-on-one career advisement.

Additionally, students are fully responsible for attending any job placement events and/or follow up with companies regarding employment.

## Complaint Procedures and Further information

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by Ventura Training Institute may be directed to the Bureau for Private Postsecondary Education 2535 Capital Oaks Drive, Suite 400, Sacramento CA 95833; P.O. Box 980818 West Sacramento, CA. 95798-0818, [www.bppve.ca.gov](http://www.bppve.ca.gov), Telephone: (916) 431-6959, (888) 370-7589 and Fax (916) 263-1897. A student or any member of the public may file a complaint about Ventura Training Institute with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint for which can be obtained on the bureau’s internet website [www.bppve.ca.gov](http://www.bppve.ca.gov). Any questions of problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to California Department of Public Health, Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS), MS 3301, PO Box 997416, Sacramento, CA 95899-7416, Telephone: (916) 327-2445

## Notice to Signor

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. If the student is unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, we can set up an appointment with a translator present.
3. This agreement is a legally binding. Both sides of the contract are binding only when the agreement is accepted, signed, and dated by an authorized official of the school. Read both sides before signing.
4. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
5. This agreement constitutes the entire agreement between the student and the school and covers the period that this student is actively enrolled or attending a course at Ventura Training Institute.
6. Although the school will provide placement assistance, the school does not guarantee job placement to graduates.
7. The school reserves the right to reschedule a program when the number of students scheduled doesn’t meet minimum requirement.
8. The school reserves the right to terminate a students’ training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
9. The school doesn’t guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.
10. The enrollment agreement is legally binding when signed by the student and accepted by the institution.

## Signature

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. I have received and read the current school catalog. If I continue with enrollment in any program at Ventura Training Institute, I understand that false or misleading information in my student registration may result in my release. I understand that this is a legally binding contract. It is further understood and agreed 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. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Ventura Training Institute.

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Student’s NameDate

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Student’s Signature(Parent/Guardian if under 18 years of age)

<b>School Use Only</b> <b>I have interviewed the applicant and certify that in my judgment the applicant meets all the requirements of the School and the course selected. I recommend the applicant for acceptance as a student. I have made no verbal statements or promises contrary to the terms of this Agreement or State Law.</b>	<input type="checkbox"/> Accept <input type="checkbox"/> Reject
	Date:
	Name:
	Signature:

