HEART TO HEART STNA

Student Agreement Form

### ATTENDANCE:

IS MANDATORY!! No absences permitted due to short duration of class. If there are any days missed for whatever reason; you will have 60 days from your first day of class to make up those missed days. There will be a $25 fee per day assessed for any needed make-up day. Also, tardiness (15 minutes or more) may result in the student being sent home & required to make up a full day of class. If you do not complete your certification within 60 days of the first day of your class, you will be required to re-enroll for the class and responsible for full payment in order to be certified.

### REQUIERMENTS:

### Students must be 16 years of age or older to attend classes. Must be able to read and write on an eight grade level, have a negative TB test and a recent physical. Al fees and balances must be paid before attending class.

### CLASS HOURS:

Morning Class: Monday-Friday 8:30am to 4:30pm x 10 days.

Evening Class:Monday-Friday 5:00pm to 9:00pm x 12 days. Morning Class-½ hour lunch and two 10-15 minute breaks Evening Class- One 15 to 20 minute break

### DISCLAIMER:

Classes are scheduled and it is assumed they shall be carried out as such. However, there may be an occasion where illness or other emergencies might attribute to the untimely absence of the class Instructor. In such instances, at the discretion of the school administrator, class hours (or clinical hours) may be extended to compensate hours lost. Rarely is this a concern and we certainly do not want to create any type of schedule changes or hardships on our students, so please bear with us should we need to adjust the schedule.

Winter months can be unpredictable. When inclement weather conditions occur delays or/closings will be posted on our website class calendar; go to hearttoheartstna.com

### REQUIRED ATTIRE:

Navy blue scrubs (top and bottom). Shoes must be tennis shoe type (NO CLOGS, OR OPEN TOE). Uniforms are mandatory and are to be worn to class and clinical sessions at all times. Students who violate this policy will be sent home. This will count as a absence and you will have to make up those missed days. All policies surrounding missed days will be applicable.

### STUDENT CONDUCT PHILOSOPHY:

* Students shall attend class on a regular basis and be in class on time.
* Students shall follow directives, directions, and procedures at all times.
* Be prepared for class.
* Produce your highest quality work.
* Take notes, read assignments and study daily.
* Ask questions and seek help when needed.
* Participate in class.
* Do your best at all times!

### PROFANITY, SEXUAL HARASSMENT, WEAPONS:

Students shall refrain from using any form of profanity (verbal or written) at all times. Students will be pulled aside and spoken to if improper language is an ongoing problem. If an agreement cannot be reached (re: poor language) student will be asked to leave the class. In such cases PCHS will not refund any deposit made.

The unwelcome sexual advances, request for sexual favors, and any other verbal or physical conduct of a sexual nature by a student to another student or by a student to a staff member will not be tolerated.

A student shall not knowingly, intentionally, or recklessly go onto school premises with a firearm, explosives, knife, or any other weapon (real or fake) without written authorization by an administrator. Violators are subject to required withdrawal and may be referred to the appropriate law enforcement authority.

### STUDENT IDENTIFICATION (I.D.’s):

Every student will be issued an identification card with his/her name. A student must have their I.D. card in their possession at all times while at clinical. Failure to possess the I.D. for admission to a clinical event may result in the student not being admitted to attend. Students should inform the clinical instructor of missing I.D cards. You cannot participate in patient care without an I.D.

### COPIES OF RECORDS

All copies of the course as well as medical records are kept on file for 2 years.

Students are given copies on completion of course. If any additional records are needed after course completion, a written request must be made to our email address at hearttoheartstna@gmail.com. The requested copies can be picked up, faxed or emailed.

### THEFT/LOST AND STOLEN ITEMS:

Any school books, equipment, or clothing items checked out to a student that are lost/stolen are the responsibility of the student and his/her parent/guardian and must be replaced/purchased at the current replacement cost. Heart to Heart and its staff members are not responsible for personal items that are lost or stolen on company premises or at clinical. A student shall not take, use, or borrow any property by misrepresentation, deception, or by expressed or implied threat. A student shall not take, use, or borrow property belonging to another person without his/her permission.

### MANUALS/TEXTBOOK:

The school furnishes a note manual, notebook, pen and a highlighter to all students. A textbook is available to all students on a leased basis. The textbook is leased in order to keep the cost of the program down. Each student must make it a point to keep their book with them at all times. Replacement for lost or stolen textbook is $30. Textbooks are to be returned in good condition on the last day of class. Failure to do so will result in you not receiving your certificate until the book is returned.

### PAYMENT INFORMATION:

Full payment is due at registration. Tuition and any deposits are **NON**-**REFUNDABLE**. All fees and balances must be paid before attending class. We offer a payment plan. A 100.00 deposit is required to hold a seat for the payment plan. The remaining two payments of 125.00 need to be paid before admittance into a class. A late fee of 5.00 will be added to any balance not paid on the first day of class. **NO EXCEPTIONS. You are not fully registered until you make a payment.**

### COMPUTER AND INTERNET USE:

Use of the Internet and computers requires efficient, ethical, and legal use of network resources. If a student violates any of these guidelines, their eligibility for using the computer will be terminated and future access to the Internet and computers will be denied. Violation of these guidelines may also result in further disciplinary action.

**My signature below indicates that I have read, understand and agree to the terms and conditions of the Policy and Procedure Agreement information form given to me by Heart to Heart State Tested Assistant Program.**

**Student Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_**

**Witness\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_**