



1244 West Thorndale Avenue
Chicago, Illinois 60660
Phone: 773-344-5326
www.anmutschool.com
info@anmutschool.com

Enrollment Agreement

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____

E-MAIL ADDRESS: _____

LAST 4 SSN: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____

PROGRAM / COURSE NAME: Basic Nurse Aide Training Program

DESCRIPTION OF PROGRAM / COURSE: Training for the Certified Nursing Assistant State Exam.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

PPD/ physical exam, GED or High School Diploma, Government issued ID, Social Security card, Criminal background check.

PROGRAM / COURSE OBJECTIVES:

The Basic Nurse Aide Training Program will prepare students interested in careers in the healthcare field, specifically the nurse aide training program. This course is designed for students who are interested in caring for those in need of assistance such as, elderly persons, those with cognitive issues, multiple co-morbidities etc. Students will perform ADL's such as bathing, ambulating, turning for those in need or assisting those in need with these functions. Student who take this course will complete 120 hours of instruction, 80 hours in Theory/Lab and 40 hours if clinical. Students will receive a certificate of completion upon successful



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completion of the course. Students who complete the nurse aide training program would be eligible to sit for the state certified nursing assistant exam.

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: 120 hours

CONSUMER INFORMATION

This is a new BNATP and was not in operation this year or the 2020-2021 school year, therefore there currently are no statistics surrounding our pass rates, enrollment numbers, re-enrollment number, student transfers, state exam attempts, pass rates, employment rates, or average salary of past students.

FINANCIAL AID

We do not offer financial aid assistance; however, we do offer a payment plan option for students who would like this option.

TUITION & FEES

CPR/ First Aide	\$75
Blood Pressure Cuff/ Stethoscope	\$40
Student Liability Insurance	\$10
Criminal Background Check	\$40
Uniform	\$50
Textbook	\$50
Workbook	\$50
Approve Nurse Aide Training Program	\$1080
Student ID	\$5
Total Tuition	\$1,400



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PAYMENT PLAN

A deposit is required to enroll in the course. Please note all enrollments should be received in the office 5 days before the first day of class.

Deposit: \$500 down

2nd week: \$300

3rd week \$300

4th week: \$300

Course Description and Program Information: Anmut Nursing School offers a Basic Nurse Aide Training Program that has been approved by the Illinois Department of Public Health and the Illinois Board of Higher Education. This program is 120 hours and once successfully completed prepares students to sit for the Illinois State Certified Nursing Assistant Exam. The course cost is \$1400 and covers the following: Instructor, Malpractice insurance, Textbook, Uniform, BP cuff/ Stethoscope, Lab supplies, Clinical site, and CPR certification. Students will need a secondhand watch and white leather shoes, however these items are NOT included in tuition. This course is offered in a day format and evening format. Please see below for course hours.

Morning Course:

Class -Monday- Wednesday 9:00 am-2:30 pm

Clinical -Saturdays 7:00am-3:30pm

Lab- Fridays, Time TBD

Evening Course:

Class- Mondays, Wednesdays, and Thursdays 5:00pm – 10:00pm

Clinical – Saturday 7:00am- 3:30pm

Lab- Fridays, Time TBD

PAYMENT PLAN

A deposit is required to enroll in the course. Please note all enrollments should be received in or office 5 days before the first day of class.

Deposit: \$500 down

2nd week: \$300

3rd week \$300

4th week: \$300

Student MUST be paid in full before 5th week in order to proceed in the course.



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REFUND / CANCELLATION POLICY

Refund Policy/ Cancelation Policy: The following policy refers to when a student's enrollment is terminated or should the students decide to withdraw. If a student decides they do no longer wish to proceed with the Nurse Aide Training Program prior to the first day of class, they may withdraw with no penalties and all tuition monies refunded. Application fee of \$100 is non-refundable. The student must withdraw formally via a withdraw request form given to the administrator or program coordinator and it must occur prior to the first day of class and NOT the same day as the first day of class.

Withdraw Procedure: Withdrawing from the school may have both academic and financial aid consequences. You are encouraged to understand the consequences before you decide to withdraw.

Any student that would like to withdraw after the first day of class must submit a formal withdraw request form to the program coordinator. The students request will be evaluated upon receipt. Once students enroll in the program they have until the 3rd day of class to decide if they would like to withdraw with a full refund minus \$100 to cover any administrative costs. Any student that submits a withdraw request form after the 3rd day of class will be subject to the following fee schedule:

Tuition Reimbursement Scale

Week 1 – Full refund minus \$100 for admin costs.
Week 2 - \$700 refund
Week 3 - \$500 refund
Week 4 - \$200 refund
Week 5 - No refund

Any student that is terminated from the program will be refunded based on the refund scale above. All refunds will be processed and sent out check via US mail to the student with in 2 weeks of withdraw request.

Cancelation Policy: Once a student has enrolled in the BNATP, they can cancel at any time for a full refund (minus the enrollment fee) as long as the cancelation occurs by 5pm on the first day of class.

Complaint Policy: Anmut believes in listening to their students concerns and investigating every concern. Any student who has a concern with clinical instruction, grading, discipline, advising, classroom instruction, course requirements, or any other issues with the school will complete



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the student complaint form and turn it into the Administrator or Program Coordinator as soon as possible. Forms can be found at the front desk with the administrative assistant.

The Administrator or Program Coordinator will have 48 hours from receipt of form to contact the student to gain clarification of their concern. The Administrator or Program Coordinator will then contact the party who the complaint regards to understand and document their response to the accusations. The Administrator or Program Coordinator will have 5 days from receipt of the complaint to make a decision regarding the complaint and will document and notify the student of their decision.

Passing Criteria: This course is divided up into three areas for grading: Theory/ Lab/ Clinical. The students must pass all three areas in order to be awarded a certificate of completion. There is no retention policy for this course as it is only 5-6 weeks in length.

Theory: A student must have an overall grade of 80% in order to be considered successful and pass the theory portion of the course. Theory will be composed of quizzes, tests, assignments and class participation. The grading scale will be as follows.

- A-100%-90%
- B- 89%-80%
- C- 79%-70%
- D- 69%-60%
- F- 59% - 0%

Lab: Lab is based on a pass/fail scale. A student must have an overall grade of Pass in order to be considered successful and pass the lab portion of the course. During lab, a student will have TWO attempts to display competency in a skill (skills check off) after being taught that skill and demonstrated that skill. The student will have open lab time to practice each skill before skills check off. Any student that does not display competency after the third attempt of skills check off will not pass the lab portion of the course and will removed from the program without a refund.

Clinical: Clinical is based on a pass/fail scale and each student must receive a pass in order to graduate from the program. Criteria evaluation is based on collaboration with the interdisciplinary team, effective communication, utilizing care plans appropriately, utilizing infection prevention procedures, demonstrating safe and competent care, displaying professional appearance and behavior, and attendance. If a student misses more than one day of clinical the student will be removed from the program without a refund.



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Students will be provided with instructor feedback/ evaluation at midpoint. This evaluation will provide the student with written documentation of where they stand in all areas of instruction, tardiness/ absenteeism, and behavior.

Tardiness and Absenteeism: Students more than 15 minutes late to class are considered late. If a student is late after 3 times, it will be considered an absence. Due to the short nature of this course and its condensed content, students are only allowed one absence during lab or theory portion of the entire course. If a student misses one day of lab or theory or is late 3 times, the student **MUST** make up that theory or lab day on the pre-designated make-up day which is noted on the Master Schedule and discussed the first day of class. There are no other offered make-up days and there are no exceptions. If a student misses more than 1 day of class, they will be removed from the course without a refund.

Students are expected to make every clinical day as there are only five of them and students are made aware of the clinical days well in advance. If a student misses clinical there is no make up day for clinical during their class offering. The student must wait until the next scheduled clinical rotation day offered by the school for the next class offering. Classes are offered every 6 weeks. The student must note that if the class offering is not in session due to low or no enrollment, or if the class is too full they may need to wait until the next course/ clinical offering. Students **MUST** take the next offered clinical rotation offered by the school and cannot choose from dates that they prefer. Students will not have to wait any longer than 12 weeks to finish the missed/ final clinical day. There is no fee for this make up day. If a student misses a day of class it is up to them to contact the instructor and make the proper arrangements. Excessive tardiness, excessive lateness or excessively leaving class early will cause in student termination from the program with no refund.

Student behaviors: If students choose not to participate in appropriate behaviors, they will be terminated from the program. Unacceptable behaviors include but are not limited to:

No smoking while on school or clinical premises, No cell phone usage while in class, lab or the clinical area, horse play or unsafe behaviors in the clinical, lab or classroom, uniforms that are dirty, wrinkled, or not school issues, shoes that dirty, no artificial nails, no perfumes or colognes, no disrespectful talk or offensive behavior. Students should limit jewelry, non-dangling, hair neat and pulled back from face, protect resident privacy, comply with HIPAA, respond to emergencies, report evidence of resident neglect, must wear school issued ID badge at all times.

Graduation: Students who complete all areas of instruction with a passing grade will be provided with a certificate of completion and submitted to the state as eligible to sit for the state certification exam.



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ANMUT Nursing School Disclosure Report:

Program Name: Nurse Aide Training Program

of students enrolled from July 2019-July 2020: 0

NOTE: ANMUT Nursing School reserve the right to re-schedule start of class due to low-enrollment



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 the school.
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 another school, college, or university. Credits or coursework are not likely to transfer; 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 5pm of the 1st day of class 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 14 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 school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school 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 _____



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3. I understand that the school 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 school catalog. While enrolled in the school, 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 the school 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 the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

Student Initials _____

6. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials _____

7. I understand that complaints, which cannot be resolved by direct negotiation with the school 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.

Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the school 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 Coordinators Signature Date

Parent signature (if student is under 18) Date