Raspberry Hill
ADULT DAYTIME CENTER

Healthcare Training

Tuition Refund and Payment Policies for Sponsoring Facilities and General public:

All classes:

*Nurse Aide/68HR Medication Aide Program/PCA, 32hr Medication Aide, CPR/First Aid, Nurse Aide Refresher: Including all Hybrid Courses.

- All payments are **DUE** prior to the first day of class. **Cancellations for all classes must be made 14 days before the first day of class or no refund can be issued** (see below for Nurse Aide Refresher and CPR/First Aid Policy).

- **1/2 Payment Agreements:** A payment of half the total tuition is due before the "Books and Paperwork" appointment and the remaining balance is due before the last day of class. Certificates of completion will not be released to the student until all balances are paid in full.

- **Sponsoring Facilities:** unless other arrangements have been made, please pay promptly upon receiving the invoice so the student's spot will be secured. Failure to pay in a timely manner will result in non-enrollment for the student. Certificates of Completion will not be released to the facility if there are any outstanding balances.

- **Non-Compliant, Incompletion or Missed Days:** Students, Please... Reschedule all personal appointments and make work and child care arrangements accordingly. If a **student drops out of the class or misses any days** for any reason other than **medical necessity** noted by MD (Signed MD order/note), or a **Signed Court Order,** the Student may be dismissed from the class, without any refund. No refund or Certificate of Completion will be issued for any Non-Compliant, Incomplete Courses, or Failed Courses. Only under certain circumstances, may missed days be made up in a future class, if approved by the Administration.

Cancellations must be **written 14 days** in advance of the first day of class in order to receive a refund on the class tuition. If an agreement has been made and confirmed by an agency that they are paying for a student who is attending one of our classes and the student drops out or doesn't attend class for any reason, or cancels less than the 14 days prior to class, payment is still expected and the agency is held liable for payment.

If a student fails the course, he/she will have to pay the same tuition price for the next class. If payment has been received and the student is not eligible for a refund (passed deadline for a refund), none of the payment can be redeemed by a sponsor or student for any other student in the present class or a future class.

*All Hybrid courses require students to pass an Online portion before attending skills and clinical except refresher courses. No Refunds will be given if the student fails the Online portion of the course. Students are urged to study hard and review daily! If there are any learning needs please talk to us, we will help as much as possible! The courses require daily lecture viewing and workbook assignments, reading assignments and some quizzes and tests. Please set aside sufficient time to be successful with no distractions.

*First Aide, CPR, Nurse Aide Refresher classes:

*In order to receive a refund you must give a 36 hour notice in advance of the designated class date that you signed up for.

*Any notice after 36 hours you will not receive a refund.

*Unless arrangements have been made before hand, Sponsoring Facilities will be invoiced, and payment will be expected upon receipt of invoice for all classes. Failure to pay in a timely manner will result in dismissal of the student from the class.

No certificates of completion will be issued to the student or a sponsoring facilities with any outstanding payments owed.

I agree to the terms by providing my signature:

Student:_____

Sponsor:_____

Date:_____