



Approved in Accordance of California Education Code 94866 or 94890,
and 5 CCR by the Bureau for Private Postsecondary Education to offer
Non – Degree Vocational Courses

SCHOOL CATALOG

January 01, 2020 – December 31, 2021



TABLE OF CONTENTS

❖ GENERAL INFORMATION

➤ Welcome Letter -----	5
➤ Administration and Faculty -----	6 – 7 - 8
▪ Marcus Ko Lee Sevilla	
▪ Lala Teves, RN	
▪ George Pinero	
▪ Remedios Santos, RN	
▪ Monique Causapin	
▪ Ma. Donabel Nakbounta, LVN/DSD	
▪ Jayr Sapitola, LVN/DSD	
➤ Approval and Disclosure Statement -----	9
▪ Disclosure of the Institution of the Stability to Operate	
▪ Disclosure of the Institution as a Non-degree Program	
▪ Reviewing the Catalog and School Performance Fact Sheet	
➤ Certificate Programs -----	10
➤ Statement of Compliance -----	12
➤ Mission and Objectives -----	13

❖ **DESCRIPTION OF COURSES**

- Nursing Assistant Training Program ----- 14 -16
 - Course Objective
 - Clinical Objectives and Methods of Instruction
- Home Health Aide Training Program ----- 16 -18
 - Course Objective
 - Clinical Objectives and Methods of Instruction
- Restorative Nursing Assistant Program ----- 19 - 20
 - Course Objective
 - Clinical Objectives and Methods of Instruction
- Acute Care Certified Nurse Assistant ----- 21 - 22
 - Course Objective
 - Clinical Objectives and Methods of Instruction
- Clinical Objectives and Methods of Instruction ----- 22

❖ **TUITION AND FEES**

- Tuition for Nursing Assistant Course ----- 23 - 24
- Tuition for Home Health Aide Course ----- 25 - 26
- Tuition for Restorative Nursing Assistant Course ----- 26 - 27
- Tuition for Acute Care Certified Nurse Assistant ----- 27 - 29
- Student Tuition Recovery Fund (STRF) ----- 29 - 30

❖ **ADMISSION PROCEDURES AND SCHOOL POLICIES**

- Admission Policies ----- 31
- Admission Requirements----- 31 - 32
- Policy Related to Providing Enrollment Agreement ----- 32
- “Student’s Rights to Cancel” ----- 33 – 34
- Example of Refund Calculation ----- 35

❖ **ATTENDANCE AND GRADING POLICY**

- Attendance Requirement ----- 37
- Leave of Absence ----- 38
- Criteria for Grading System ----- 39
- Grading Policy ----- 40
- Grounds for Dismissal ----- 40

➤ Probation Policies -----	40 - 42
▪ Pregnancy	
▪ Drop out/ Refund Policy	
▪ Dress Code	
▪ Clinical Dress Code	
▪ United States Department of Labor’s Standard Occupational Classification Codes ----	43 - 44
❖ EDUCATION RETENTION POLICY	
➤ Grievance Policy -----	45
➤ Student Grievance Procedure -----	45
➤ Student’s Rights -----	46
➤ Discrimination and Anti-Harassment Policy -----	47
➤ Students Waiver or Right is Void- -----	47
❖ FINANCIAL AID	
➤ Financial Aid -----	48
➤ Windsor School of Nursing Financial Stability -----	49
➤ Notice Concerning Transferability of Credits and Credentials Earned at Our Institution -----	49
➤ Foreign/ International Students-----	49
➤ Policy for Updating the Catalog -----	49
➤ Facilities and Equipment -----	50 - 51
➤ Library -----	51
➤ Housing Information -----	51
❖ STUDENTS SERVICES	
➤ Location -----	52
➤ Contact -----	52
❖ GRADUATION POLICY	
➤ Graduation Requirements -----	52
• Nursing Assistant	
• Home Health Aide	
• Restorative Nurse Assistant	
• Acute Care CNA	
➤ State Examination -----	52
➤ Placement Services -----	53
➤ Holidays -----	53
❖ NOTICE OF CANCELLATION -----	54

WELCOME LETTER

We acknowledge that the role of education is to prepare students for a rewarding future. Our mission is to raise the standard of Educational Achievement and to provide educational programs that meet the constantly changing needs of students.

The programs offered at Windsor School of Nursing Assistant are concentrated and require dedication and student's efforts on your part for successful completion.

We know that you are here to pursue your interest in the Health Services and to acquire knowledge and training to improve your occupational endeavors.

Your progress as a student will be carefully monitored. The instructors and staff members will do everything to assist.

This catalog has been prepared and designed to provide you with information, procedure policies, rules and regulation to adhere, concerning the school and program or course of instruction which are likely to affect your decision to enroll.

The Board of Directors

Windsor School of Nursing Assistant

ADMINISTRATION AND THE FACULTY

MARCUS Ko Lee SEVILLA
Administrator/Owner

Remedios Santos, RN
Program Director

GRACE AND ASSOCIATES, CPA
Accounting & Finance

REMEDIOS E. SANTOS, RN
Chief Academic Officer

MA. DONABEL
NAKBOUNTA,
LVN,DSD
Instructor

JAYR
SAPITOLA,
LVN,DSD
Instructor

KRISTINE
ANNE PARRA,
LVN,DSD
Instructor

MONIQUE CAUSAPIN
Administrative Assistant

LALA TEVES, RN
Custodian of Records

MARCUS SEVILLA

Marcus Sevilla, graduate of Law at Columbia University. A Nursing Home Administrator for long term facilities for 27 years. His leadership, expertise and knowledge led him to manage his own facilities and responsibly organized his own task and things in order. His professionalism is what gives Windsor School of Nursing an excellent standard of administration.

LALA TEVES, Custodian of Records

Hold a Bachelor of Science in Nursing, she is an instructor of LVN program. Worked as a nursing consultant for Sun Bridge Corporation, and currently working as a Director of Nursing at Providence Waterman Health Care Center.

REMEDIOS SANTOS, RN/DSD, PROGRAM DIRECTOR

Remedios Santos graduated of 5- year degree course in Nursing. She has a diverse background in nursing and acquired strong skills in Acute Care Hospitals in various specialties ranging from Medical- Surgical, ICU/ CCU, OB_GYNE, and hemodialysis. An Operating Room Nurse specializing in Open Heart and Neurosurgery at George Washington University Hospital. Among other things, she enjoys being an Educator and her goal is to give an excellent training and to uphold the highest Standards in Patient Care.

MONIQUE CAUSAPIN, Administrative Assistant

Monique Causapin graduated of AB Mass Communication at Far Eastern University in the Philippines. Had worked in United Arab Emirates as an Office Assistant at a Labor Supply Management Ltd. She also has a caregiver experience for 10 years in Home Health Agency, holds a CPR certified BLS Healthcare Provider.

MA. DONABEL NAKBOUNTA - LVN, DSD/ Instructor

She worked at Inland Valley Nursing and Rehabilitation Center as a staff nurse, also worked in Arbor Glenn Care Center and currently she is working as DSD/Instructor of Windsor School of Nursing Assistants Training Program. She completed MDS 3.0 certification.

JAYR SAPITOLA - LVN, DSD/Instructor

Jayr graduated at Premier Career College, Vocational Nursing Program. He holds associate degree in Food Technology, he's proficient in computer such as Word, Power Point and Windows and currently working as an instructor at Windsor School of Nursing.

KRISTINE PARRA – LVN, DSD/Instructor

A graduate of Northwest College, Vocational Nursing Program. She is a DSD certified and completed IV Therapy and Blood and Withdrawal Certification. She worked in various facilities such as Arbor Glen Care Center as LVN charge nurse, Country Villa North Convalescent Center as a treatment nurse, Garden View Post-Acute Rehab, Pilgrim Place and Royal Oaks, Now she is currently working at Windsor School of Nursing Assistants as an instructor.

APPROVAL AND DISCLOSURE STATEMENT

Windsor School of Nursing Assistants is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education, and that approval to operate means compliance with the state standards as set forth in CEC and 5 CCR. An institution may not imply that the Bureau for Private Postsecondary Education endorses programs, or that the approval means the institution exceeds minimum state standards.

❖ Disclosure of the Institution of the Stability to Operate

The institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C sec.1101 et seq).

❖ Disclosure of the Institution as a Non-Degree Program

Windsor School of Nursing Assistants is an unaccredited institution that offers non-degree program. The school issues a Certificate of Completion for the students who completed the required hours. Also, the student that receives the Certificate of Completion is eligible to take the California State Board Exam; and receives the Certified Nursing Assistant license once the students passed.

The school offers non-degree programs:

- Nursing Assistant (NA)
- Home Health Aide (HHA)
- Restorative Nursing Assistant (RNA)
- Acute Care Certified Nurse Assistant (Acute Care CNA)

❖ Reviewing the Catalog

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school Performance Fact Sheet which must be provided to you prior to signing an enrollment agreement.”

Any questions or problem concerning this catalog which has not been satisfactory answered or resolved by the school, should be directed to the **Bureau for Private Postsecondary Education** at: 1747 N. Market Blvd., Ste. 225, Sacramento, CA. 95834 www.bppe.ca.gov ,Toll free (888) 370-7589, (916)574-8900 or by fax no. (916)263-1897.

Windsor School of Nursing Assistants was approved by the California Department of Health for Nursing Assistant, Home Health Aide. The number of hours for Clinical & Theory set forth under the guidelines of OBRA of 1987, Title 22. Restorative Nursing Assistant and the Acute Care CNA are two courses that the student receive certificate of completion approved by **Bureau for Private Postsecondary Education** to be offered. The certificates of completion are acknowledged by the facilities as these students achieved further training.

CERTIFICATE PROGRAMS

Windsor School of Nursing Assistants offers 4 certificate programs. These programs are designed to prepare students in the shortest time possible for employment with the industry for which they are trained.

The class session (theory) will be held at Windsor School of Nursing Assistants, 18780 Amar Rd. Suite 203. Walnut, CA 91789. The school is open from Monday – Sunday theory from 8:00am to 4:30pm and clinical 7:30 am – 4:00pm. Office is open Monday - Friday from 9:00am to 5:00pm.

- NURSING ASSISTANT: 160 Clock Hours (4) Weeks
- HOME HEALTH AIDE: 40 Clock Hours (5) Days
- RESTORATIVE NURSING ASSISTANT: 24 Clock Hours (3) Days
- ACUTE CARE CERTIFIED NURSE ASSISTANT: 104 Clock Hours (13) Days
-

NURSING ASSISTANT	HOME HEALTH AIDE	RESTORATIVE NURSING ASSISTANT	ACUTE CERTIFIED NURSING ASSISTANT
<u>Registration</u> - \$ 150.00 <u>Tuition Fee</u> - \$ 1,700.00 <u>STRF</u> - \$ 2.50 STRF is Non-refundable <i>Weekday class is Monday to Friday 8:00am–4:30pm(theory)and 7:30am – 4:00pm(clinical) for full time students. (20 Days)</i> <i>Weekend class is every Saturday & Sunday, 8:00am– 4:30pm(theory) and 7:30am – 4:00pm (clinical) for(2 ½ Months)</i>	<u>Registration</u> - \$ 100.00 <u>Tuition Fee</u> - \$ 595.00 <u>STRF</u> - \$ 2.50 STRF is Non-refundable <i>Weekday class is Monday to Friday 8:00am –4:30pm(theory) 7:30am – 4:00pm (clinical)</i> COMPLETION: (5 Days)	<u>Registration</u> - \$ 100.00 <u>Tuition Fee</u> - \$ 595.00 <u>STRF</u> - \$ 2.50 STRF is Non-refundable <i>Weekday class is Monday to Friday 8:00am 4:30pm(theory) 7:30am – 4:00pm(clinical)</i> COMPLETION: (3 Days)	<u>Registration</u> - \$ 150.00 <u>Tuition Fee</u> - \$1,000.00 <u>STRF</u> - \$ 2.50 STRF is Non-refundable <i>Weekday class is Monday to Friday 8:00am - 4:30pm (theory) 7:30am – 4:00pm (clinical)</i> COMPLETION: (13 Days)

Note: Refer to **pages 23 - 29** for additional fees and charges.

****Registration fees & STRF are non-refundable.**

Class Session (Theory)

Windsor School of Nursing Assistants

18780 E. Amar Rd., Suite 203, Walnut, CA 91789

Phone #: (626) 810-0058

Class Session (Clinical)

Inland Valley Care Center

250 W. Artesia St. Pomona, CA 91768

Phone #: (909) 623-7100

Class Session (Clinical)

Rowland Convalescent Hospital Inc.

330 W. Rowland Street,

Covina, CA 91723

Phone #: (626) 962-7095

Class Session (Clinical)

Sta. Teresita Inc.

819 Buena Vista Street,

Duarte, CA 91010

Phone #: (626)408-7802

Class Session (Clinical)

Glendora Grand. Inc.

805 W. Arrow Highway,

Glendora, CA 91740

Phone #: (626)331-0781

Requirement for Eligibility for Certification to become Certified Nursing Assistant (CNA), and Certified Home Health Aide (CHHA), Certified Restorative Nursing Assistant, and Acute Care CNA in the State of California:

❖ ***Eligibility for Nursing Assistant Certification***

1. Criminal check background clearance, Live Scan or finger printing.
2. Complete 60 hours of theory, 100 hours of clinical, 8 hours of skills lab practice, 1 hour final exam, 1 hour (tour of the facility prior to start of clinical and travel time) and successfully passed the competency exam given by the school. The student will receive the Certificate of Completion and will qualify them to take the California State Board Exam.
3. The students have met financial obligation to the school.
4. Passed the written and skill test. A competency evaluation program given by American Red Cross for nursing assistant required a valid social security and identification cards.
5. Initial application (283B – Form) filed to the California Department of Health by the school.
6. California Department of Health issues the certification for nursing assistant.

❖ ***Eligibility for Home Health Aide***

1. Student has active certification for Nursing Assistant in the State of California.
2. Initial Application for Home Health Aide certification filed to California Department of Health to be filed by the school.
3. Student successfully completed the 40 hours for Home Health Aide and successfully passed the competency exam for HHA given by the school.
4. The student had met financial obligation to the school to receive the certificate of completion.
5. California Department of Health issues certificates for Home Health Aide that expires every 2 years.

Restorative Nursing Assistant (RNA) can be used for (CEU) Continuing Education Unit

❖ Eligibility for Restorative Nursing Assistant

1. Student must have an active certification for Nursing Assistant in the State of California.
2. Student had completed the required 24 hours for Restorative Nursing Assistant and successfully passed the competency exam for RNA given by the school.
3. The student had met financial obligation to the school to receive certificate of completion for the school.
4. The California Department of Health does not issue the certification for RNA, but the school issue Certificate of Completion. The Restorative Nursing Assistant certificate is active if certification for Nursing Assistant is not expired.

❖ Eligibility for Acute Certified Nursing Assistant

1. Student must have an active certification for Nursing Assistant in the State of California.
2. Student had completed the required 101 hours for Acute Certified Nursing Assistant and successfully passed the competency exam for Acute CNA given by the school.
3. The student had met financial obligation to the school to receive certificate of completion for the school.
4. Physical Exam and TB Clearance (TB Test or Chest X-ray or no evidence of communicable diseases)
5. Malpractice Insurance

STATEMENT OF COMPLIANCE

Windsor School of Nursing Assistants complies with all applicable State and Federal Laws.

Every effort has been made to assure the accuracy of the information in this catalog. Students and other who use this catalog should familiarize themselves with all the information, procedure policies, rules and regulations.

For more information, visit the school website www.windsorschoolnursing.com or drop by to the school to pick up a catalog at its location:

Windsor School of Nursing Assistants
18780 E. Amar Rd., Suite 203
Walnut, Ca. 91789
Contact No. (626) 810- 0058
Fax No. (626) 810 – 0086
www.windsorschoolnursing.com

- A. “A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education** by calling Toll – free telephone (888)370 – 7589, (916)574-8900 or by fax #: (916)263-1897 and by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov .”

- B. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

The students assume the risk for all theft or vandalism if their property on the facility and clinical sites where instruction occurs. Windsor School of Nursing Assistants is not an insurer of the safety of persons or property. By acceptance, the students release Windsor School of Nursing Assistants from any liability for any accidents, occurrences, claims or responsibility.

MISSION AND OBJECTIVES

Windsor School of Nursing Assistants has been personally engaged in stimulating young adults who are either out of work or just beginning to enter the job market. It is also designed to address the need of growing shortage of certified, trained, qualified nursing assistants. We believe that education is a lifelong continuing process which enhances the quality of life of the individual. Windsor School of Nursing Assistants is committed in contributing to this process through its Nursing Assistant, Home Health Aide, Restorative Nurse Assistant, Acute Care CNA, towards their continuing education to LVN's and RN courses.

Windsor School has the following objectives:

These objectives identify minimal performance of graduates upon successful completion of the program:

1. Provide basic nursing assistant care to clients in all age group in the health/home care setting.
2. Perform comfort and personal care measures in the health/home care setting.
3. Provide basic emotional, physical, psychological, and spiritual support to clients in the health/home care settings.
4. Cooperate with the health care team members to coordinate delivery of nursing assistant care and seek guidance when necessary.
5. Exhibit professional conduct, appearance, and ethical behavior when providing nursing assistant care.
6. Demonstrate skills which provide for the restorative needs of clients.
7. Demonstrate effective written/oral communication in maintaining relationship with clients, families, and other health care members.
8. Maintain the rights of clients.
9. Perform nursing assistant care about the principles of infection control.
10. Perform basic emergency procedure for all aged clients.
11. Demonstrate procedures in a safe therapeutic manner in the health/home care setting to meet federal/state mandates.
12. Demonstrate defensive driving techniques.
13. Conduct a self-inventory of personal strengths for the purpose of improving performance.
14. Identify the similarities/differences in the role of the nursing assistant in the health care setting and the role of the health nursing aide in the home care setting.

DESCRIPTION OF COURSES

There are only three (4) courses that our school offers; Nursing Assistant (NA), Home Health Aide (HHA), Restorative Nursing Assistant (RNA), Acute Care CNA.

➤ NURSING ASSISTANT TRAINING PROGRAM COURSE SYLLABUS

Subject Description: This course meets California Department of Health requirements for a training course for Nursing Assistant.

The course includes classroom and clinical instruction in the following areas:

Communication and interpersonal skills, infection control, safety, and emergency procedures, including the Heimlich maneuver, promoting residents' independence, respecting residents' rights, personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and residents' rights.

Subject Hours: 160 clock hours (60 hours of theory, 100 hours of clinical, 8 hours of skills lab practice, 1-hour final exam, 1 hour (tour of the facility prior to start of clinical and travel time)

Required Textbooks: Hartman's Nursing Assistant Care Long – Term 5th Edition by Susan Alvare Hedman, Jetta Fuzy, RN, MS and Katherine Howard, MS, RN-BC, CNE.

Instructional Methods:

1. Lecture
2. Laboratory
3. Simulated Workplace
4. Audio Video
5. Power Point Presentation
6. Anatomical Mannequins

NURSING ASSISTANT TRAINING PROGRAM

This 160 hour – 23-days course is designed to introduce student to the functions and roles of the Nursing Assistant (NA). The Nursing Assistant course has two (2) components: theoretical portion 60 hours, clinical portion 100 hours to make a total of 160 hours. The training will be conducted from Monday to Friday. For the weekdays and Saturday and Sunday for the weekend class. The instructor will deliver the course content through lectures and demonstrations and exposure of the students to actual nursing procedures and techniques while in the clinical setting. Knowledge validation is evaluated on an ongoing basis through tests and quizzes. It consists of 16 modules focused on all aspects of resident care, including residents' rights, body mechanics, taking vital signs and rehabilitative nursing, among others.

The book *Hartman's Nursing Assistant Care Long – Term 5th edition* by Susan Alvare Hedman, Jetta Fuzy, RN, MS and Katherine Howard, MS, RN-BC, CNE will be the official textbook for the course. A nursing assistant may be defined as an individual trained to give personal care and assistance, determined by the facilities' policies, under the supervision of a Licensed Vocational Nurse or by a Registered Nurse. Upon completion of the program, the student will receive a Certificate of Completion and be eligible to take the written and practical examination required by the State of California Department of Health Services to obtain a certificate of Nursing Assistant, and seek employment in hospitals and long-term care facilities.

GOALS AND OBJECTIVES

Overview of Title 22. Nursing Assistant Training is aimed at developing nursing care skills within the roles of responsibilities required by law. The State of California has a code of regulations that all nursing facilities must follow. This includes both Federal and State laws, called Title 22, Division 5, and California Code of Regulations. The State has delegated these compliance responsibilities with the Department of Health Services. Title 22 is the guide that facilities use to set up their own policies and procedures to meet the requirements of the law. These state regulations contain specific rules about licensing, required services, and standards of care.

The instruction will prepare students to meet licensure requirements. Each student will be assisted in applying for the State Board Examination. A review class will be conducted to assist graduates in preparing for the written and clinical competency examination required by the State of California. Clinical experience and certification will be very helpful certified Nursing Assistants who go on to LVN, RN, and other nursing certificates or degree programs.

Course Syllabus: Nursing Assistant Training Program

The Nursing Assistant Training consists of 160 clock hours of training. The following course syllabus shows how the 160 hours of training is broken down as follows:

Content		Theory hours	Clinical hours
Module 1	Introduction	2	0
Module 2	Patient's Rights	3	1
Module 3	Interpersonal Skills	2	0
Module 4	Prev. Mgmt. of Catastrophic & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical & Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	40
Module 9	Patient Care procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long-term care patients	3	4
Module 14	Rehabilitative Nursing	2	4
Module 15	Observation and charting	4	4
Module 16	Death and Dying	4	0
Module 17	Abuse	6	0
	TOTAL (hrs.)	60	100

Statement of Philosophy

The Nursing Assistant has one of the most important roles in a care facility. Each resident in a facility is cared for by a health care team. The Nursing Assistant is a member of this care team and is one who provides the most hands-on care to the resident. As result of this, the Nursing Assistant has great influence on the resident's sense of well-being as well as the resident's physical health. The Nursing Assistant is the most important link between the resident and the facility.

The role of the Nursing Assistant can be broken down into the four specific areas:

1. Providing a safe environment for the resident. Using facility equipment (such as a wheelchair) in a safe manner, knowing and following the proper use of protective devices such as restraints and side rails; Being aware of potential hazards such as liquid spills an obstruction; and practicing personal hygiene, cleanliness and infection control.
2. Meeting the resident's physical needs. This includes assisting with all the activities of daily living, such as bathing, oral hygiene, grooming, dressing, toileting, feeding, as well as medical and rehabilitative activities (vital signs, turning, collecting specimens, exercises, range of motion, and ambulation). It is important to note here that the Nursing Assisting is to encourage the resident to be as independent as possible.
3. Meeting the resident's psychosocial needs. This requires skills and sensitivity to understand these needs in individual residents and to meet them, such as (1) To be recognized as an individual; (2) To love and be loved; (3) To feel a sense of accomplishment; (4) To be treated with dignity and respect; (5) To feel secure; (6) To feel good about them. The Nursing Assistant should treat the resident the same way he/she wants to be treated.
4. Fulfilling responsibilities to the employer. Reporting to work on time and reliability fulfilling his/her assignments, conserving supplies and equipment, are among the responsibilities of a Nursing Assistant.

➤ HOME HEALTH AIDE TRAINING PROGRAM COURSE SYLLABUS

Subject Description: The Home Health Aide training program is for student who has an active certification or currently certified nursing assistant. It is designed to expand the role of a Nursing Assistant to provide quality care to client in a home-care setting, home health aide agencies and other private entities, under the supervision of a Case Manager or a Registered Nurse.

The training consists of 40 clock hours (5- day) course. Upon successfully completing this course and passed the competency exam given by the school. The student will receive certificate of completion. The school will process the home health aide application form to the California Department of Health. Once California Department of Health received and reviewed and all requirements for Home Health Aide (HHA) are met, certification for Home Health Aide will be issued. Stating Certified Home Health Aide that is renewed every 2 years with 48 hours of In-service offered by the employer or Continuing Education Unit (CEU) that can be taken in school, university, or college.

Subject Hours: 40 Hours (20 Hours theory, 20 hours Clinical)

Required Textbook: A textbook entitled Hartman’s Providing Home Care (A Textbook for Home Health Aides) By William Leahy, MD with Jetta Fuzy, RN, MS and Julie Grafe, RN, BSN will be the official textbook for the course.

Instructional Methods:

1. Lecture
2. Laboratory
3. Simulated Workplace
4. Audio Video
5. Power Point Presentation
6. Anatomical Mannequins

Course Syllabus: Home Health Aide Training Program

The course syllabus was developed following the Department of Health Services guidelines for the training of Certifies Nursing Assistants to become Certified Home Health Aides. Section 484.36 of the Health Care Financing Administration regulations (Omnibus Budget Reconciliation Act), OBRA for short, and Title 22 were used to develop the appropriate units of the curriculum. The following course content required by Title 22 was included in the 40hour curriculum:

Content	Theory hours	Clinical hours
1. Introduction to Aide and Agency Role	2	0
2. Interpretation of Medical & Social needs for Clients	5	0
3. Personal Care Services	5	15
4. Nutrition	5	3
5. Cleaning and Care Tasks in the Home	3	2
TOTAL	20	20

Statement of Philosophy

The intent of this curriculum is threefold: To promote quality of care in the home care setting, to provide entry-level skills for employment as a home health aide and to extend the role of the Certified Nursing Assistant as a paraprofessional. To achieve its threefold purpose, the Home Health Aide curriculum is based upon the following beliefs:

1. Individuals have the right to receive optimum health care delivered in a home care setting by competent caregivers.
2. The Home Health Aide is an important member of the health care. The Home Health Aide, supervised by licensed professional personnel, provides direct and supportive care to the client promote comfort measures, and collects, records, and reports data in the home care setting.
3. A significant amount of home care is given by non-professionals. Therefore, the HHA must respect and interact effectively with clients, families, and other personal and professional caregivers.
4. Learning occurs in an atmosphere of mutual respect, where questioning is welcomed, problem solving is encouraged, and opportunities for guided practice are provided.
5. Individuals have the right to the fulfillment of their basic physical, psychosocial, and spiritual needs.

GOALS and OBJECTIVES

The Home Health Aide curriculum prepares the Certified Nursing Assistant for certification as a Home Health Aide by the State of California. This certification allows the Home Health Aide to function as an entry-level worker on a health care team in a home health agency. The curriculum is structured to provide theory and practical application of knowledge and skills needed to function as a Home Health Aide. The curriculum is designed to achieve the following goals:

1. Implement a curriculum that meets Federal and State regulation and promotes safe and quality care in home care settings.
2. Promote consistency and equity between different teaching environments.
3. Promote consistency in training that responds to current home care practice.
4. Focus on the needs of learners and society at large by:
 - a. Providing diverse learning experiences that respond to the needs of the learner
 - b. Promoting clarity and understanding of the larger world
 - c. Providing opportunities to develop learners' feelings of self-understanding and personal worth
 - d. Fostering the development of abilities to function in and contribute to society

The conceptual framework upon which Maslow's hierarchy of needs is unified is as follows: Physiological, Safety and Protection, Love and Belonging, Self-Esteem, and Self-Actualization. In addition, the following organizing principles have been integrated in the curriculum:

Caring

The demonstration of empathy and concern for the client's comfort and well-being. Respecting the client's lifestyle, personal beliefs, environment, and personal property. Recognizing the importance of the client's family, caregivers, and other relationships.

Critical Thinking / Problem Solving

When given a problem or situation, the identification and collecting of relevant information and collaboration with others to address the situation.

Team Building

Interacting effectively with members of the health care team, family, or others involved in the case of the client. Demonstrating accountability and loyalty to the team.

Ethics

The demonstration of honesty, confidentiality, and integrity. Recognizing the need for separation of the Home Health Aide role from one's personal life.

Cultural Sensitivity

The awareness of and respect for various cultural, ethnic, and religious beliefs and practices.

➤ **RESTORATIVE NURSING ASSISTANT TRAINING PROGRAM COURSE SYLLABUS**

Subject Description: The RNA program is critical to assuring that residents maintain their highest practical level of functioning in long term care. RNA's provide specific treatments to residents so to restore and maintain the strength, coordination, and skills to ambulate and perform functional activities of daily living.

The RNA (Restorative Nursing Assistant) program at Windsor School of Nursing Assistants in 18780 E. Amar Rd. Suite 203, Walnut, CA 91789, provides NA's (Nursing Assistants) knowledge and skills to advance their career in long term care. The nursing assistants will receive training in theory and practical application of restorative techniques. Restorative Nursing Assistants can find employment in nursing homes, assisted living communities and long-term care facilities.

Requirements

- Active certification as a Nursing Assistant
- Good understanding of the English language
- Healthcare uniform/Scrubs, athletic shoes and gait belt

RNA Course Agenda

- Restorative Nursing Program
- Medical Overview
- Cognition, Communication & Hearing
- Dysphasia & Restorative Dining
- Joint Mobility
- Ambulation
- Documentation

Subject Hours: 24 hours (16 Hours Theory, 8 Hours Clinical)

Required Textbook: RNA Manual (\$50.00 only at Windsor School and non – refundable)

Instructional Methods:

- 1. Lecture
- 2. Laboratory
- 3. Simulated Workplace
- 4. Audio Video
- 5. Power Point Presentation
- 6. Anatomical Mannequins

Course Syllabus: Restorative Nursing Assistant

The course syllabus is aimed in enhancing and developing skills in the area of rehabilitation. It is a three (3) day course 24 hours and designed for Nursing Assistant who is actively certified.

Content	Theory Hrs.	Clinical Hrs.
1. Restorative Nursing Program and Exercising	2 hrs.	1 hr.
2. Range of Motion	2 hrs.	1 hr.
3. Contracture Prevention and Management of Fractures	2 hrs.	1 hr.
4. Positioning & OBRA	2 hrs.	1 hr.
5. Care of Fracture/ Hip Surgery and Precautions	2 hrs.	1 hr.
6. ADL Program	2 hrs.	1 hr.
7. Documentation Skills	2 hrs.	1 hr.
8. Feeding Program/Restorative Dining	2 hrs.	1 hr.
TOTAL HOURS	16 hrs.	8 hrs.

STATEMENT OF PHILOSOPHY

Restorative and Rehabilitation contributes to improve the quality of residents. The RNA certification will provide an advanced learning and rehabilitation and Certified Nursing will the prevention that will arise out if immobility of residents. Such complications of deformity, such as contracture atrophy and decubitus ulcer formation for residents who are bed bound, comatose and debilitated.

GOALS and OBJECTIVES:

The student:

- is trained to use different types of assistive devices and adaptive equipment's.
- will be able to recognize medical emergencies and any change of conditions.
- will be able to learn the use of braces and application of Splints.
- will be able to work with other disciplines such as Nursing, Physical Therapist (PT), Occupational Therapist (OT), and Speech Therapist (ST).

COURSE OBJECTIVES

Upon completion of lectures, discussions and assigned reading the student will achieve the following objectives and also upon completion of the program, the student will receive a Certificate of Completion and be eligible to take the written and practical examination required by the State of California Department of Health and Services.

1. Identify qualities, such as being patient, respectful, etc., required for a nurse assistant to work in a long term - care facility.
2. Describe areas of responsibility and give examples of each.
3. Provide a safe environment; meet the patients' physical needs through activities such as feeding, bathing, dressing and toileting.
4. Meet the psycho-social needs of the long-term resident with normal function and cognitive challenges.
5. Identify ways to prevent or control the spread of infection.
6. Identify resident rights and appropriate procedures for abuse prevention and reporting.
7. And lastly upon completion of the program, the student will receive a Certificate of Completion.

ACUTE CARE CERTIFIED NURSE ASSISTANT

Course Description:

This course provides the Certified Nursing Assistant with additional knowledge and training in an acute care setting such as hospital, sub-acute and post-acute facilities.

As a member of the health care team, the Acute Care CNA continuous to further his/her training combined nursing skills and understanding of human needs in caring for chronically and acutely ill patients in various settings and different unit of the hospital.

This course will prepare the student for career advancement the student would like to pursue to become a Registered Nurse or Licensed Vocational Nurse.

Required Textbook: Assisting with Patient Care 2nd Edition by Shiela A. Sorrentino (can be bought online or in School for \$100.00)

Integrated throughout the course includes:

- A. Principles of Care
- B. Critical Care Thinking and Problem Solving
- C. Communication
- D. Assisting with the Nursing Process
- E. Upgrading and Retrieving Learned Skills
- F. Preparation for Advanced Training

General Objective

The objective of this program is to prepare the student with enough knowledge in theory and specialized nursing care procedures to qualify for an entry level position in an Acute Care Hospital, Extended Care, Sub-Acute and Post-Acute Care Facilities.

The Course Provides: Theory : 43 Hours Clinical: 61 Hours Final Exam: 3 Hours

I. Pre-requisites:

- A. Current California State Certification as Certified Nurse Assistant
- B. Current CPR (BLS)
- C. Physical Exam and TB Clearance (TB Test or Chest X-Ray or no evidence of communicable diseases)
- D. Malpractice Insurance

II. Pre-Evaluation of Nursing Skills Prior to Clinical:

- A. Bathing, Dressing and Grooming
- B. Vital Signs
- C. Medical Terminology
- D. Bed Making
 - Occupied
 - Unoccupied
- E. Anatomy and Physiology
 - Body Structures
 - Functions
- F. Infection Control

Course Contents Unit Title:

Module 1:	Acute Care CNA Responsibilities	Module 9:	Endocrine Care
Module 2:	Communication – Documentation	Module 10:	Cardiovascular Care
Module 3:	Safe, Secure Environment	Module 11:	Respiratory Care
Module 4:	Care of the Surgical Patient	Module 12:	Orthopedic Care
Module 5:	Gastrointestinal Care	Module 13:	Neurological Care
Module 6:	Nutritional Care	Module 14:	Oncology, Immunosuppression
Module 7:	Renal Care	Module 15:	Death and Dying
Module 8:	Reproductive Care	Module 16:	Pediatric Care

CLINICAL OBJECTIVES

The student will be able to:

1. Accurately demonstrate performance of skills and procedures prior to resident contact, providing for safety and general principles of patient care standard.
2. Develop skills necessary for health care provider applications.
3. Observe procedures common in health care environments and apply knowledge in simulated situations.
4. Use equipment and supplies as appropriate.
5. Describe and demonstrate knowledge of principles of observation and documentation, including subjective and objective data observations rather than judgment.
6. Demonstrate correct style of charting for the facility, clarity, conciseness and using appropriate medical terminology/ abbreviation.

METHODS OF INSTRUCTION

1. Lecture- includes skills demonstration/ practice, discussion
2. Clinical- Skills practice/ performance mastery.

* Review and practice specific nursing, behavioral science, Health occupation, skills, i.e., bed baths, vital signs, measuring food and liquid intake and output. Observe patient condition and view related media (CD ROMS DVD's) Use if special medical equipment and supplies. The above instructional method may also be used as tools for evaluation of the students' cognitive and or psychomotor performance.

TUITION AND FEES

The following show the breakdown of tuition and fees for each of the program:

NURSING ASSISTANT COURSE

	\$1,700.00	Tuition Fee
Registration Fee (<i>non - refundable</i>)	\$ 150.00	<i>Paid upon registration</i>
	<u>\$ 2.50</u>	(STRF) non-refundable
TOTAL TUITION FEE:	\$1,852.50	

Please be aware that all textbook supplies and equipment acquired or purchased from Windsor School are non-refundable, once the student pays for the equipment it belongs to the student without further obligation.

Itemization of all institutional charges and fees including, as applicable:

1. Tuition Fee	\$ 1,700.00
2. Registration Fee (non – refundable)	\$ 150.00
3. Stethoscope with sphygmomanometer (non – refundable)	\$ 70.00
4. Hartman’s Nursing Assistant Care Long-Term Care 5th Edition (non – refundable) (By Susan Alvare Hedman, Jetta Fuzy, RN, Katherine Howard, MS, RN-BC, CNE)	\$ 80.00
5. Skills Manual (non – refundable)	\$ 20.00
6. Uniform (1 set) with Windsor School Logo (school only & non – refundable)	\$ 35.00
7. In-resident housing (the school does not provide any housing assistance)	N/A
8. Assessment for transfer of credit	(No charge)
9. Fees to transfer Credit	(No charge)
10. Student Tuition Recovery Fund (non-refundable)	\$ 2.50
11. Physical/ PPD test	\$ 80.00
12. Live scan (Criminal check background clearance)	(No charge)
13. CPR (BLS for Health Care Provider (AHA)	\$ 70.00
14. CNA state board exam (Cash or Money Order)	\$ 120.00
15. Chest X-ray (<i>if positive for PPD test</i>)	\$ 100.00
16. Duty/Rubber Shoes (WHITE) no open toe, clogs or canvass (not provided by the School)	

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL NURSING ASSISTANT PROGRAM **\$ 2, 427.50**

The above requirements are made available at the school. However, the prospective student has the option to obtain it outside the school at his/her discretion.

✓ **PAYMENT PLAN for NA TUITION FEES:**

		<u>Scheduled Payments</u>
	\$ 502.50	1 ST day of the class
	\$ 500.00	2 nd week of the class
	<u>\$ 700.00</u>	3 rd week of the class
TOTAL	\$1, 702.50	

Needed items on the 1st day of the class: Week – 1

✓ Tuition fee (1 st payment to be on the 1 st day of the class)	\$502.50
✓ Textbook (non – refundable)	\$ 80.00
✓ Skills Manual (non – refundable)	\$ 20.00
✓ Uniform (non – refundable)	\$ 35.00
✓ Live Scan fee	(no charge)
✓ TB test/Physical Clearance	\$ 80.00
○ (Completed by the Physician or Nurse Practitioner)	
✓ Chest X-ray if positive for PPD test	\$100.00
✓ All white rubber shoes or uniform shoes (non-skid, no open toes)	(school not provided)
✓ Equipment's:	(school not provided)
○ Notebook	
○ 2 Pens (black only)	

Needed items on the 1st day: Week – 2

✓ Tuition fee (2 nd payment)	\$500.00
✓ CPR for BLS Healthcare Provider	\$ 70.00
✓ State Board Exam fee (Cash or Money Order ONLY)	\$120.00
✓ Stethoscope, & sphygmomanometer (non – refundable)	\$ 70.00

Needed items on the 1st day: Week – 3

✓ Tuition fee (3 rd payment)	\$700.00
---	----------

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: **\$2, 277.50**

The School takes credit or debit card as a mode of payment to pay for the charges with \$5.00 charge for each transaction. A charge of \$25.00 will be legally imposed to any check returned for insufficient funds. Any charges the student owed after the completion of the course will be assessed 10% interest. Certificate of completion will be withheld, and the student will not be allowed to take the competency exam until the financial obligations are satisfied. Legal fees to collect the debt will be the student's responsibility.

HOME HEALTH AIDE COURSE

Tuition Fee	\$ 595.00	To be paid on the 1 st day of the class
Paid upon Registration (Non-Refundable)	\$ 100.00	
	<u>\$ 2.50</u>	(STRF) Non-Refundable
TOTAL TUITION FEE	\$ 697.50	

Needed items on the 1st day of the class: Week – 1

✓ Tuition fee (To be paid on the 1st Day of the class)	\$ 597.50
✓ Textbook (non – refundable)	\$ 80.00
✓ Uniform (school only & non – refundable) 1 set with Windsor School of Nursing Assistant Logo	\$ 35.00
✓ TB test/Physical Clearance	\$ 80.00
○ (Completed by the Physician or Nurse Practitioner)	
○ Chest X-ray if positive for PPD test	\$ 100.00
✓ All white rubber shoes or uniform shoes (non-skid, no open toes)	(school not provided)
✓ Equipment's:	(school not provided)
○ Notebook	
○ 2 Pens (black only)	

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$892.50

The School takes credit or debit card as a mode of payment to pay for the charges with \$5.00 charge for each transaction. A charge of \$25.00 will be legally imposed to any check returned for insufficient funds, Any charges the student owed after the completion of the course will be assessed 10% interest. Certificate of completion will be withheld until the financial obligations are satisfied. Legal fees to collect the debt will be the student's responsibility.

Please be aware that all textbook supplies and equipment acquired or purchased from Windsor School of Nursing Assistants are non-refundable, once the student pays for the equipment it belongs to the student without further obligation.

Itemization of all institutional charges and fees including, as applicable:

1. Tuition Fee	\$ 595.00
2. Registration Fee (non – refundable)	\$ 100.00
3. Notebook and Pens (black only)	
4. Hartman's Providing Home Care (A Textbook for Home Health Aides) 6 th edition – refundable By William Leahy, MD with Jetta Fuzy, RN. MS and Julie Grafe, RN, BSN	\$ 80.00
5. Uniform (1 set) with Windsor School Logo (school only & non – refundable)	\$ 35.00
6. In -resident housing(the school does not provide any housing assistance)	N/A
7. Assessment fees for transfer of credit	(No charge)
8. Fees to transfer Credit	(No charge)
9. Student Tuition Recovery Fund (non-refundable)	\$ 2.50
10. Physical/PPD test	\$ 80.00
11. Chest X-ray (if positive for PPD test)	\$ 100.00
12. Tutoring (if applicable) (per hour)	\$ 10.00
13. Schedule make-up class (if applicable) (per hour)	\$ 25.00
14. Duty/Rubber shoes(WHITE)no open toe, clogs, or canvas (not provided by the School)	
15. Current ACTIVE NA License	

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL HOME HEALTH AIDE PROGRAM

\$ 992.50

- The above requirements are made available at the school. However, the prospective student has option to obtain outside the school at his/her discretion.

RESTORATIVE NURSING COURSE

Tuition Fee

	\$ 595.00	To be paid on the 1st day of the class
Paid upon Registration Fee (Non-Refundable)	\$ 100.00	
	<u>\$ 2.50</u>	(STRF) Non-refundable
TOTAL TUITION FEE	\$ 697.50	

Needed items on the 1st day of the class: Week – 1

✓ Tuition fee (To be paid on the 1st Day of the class)	\$ 597.50
✓ RNA Manual (non – refundable)	\$ 50.00
✓ Uniform (School only & non – refundable) 1 Set with Windsor School of Nursing Assistant Logo	\$ 35.00
✓ TB test/Physical Clearance	\$ 80.00
○ (Completed by the Physician or Nurse Practitioner)	
○ Chest X-ray if positive for PPD test	\$ 100.00
✓ All white rubber shoes or uniform shoes (non-skid, no open toes)	(school not provided)
✓ Equipment's:	(school not provided)
○ Notebook	
○ 2 Pens (black only)	

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$ 862.50

The School takes credit or debit card as a mode of payment to pay for the charges with \$5.00 charge for each transaction. A charge of \$25.00 will be legally imposed to any check returned for insufficient funds. Any charges the student owed after the completion of the course will be assessed 10% interest. Certificate of completion will be withheld until the financial obligations are satisfied. Legal fees to collect the debt will be the student's responsibility.

Please be aware that all textbook supplies and equipment acquired or purchased from Windsor School of Nursing Assistants are non-refundable, once the student pays for the equipment it belongs to the student without further obligation.

Itemization of all institutional charges and fees including, as applicable:

1. Tuition Fee	\$ 595.00
2. Registration Fee (non – refundable)	\$ 100.00
3. RNA manual (<i>only at Windsor School & non - refundable</i>)	\$ 50.00
4. Uniform (1 set) with Windsor School Logo (non – refundable)	\$ 35.00
5. Housing/Dormitory	N/A
6. Assessment fee for transfer of credit	(No charge)
7. Fees to transfer Credit	(No charge)
8. Student Tuition Recovery Fund (non-refundable)	\$ 2.50
9. Physical/PPD test	\$ 80.00
10. Chest X-ray (<i>if positive for PPD test</i>)	\$ 100.00
11. Tutoring (<i>if applicable</i>) (per hour)	\$ 10.00
12. Schedule make-up class (<i>if applicable</i>) (per hour)	\$ 25.00
13. Duty/Rubber Shoes (WHITE) no open toe, clogs, or canvas (not provided in School)	
14. Current ACTIVE NA License	

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL

ACUTE CERTIFIED NURSE ASSISTANT COURSE

(13 DAYS Class)

Tuition Fee		\$ 1,000.00	
	Paid upon Registration (Non – refundable)	\$ 150.00	
		\$ 2.50	(STRF) Non-refundable
TOTAL TUITION FEE		\$1,152.50	

✓ **PAYMENT PLAN for ACUTE CARE CNA TUITION FEES:**

Scheduled Payments

\$ 502.50	1ST day of the class
\$ 500.00	2ND week of the class

TOTAL \$ 1,002.50

Needed items on the 1st day of the class: Week – 1

- ✓ Tuition fee (**To be paid on the 1st day of the class**) \$ 502.50
- ✓ Textbook (non – refundable) \$ 100.00
- ✓ Uniform (School only & non – refundable) \$ 35.00
- 1 Set with Windsor School of Nursing Assistant Logo)
- ✓ TB test/Physical Clearance \$ 80.00
 - **(Completed by the Physician or Nurse Practitioner)**
 - **Chest X-ray if positive for PPD test** \$ 100.00
- ✓ All white rubber shoes or uniform shoes (non-skid, no open toes) (school not provided)
- ✓ CPR/BLS \$ 70.00
- ✓ Week 2 (**2nd payment of Tuition fee**) \$ 500.00
- ✓ Equipment’s: (school not provided)
 - Notebook
 - 2 Pens (black only)

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$ 1,387.50

The School takes credit or debit card as a mode of payment to pay for the charges with \$5.00 charge for each transaction. A charge of \$25.00 will be legally imposed to any check returned for insufficient funds, Any charges the student owed after the completion of the course will be assessed 10% interest. Certificate of completion will be withheld until the financial obligations are satisfied. Legal fees to collect the debt will be the student’s responsibility.

Itemization of all institutional charges and fees including, as applicable:

1. Tuition Fee	\$ 1,000.00
2. Registration Fee (non-refundable)	\$ 150.00
3. Notebook and Pens (black only)	not provided by the School
4. ACUTE CARE CNA BOOK – Assisting with Patient Care by Shiela Sorrentino, 2 nd Edition	\$ 100.00
5. Uniform (1 set) with Windsor School Logo (non – refundable)	\$ 35.00
6. In-resident housing (the school does not provide any housing assistance)	N/A
7. Assessment fees for transfer of credit	(No charge)
8. Fees to transfer Credit	(No charge)
9. Student Tuition Recovery Fund (non-refundable)	\$ 2.50
10. Physical/PPD test	\$ 80.00
11. White Duty Shoes/White Rubber shoes– no open toe, clogs, or canvas	(not provided by the School)
12. <u>Current ACTIVE NA License</u>	
13. <u>Current CPR license (BLS)</u>	\$ 70.00
14. Chest X-ray if positive for PPD test	\$ 100.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL ACUTE CARE CNA PROGRAM **\$ 1,537.50**

**The requirements are made available at the school. However, the prospective student has the option to obtain it outside the school at his/her discretion.*

EXTRA CHARGES FOR THE PROGRAM

1. Tutoring	(per hour)	\$10.00
2. Schedule make-up class	(per hour)	\$25.00

TOTAL EXTRA CHARGES **\$ 35.00**

**Please be aware that all textbook supplies and equipment acquired or purchased from Windsor School of Nursing Assistants are non-refundable, once the student pays for the equipment it belongs to the student without further obligation.*

• **TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:**

\$150.00	Registration fee (non – refundable)
\$.50	STRF (non-refundable)

• **TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:**

\$ 1,387.50

• **ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL ACUTE CARE CNA PROGRAM:**

\$ 1,537.50

(See the previous page for breakdown charges)

STUDENT TUITION RECOVERY FUND (STRF)

It is a state requirement that a student who pays his/her tuition is required to pay a state - imposed assessment for the STRF.

Purpose and Operation of the STRF and Requirements for Filing Against the STRF

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

ADMISSION PROCEDURES AND SCHOOL POLICIES

ADMISSION POLICIES:

Regarding acceptance of Credit earned at other Institution

The Institution does not accept credits earned at other institution through a challenge examinations and achievement test. Any enrollee who wants to enroll in any course will have to take the whole course. In line of a High School Diploma/GED as one of admission requirements, the verification of High School Completion or Equivalency or other documentation that will establish the student's ability to do college level work such as successful completion of ability to benefit test will be copied and be a part of students record.

Windsor School of Nursing Assistants has not entered into an articulation or transfer agreement with any other college or university.

Policy and Procedure for the award of credit for prior experiential learning

The institution does not award credit for prior experiential learning. The students experiences can be an advantage mostly when it is related to nursing; however, he or she will still have to take the whole course and meet the required theory and clinical hours, and pay the scheduled fees for whatever course the student wants to enroll.

Admission of Student from other Countries

The school does not provide in visa services or vouch for student status and any associated charges. The student must have a valid social security card and identification as these are the requirements to take the competency examination to become certified. Method of instruction is in English language. Proficiency in reading and documentation is needed. The school does not offer English Language Services. High School Diploma or equivalency is required. The student must take the comprehension test at the level of English language proficiency (75% or greater). If you are not a born speaking native, it is required by the student to provide proper documentation that you pass the Test of English as a Foreign Language (TOEFL) minimum acceptable score of 450) that will be accepted prior to enrollment.

ADMISSION REQUIREMENTS

The student has an option to get admitted in the school by following the link of *United States Department of Education Approved Ability-To-Benefit Test* below, if he/she have not met the requirement for enrolling in the program.

http://www.bppe.ca.gov/schools/ability_exam.shtml

1. Each student admitted to an undergraduate degree program or Diploma program shall possess a High School Diploma or its equivalent, or otherwise, successfully take and pass the relevant examination or GED equivalent.

This verification of High School completion or equivalency or other documentation that will establish the student's ability to do college level work, such as successful completion of Ability to-benefit Test will be copied and be a part of student's record.

Windsor School of Nursing Assistants will only accept a student who took the test of CELSA with scores of 97 on both forms 1 and 2.

2. Eighteen (18) years of age and above.
3. Physical capable without restriction to perform all skills in the course as evidenced by a signed, physical examination by a physician or by a Nurse Practitioner.
4. Be in good health, and able to bend, twist, lift at least 50lbs. and be free from a communicable disease.
5. Complete live scan and criminal background screening. A complete HS 283B application form.
6. Must be able to communicate and understand instruction in English.
7. Valid Identification with picture and social security number.
8. The school enrollment and registration agreement must be completed.
9. Minimum payment paid. See Schedule of Installment Plans on page 8 of Student Registration & Enrollment Agreement.
10. Pass the comprehension test of at least 75% grade.
 - This is 26 questions test with scenarios and simple mathematics in English to test student comprehension.
11. Physical & TB Test screening or chest X-Ray.

POLICY RELATED TO PROVIDING ENROLLMENT **AGREEMENT**

The agreement was written in English. If English is the second language of the student that means the student is unable to understand the terms and condition of the agreement. The student has the right to obtain a clear explanation of the terms and condition and the cancellation and refund policies in his/her primary language.

However, Windsor School Nursing Assistants does not provide English as a second language institution.

Prior to signing the Enrollment Agreement, one admission requirement is the student must understand and communicate in English and pass the comprehension test at the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted.

The students must have TOEFL score of 75% as an acceptable documentation of proficiency. Windsor School of Nursing Assistants accept TOEFL courses done online or live classes.

“STUDENT’S RIGHT TO CANCEL”

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day (7) after enrollment, whichever is later.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Students may not cancel the agreement by calling the school phone number or by not attending the class. The cancellation form must be filled up, signed, and turn in to the school. Notice of cancellation must be received prior to or on the first day of class, or on the seventh (7) day after the enrollment, whichever is later.

The cancellation form must be signed and dated by the student and submit the form personally OR certified mail it to the school address.

Once the form is received, the official school representative will sign and date the form upon receipt. The student will receive the dated and signed copy of the cancellation form by mail or in-person. The 45-days refund starts on the date upon receipt by the school.

Refund Information:

- **If the school re-scheduled a class due to low enrollees prior to or on the day of scheduled class, the student is given an option to use the fees for the other class scheduled or obtain a refund of the tuition fees paid except for the registration fees. The student must complete cancellation form and subject to 45 days refund.**
- The student will not be required to purchase instructional supplies, books, and tools until such time as these materials are required. Books and uniforms are not obtained until the first day of the class. Books and uniforms, skills manual, and equipment cannot be refunded once purchased from the school.
- **If the student has received Federal Financial Aid funds, the student is entitled to a refund of moneys not paid from Federal Student Financial Aid Program Funds.**
- **If a student obtains a loan to pay for an educational program, it is the student responsibility to repay the full amount of the loan plus interest, less the amount of refund.**
- **If a student is eligible for a loan guaranteed by Federal or State government and the student defaults on the loan, both of the following may occur.**
 - **“The Federal or State government or a loan 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 federal student financial aid at another institution or other government financial assistance until the loan is re-paid.**

- (a) Windsor School of Nursing Assistants shall make refunds that are no less than the refunds.
- (b) Windsor School of Nursing Assistants may not enforce any refund policy that is not specified in the catalog, must refund all institutional charges upon a student's withdrawal. Withdrawal policy procedures shall include, at a minimum the acceptable methods of delivery of a notice to withdraw; whether withdrawal can be accomplished by conduct, and if so, how; the position or positions to whom the notice to withdraw must be delivered; and the date that the notice to withdraw is considered effective, which shall be no later than the date received by the institution.
- (c) A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
 - (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
 - (2) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- (d) Windsor School of Nursing Assistants shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. "day" means calendar day".
- (e) Windsor School of Nursing Assistants shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.
- (f) **"The refund policy for students, who have completed 60% or less of the period of attendance shall be a pro rata refund".**

Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94885, 94919 and 94920, Education Code.

Student's Initial: _____ **Date:** _____
 Initial only after you have had enough time to read and understand the information.
Signature of School Official: _____ **Date:** _____

EXAMPLES OF REFUND CALCULATION

For example: The student completes 40 hours out of a 160 hours NA course paid \$1, 500.00 tuition.

Step 1:

\$ 1,700.00 (tuition fee)
divided by 160 Hours (\$10.625/hr.)
\$10.625/hr. x 40hrs. (hours student attended) = \$ 425.00

Step 2:

\$ 1, 700.00 (course fee)
-\$ 425.00 (calculated amount for hours attended)
\$ 1, 275.00 (REFUND to the student)

For example: The student completes 72 hours of a 160 hours NA course paid \$ 500.00 tuition.

Step 1:

\$ 1, 700.00 (tuition fee)
divided by 160 Hours (\$10.625/hr.)
\$10.625/hr. x 72 (hours student attended) = \$ 765.00
Less 500.00 (Student tuition paid)

\$ 265.00 (Student owed to the School)

A refund will be paid within 45 days of the cancellation date.

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll – free (888) 370-7589, (916)574-8900 or by fax #: (916)263-1897 and by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov. ”

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, Web site Address: www.bppe.ca.gov, Toll free (888)370-7589, (916)263-1897, (916)574-8900 or by fax (916)263-1897

“Prior to signing this enrollment agreement, you must be given a catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three – year cohort default rate, if applicable, prior to signing this agreement”

Student Initial: _____ Date: _____

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information and the most recent three- year cohort default rate, if applicable, included in the School Performance Fact Sheet, and I have signed, initialed, and dated the information provided in the School Fact Sheet”.

Student Initial: _____ Date: _____

“A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.”

“The period covered by the enrollment agreement start when it is signed by both parties up to the last day of the program.”

“The enrollment agreement is legally binding when signed by the student and accepted by the institution”.

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me”.

Student’s Name (Printed Name)

Date

Student’s Signature

Date

Signature of School Official

Date

ATTENDANCE

ATTENDANCE POLICY

1. It is extremely important that you make every effort to attend all lectures and clinical days. Please be sure you have transportation and childcare arrangements made prior to the start.
 - a) Lecture class will begin promptly. Clinical days will begin promptly. **YOU MUST BE ON TIME.** Three (3) tardiness in excess of (15) minutes will count as one (1) absence.
 - b) Repeated tardiness and absence from theory/clinical class without prior notification to instructor/administrator and leaving the theory and clinical classes without permission causes dismissal.
2. If you are ill or unable to attend theory or clinical class, you must call Windsor School of Nursing at 626-810-0058 to the start of the class and leave a message for your instructor. Any message left should include time/date; full name, the class name, instructor name, and a return phone # with area code in case we need to reach you.
3. Off-site lunch periods during clinical days are **NOT** permitted.

It is necessary for health care workers to be reliable and dependable employees. The patient's welfare is dependent on the worker being in the right place at the right time. We believe that is essential within the curriculum to teach employability skills as an integral part of the education program.

MAKE-UP POLICY

1. Make up hours for the excused/unexcused absence is still required for an additional fee of **\$25.00** per hour.
2. Students who are paying privately or in any program from EDD, GAIN, WORKSOURCE, and Youth Program are obliged to pay the makeup hours for their absence.
3. Arrangement for makeup session must be arranged with the instructor or maybe done with the next schedule of nursing assistant class at the discretion of the school program director.
4. Theory hours make up time are done from 4:00PM – 8:00PM after class of Theory Days or weekend.
5. Clinical hours make up time are done after the clinical rotation

CELL PHONE POLICY

1. **NO** cell phone is allowed during class session and clinical practice in the facility except during student breaks.
2. All cell phones must be checked in with the instructor before the start of the class and clinical practice.
3. Failure to check in cell phones in whatever reasons are subject to \$10.00 penalty per occurrence.
4. Arrangement with the instructor could be made prior to start of theory class and clinical practice for any special circumstances regarding the need for cell phone use.

READMISSION AFTER TERMINATION FOR UNSATISFACTORY ATTENDANCE

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criterion is/are met:

- 1) The student has rectified the issue causing the attendance problem to begin with. (i.e. not having transportation, illness, etc.)
- 2) The student commits to arriving on time to classes.
- 3) If the student was terminated due to repeated absences and/or tardiness after makeup arrangement has been done, and continues to miss classes, arrangement for makeup is forfeited and the student maybe considered to be readmitted and enroll for future courses, such as Nursing Assistant, Home Health Aide, Restorative Nursing Assistant, and Acute Care CNA. A new enrollment agreement will be done including payment for registration and tuition fee. (Applicable fee varies, depending on what the persons' course is taking).

LEAVE OF ABSENCE

The school reserves the right to place a student on a leave of absence for no disciplinary reasons when it concludes that a leave is in the best interest of the student due to personal or health-related conditions that apparently have not or cannot be resolved in a timely fashion, or if it deems such a leave necessary due to a threat to the student's or others students' health or safety. The student may register again upon satisfaction of such terms as the school determines are appropriate to the situation.

Students may be considered for a leave of absence under the following circumstances:

1. Medical or Extended Illness – students will be considered for a leave of absence due to extended illness and pregnancy.
5. Military – a leave of absence will be approved for employees/students to perform military service or receive military training.

PROCEDURE FOR A REQUEST FOR LEAVE OF ABSENCE

- A student will submit a signed request for a leave of absence to the Program Director.
 - For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant or nurse practitioner. The letter must be on official letterhead and must include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery. Windsor School of Nursing Assistants reserves the right to verify qualification of the certifying professionals.
- The Program Director, in consultation with the Administrator, will decide whether to grant the leave, and will notify the student.
- Once approved by the school representative, with the maximum of fifteen (15) days from the time, the leave of absence form has been filed. The student is given a chance to come back into the program and resume the missed hours and meet the financial obligation, if there is any. If the student fails to make up the missed hours after fifteen (15) days, the agreement will be no longer active and must restart the whole program (including the fees).
- Absences with health-related (ex. pregnancy), the student must provide a clearance from her attending Physician, physician's assistant, or nurse practitioner. The letter must be on an official letter head and must indicate or include the diagnosis, the limitations it imposes on the individual and an estimation of the time required for recovery.

CONDUCT

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the field.

1. Students are always expected to have the necessary materials and be punctual.
2. When participating in class, only ONE student should talk at a time.
3. The school encourages friendliness, but NEVER familiarity with staff or patients.
4. In the lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
5. Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients shall be terminated from the school immediately.

GRADING SYSTEM

Student work will be graded with the following system:

Theory:

A	95-100%
A-	93-94%
B+	91-92%
B	89-90%
B-	87-88%
C+	85-86%
C	83-84%
C-	80-82%
D	60-79%
F	0-59%
FAIL	

Eighty percent (75%) is a passing grade. Anything below 75% is NOT passing. The student must make a minimum of 75% to receive a Certificate of Completion. There will be several examinations, quizzes, tests, written assignments and presentations in the lecture and clinical areas. The comprehensive final exam score needs to be 80% or greater to pass the course and receive the Certificate of Completion.

The student must pass a lab skills test with a Satisfactory (S), complete the vital signs log sheet and skills booklet (signed by instructor), complete all clinical hours satisfactorily, in order to complete the class, pass the course and receive the Certificate of Completion.

Clinical:

A satisfactory level must be attained at the completion of the designated hours in the clinical setting according to the course curriculum and the Department of Health Nursing Assistant Performance Record evaluation tool.

GRADING POLICY

Theory:

Any student that fails the theory portion, a counseling meeting with the student along with the Instructor to discuss about remedial and fill up applicable forms; the School allows them to review and take another exam.

If tutoring is recommended and will benefit the student, the instructor and the student will arrange a time after class and \$10.00 (per hour) will apply.

Clinical:

If the student fails their clinical, the student is required to attend at least four (4) to eight (8) hours of clinical in the facility with the current students or any upcoming class. A fee of \$10.00 (per hour) will be charge.

DISMISSAL POLICIES

The following constitute grounds for dismissal from the training:

1. Repeated tardiness and absence from class/clinical without prior notification to instructor/ administrator and leaving the clinical and theory class without permission.
2. Failure to make up for excused absence.
3. Disruptive behavior, use of foul language, possession of not prescribed drugs, intoxication and sleeping in class.
4. Theft of property from the school, clinical area, staff, or other students.
5. Failure to report to clinical training in appropriate uniform after receiving proper warning.
6. Failure to pay tuition as scheduled in the payment plan.
7. Failure to observe the school course and or affiliation policies.
8. A student who does not actively participate in scheduled clinical experiences.
9. Absenteeism: in excess of one lecture or one clinical day will result in removal from the program.
10. A student who demonstrate poor professionalism.

PROBATION POLICIES

ACADEMIC/CLINICAL PROBATION

- a. Any student who was dismissed from the program is given the right to appeal.
- b. A student is placed on academic probation as a result of a failure to meet academic standards.
- c. Academic probation places the student in jeopardy of dismissal from the program.
- d. Academic probation can be identified at midterm or any point in the course if a student has less than 70% grade average.

A probation form will be filled up about the reasons. If it is academic or clinical the student will be cancelled or arrangement with the instructor for extra time to improve the weakness of the student. If it fails, and no show of improvement on the part of the student then he or she will be dropped from the program.

The school may advise each student that a notice of cancellation shall be in writing and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Any students who are dismissed from the program and willing to re-enroll, at the school discretion, she will be considered for re-enrollment depending on the nature of the cause of dismissal. The student must start the whole program and pay the applicable registration and tuition fees.

However, any intoxication or use of illegal drugs in clinical site or school premises, violation of Residents Right such as abuse in any form constitute dismissal of a student and cannot be re-enrolled in any future class. Any action taken on a student, dismissal or probation will be a part of students file.

PREGNANCY

A student who becomes pregnant during her enrollment must present a written statement from a physician. The statement must indicate the approval for continuation of the students' course without limitations. A student who is unable to meet the requirement may take a leave of absence.

DROP OUT/REFUND POLICY

- All fees will be refunded if the school does not accept the applicant.
- The student has a right to a full refund (100%) of the amount paid for institutional charges less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
- Any student who had completed 60% or less of instruction cancelled or withdraw and will receive a pro rata refund, less nonrefundable items such as registration fees, books, equipment, uniforms and skills manual.
- The student shall receive a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance.
- The termination date to determine the refund is the last date of actual attendance by the student. Refunds will be made within forty-five (45) days of receipt of cancellation notice.
- **“The refund policy for students, who have completed 60% or less of the period of attendance shall be a pro rata refund”.**
- All amount paid by the student in excess of what is owed shall be refunded.
-

DRUG FREE POLICY

Any student attending class who is suspected for being under the influence of drugs or alcohol may be asked to leave at the discretion of the instructor. Students will be required to submit to a drug test at the student's expense whenever actions, statements or appearance cause reasonable suspicion that the student is under the influence of illegal drugs, controlled substances or alcohol. Reasonable suspicion would occur when one of the following factors are noted: odor of alcohol, psychotic, irrational behavior, over-aggressive behavior. Other factors may cause the instructor to suspect alcohol or drug abuse and the instructor will call the Program Coordinator in these cases. When reasonable suspicion occurs, the student will be asked to leave the class or clinical and obtain a drug screen immediately in the Emergency Department of a local hospital. The instructor will report observations to the Program Coordinator immediately by phone and follow up with written documentation later the same day. The documentation will be placed in the student's file.

The student is suspended from class and clinical until the results of the drug screen are obtained and reported to the Program Coordinator. The student has the right to refuse testing. If this occurs, the student will be asked to leave the class or clinical immediately. The Program Coordinator will be notified of the refusal and the instructor will document interactions with the student leading up to the conclusion.

DRESS CODE

The students are required to wear white uniform with Windsor School of Nursing Assistants logo that can be purchased at the school for \$35.00 a set (top & bottom). A non-skid white rubber shoes or uniform shoes clean, no open toe footwear, no dangling earrings or heavy bracelets, wristwatch with a second hand and white socks.

Wearing apparel shall be such that it does not disrupt the classroom atmosphere. Short shorts, halters, or other wearing apparel with suggestive messages are not appropriate.

School uniforms with Windsor School of Nursing Assistants logo will only be worn in school and at the clinical site. Wearing Windsor School of Nursing Assistants uniform in public places such as bars, casinos or any public places that will degrade the institution is not permitted.

Students who are coming to school for practices are obliged to wear proper clothes. Wearing shorts, mini- skirts, tank tops, mid-rib, plunging neckline and see through are strictly prohibited inside the institution. Any student who is in violation of the dress code policy will be sent home.

CLINICAL DRESS CODES:

- Name badges are part of the uniform and are to be worn on the left side of the attire.
- No jewelry is to be worn except for wedding bands and non- dangling earrings.
- White, non-skid shoes and laces are always to be kept clean and in good repair.
- No gum chewing is allowed while in uniform.
- Deodorants and anti-per spirants are to be used daily
- Hair must be neat and clean; long hair should be pulled back and/ or tied with simple barrettes.
- Make up should be used sparingly; no strong perfumes or colognes are allowed.
- Nails are to be maintained at a quarter of an inch or less without nail polish.
- No textured hosiery is allowed. Plain whit nurses' stockings or white solid colored socks are recommended.
- A black ink pen and small notebook or note pad are integral parts of the uniform.

PERSONAL APPEARANCE

The well-groomed nurse aide should shower/bathe daily, shampoo hair frequently and keep it neat, use deodorant daily, and practice good oral hygiene. The instructor will do regular grooming checks.

SMOKING POLICY

Smoking will be permitted only in the designated smoking areas on campus and is restricted to lunch and break time. In the clinical area, the facility/agency's rules will apply.

United States Department of Labor's Standard Occupational Classification Codes

Nursing Assistants and Orderlies

Nursing assistants provide basic care and help patients with activities of daily living. Orderlies transport patients and clean treatment areas. Most nursing assistants and orderlies work in nursing and residential care facilities and in hospitals. They are physically active and may need to lift or move patients.

How to Become a Nursing Assistants or Orderly?

Nursing assistants often need to complete a state – approval education program and must pass their State Competency exam to become licensed or certified. Orderlies typically have at least a high school diploma.

Job Outlook

Overall employment of nursing assistants and orderlies is projected to grow 9% from 2018 to 2028, faster than the average for all occupations. As the baby – boom population ages, nursing assistants and orderlies will be needed to help care for an increasing number of older patients.

The median annual wage for nursing assistants was \$28,540.00 in May 2018. The median annual wage for orderlies was \$28,060.00 in May 2018.

Employment projections data for nursing assistants and orderlies, 2018-28

Occupational Title	SOC Code	Employment, 2018	Projected Employment, 2028	Change, 2018-28		
				Percent	Numeric	
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program						
Nursing assistants and orderlies	—	1,564,200	1,702,000	9	137,800	—
Nursing assistants	31-1014	1,513,200	1,648,600	9	135,400	
Orderlies	31-1015	51,000	53,400	5	2,400	

Home Health Aide and Personal Care Aides

Home health aide and personal care aides help people with disabilities, chronic illness, or cognitive impairment by assisting in their daily living activities. They work in a variety of settings, including client's homes, group homes, and day services programs.

How to Become a Home Health Aide or Personal Care Aide?

Home health aides and personal care aides typically need a high school diploma or equivalent through some positions do not require it. Those working in certified home health or hospice agencies must complete formal training and pass a standardized test.

Job Outlook

Employment of home health aides and personal care aides is projected to grow 36% from 2018 to 2028, much faster than the average for all occupations. As the baby – boom population ages and the elderly population grows, the demand for the services of home health aides and personal care aides will continue to increase.

The median annual wage for home health aides was \$24,200.00 in May 2018 and the median annual wage for personal care aides was \$24,020.00 in May 2018.

Employment projections data for home health aides and personal care aides, 2018-28

Occupational Title	SOC Code	Employment, 2018	Projected Employment, 2028	Change, 2018-28	
				Percent	Numeric
SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program					
Home health aides and personal care aides	—	3,253,000	4,438,700	36	1,185,800
Home health aides	31-1011	831,800	1,136,600	37	304,800
Personal care aides	39-9021	2,421,200	3,302,100	36	881,000

Restorative CNA’s

Restorative CNA or aides are supervised by rehabilitation therapists to help patient regain movement, assist in restorative skills for patients with disabilities with the aid of adoptive equipment and assistive devices supervised by nursing discipline and rehabilitation department.

How to Become Restorative Nursing Assistants?

Restorative nursing assistant needs to be certified nursing assistant and take an approved certification program to become certified restorative nursing assistant (RNA).

Job Outlook

The demand for restorative nursing assistant is projected to grow, the need for physical, occupational and speech therapy increase in response to the health care needs of elderly and individual with chronic conditions, post strokes, spinal cord injury or traumatic head injuries.

The median annual wage for restorative nursing assistants is approximately \$26,240.00.

Acute Care Certified Nursing Assistant

Acute care CNA provide care in a hospital setting for patients who have medical or post – surgical needs or other department of the hospital such as maternity, intensive care or coronary care unit supervised by a registered nurse.

How to Become an Acute Care CNA?

Typically needs a high school diploma or equivalent and already a certified nursing assistant but should attend an approved acute care CNA program and be certified as an acute care CNA.

Job Outlook

The demand for acute care CNA to work in the hospital is increasing. The need to assist the registered nurses in caring post – operative patients, trauma, medical and surgical patients with chronic and debilitating conditions is increasing due to increasing elderly population and patients with cognitive impairments.

EDUCATIONAL RETENTION POLICY

Educational records shall be maintained by the Custodian Records. The custodian of records will be responsible for ensuring completeness and accuracy of the records prior to storage. The files shall be stored in filing cabinets in the school site.

A duplicate of the student records shall be stored in a flash drive and stored in a different location which is away from the school. Student records will be maintained for five (5) years from the student date of completion or withdrawal. Windsor School of Nursing Assistants shall maintain records of the name, address email address, and telephone number of each student who enrolled in an educational program. Windsor School of Nursing Assistants shall retain transcripts permanently.

GRIEVANCE POLICY

All student grievances, issues, differences of opinion are to be resolved directly with the instructor. Should a student feel the need to discuss a grievance with the program director, the student must make an appointment to discuss the grievance. The appointment will be a joint meeting with the student, the lead and lab/clinical instructors and the program director.

Any grievance or issue unresolved by the Program Director will be turned in to the Administrator, Marcus Sevilla.

STUDENT GRIEVANCE PROCEDURE

A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.

- If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student again complains about the same matter, the institution shall advise the student that complaint must be submitted and shall provide the student with a written summary of the institution's complaint procedure.
- If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be logged.

Mr. Marcus Sevilla, Administrator, is to receive and resolve student complaints. He will be regularly accessible by contacting the school number (626) 810 – 0058 to set up an appointment before and after school hours, address in 18780 E. Amar Rd., Suite 203, Walnut CA 91789.

The Administrator has the responsibility and the authority to:

1. Investigate the complaints thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaints.
2. Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.
3. Record a summary of the complaint, its disposition and the reasons, place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints.
4. If the complaint is valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, and law enforcement of the complaint, investigation and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under Section – 940 of the Evidence Code. If the authorized person does not provide all of the information required by this paragraph because of a claim of privilege under Section – 940 of the Evidence Code, the institution shall appoint another person, who may not lawfully claim that privilege, to provide the omitted information.
5. If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students.
6. Implement reasonable policies or procedures to avoid similar complaints in the future.
7. Communicate directly to any person in control regarding complaints, their investigation, and reasonable or lack of resolution

STUDENT'S RIGHTS

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
3. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
4. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

DISCRIMINATION POLICY

Windsor School of Nursing Assistants is committed to equal opportunity for all students and all staff. It is Windsor School of Nursing Assistants policy that no one shall be treated differently, separately, or have any action directly affecting him or her taken on the basis of race, religion, national origin, marital status, sex, sexual orientation, gender identity, or disability where a person is otherwise qualified or could be with reasonable accommodation. The immediate remedy for any act of discrimination shall be to end it, treat the individual equally, and, as much as practically possible, to eradicate any effects of discrimination. Discipline should be imposed where appropriate.

ANTI – HARASSMENT POLICY

Windsor School of Nursing Assistants is committed to providing all students with a safe and supportive school environment. Members of the school are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all students are entitled to respect.

Sexual harassment is a form of harassment that violates school policy. Punishable sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal conduct,

- That is tied to a student’s educational benefits, opportunities, or performance, or to a student’s physical or psychological well-being.
- That creates (or will certainly create) a hostile environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being.
- That threatening or serious intimidating.

To prevent harassment in the first instance, staff members should teach why harassment is wrong and teach that tolerance and respect are essential to a free society. In response to an act of harassment, staff members should intervene immediately to stop the harassment and, if appropriate, should punish the harassment promptly, consistently, and proportionately to the seriousness of the act. But the response should not end there; rather, staff members should deter future harassment with continuing lessons of tolerance and respect.

STUDENT’S WAIVER OF RIGHT IS VOID

The student’s participation in the complaint procedure and the disposition of a student’s complaint shall not limit or waive any of the student’s right or remedies. My document signed by the student that purports to limit or limit or waive the student’s right and remedies is void. The Program Director shall maintain a log the student’s complaint or grievances.

FINANCIAL AID

➤ **FINANCIAL AID**

All consumer information that is requested to be disclosed to the student pursuant to Federal and State Financial Aid Programs.

CEC 94909(a)(10)

Students at Windsor School of Nursing Assistants are not eligible for federal loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Windsor School of Nursing Assistants is eligible but chooses not to participate in federal student aid programs. Therefore, students who attended this institution do not have federal student loans.

Prior to enrollment, Windsor School of Nursing Assistants shall provide a prospective student with a school catalog and provide the student the school *website (www.windsorschoolnursing.com) and the result of the school entrance exam of the prospective student as required by the Department of Rehabilitation/Workforce partners.

- Windsor School of Nursing Assistants is a private institution and that it is approved to operate by the bureau that meets the minimum requirement by law.

No federal financial aid is offered or provided. The Windsor School of Nursing Assistants participates in State programs through Workforce Partners e.g. WIA. Applicant may qualify for WIA adult funding based on the following:

Eligible adults must be age 18 or older. While eligible laid-off workers are generally individuals who have been terminated from their last employment and are unlikely to return to their previous industry or occupation, displaced homemakers and self-employed individuals also may qualify for these services. Adult and laid-off worker services are provided through locally based America's Job Center of CaliforniaSM (AJCC), formerly known as One-Stop Career Centers. Comprehensive Job Centers provide access to a full range of services pertaining to employment, training and education, employer assistance, and guidance for obtaining other assistance. While WIA requires Job Centers to provide specific services, local areas may design programs and provide services that reflect the unique needs of their area for further information please see link below.

http://www.edd.ca.gov/jobs_and_training/Workforce_Investment_Act.htm#CaliforniasEligibleTrainingProviderList

Windsor School of Nursing Assistants does not finance tuition but, the students are entitled to a payment plan during the course period without interest. See pages 23 - 29 for Tuition and Fees.

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, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

➤ **WINDSOR SCHOOL OF NURSING ASSISTANTS FINANCIAL STABILITY**

The school is financially stable. The institution has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five (5) years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C sec.1101 et seq).

➤ **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

“The transferability of credits you earn at Windsor School of Nursing Assistants is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Nursing Assistant, Home Health Aide, Restorative Nursing Assistant, and Acute Care CNA is also the complete discretion of the institution to which you may seek to transfer. If the 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 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 Windsor School of Nursing Assistants to determine if your certificate will transfer”.

Windsor School of Nursing Assistants does not accept transfer of credits and credential earn from another institution. The student is required to start the entire Windsor School of Nursing Assistants approved programs that the student is seeking for to be certified such as, Nursing Assistant, Home Health Aide , Restorative Nursing Assistant, and Acute Care CNA pay the applicable tuition fees and must meet the school admission requirements.

➤ **FOREIGN/INTERNATIONAL STUDENTS**

Windsor School of Nursing Assistants does not participate in any visa services neither will vouch for student status in any associated charges. The school is not entitled to accept foreign exchange students or student visa service.

➤ **POLICY FOR UPDATING THE INSTITUTION CATALOG**

Windsor School of Nursing Assistants shall provide a catalog to prospective student which shall be updated annually. Annual updates may be made using supplements or inserts accompanying the catalog.

If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog, any changes will be done in the month of January. Any changes will be reflected on the website.

➤ **POLICY IN PROVIDING PROSPECTIVE STUDENT WITH SCHOOL CATALOG**

The institution’s policy in providing a catalog to a prospective student is providing him/her with the website address in order to view the catalog. Anyone who does not have access in the computer can be mailed a catalog upon request. A prospective student who walks into the school will be provided a school catalog to read prior to signing an enrollment agreement and have reviewed the school Performance Fact sheet.

➤ **FACILITIES AND EQUIPMENTS**

Description of the facilities and of the types of equipment & materials that will be used for instruction.

Windsor School of Nursing Assistants is located at 18780 E. Amar Rd., Suite 203, Walnut, California 91789. The school is 2,800 sq. ft. A big classroom to accommodate 25 students and two (2) laboratory rooms to practice skills, one (1) laboratory room has 15 sitting capacity. Each one has a hospital bed in place. Like hospital room setting and another room for library.

Below are the locations of Facilities for Theory and Clinical Practice:

Class Session (*theory*)
Windsor School of Nursing Assistants
 18780 Amar Road, Suite 203, Walnut, Ca 91789
 Phone #: (626)810 – 0058; Fax # (626)810-0086

Class Session (*clinical*)
Inland Valley Care and Rehabilitation Center
 250 West Artesia Street, Pomona, CA 91768
 Phone #: (909) 623-7100

Class Session (*clinical*)
Rowland Convalescent Hospital Inc.
 330 W. Rowland St., Covina, CA 91723
 Phone#: (626)967-2741

Class Session (*clinical*)
Sta. Teresita Inc.
 819 Buena Vista St., Duarte, CA 91010
 Phone #: (626) 408-7802

Class Session (*clinical*)
Glendora Grand Inc.
 805 W. Arrow Highway, Glendora, CA 91740
 Phone #: (626)331-0781

The institution is using books, power point videos, and handouts. The school maintains a good number of supplies for the theory classes. For the laboratory skills practice supplies are provided and purchased, no items are leaned or rented.

The amount of supplies is indicated below:

Thermometer (10)	Sphygmomanometer (5)	Stethoscope (5)	Gait belts
Wheelchair (1)	Shower chair (1)	Cane (3)	Walker (3)
Bedpan (5)	Urinal (5)	Bedpan commode (1)	Catheter bag (10)
Measuring container (15)	Rubbing alcohol (5)	Betadine (3)	Wipes (plenty)
Gloves (plenty)	Scale (2)	Measuring tape (3)	Bathing supplies (5)
Emesis basin (5)	Denture cup (15)	Toothbrushes (15)	Adaptive device (3)
Dental floss (5)	Plastic toothpicks (plenty)	Comb/Brush (10)	Lotions (5)
Diaper and Pads (30)	Specimen containers (15)	Enemas (5)	Dry Dressings (10)

Suppositories (5)	Bandages (plenty)	Pillows (8)	Restraint devices (3)
Mattress pads (10)	Isolation supplies (15)	Pencils (30)	Papers (plenty)
ADL forms (50)	Charting forms (plenty)	Bed (1)	Bed linens (5)
Glass thermometers (10)	Digital thermometers (3)		

Description of library & other learning resources & procedure for students to access to the resources

A library is provided for the students to access books and some learning materials such as videos and power point slides that will help them to enhance their knowledge about nursing assistant. Reference books are also available upon request and it is the students’ responsibility to return and sign a waiver for the book. In case of lost, student need to replace and/or pay the amount of the book listed on the waiver. All books provided in the library are of latest edition.

The school maintains a collection of textbooks related to health care specifically related to Nursing Assistant, Home Health Aide, Restorative Nursing Assistant, and Acute Care CNA.

A quiet room is made available where a student could check out the textbook to study or read. The school uses the book “Hartman’s Nursing Assistant Care Long - Term 4th Edition by Susan Alvare Hedman, Jetta Fuzy, RN, MS, & Susan Rymer, MSTE, RN, LSW”. as it only textbook, the school makes available three (3) more different textbooks for Nursing Assistant as part of the school’s library collection for any reference.

Videos are also available for skills. Videos and books can be checked out by notifying the secretary or the instructor by signing the forms to log out and log in.

Book check out should be returned not tampered. The student will be charge on the price of the book for unreturned and tampered books.

➤ **HOUSING INFORMATION**

The school does not provide housing or dormitory for the students. Windsor School of Nursing Assistants has no dormitory facility under its control. Windsor School of Nursing Assistants is not responsible in finding or assisting students housing. It is the student’s responsibility.

The availability of housing located reasonably near the institution’s facilities and an estimation of the approximate cost or range of cost of the housing; the school could suggest the nearby motels or room-for-rent to the students who are in need of assistance for housing, and that range from \$49+ per day for motels, or \$500 bed space/room-for-rent per month.

****THE SCHOOL DOES NOT GUARANTEE ANY STUDENT DISCOUNTS ON HOUSING****

*****Windsor School of Nursing Assistants has no responsibility to find or assist a student in finding housing. **Windsor School of Nursing Assistants has no dormitory facility under its control...***

➤ EMERGENCY CLOSINGS

In the event severe weather conditions, such as earthquake, or other acts of nature create hazardous conditions and/or extended power outages, administrators may find it necessary to close the school.

In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holidays an emergency number will be posted on the outside door.

STUDENT SERVICES

The Student Services is committed to provide support to prospective and current students within the Windsor School of Nursing Assistants to promote academic success. In collaboration with faculty, staff, and administration. Student Services serves as an advocate for all students. Counseling is available. Also, we provide referrals for financing, such as Work Source Solution (contact the school for more information), and job referrals as a service.

Location

Windsor School of Nursing Assistants
18780 E. Amar Rd., Suite 203
Walnut, CA 91789

Contact

Phone: (626) 810 – 0058
FAX: (626) 810 – 0086
Website: www.windsorschoolnursing.com

GRADUATION POLICY

➤ GRADUATION REQUIREMENTS

Nursing Assistant

1. Completed the 160 hours of clinical and theory.
2. Passed the clinical with satisfactory score and theory with 75% passing.
3. Settled all financial obligations to Windsor School of Nursing Assistants.
4. Passed the final exam with 75% passing score.

Home Health Aide

1. Completed the 40 hours of clinical and theory.
2. Passed the clinical with satisfactory score and theory with 75% score.
3. Passed the final exam with 75% passing score.
4. Settled all financial obligations to Windsor School of Nursing Assistants.

Restorative Nursing Assistant

1. Completed the 24 hours of clinical and theory
2. Passed the clinical with satisfactory score and theory with 75% passing score.
3. Passed the final exam with 75% passing score.
4. Settled all financial obligations to Windsor School of Nursing Assistants

Acute Care CNA

1. Completed the 104 hours of clinical and theory.
2. Passed the clinical with satisfactory score and theory with 75% score.
3. Passed the final exam with 75% passing score.
4. Settled all financial obligations to Windsor School of Nursing Assistants.

➤ **STATE EXAMINATIONS**

In order to qualify for the State Examination, all students are required to pass the course or program. State licensing certification or process is the students' responsibility. Windsor School of Nursing Assistants will provide students with information regarding test dates, test location and fees, if possible. Students should be aware that all test fees are the student responsibility. To be certified in the State of California, the students are required to pass the skills and written competency examination.

➤ **PLACEMENT SERVICES**

Windsor School of Nursing Assistants will make every effort to assist employment needs to all students and prospective graduates. It is also understood that the students will fully cooperate in the job search and will also make a good-faith effort to secure a position on their own.

Referring the students to the nursing facilities or home care who are looking for Certified Nursing Assistants that contact the Windsor School of Nursing Assistants is part of our service.

****NO GUARANTEES ARE MADE CONCERNING A PROFESSIONAL PLACEMENT AS AN ENTICEMENT TO ENROLL, NOR CAN THE SCHOOL PROMISE THAT PLACEMENT IS ASSURED UPON GRADUATION.**

➤ **HOLIDAYS**

The following school holidays will be observed:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day & Day After
- Christmas Eve
- Christmas Day
- New Year's Eve

Students are not required to report to school on these holidays. In the event a student is scheduled for clinical training in the nursing home during one of the named holidays, see the School Director for clarification.

HOURS OF OPERATION

The school office opens on Monday – Friday from 9:00am – 5:00pm

- Mondays - Fridays from 8:00 am – 4:30pm (Weekday Theory Classes)
- Saturdays and Sundays from 8:00am – 4:30pm (Weekend Theory Classes)

NOTICE OF CANCELLATION

DATE OF ENROLLMENT: _____

DATE OF CANCELLATION: _____

DATE OF FIRST-CLASS SESSION: _____

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day (7) after enrollment, whichever is later.

To cancel this agreement for school, mail or deliver a signed and dated copy of this notice, or any other written notice to the following address:

Windsor School of Nursing Assistants
18780 E. Amar Rd., Suite 203
Walnut, CA 91789
Phone #: (626)810-0058
Fax #: (626)810-0086

REMEMBER:

- **YOU MUST CANCEL IN WRITING.** Cancellation by phone, not attending the class, email, or text will not consider or approve to cancel the program.
- Refer to “Student’s Right to Cancel” about the refund policy.
- Refund is within the 45 days of the date the school received the cancellation form.

Student’s Name (Printed Name)

Date

Student’s Signature

Date

Signature of School Official

Date

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, Web site Address: www.bppe.ca.gov, Toll free (888)370-7589, (916)574-8900 or by fax (916)263-1897