



BAMA Institute



Get certified. Get ahead.

BAMA Institute

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MESSAGE FROM THE INSTITUTE DIRECTOR

Welcome to BAMA Institute (BAMAI) and congratulations on taking the first step toward a new, highly rewarding career in the medical field!

Whether you are looking for a career change, a way to add to your current medical skill-set, or you have chosen the medical field as your first career, BAMAI is here to help prepare you for a successful start. By attending BAMAI, you are now in the process of changing your life. Education is the most important catalyst for achieving that change.

An independent, private, women-owned and operated school, BAMA Institute strives to serve the needs of its community while fully embracing diversity.

BAMAI is special, and you will see that walking through our doors. We care about quality education. We care about you - the student. We are professional, but as your extended school family, we have a genuine interest in you and strive to create a supportive environment to ensure that you fulfill your goals. We will also challenge you, because challenges are opportunities that help you grow.

We are excited and honored that you have chosen BAMAI, our staff, and faculty to help you turn your dreams into reality. We look forward to helping you find the strength and abilities, which we are certain you have, to take advantage of the opportunities awaiting you.

Thank you for choosing BAMAI. I look forward to seeing you in our classrooms and halls as you...

... Get certified. Get ahead!



Simonida Cvejic,
Institute Director/CE

03/01/2021
Date

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This Catalog is the official resource for all requirements and regulations of BAMA Institute, LLC (“BAMAI”, “the Institute”). Students enrolled are held to all of the following, and enrollment constitutes an agreement by the student to abide by these requirements and policies. Failure to read this catalog does not excuse the student from compliance. BAMA Institute reserves the right to change any portion of this catalog at any time without notice, and to withdraw a student for cause at any time.

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BAMA INSTITUTE

MISSION STATEMENT

BAMA Institute's mission is providing marketable, job-oriented skills training to adult students in high-growth, high-demand, and specialized areas of the health care field, thereby fulfilling the needs of the medical facilities in the Bay Area. We aim to prepare individuals for entry into successful long-term careers in the field. BAMA Institute seeks to admit students from different socio-economic, cultural, and educational backgrounds who demonstrate a reasonable probability of successfully completing training.

BAMA Institute is committed to serving its students and the medical community through excellent academic instruction and skills training, utilizing both traditional and innovative means while maintaining a student-centered philosophy and understanding the diversity of individuals.

GOALS AND OBJECTIVES

In order to ensure continued fulfillment of its mission, the Institute has established the following goals:

1. The Institute will continually evaluate and update all educational programs and will upgrade its facilities with training equipment currently used in the medical community.
2. The Institute will seek out qualified faculty with professional experience in the vocations they teach who will stimulate eagerness for learning in the students.
3. The Institute will seek out both traditional and nontraditional students and will continuously improve its educational process by working with employers, government, and private non-profit employment development agencies, other educational institutions, and medical professionals.
4. The Institute will maintain a strong link to the community it serves by communicating regularly with community and health care industry leaders, continually assessing the current job requirements, and routinely obtaining input from employers on its academic programs and graduate job performance. By achieving this goal, the Institute, the students, the community and all citizens of the region will be better prepared for the technological and socio-economic changes that will occur.

EDUCATIONAL PHILOSOPHY

The programs offered at BAMA Institute emphasize hands-on-training, are relevant to employer needs, and focus on areas that offer strong long-term employment opportunities. Students use modern equipment and facilities similar to the kind they can expect to find on the job. The program curricula are sound in concept and the faculty is highly trained and experienced in the vocations that they teach.

HISTORY

BAMA Institute, LLC is a private postsecondary school that was formed in 2017 to teach Phlebotomy Certification courses licensed through the California Department of Health Services – Laboratory Field Services to teach phlebotomy classes. Since then, the Institute has flourished with a qualified and dedicated faculty, experienced administration and policy-making school board.

SCHOOL FACILITY

All courses are taught at the main campus in downtown San Francisco located at 530 Bush Street, Suite 301, and at the satellite campus in downtown San Jose located at 31 North 2nd Street, Suite 100-A.



Picture 1 – Phlebotomy Classroom
San Francisco Campus



Picture 2 - The Lobby
San Francisco Campus



Picture 3 - The Building
San Francisco Campus

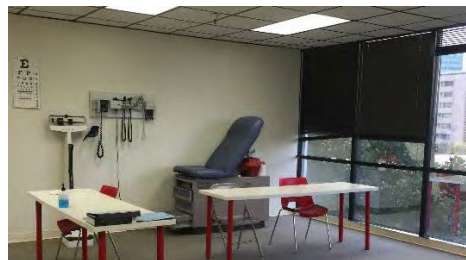
BAMA Institute’s main campus in San Francisco occupies approximately 9,000 square feet of classroom space and offices on two floors (2nd and 3rd floor of the building) specifically designed for training students in the health care field.

The classrooms, laboratory storage room and the kitchenette have tile flooring, which facilitates cleaning. The facilities and the equipment used comply with all federal, state, and local ordinances and regulations, including those related to fire safety, building safety, and health. Both levels are wheelchair accessible. Restrooms are available on each floor and are located in the main hallway near the elevators.

On the main campus the Phlebotomy classroom capacity varies by time and day. During the weekend and evenings, the classrooms have a capacity of 25 students and feature a medical office set-up along one wall. During the weekday the smaller classroom can accommodate 18 students. The ECG/EKG classroom can accommodate up to 20 students.



Picture 4 – Medical Assistant Classroom
Set-up San Jose Campus



Picture 5 – Medical Office
San Jose Campus

The BAMA Institute’s learning site location in San Jose occupies approximately 4,800 square feet of space on the 1st and 2nd floor of the building at our new location. There are three separate classrooms; one classroom is used by the Bay Area Medical Academy’s Medical Assistant program. The other two classrooms are used to teach BAMA Institute’s Phlebotomy and EKG courses. The same equipment available in San Francisco for Phlebotomy and EKG training, is available in San Jose: there is a phlebotomy chair, centrifuge, a scale, an exam table, an EKG machine, and multiple

automated and manual blood pressure monitors as well as stethoscopes. All three classrooms can accommodate up to 24 students. The San Jose campus was recently expanded to offer kitchenette/break-room on both floors. The modern classrooms are tiled, air-conditioned, and well-lit.

BAMA Institute offers the following career training and certification programs at the San Francisco main location:

- ❖ ECG/EKG Technician Training Program
- ❖ Phlebotomy Technician Training Program

BAMA Institute offers the following programs at the San Jose satellite location:

- ❖ ECG/EKG Technician Training Program
- ❖ Phlebotomy Technician Training Program

LEARNING RESOURCE CENTER

Library resources are available for use including video tapes, CDs and DVDs, as well as current magazine publications and medical books. Resources are accessible on campus in San Francisco through the Student Resource Center and in San Jose through the Campus Coordinator. Students can check-out materials and then read and review them in the student lounge or in the classrooms after class. Students may access the on-campus library Monday through Friday, 9:00 a.m. to 5:00 p.m. There is a check-in/check-out system for removing resources from the library.

BUSINESS OFFICE HOURS (San Francisco Main Campus Only)

The business office is open Monday – Friday, 9 a.m. to 5 p.m., and Saturday – Sunday, 11 a.m. to 5 p.m. In addition, the business office will be closed on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day. Other holidays may be declared at the discretion of the CEO/Institute Director.

STATEMENT OF OWNERSHIP

BAMA Institute, LLC is owned and controlled by Bay Area Medical Academy, 530 Bush, suite 201, San Francisco, CA 94108. The Chief Executive Officer of the Institute is Simonida Cvejic.

APPROVALS AND MEMBERSHIPS

BAMA Institute is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

National Certification Exam Approvals: The EKG course and the Phlebotomy course are approved for National Certification through the National Center for Competency Testing, 7007 College Blvd., Suite 705 Overland Park, KS 66211. Tel: (800) 875-4404. The Phlebotomy course is approved for licensing by the State of California, Department of Public Health - Laboratory Field Services Division, 320 W. 4th Street, Suite 890, Los Angeles, CA 90013.

Students who have completed the EKG Technician course can sit for the National Healthcareer Association (NHA) exam, and the Cardiovascular Credentialing International (CCI) CCT1 exam.

ACCREDITATION

BAMA Institute and its educational programs are not accredited by an agency recognized by the United States Department of Education.

CATALOG DISCLOSURE

The school catalog is provided to any interested party or the general public by email or regular mail upon request. The catalog is also available on the school web site at <http://www.bama-institute.com>. All students enrolling in the Institute receive a copy of the catalog. The catalog is updated twice a year, in January and July, and updates are provided to all students attending the Institute. 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 updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog. The supplements or inserts are available on the school web site as well.

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 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 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, mailing address PO Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll free telephone number: (888) 370-7589 or (916) 431-6959 or by fax: (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or (916) 431-6959 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

BANKRUPTCY DISCLOSURE

BAMA Institute, LLC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

ADMISSION POLICIES AND STANDARDS

HOW TO APPLY

Prospective students are encouraged to apply for admission as soon as possible in order to be officially accepted for a specific program and start dates.

Students interested in applying for admission should come to the San Francisco Main Campus in person, mail/fax/e-mail the Institute, or visit our website at www.bama-Institute.com.

It is encouraged that an Admissions Representative conduct an initial interview and tour of the Institute with the prospective student. Parents and spouses are welcome to accompany them. On this visit, applicants and their families will have an opportunity to see the school facilities, meet the staff and faculty, and ask questions relating to the program and their career objectives prior to enrolling.

ADMISSIONS REQUIREMENTS

BAMA Institute enrolls only students who can reasonably be expected to benefit from the instruction we provide. Applicants must provide the appropriate credentials and demonstrate the potential needed to indicate a reasonable probability of successfully completing the program offered at the Institute. BAMA Institute has established the following admissions requirements, upon which it evaluates all applicants for admission to the Institute:

Phlebotomy Technician Training Program

To qualify for admission to BAMA Institute's Phlebotomy Technician Training Program, an applicant must meet the following requirements:

- Be at least 18 years of age.
- Have graduated from US high school (or foreign High School equivalent to the US); or
- Have passed recognized equivalent of a high school diploma (e.g., typically a general education development (GED) certificate).
- Provide the school with the following verification documents at the time of enrollment application:
 - (i) The student's official high school transcript;
 - (ii) Copy of the students high school diploma
 - (iii) The student's GED scores at or above the passing level set by the state agency awarding the GED;
 - (iv) [In lieu of a high school transcript, diploma, or GED certificate]: College diploma or transcript from a post-secondary institution accredited by an accreditation association recognized by the US Department of Education. College transcripts must prove high school graduation.
 - (v) [For foreign high school graduates]: Transcripts need to be translated and evaluated (see "**Course Work Taken at Foreign Institutions**").
- Provide **2 copies** of official High School Transcript or GED certificate or college transcript as described above. Applicants with transcripts from foreign institution must have them evaluated and/or translated and submit 1 Document-by-Document Report,

proving secondary school completion (see “Course Work Taken at Foreign Institutions,” below). **ATB** (ability-to-benefit) test cannot be accepted in place of a high school transcript. (BAMAI does not accept ability-to-benefit students.)

- [For students who wish to transfer credit taken at other institutions or for previous work experience]: Submit required documentation for evaluation. Refer to ‘**CREDIT FOR PREVIOUS EDUCATION OR WORK EXPERIENCE**’ in this catalog for more information.
- Successfully pass the English Comprehension Exam (if applicable as determined by BAMAI). Refer to ‘**English Proficiency**’ below for additional information.
- [For former students who did not complete the program, who withdrew or were terminated from BAMAI]: Reapply for admission. A readmitted student is governed by the catalog current at the time of readmission to BAMAI, including current tuition and fees charges, program requirements, and admission requirements.
- Verify whether his or her criminal background will affect licensure procedure prior to enrollment. Applicants to the Phlebotomy Program are advised that a criminal background check is required to obtain California Phlebotomy licensure. Students are further advised that having a criminal background may prohibit their employment efforts. Certain employers may deny employment to students who have a criminal record. Questions regarding licensure should be directed to the CA Department of Public Health – Laboratory Field Services. Phone: (510) 620-3800.
- [Prior to signing an Enrollment Agreement and being accepted in the program]: Receive a school catalog containing the school rules and policies. Applicants must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant’s understanding of the contents of the School’s catalog.
- Be able to finance your education at BAMAI, and pay the required admission fee to reserve your place as stated in the Enrollment Agreement.

The Institute reserves the right to reject students if the items listed above are not successfully completed. The student’s enrollment will not be complete until the school official signs and dates the enrollment agreement. Individuals may apply up to one year in advance of a scheduled class start date.

Phlebotomy Licensure Requirements

State of California requires Phlebotomy Certification, or licensure, (Effective April 9, 2003) for all persons drawing blood who are not California-licensed physicians, nurses, clinical lab scientists, or other licensed professionals whose scope of practice does not include phlebotomy (drawing blood).

There are three kinds of phlebotomy certification. BAMA Institute offers certification for LPT and CPT1:

- **Limited phlebotomy technician (LPT)** - Authorized to do skin puncture blood collection only.

- **Certified phlebotomy technician 1 (CPT1)** - Authorized to do skin puncture and venipuncture blood collection. There are different requirements for applicants with no phlebotomy experience, applicants with less than 1040 hours of on-the-job phlebotomy experience, and applicants with 1040 or more hours of on-the-job phlebotomy experience in the last 5 years.
- **Certified phlebotomy technician 2 (CPT2)** - Authorized to do skin puncture, venipuncture, and arterial puncture blood collection.

Requirements

The California Department of Public Health - Laboratory Field Services (LFS) requires applicants to submit documentation of

- 1) **Proof of High School Graduation,**
- 2) **Completion of Approved Training Program,**
- 3) **Clinical training or work experience to qualify for licensure**
- 4) **Passing a national exam approved by CA DPH-LFS.**

1. High School Completion

- You must be a high school graduate OR
- Pass a general educational development (GED) test OR
- Provide official transcripts showing credit for general education courses completed at an accredited college or university.
- Non-US transcripts: All non-U.S. transcripts must be evaluated by the Foundation for International Services, Inc. (FIS). This allows LFS to determine if your education is equivalent to a U.S. College or university education. FIS will send a Document-by-Document evaluation of your educational institution and academic courses directly to BAMAI. To complete an FIS application, visit their website at https://www.fis-web.com/individual_applications/new, Telephone (425) 248-2255, FAX to (425) 248-2262, or Email info@fis-web.com.

2. Approved Training Program Requirements

Your training must be obtained in a phlebotomy program accredited by the California Department of Public Health. A list of approved training programs can be viewed at <http://www.cdph.ca.gov/programs/lfs/Documents/Approved-California-Phlebotomy-Training-Schools.pdf>

3. Examinations

The following certifying organizations are approved by the Department for the phlebotomist certification examination:

- National Center for Competency Testing (NCCT/MMCI) certification for phlebotomists approved by the Department for phlebotomy certification as of February 6, 2003.
- National Healthcareer Association (NHA) certification for phlebotomists approved by the Department for phlebotomy certification as of February 4, 2005.

License Renewal

Once you receive your certificate you will need to renew it every two years. To renew, you must pay a fee and submit documentation of continuing education. For information about the renewal process, including renewal fees, continuing education requirements, approved continuing education accrediting agencies, and the renewal form LAB 177, please visit the LFS renewal webpage.

How to Apply for a California Phlebotomy Certificate

BAMA Institute provides students assistance with the application process. These are the steps to follow to apply on your own:

- Apply online at <https://healthappportal.cdph.ca.gov/osphld/perl>.
- Select the certificate type for which you are applying from the menu on the application website.
- You will need a Visa or MasterCard to pay your \$100 application fee.
- Transcripts must be original documents bearing the school, college, or university registrar's seal, sent directly to LFS from the office of the school, college, or university registrar.

Request to have your transcripts mailed to:

Laboratory Field Services - Phlebotomy
Program 850 Marina Bay Parkway, Bldg. P
1st Floor Richmond, CA 94804

- A certificate of completion of a phlebotomy training program, the California Statement of Phlebotomy Practical Training, the Letter of Phlebotomy Experience for California Certification, and copy of national certification must be uploaded during the online application process.
- You can check the status of your application online using the application identification number provided upon completion of your application.
- Incomplete application packages may be abandoned 150 days after registration. All abandoned applicants who wish to re-apply must pay a new non-refundable application fee.

EKG/ECG Technician Training Program

To qualify for admission to BAMA Institute's EKG/ECG Technician Training Program, an applicant must meet the following requirements:

- Be at least 18 years of age.
- Have graduated from US high school (or foreign High School equivalent to the US); or
- Have passed recognized equivalent of a high school diploma (e.g., typically a General Education Development (GED) certificate).
- Provide the school with the following verification documents at the time of enrollment application:
 - (i) A copy of the student's official high school transcript or high school diploma;
 - (ii) The student's GED scores at or above the passing level set by the state agency awarding the GED;
 - (iii) [In lieu of a high school transcript, diploma, or GED certificate]: College diploma or transcript from a post-secondary institution accredited by an accreditation association recognized by the US Department of Education. College transcripts must prove high school graduation.

- (iv) [For foreign high school graduates]: Transcripts that have been evaluated and/or translated (see “**Course Work Taken at Foreign Institutions**”).
- **ATB** (ability-to-benefit) test cannot be accepted in place of a high school transcript. (BAMAI does not accept ability-to-benefit students.)
- [For students who wish to transfer credit taken at other institutions or for previous work experience]: Submit required documentation for evaluation. Refer to ‘**CREDIT FOR PREVIOUS EDUCATION OR WORK EXPERIENCE**’ in this catalog for more information.
- Successfully pass the English Comprehension Exam (if applicable as determined by BAMAI). Refer to ‘**English Proficiency**’ below for additional information.
- [For former students who did not complete the program, who withdrew or were terminated from BAMAI]: Reapply for admission. A readmitted student is governed by the catalog current at the time of readmission to BAMAI, including current tuition and fees charges, program requirements, and admission requirements.
- [Prior to signing an Enrollment Agreement and being accepted in the program]: Receive a school catalog containing the school rules and policies. Applicants must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant’s understanding of the contents of the School’s catalog.
- Be able to finance your education at BAMAI, and pay the required admission fee to reserve your place as stated in the Enrollment Agreement.

The Institute reserves the right to reject students if the items listed above are not successfully completed. The student’s enrollment will not be complete until the school official signs and dates the enrollment agreement. Individuals may apply up to one year in advance of a scheduled class start date.

ENGLISH PROFICIENCY

Each student enrolling at the Academy is required to demonstrate the ability to read, write, and verbally communicate in Standard English. Because of the Academy’s concern regarding potential barriers to student success, students found to have poor English proficiency in any of the aforementioned areas will be denied admission. If denied as a prospective student, you will be invited to reapply in 6 months.

The Institute does not provide English language services, including instruction such as ESL. All classes are taught in English. Evidence of English proficiency will be established by passing the Institute’s entrance exam, interview, and/or by special demonstrations orally or in writing. The requirement may also be fulfilled by submitting proof of either an Associate’s degree (A.A.) or higher, or having passed the following exams: TOEFL, TOEIC, IELTS, or PTE Academic exam.

In the event, you take BAMAI’s English exam and do not pass, you must wait seven days to retake the exam. If you do not pass the second time, you will be invited to retake the exam in 30 days for the third attempt, then again in 6 months for the 4th attempt. After the 4th attempt, you will be denied admission and asked to reapply in 6 months.

COURSE WORK TAKEN AT FOREIGN INSTITUTIONS

Course work taken at foreign institutions must be evaluated for equivalence to coursework taken in the United States institution. The Institute accepts the Document-by-Document Report of foreign transcript evaluations and/or translations from the following service:

- Foundation for International Service –
- 505 5th Avenue South, Suite 101
- Edmonds, WA 98020
- Phone: (425) 248-2255, Fax: (425) 248-2262
- Email: info@fis-web.com

To start the FIS Evaluation Online, go to:

https://www.fis-web.com/individual_applications/new. During the application process, when choosing a third party contact to send additional reports, address them to: BAMA Institute Registrar, Email registrar@BAMA-institute.com

STUDENTS WITH A CRIMINAL RECORD

Students are also reminded that having a criminal background may prohibit their employment efforts. Certain employers may deny employment to students who have a criminal record. However, regardless of the findings, BAMA I will perform the usual job placement assistance.

STUDENTS WITH DISABILITIES

The Institute complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible.

If you are interested in attending the Institute but are in need of reasonable accommodations, you should notify your Admissions Advisor. At this time, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the Institute, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- the way the diagnosis was determined (what tests were given and the results); and
- a clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

VISA SERVICES

BAMA Institute does not provide visa services.

CLINICAL EXTERNSHIP PLACEMENT REQUIREMENTS

PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

Externship Prerequisite Documentation and Eligibility

Students are eligible for a clinical externship upon completion of the following:

- Submitted Externship Placement Intake Form
- Updated Resume
- Immunization Records – must show immunity
 1. **MMR** (Rubeola, Rubella, Mumps)
 2. **Varicella** (Chicken Pox)
 3. **2 PPD** Screening for **Tuberculosis**
(PPD within the last 6 months or, if positive PPD, a chest x-ray within the last 2 years)
 4. **Hepatitis B*** vaccination
*Documentation for the first vaccination of the series is sufficient but most externship sites require ALL 3 series.
- Satisfaction of all financial obligations
- A minimum grade of “C” (70% or above) on exams and skills check-off
- American Heart Association** BLS for Healthcare Providers CPR Certification
- Successful completion of NCCT National Certified Phlebotomy Technician Examination
- Compliance with all rules of conduct and attendance throughout the program

Externship Dates

All eligible students are required to complete a **minimum** of 40 clinical hours. Most clinical externships are on a full time basis for 5 consecutive weekdays, during the day, and are 2 or more weeks in duration. There are a few exceptions, but wait times for these sites are longer.

IMPORTANT: Students have 1 year from the first day of class to complete their clinical externship training. After 1 year has elapsed, they are no longer considered “current” and will have to repeat the CPT-1 program. In this matter, the student will be responsible for any applicable fees. It is imperative that students understand the value and importance of the relationship between externship sites and the school. Once a student has been placed and has started a clinical externship, BAMA Institute has fulfilled the placement obligation towards the student. If a student is terminated from their clinical externship by the facility, or abandons his/her externship, it will be the student’s responsibility to obtain his/her own clinical externship (unless the reason is deemed valid by BAMA Institute). The site must be approved by BAMA Institute prior to starting the externship in order for the student to receive a Certificate of Completion. Students are encouraged to ask the instructor or staff any questions regarding this policy.

Externship Placement

Clinical placement is based on the student’s availability, grades, attendance, location, and interview. All eligible students available for a full time externship will be placed *within 30 days from receipt of ALL prerequisite documentation listed above.*

We will try to find the best fit for each student; however, we cannot guarantee that the student will be placed at a particular site. Placement is based on the needs and availability of the externship sites.

It is the student's responsibility to notify BAMA Institute of any change in contact information in writing by filling out a Change of Personal Information form. Failure to do so may lead to loss of placement and eventually, expulsion from the program.

BAMA Institute will make initial attempts to contact students regarding placements by phone, e-mail **and/or** U.S. mail. Failure to contact BAMA Institute regarding externship placement within 7 days of notification may result in loss of placement. A final written notification will be sent 30 days from the initial attempt, giving the student 30 days to respond.

Students may postpone their externship for any reason deemed valid by BAMA Institute for up to one year from the first day of the course.

External Externship Placement

A student who plans to do his/her externship with his/her employer or has a request for a particular site must gain approval from BAMA Institute. To gain approval, student must contact us with the name of the facility, address, and name of your preceptor/supervisor, contact numbers/email, and projected schedule. When the affiliation agreement has been fully executed, BAMA will send a request to the State of CA – LFS for approval. Students are asked to be aware that this process can take several months and that we cannot guarantee it will be approved by the State.

Mandatory Orientation and Lab Practice

Three (3) mandatory externship orientation and lab practices are required and will be scheduled the student has met the full eligibility requirements for placement. Additional practice may be necessary based on the phlebotomy skills evaluation. We will discuss placement options and availability after the student has completed his/her labs and passed the skills evaluation.

Clinical Training Attendance

Regular and punctual attendance on ALL clinical days is required. Absences or tardiness from clinical rotations for reasons other than health or emergencies will not be tolerated. The student may be subject to expulsion from the program if more than two absences are recorded. All absences, **regardless of excuse**, must be made up by the student and **must not** interfere with the current student placement schedule. The student must coordinate the make-up day with the externship coordinator and the clinical site. The student must notify the clinical site and the coordinator of all absences or tardies as far in advance as possible or at least within the first hour they are scheduled. A student who is late by ten minutes or more will be considered officially tardy. Two official tardies will constitute one absence. A single “no call, no show” will result in immediate expulsion from the program.

Externship Rules of Conduct

Students are required to act in a courteous, professional manner at all times during the clinical rotation. Any display of unprofessional or unethical conduct by the student may result in immediate dismissal from the program.

Externship Evaluation

The clinical externship is evaluated on a **PASS/FAIL** basis. It is based on completion of a minimum of 40 clinical hours, 50 successful venipunctures, 10 successful finger sticks, and a phlebotomy skills evaluation from the student's preceptor.

Cancellation/ Re-scheduling of Externship Placement

Should the student need to cancel or re-schedule his/her externship placement, the student needs to notify the externship coordinators 1 week in advance from the start date of externship. Students need to be aware that any cancellation or re-scheduling of externship placement will cause them to be placed on the bottom of the placement list.

ACADEMIC POLICIES

ATTENDANCE

Students are expected to attend all scheduled classes and to be on time for their classes. The loss of subject material due to tardiness or absence can be very costly in this intensive educational environment. In the event of an emergency or an unavoidable absence, students must call the Student Services Representative to leave a message or e-mail their Instructor. This is a courtesy to the instructor and is still considered an absence/tardy. If the Student Services Representative is unavailable, a message may be left with the Registrar's Office. This information will then be forwarded to the Director of Education and the appropriate Instructor.

Attendance Policy:

- a. Classes will begin on time. Students may enter 20 minutes before each class begins
- b. Students are allowed to miss only 1 day of class time and still pass the class (assuming your academic performance is at or above a 70%).
- c. Students will receive a verbal warning as soon as they miss 1 day of a course and will be dropped from the course if they miss 2.

Makeup Time

Exceptions can be made for students experiencing unforeseen circumstances. Students who have missed excessive class time, who meet the following criteria, will be given consideration for alternative actions.

1. That the situation is discussed with the Lead Instructor as soon as the issue arises.
2. That the circumstances can be verified with a doctor's note, work note, police notice, or other official documentation.

BAMA Institute may permit a student to "make-up" an absence or tardy during the training courses. This make-up time must be arranged with the instructor. However, during the **externship portion** of training, all tardies and absences must be made up to ensure completion of the required number of extern hours prior to graduation.

Attendance is part of the overall grade for each course and is part of the "professionalism" grade. The student will be given a numerical grade for professionalism, encompassing attendance and participation. This grade is then combined with grades for homework/assignments/projects, tests/quizzes, and exams in a weighted average for the overall course grade. Students receive separate grade for labs and separate grade for didactic training (grade on theory). Weighting is as follows:

<u>Grading</u>	
Lab:	100%
Professionalism:	10%
Tests/Quizzes:	40%
Workbook:	5%
Final Exam:	45%
Overall Theory Grade:	100%

Clinical Training (externship) Absences: Absences or tardiness from clinical rotations for reasons other than health or emergencies will not be tolerated. The student may be subject to expulsion from the program if more than two absences are recorded. All absences, **regardless of excuse**, must be made up by the student and **must not** interfere with the current student placement schedule. The student must coordinate the make-up day with the externship coordinator and the clinical site. The student must notify the clinical site and the coordinator of all absences or tardies as far in advance as possible or at least within the first hour they are scheduled. A student who is late by ten minutes or more will be considered officially tardy. Two official tardies will constitute one absence. A single “no call, no show” will result in immediate termination from the externship and possible expulsion from the program.

Lab Practical Absences: A student who is absent from clinical or lab practical without giving prior and proper notification (No Call/No Show) will receive a verbal warning. A second No Call/No Show from lab practical, without prior and proper notification, will result in a written warning. A third absence without notification may result in program dismissal.

CREDIT FOR PREVIOUS EDUCATION OR WORK EXPERIENCE

The Institute encourages students who have previous training or work experience to apply for evaluation of appropriate credit transfer. Students who have previous training may be granted credit towards BAMA Institute’s programs, however, this credit cannot be in conflict with the licensing requirements set by the California Department of Public Health. The maximum number of hours the student is allowed to transfer to a BAMA Institute program is 50% of the total module hours in the program.

See PREVIOUS EDUCATION CREDIT POLICY BELOW FOR MORE INFORMATION.

BAMA Institute does not charge for evaluating previous education or work experience.

PREVIOUS EDUCATION CREDIT POLICY

The Lead Instructor, will conduct an evaluation to determine what level of learning the student’s previous coursework is equivalent to, and how many credits may be granted. BAMA Institute will evaluate courses from accredited public or private four-year universities, two-year junior community colleges, public, private, technical or vocational schools, or military schools without any fees. The Education Department will only recognize certificates earned from institutions accredited by an accrediting agency recognized by the U.S. Department of Education and/or Council for Higher Education Accreditation (CHEA) as well as programs approved by the Bureau for Private Postsecondary Education where courses and clock hour values are comparable to those offered at BAMA Institute and a grade of 2.0 or better was attained. This evaluation process will be completed within 14 days of application for credit and must be completed prior to the start of the program.

In order to complete the evaluation process, the student must supply the Institute with an official transcript from the institution where the course(s) were taken, and copies of the course description from the Institute's catalog. Other criteria include requirements that a grade of 2.0 or higher was earned and that the course work must have been completed within the past seven years.

BAMA Institute will credit the student's tuition charge based on the approved number of hours accepted as transfer credit. The maximum number of hours the student is allowed to transfer to a BAMA Institute program is 50% of the total module hours in the program. Transfer course hours will be the equivalent to those for which the student is receiving credit. Transfer hours are counted as both attempted and successfully completed in determining the student's satisfactory academic progress.

RESIDENCY REQUIREMENT

Residency is defined as coursework completed at BAMA Institute (does not include transfer credit). A minimum of 50% of credit units must be completed in residence. The residency requirement does not apply to students transferring from BAMA Institute program to another institution.

PREVIOUS WORK EXPERIENCE CREDIT POLICY (ONLY APPLIES TO MILITARY PERSONNEL)

The Institute grants credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

In the alternative, veterans are required to complete a practical and/or written examination of skills and/or provide an employment verification letter as required by BAMA Institute.

Scores of 70% or higher must be achieved on every test that is administered. These exams can be taken only once. This evaluation process will be completed within 30 days of application for credit and must be completed prior to the start of the course/module.

Any and all credit must be granted prior to the start of the course. There is no charge to the student for the evaluation or testing process. BAMA Institute will credit the student's tuition charge based on the approved number of hours accepted for previous work experience. Appeals for credit denials are referred to and reviewed by the Director of Education, whose decision is final. All hours credited to the student based on previous work experience are counted as both attempted and successfully completed in determining the student's satisfactory academic progress.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at BAMA Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in one of the Institute's programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to

which you may seek to transfer after attending BAMA Institute to determine if your credits or certificate will transfer.

TRANSFER OR ARTICULATION AGREEMENTS

This institution does not have a transfer and articulation agreement with any other college or university.

PROGRAM/COURSE TRANSFERS

A student who wishes to transfer from a longer to a shorter program or a shorter to a longer program between Bay Area Medical Academy and BAMA Institute, must request to do so in writing to the Student Services and make an appointment with the Financial Department. The student will be withdrawn from the original program, and the refund policy will apply to determine the amount of tuition and fees due by the student or refunded. Any balance due will be the responsibility of the student. Requests will not be granted unless the student is in good standing and meeting Satisfactory Academic Progress. Documentation is required, and a \$200 fee will be charged.

If BAMA Institute is unable to accommodate the request, the fee will be refunded. A student who wishes to change his/her program/class time must do so in writing to the Registrar's Office by filling out a Student Request Form. A \$100 fee will be charged. If the Institute is unable to accommodate the request, the fee will be refunded.

CHANGES TO PROGRAMS, SCHEDULES, ETC.

BAMA Institute reserves the right to change or modify the rules, regulations, policies, instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will any such changes diminish the competency or content of any program or result in additional charges to the student.

BAMA Institute reserves the right to delay or cancel a class start date due to insufficient enrollment. If this occurs, the student may request a refund or apply all monies paid to the next scheduled class start date.

ACADEMIC YEAR AND CLOCK HOUR DEFINITION

BAMA Institute defines its academic year as follows: 48 weeks of instruction. A clock hour is a 60-minute block of time consisting of a minimum of 50 minutes of instruction.

PROGRAM TITLES

The courses offered by BAMA Institute are not necessarily intended to lead to employment titles of the same or similar names. From time to time, career fields/titles are utilized in the catalog and other marketing materials solely for the purpose of comparison and are not course titles.

GRADING FOR ALL PROGRAMS

The progress and quality of a student's work is measured by a system of letter grades and percentages. The meaning of each grade and percentage is as follows:

Grade	Point	Meaning	Percentage
A	4.0	Excellent	90-100
B	3.0	Very Good	80-89
C	2.0	Good/Passing	70-79
F And Fail	0.0	Failure	0-69 Used in calculating the GPA
T		Transfer/Test Out Credit: Credit accepted from another school or credit by test out.	
IP		Incomplete	
Pass		Pass (externship)	
Fail		Fail (externship) (See above – used in calculating GPA)	
W		Withdrawal	
WZ		Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for determining rate of progress.	

GRADUATION REQUIREMENTS

To be eligible for graduation, students must complete the following requirements for each course.

Phlebotomy Technician Training Program

- Successfully complete required 60 classroom hours with a minimum cumulative grade point average of 2.0 or 70%;
- Successfully complete a cumulative final examination;
- Successfully complete required minimum 40 clinical/externship clock hours with grade Pass;
- Receive satisfactory evaluations (Pass) from the externship/clinical facility;
- Be current on all financial and administrative obligations to the Institute;
- Take and pass the following Certification Exam: NCPT (National Certified Phlebotomy Technician)

EKG/ECG Technician Training Program

- Successfully complete required 60 classroom hours with a minimum cumulative grade point average of 2.0 or 70%;
- Successfully complete a cumulative final examination;
- Be current on all financial and administrative obligations to the Institute;

Withdrawal

A grade of (W) is issued when a student withdraws from a course before the mid-point. A grade of (W) does not count toward a student's grade point average, but does count toward pace of completion.

Credit by Examination/Evaluation

A grade of (CE) represents credit awarded by transfer. A grade of (CE) does not calculate into a student's grade point average, but does count toward pace of completion.

Retaken Courses

Asterisk (*) beside an assigned grade indicate the course has been retaken. Retaken courses count toward the pace of completion, but do not calculate into a student's cumulative grade point average. Students may retake a failed course only once. Should the retaken course result in grade "F", the student will be terminated from the program.

Appeal Policy

The student may submit a written appeal of his/her dismissal within two calendar days of receipt of the dismissal notice. The appeal should be addressed to the Director of Education. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory academic progress. Only extraordinary circumstances, as listed below, will be considered:

- Illness, accident, or injury experienced by the student or a significant person in the student's life. Documentation required: physician's statement, police report, or other documentation from a third party professional; hospital billing statement, etc.
- Death of a family member or significant person in the student's life. Documentation required: a copy of the obituary and/or death certificate.

Before an appeal may be granted, a written academic plan must be provided to the student that clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed. If the student cannot successfully complete the program within the maximum timeframe allowed, the appeal must be denied.

The Appeals Committee, composed of the Instructor and the Director of Education, or RN Program Director (when appropriate) will examine all appeals. The student will be sent the committee's written decision within two days of the Director of Education's receipt of the appeal. The decision of the committee is final.

If the Appeals Committee requires further information to come to a decision, the committee may schedule a meeting with the student within three days of the Director of Education's receipt of the appeal. The student will be sent the committee's written decision within two days of the meeting. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next module, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of the module, and at the end of every module thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until

such time as satisfactory academic progress status is regained. If the student does not meet the terms of the academic plan, the student will be administratively withdrawn.

Incomplete Grades:

Students may be granted an 'Incomplete' grade for reasons that are deemed extremely serious. Students receiving a grade of Incomplete ('IP') will be allowed two weeks after the end of the course in which to complete the required work and submit it to the instructor of the course in which the grade was earned. The student will be allowed to continue attending while completing the required coursework of an *Incomplete* grade. If, at the end of the incomplete period, the student has not completed the coursework, a final grade of 'Fail' will be recorded. An 'Incomplete' grade does not affect the student's satisfactory academic progress, provided the student satisfactorily completes the coursework within the stated 'Incomplete Period' of two weeks.

Course Repeats

Students must repeat any course in which a final course grade of 'W' (Withdrawal) or 'F' (Not Passing) is earned.

Note: The student must repeat the entire course and pay to repeat the course.

The course hours of courses in which the student has earned an 'F' are counted in the determination of the percentage of successfully completed cumulative course hours of the total course hours attempted in the program. Therefore, a grade 'F' will reduce the student's overall percentage of successfully completed course hours of the total course hours attempted in the program, and thereby negatively affect his/her satisfactory academic progress.

A grade of 'W' (Withdrawal) is not used in determining the student's cumulative grade average, and therefore, has no effect on the determination of the student's cumulative grade point average. When the student successfully repeats the course in which he/she earned a grade of 'W' (Withdrawal), the highest grade earned will be the official course grade used in the determination of the student's average.

Course Withdrawals:

A student may voluntarily withdraw from a course. A grade of 'W' is posted to the transcript. Once the course in which a grade of 'W' (Withdrawal) is repeated and a final course grade is earned, that grade will be used in determining the cumulative grade average.

Course Failures:

Once the course in which a grade of "F" (Failure) is repeated and a final course grade is earned, both a failing grade and a repeat grade are reflected on the transcript, but only the highest grade earned is used in the determination of the student's GPA.

Pass/Fail Courses:

The school does not award course grades on the basis of Pass/Fail except in the case of externships. Student must complete the requirements of Externship in order to receive a 'Pass'. If the student receives a 'Fail' grade, the grade will be used in calculating the student's Grade Point Average, and will be the equivalent of an 'F' grade in this calculation. Note: Should a

student receive a 'Fail' in externship, the Institute reserves the right to evaluate the student's skills, and may require the student to repeat coursework.

Remedial Courses:

We do not offer remedial or non-credit courses. *BAMA Institute* provides students requesting information on obtaining a GED with a list of test sites and related information.

Re-Admission:

Students who are withdrawn from the Institute for failure to maintain attendance may appeal for re-admission. The Institution reserves the right to evaluate the student's skills if the student has been out of the program for a period of 30 days or longer. If it is determined, based on evaluation, that the student needs to repeat a course, the student will be required to pay for the repeated course.

Leave of Absence:

Due to the length of the programs offered, students are not offered the option of taking a Leave of Absence.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits (VA students) must maintain receive a minimum grade point average (GPA) of 2.0 for each course. A VA student whose GPA falls below 2.0 at the end of any course will be placed on academic probation. If the VA student's GPA is still below 2.0 at the end of the second consecutive course attempt, the student's VA educational benefits will be terminated.

ADDITIONAL SAFETY CONSIDERATIONS FOR PHLEBOTOMY STUDENTS (Invasive Procedures)

Should it be determined by the instructional staff and administration that at the end of student's training he/she is not considered to be "safe" with regard to patient welfare, he/she is retained in the classroom (conduct probation status) until he/she is 1) considered safe, and shall advance to externship; 2) not considered safe, at which time he/she will be terminated. In either case, the time frame shall be at least the length of the next module. *NOT SAFE* is defined as follows: In the expert opinion of the Instructors, Program Directors, Lead Instructors, and Director of Education, the student may put patients and other medical professionals at risk by use of improper or inadequate practice of medical procedures or tasks. These risks include, but are not limited to: poor aseptic technique, inadequate instrument or procedure knowledge or performance, unprofessional behavior, unacceptable attitude, and unacceptable work ethics.

MAKE-UP TESTS/ASSIGNMENTS

A student who arrives late for an examination but within 30 minutes of the scheduled start time will be given the examination and permitted to complete as much work as possible during the remaining time. A student who arrives more than 30 minutes late for an exam, or misses the exam altogether, may be permitted to take a makeup exam under certain conditions. The student may, of course, choose to complete the exam in the allotted time remaining.

The student will be notified that he/she has provisional permission for the makeup and that this may result either in a grading penalty or in a revocation of the privilege to take a

makeup exam should the instructor decide that a makeup was not appropriate. Students who request a late exam will be required to sign a statement testifying to the validity of their request and their awareness that there will not be a second opportunity for a late exam in any other module.

TERMINATION (Dismissal) PROCEDURES

Students may be terminated by the Institute for cause. Examples include, but are not limited to, the following:

- Violation of the Institute's attendance policy;
- Violation of personal conduct standards;
- Inability to meet financial obligations to the Institute.

Students to be terminated are notified in writing and may appeal to the Institute Director.

STUDENT APPEAL POLICY FOR COURSE GRADES AND ATTENDANCE VIOLATIONS

Assignment/Test Grades: Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignment/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Institute Director. Only final module grades are eligible for appeal.

Final Course Grades: Appeals of final module grades must be made within ten (10) calendar days of the date the grade becomes final. The Institute Director may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

- A personal bias or arbitrary rationale;
- Standards unreasonably different from those that were applied to other students;
- A substantial, unreasonable, or unannounced departure from previously articulated standards;
- The result of a clear and material mistake in calculating or recording grades or academic progress.

Attendance Violations: Appeals of attendance violations must be made within ten (10) calendar days of the violation. The Director may, as a condition of granting the appeal, require the student to make up the missed class time or. In order for an attendance appeal to be considered, the student must:

- Have perfect attendance while the appeal is pending;
- Submit a written plan to improve attendance.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- The death of a family member;
- An illness or injury suffered by the student;
- Special circumstances of an unusual nature that are not likely to recur.

MAXIMUM CLASS SIZE

To provide meaningful instruction and training, the Institute limits class size. The maximum class size for lectures in all of our programs is 24 students to one instructor. For laboratory classes, it is 14 students to one instructor or lab assistant.

RULES AND REGULATIONS

DRESS CODE AND APPEARANCE STANDARD POLICY

Our students are preparing for professional employment in business and industry. Our Dress and Appearance Policy was created so that our students always make a very favorable impression to the hundreds of guests who visit our campus each year. Many of these visitors are employers or potential employers of our graduates.

It is the policy of BAMA Institute that each student's dress, grooming, and personal hygiene should be appropriate to the academic environment. If a student does not adhere to this policy, he/she may be subject to conduct probation. The Dress Code is as follows:

- **STUDENT ID'S MUST BE WORN AT ALL TIMES.**
- Students are required to wear the designated Institute uniform.
- Students may wear plain white long sleeve T-Shirts or turtlenecks under the uniform top.
- Students must come to Institute well-groomed and clean.
- Students are not permitted to wear suggestive attire on Institute premises at any time. Prohibited attire includes tube tops; tank tops; tight tops, skirts or pants; short shorts; exposed navels, low cut tops exposing the chest area or low riding slacks.
- Students may not wear T-shirts, novelty buttons, baseball hats and similar items of casual attire that promote or exhibit profanity or sexual connotation.
- Students may not wear headgear or headdress unless prescribed by their religion or required by their medical condition.
- Students' footwear is to be clean, and shoes are to be closed toe and in good repair.
- Students' hair should be clean, combed, and neatly trimmed or arranged. Unkempt hair is not permissible.
- Students' sideburns, mustaches, and beards should be neatly trimmed.
- Students may wear jewelry in moderation. Excessive necklaces, bracelets or rings are not acceptable.
- Since all students enrolled in our medical programs have some aseptic procedures to learn and practice, students must keep their hands clean and fingernails neat and well maintained.
- Students must keep makeup and/or perfume to a minimum.
- Penalties for students coming to school out of dress code include: 1st violation=verbal warning and sent back to class, 2nd violation=put on conduct probation and sent back to class, 3rd violation=violation of probation and placed into the school computer lab/library for that day, 4th violation=appearance before the conduct review board for possible termination.
- Students should also understand that there might be other more stringent dress code requirements at externship sites and eventually on the job.

USE OF CELLULAR PHONES

Cellular phone use is prohibited in the classroom; therefore, cellular phones must be turned off or on silent while in class. Students violating this policy may be subject to disciplinary action.

STUDENT CONDUCT

Students are expected to conduct themselves in an acceptable manner. Conduct that is detrimental to the individual, faculty or the community will be cause for probation, suspension or termination/expulsion. Violations of the Institute's policy include, but are not limited to:

Slander, negativity, violent behavior, insubordination, inappropriate language or inappropriate remarks towards the School, Instructor, Admissions Representative, Administrative Staff, and/or fellow students.

- Conversing with other students while class is in session.
- Personal phone calls while class is in session. If a personal phone call is necessary, the student must wait until a designated break time and then may use a courtesy phone, located in the office.
- Allowing guests in the student areas during class sessions without prior approval from the Program Director.
- Using another language in the classroom. The only acceptable language spoken in the classroom is ENGLISH, except for interpretation.
- The use, sale or promotion of illegal drugs or alcohol. Violation of this policy will result in immediate termination and prosecution.
- Cheating or misrepresentation. Violation of this policy will result in probation, suspension or immediate termination.
- Theft or damage of the Institute property or the exhibition of violent behavior. Violation of this policy will result in immediate termination and prosecution.

ACADEMIC INTEGRITY

- Any form of deception in the completion of assigned work is considered a violation of academic policy. Deception includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or for an assignment; any attempt to pass off the work, data, or creative efforts of another as one's own; knowingly furnishing false information about one's academic performance to the Institute.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Director's discretion, fail the assignment or exam. If repeated offenses occur, the student may be dismissed from the Institute as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

DRUG & ALCOHOL ABUSE PREVENTION INFORMATION

BAMA Institute is committed to providing a quality educational and work environment free from the effects of the abuse of alcohol and other drugs. The Institute strictly enforces its drug and alcohol policy and will take disciplinary action against policy violators.

Violations of the BAMA Institute Code of Conduct

The Institute does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees. The unlawful possession, use, sale or promotion of illegal drugs or alcohol by students and employees on school property will result in immediate termination and referral for prosecution.

Drug and Alcohol Handbook

The Drug and Alcohol Handbook is available on our website, and all students and employees sign an acknowledgment that they have received this handbook each year.

Legal Sanctions

The federal government decides if and how a drug should be controlled. Psychoactive (mind-altering) chemicals are categorized according to Schedule I-V. This schedule designates if the drug can be prescribed by a physician and under what conditions. Factors considered in this categorization include a drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I-V. If you have knowledge of a drug-related felony you must report it to a law enforcement official. Below are Federal Trafficking Penalties as of January 1, 1997:

“Schedule I drugs have a high potential for abuse with no medical use. Production of these drugs is controlled. Examples include heroin, methaqualone, all hallucinogens (phencyclidine analogs can be I or II), marijuana, and hashish. Tetrahydrocannabinol (THC), depending on its form, can also be a Schedule II drug.

Schedule II drugs have a high potential for abuse and have some medical uses with severe restrictions. Production of these drugs is controlled. Examples include opium, morphine, codeine, some other narcotics, barbiturates, cocaine, amphetamine/methamphetamine and phencyclidine (PCP).

Federal penalties for selling Schedule I and II drugs vary with the quantity of the drug. Additionally, if death or serious injury is associated with the sale and/or if it is a second offense, penalties are more severe. When establishing penalties for sale of marijuana, hashish and hashish oil, the quantity and/or if it is a second offense are considered. The federal penalties for marijuana less than 50 kg mixture, hashish 10 kg or more, and hashish oil 1 kg or more are similar to those set for III drugs. Marijuana quantities above 50 kg mixture or 50 plants are penalized according to quantity, number of offenses, and/or if serious injury or death. These penalties are similar to those listed for Schedule I and II.

The federal penalty for first-offense sale of small amounts of Schedule I and II drugs is not less than five years/not more than 40 years; if death or serious injury, not less than 20 years or more than life; fine of not more than \$2 million individual/\$5 million other than individual.

Schedule III, IV, and V drugs include those that most citizens would categorize as "prescription drugs." Schedule III drugs have some potential for abuse, but less than I and II. The potential for abuse of Schedule IV drugs is less than Schedule III, and Schedule V is less than IV. All Schedule III-V drugs have accepted medical uses and production is not controlled. Examples of these drugs include anabolic steroids (III), some narcotics, some barbiturates and other depressants which are not classified as I or II.

The federal penalty for first-offense sale of a Schedule III drug is "Not more than five years; fine of not more than \$25,000 individual/\$1 million not individual. The federal penalty for first offense sale of Schedule IV drugs is not more than three years." The fine is the same as for Schedule III drugs. The federal penalty for first-offense sale of Schedule V drugs is not more than one year, fine of not more than \$100,000 individual/\$250,000 not individual."

California

In addition to criminal laws that prohibit the possession of the drugs, California State laws also prohibit the possession of drug paraphernalia or the chemicals that can be combined to make up a controlled substance. Additionally, the punishment for any drug offense can significantly increase if the offense occurred on or near a school ground, even if there were no school children in the vicinity.

Cannabis possession has been decriminalized, but its cultivation and sale remain criminal offenses federally. The possession, sale, and manufacture of harder drugs such as methamphetamine and cocaine remain criminal offenses by both the state and federal governments.

- H&S Code §11350(a) - Possession of a controlled substance is punishable by imprisonment for 16 months, 2 years or 3 years.
- H&S Code §11351 - Possession of a controlled substance for sale is punishable by imprisonment for 2 years, 3 years or 4 years.
- H&S Code § 11352 - Sale or transportation of a controlled substance is punishable by imprisonment for 3 years, 4 years or 5 years.

Health Risks Associated with Alcohol

Health problems caused by excessive drinking can include:

Liver disease. Heavy drinking can cause alcoholic hepatitis — an inflammation of the liver. After years of heavy drinking, hepatitis may lead to irreversible destruction and scarring of liver tissue (cirrhosis).

Digestive problems. Heavy drinking can result in inflammation of the stomach lining (gastritis), as well as stomach and esophageal ulcers. It also can interfere with absorption of B vitamins and other nutrients. Heavy drinking can damage your pancreas — which produces hormones that regulate your metabolism and enzymes that help digestion — and lead to inflammation of the pancreas (pancreatitis).

Heart problems. Excessive drinking can lead to high blood pressure and increases your risk of an enlarged heart, heart failure or stroke.

Diabetes complications. Alcohol interferes with the release of glucose from your liver and can increase the risk of low blood sugar (hypoglycemia). This is dangerous if you have diabetes and are already taking insulin to lower your blood sugar level.

Sexual function and menstruation. Excessive drinking can cause erectile dysfunction in men. In women, it can interrupt menstruation.

Weakened immune system. Excessive alcohol use can make it harder for your body to resist disease, making you more susceptible to illnesses.

Increased risk of cancer. Long-term excessive alcohol use has been linked to a higher risk of many cancers, including mouth, throat, liver, colon and breast cancer. Even moderate drinking can increase the risk of breast cancer.

Health Risks Associated with the Use of Illicit Drugs

There are many risks to a person's body and mind from using drugs illegally. These risks are different depending on the person, situation and drug they use. Long term health effects of commonly used drugs include:

Cannabis (Marijuana) Addiction: About 9 percent of users; about 1 in 6 of those who started using in their teens; 25 to 50 % of daily users. Mental disorders: may be a causal factor in schizophreniform disorders (in those with a pre-existing vulnerability); is associated with depression and anxiety.

Cocaine Addiction, restlessness, anxiety, irritability, paranoia, panic attacks, mood disturbances; insomnia; nasal damage and difficulty swallowing from snorting; GI problems; HIV

Prescription Stimulants (Adderall, Ritalin, etc.) Irregular heartbeat, dangerously high body temperature, potential for cardiovascular failure or seizures. High doses especially, or alternate routes of administration (e.g., snorting, injecting) can lead to anxiety, hostility, paranoia, psychosis; addiction.

Methamphetamine Addiction, memory loss; weight loss; impaired cognition; insomnia, anxiety, irritability, confusion, paranoia, aggression, mood disturbances, hallucinations, violent behavior; liver, kidney, lung damage; severe dental problems; cardiac and neurological damage; HIV, Hepatitis

MDMA (Ecstasy) Dehydration; chills; sweating; impaired cognition and motor function; reduced appetite; muscle cramping; teeth grinding/clenching; in rare cases—hyperthermia, rhabdomyolysis, and death. Impulsiveness; irritability; sleep disturbances; anxiety addiction.

Drug and Alcohol Counseling

Self- help resources:

Drug Information and Referral (415) 362-3400

A 24-hour hot line that provides information about and referrals to various substance treatment programs.

Alcoholics Anonymous (415) 674-1821

Call for a schedule of meeting times and locations. There are hundreds of meetings every week throughout San Francisco and the Bay Area.

Sources: National Institute on Drug Abuse - www.drugabuse.gov
Mayo Clinic - www.mayoclinic.com

SEXUAL HARASSMENT

Federal law provides that it shall be unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Sexual harassment of an employee violates this federal law.

Sexual harassment of employees or students at the Institute is prohibited and shall subject the offender to dismissal or other sanctions following compliance with the procedural due process requirements.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission or a rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- Such control unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Any individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to the Institute Director. Please be reminded that this policy applies to students as well as employees.

CRIME REPORTING POLICY

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to local law enforcement and on campus security.

CAMPUS SECURITY AND SAFETY POLICY

BAMA Institute is committed to assisting all members of the community in providing for their safety and security. Being situated within the city of San Francisco, BAMA Institute shares many of the same interests and concerns as the city, one of which is providing a safe environment for its students, faculty, and staff. As safety and security is everyone's responsibility, a student's actions and behaviors can significantly reduce his/her risk of personal harm.

Geography

Location: The campus of BAMA Institute occupies approximately 9,000 square feet in the building located at 530 Bush Street, San Francisco, California. BAMA Institute controls areas on the 2nd and 3rd floor of the building. The building is one of several structures next to Chinatown Gate. BAMA Institute has a satellite classroom location located at 31 North 2nd Street, Suite 100-A, San Jose, CA 95113

WEAPONS POLICY

No weapons of any type are allowed at the Institute. Weapons include but are not limited to hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. The Institute maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the Institute and a complaint with local law enforcement.

CLOTHING AND PERSONAL PROPERTY

All personal property is the sole responsibility of the student, and the Institute does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address.

CONDUCT PROBATION / SUSPENSION

Students found to be in violation of the conduct policy are subject to being placed on conduct probation for a period of 30+ days and/or placed on suspension. If a student is on suspension, attendance records will indicate "suspension," but student's attendance will not be affected. If a student, while on probation, violates any portion of the conduct policy, the student will be placed on suspension from school for a period of 3 class days. If an additional violation occurs while on probation or following suspension, the student will be terminated. The Institute has an emergency disciplinary procedure in the event that a student has committed an act that is detrimental to the health and safety of other students and/or staff of the Institute. This procedure allows any employee of the Institute to contact local authorities for assistance as needed. Any student terminated for detrimental conduct will only be allowed to reenter the Institute at the sole discretion of the Institute Director.

STATEMENT OF NON-DISCRIMINATION

BAMA Institute, Inc. does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The Institute Director is the coordinator of Title IX – the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under Title IX should be directed to the Institute Director. The Institute Director acts equitably and promptly to resolve complaints and provides a response within seven working days.

Applicants with disabilities are eligible for consideration for accommodations and/or auxiliary aids and services if the student has a documented disability and the BAMA Institute Director has consulted with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids, and/or services. Applicants with disabilities who may need accommodations in any class must provide documentation to the Director at least two weeks prior to enrollment. This documentation must be from a professional who is qualified and has appropriate credentials to conduct an assessment and document the disability. BAMA Institute is committed to providing reasonable accommodations, including auxiliary aids/and/or services, to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the Institute.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Policy: It is the policy of the BAMA Institute to have a procedure and operational plan for handling complaints from students, employees, and other interested parties.

The purpose of the Complaint Procedure is to provide a prompt and equitable process of resolving complaints by students, faculty, staff, and public.

The Administration encourages open, honest communication among staff, teachers, and students. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or staff member as indicated in this policy. All formal complaints must be submitted in writing to the Institute Director. 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 rights or remedies. The student has a right to appeal to the Bureau of Private Postsecondary Education at the address below.

Informal Complaint Procedure for students:

1. Students with grievances should first meet with the Instructor. If the complaint is not related to the educational program, the instructor will advise the student to contact the appropriate Institute representative at the San Francisco Main Campus (SFMC). "Student" is defined as an individual who is currently enrolled in an educational program at BAMA Institute. If, after meeting with the instructor, the student believes that the concern has not been satisfactorily resolved, the student should then contact the Education Director at the SFMC.

Formal Complaint Procedure for Students, Faculty, Staff and the Public: From time to time, differences in interpretation of school policies will arise among students, faculty, staff or the public. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge individuals with complaints to communicate them to the appropriate school representative immediately.

1. If, after following the above policy, the student, employee or other interested party still has concerns, he/she is directed to continue the Complaint Procedure:
 - A. Prepare a written statement of complaint that is signed and dated, and includes a clear and concise statement of the facts, including pertinent dates.
 - B. Submit the written statement of complaint to the Director at the SFMC within 10 days of the incident.
 - C. The Director may require the complainant to meet with Institute representatives to discuss the grievance.
2. The Director will review the written grievance, and will notify the student, faculty or staff member or public member in writing of the decision within 10 days of receiving the written complaint.
3. Whether or not the problem or complaint has been resolved by the Institute to the complainant's satisfaction, he/she may contact the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Student Complaint Records and Log: The Institute will maintain records and documentation related to complaints from students, faculty or staff, including a COMPLAINT LOG.

POLICY AND PROGRAM CHANGES

The Institute catalog is current as of the time of printing. The Institute reserves the right to make changes in organizational structure, policies, and procedures as circumstances dictate. This Institute reserves the right to make changes in equipment and materials and modify curriculum as it deems necessary. The Institute reserves the right to cancel any scheduled class in which there is an insufficient number of students enrolled. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this catalog.

COPYRIGHT INFRINGEMENT POLICY

BAMA Institute has established the following Copyright Infringement policies.

Introduction: BAMA Institute wants to protect students, faculty, and staff and our information resources. To be compliant with federal regulations, this important notification is distributed to the Campus community. Courts have recently imposed fines against individuals found guilty of violating copyright laws. The purpose of this policy is to officially notify all students, faculty, and staff that it is a violation of federal law and BAMA Institute policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in the BAMA Institute policy. The following is the BAMA Institute Copyright Infringement Policy.

File Sharing: File sharing software is most commonly used to download music and movies from the Internet. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses, and other malicious code get transferred during peer-to-peer file transfers, too. Files on your network connected PC may then be illegally shared with every other person connected to the World Wide Web. It is imperative that the file sharing capability of these systems be disabled. If you do not know how to disable this function, please contact the front office. Industry representatives aggressively monitor the Internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and/or the Internet Service Provider and demand that the offending device be disconnected from the network. To protect the user and BAMA Institute (BAMAI) from further responsibility under federal copyright law or BAMAI policy, the BAMAI IT Specialist will disable network access for any machine for which a complaint of copyright infringement has been received.

Scanning: Administrative computers provide optical scanners to faculty and staff. These scanners could be used to copy (using the photocopier method) a book, journal or other printed material. The result is a computer file with the image of the book or journal pages. This file could be printed or read from the computer screen. The principle is the same: to reproduce copyrighted material into an electronic format. This practice is also a violation of the copyright law if done in excess of the accepted “fair use.”

Legal Liability: You can be sued for sharing copyrighted applications, songs, and other digital materials without the permission of the copyright holder. For more information, check the resources links below.

Fair Use and Copyright Law: The Copyright Law provides a set of rules regarding library reproductions. Our library complies with the law. The Copyright Law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted

material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If the user makes a request for, or later uses, a photocopy or reproduction for the purposes in excess of the “fair use,” that user may be liable for copyright infringement.

Thus, the Institute reserves the right to deny a copying order from any staff or faculty member, if, in its judgment, fulfillment of the order would involve violation of copyright law.

BAMA INSTITUTE COMPUTER USE POLICY

The BAMA Institute COMPUTER USE POLICY states:

“BAMA Institute considers violations of the computer use policy to be a disciplinary offense. Violators of the policy shall be dealt with to the fullest extent of the student code of conduct, institutional policy, or (if applicable), criminal law and prosecution. Intentional attempts to impede, restrict, corrupt or in any other way disrupt the efficient operation of the Institution’s network computer system shall be construed as a blatant and intentional attempt to breach the integrity and security of the campus computer system, and shall be subject to the fullest extent of disciplinary policy and/or law.”

FINANCIAL INFORMATION

TUITION AND FEES: Charges for the period of enrollment and the entire program.

	EKG/ECG Technician Training Program	Phlebotomy Technician Training Program
Non-Refundable Registration Fee	\$100.00	\$100.00
Textbooks/Manuals	\$94.50	\$94.50
Uniforms & ID Cards	\$30.00	\$30.00
Lab/Materials Fee	\$400.00	\$500.00
Graduation and Administration Fee	N/A	N/A
Tuition	\$925.50	\$2,275.50
STRF Fee	\$1.00	\$1.50
Total Charges for the Current Period of Attendance	\$1,551.00	\$3,001.50
National/State Exam(s)	\$175.00	\$150.00
CPR Fee	N/A	\$88.00
License Fee	N/A	\$100.00
Estimated Total Charges for the Entire Program	\$1,725.00	\$3,338.00

*\$0.50 for every \$1,000 rounded to the nearest \$1,000.

ADDITIONAL FEES AND EXPENSES

The National Certification exam and other fees are charged separately at the time of testing.

Return Check Fee: \$25.

STUDENT TUITION RECOVERY FUND (STRF)

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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

It is important that you keep copies of your enrollment agreement, 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 non-collection 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.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, **without any penalty or obligations**, through attendance at the first class session or the **seventh calendar day after enrollment**, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: BAMA Institute, 530 Bush Street, Suite 301, San Francisco, CA 94108. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation can be provided using the Student Withdrawal Form. You can request this form from the Institute registrar by emailing info@bama-institute.com and submitting it to registrar@bama-institute.com, or by fax (415.358.5997), or in person.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, within 30 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro-rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, within 30 days of withdrawal. **If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.**

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the last date of the student's attendance, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.

“Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Registrar in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing; or
2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind their notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and;
2. Perform a refund calculation;
3. The student’s grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of tuition and fees for which the school is responsible within 30 days of the date the official notice was provided.
5. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and fails to maintain satisfactory academic progress, fails to comply with the school’s attendance policy, and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within 30 days of the student’s last date of academic attendance, the following procedures will take place.

1. The Registrar office will make attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student’s last date of attendance as the last recorded date of academic attendance on the attendance record.

3. The student's withdrawal date is determined as the date of attendance
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. Calculate the school's refund requirement (see school refund calculation).
6. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
7. A copy of the completed check, letter, and final ledger card will be kept on file.

REFUND CALCULATION

Withdraw Before 60%: To calculate the refund, the school uses the following formula:

(1) Add all total non-refundable items, including Non-Refundable Registration Fee and Non-Refundable STRF, and, Non-Refundable Textbook and Uniform & ID fees; the sum is the Total Non- Refundable Amount; (2) From the total tuition charge, deduct the Total Non-Refundable Amount; (3) Divide this figure by the number of hours in the program; the quotient is the hourly charge for the program; (4) The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction calculated in [3], plus the amount of the Total Non- Refundable Amount specified in [1]; and (4) The refund will be any amount in excess of the figure derived from [3] that was paid by the student to the institution.

Withdraw After 60%: If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

SAMPLE CALCULATIONS: The following examples will determine the amount of refund.

Example 1: A student enters into the Phlebotomy Technician Training Program for total charges of \$3,001.50 dollars. If the student withdraws after the first day of instruction (6 hours), the refund calculations will be as follows:

(1) \$100 (Non-Refundable Registration Fee) + \$1.50 (Non-Refundable STRF) + \$94.50 (Non-Refundable Textbook) + \$30 (Non-Refundable Uniform & ID) = \$226.00, Non-Refundable Amount

(2) \$3,001.50 - \$226.50 (Non-Refundable Amount) = \$2,775.5

(3) \$2,775.5/100 hours = \$27.78 hourly charge for the program (this is tuition plus lab fee)

(4) 6 hours attended * \$27.76 = 166.56, \$166.56 + \$226.00 = \$392.56, the money owed by the student

(5) \$3,001.50 - \$392.56 = \$2,608.94 Total Refund (this amount will be returned to the student only if she/ he paid the full tuition prior to the date of withdrawal) or
 \$500.00 - \$392.56 = \$107.44 Total Refund (this amount will be returned to the student if she/ he paid the tuition deposit only)

Example 2: A student enters into the 60 hrs. EKG/ECG Technician Training Program for total charges of \$1,500.

CASE A - If the student withdraws after 4 days of classes, equivalent to 24 hrs. of training, the refund calculations will be as follows:

- (1) \$100 (Non-Refundable Registration Fee) + \$1.00 (Non-Refundable STRF) + \$94.50 (Non-Refundable Textbook) + \$30 (Non-Refundable Uniform & ID) = \$225.50, Non-Refundable Amount
- (2) \$1,551 - \$225.50 = \$1,325.50
- (3) \$1,325.50 / 60 hours = \$22.09 hourly charge for the program
- (4) 24 hours attended * \$22.09 = \$530.16 + \$225.50 (Non- Refundable Amount) = \$755.66, the amount of money owed by the student (if the student did not pay full amount of tuition by the date of withdrawal, he/she will still be responsible to pay this amount to the school)
- (5) \$1,551.00 - \$755.66 = \$795.34 Total refund (this amount will be returned to the student only if she/ he paid the full tuition prior to the date of withdrawal)

CASE B – If the student withdraws after the completion of 6 days of instruction or 36 hours, there will be no refund because more than 60% of the program was completed.

Proceeds paid from a third party

If any portion of the tuition was paid from the proceeds of a third party, the refund shall be sent to the third party.

Return of Funds

Funds must be returned to the BAMA Institute Finance Office. Students who do not make satisfactory arrangements for payments in a timely manner will have their debts submitted to a collections agency.

PAYMENT PLAN

Payments 10 days delinquent may accrue a LATE CHARGE of the lesser of 10%, \$15 or maximum allowed by law. Student may pay off balance in advance and receive a partial refund of interest computed by the actuarial method.

Payment Method Options

- **Check or money order:** Include the student's full name and ID (state issued driver's license or Social Security number) and mail to:
BAMA Institute, 530 Bush Street, Suite 301, San Francisco, CA 94108.
- **Credit card:** Pay in person or over the phone by calling the main campus during regular business hours (Monday through Friday, 9:30 a.m. to 5:30 p.m.).
- **Cash:** Pay in person at the San Francisco main campus.

RIGHT TO WITHHOLD CERTIFICATION

If a student is in default of fee obligations, his/her certificate may be withheld until fees are paid.

ASSUMPTION OF RISK

The student agrees to assume liability and financial responsibility for any injury that he/she might receive in the classroom or in an externship as an enrolled participant in any listed programs. For this reason, BAMA Institute recommends that students carry liability insurance in addition to medical insurance.

RETURNED CHECKS AND REPLACEMENT CERTIFICATES

There will be a \$25 charge for returned checks and replacement certificates.

OFFICIAL TRANSCRIPTS

There will be a \$10 dollar charge for official, signed, and mailed transcripts. Unofficial, unsigned copies of transcripts can be provided by email for free. For transcript requests, please email registrar@bamasf.com.

STUDENT SERVICES

DISCLAIMER OF EMPLOYMENT GUARANTEE

While BAMA Institute offers Placement Assistance, the Institute cannot, in any way, guarantee employment after the student has successfully completed the program of study.

GRADUATE PLACEMENT ASSISTANCE

The Institute encourages students to maintain satisfactory attendance, conduct, and academic progress so they may be viewed favorably by prospective employers. While no ethical school can guarantee employment, BAMA Institute makes a sincere effort toward the successful placement of all of its graduates. The Institute believes that assisting graduating students in obtaining employment is one of its most important responsibilities. Each student participates in instruction regarding proper interview techniques, preparation of resumes, and letters of introduction prior to being given directions on how to conduct a job search.

Student referrals for job placement result from direct contact between the Institute's Graduate Job Placement Assistance Department and prospective employers.

Student placement and placement rates are based on multiple outcomes. The programs are not represented to lead to any particular job title.

Following graduation or at any other time thereafter, graduates may take advantage of the Institute's Job Placement Assistance Program at no charge. The Institute makes a reasonable effort to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the Institute to assist in placement. Failure on the student's part to follow placement procedures may result in discontinuation of placement services.

We will provide students with any assistance they may need in finding a job within their field of study upon completion of their course of study and payment of tuition and fees. This assistance includes:

- Showing how to create a resume
- Helping update the resume
- Teaching how to search for a job

- Teaching skills needed to interview
- Providing possible leads to jobs

Student success at the Institute is based upon attendance and conduct, in addition to grades. Prospective employers *do ask* about these matters, and we cannot recommend someone who does not meet these guidelines. BAMA Institute offers job placement assistance. *We do not* guarantee employment.

SPECIAL LECTURES

Guest lecturers are invited to speak to students about career opportunities and current industry applications of educational programs.

TUTORING

BAMA Institute provides tutoring and study assistance to all students upon request free of charge.

Students' educational objectives, grades, attendance, and conduct are reviewed on a regular basis. Students will be notified if their academic standing or conduct is unacceptable. Failure to improve academic standing or behavior may result in further action. Tutoring programs and academic advisement are provided for students who are experiencing difficulties with their class work. Students are encouraged to seek academic assistance through the Administration Office.

ADVISING

The Institute provides advising to students on issues involving education and academics. For personal problems that may require professional advising or counseling, the Institute has information regarding community resources that are available upon request from the Institute Director.

HOUSING

BAMA Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for San Francisco, CA, rental properties in the city start at approximately \$1,300 per month for a studio.

Rental properties in San Jose start at approximately \$1,300 per month. Rent for properties in the greater Bay Area is lower.

DISABILITY SERVICES

The Institute assists students with disabilities in need of programmatic accommodations as required by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Federal Rehabilitation Act of 1973.

VOTER REGISTRATION

In California you may register to vote by completing the online voter registration available through: <http://registertovote.ca.gov/>

Paper voter registration applications are also available at your county elections office, library, Department of Motor Vehicles offices, or U.S. post office. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Institute's administrative office.

STUDENT RECORDS & INFORMATION DISCLOSURES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access.
 - a) Students should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect.
 - b) The School official will make arrangements for access and will notify the student of the time and place where the records may be inspected.
 - c) If the records are not maintained by the BAMA Institute official to whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.
2. The right to request an amendment of the student's educational records that the student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a) A student who wishes to ask the School to amend a record should write the School official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - b) If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

BAMA Institute discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the School in an administrative, supervisory or academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using School employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees, or a person serving in an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for BAMA Institute.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by BAMA Institute to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

RETENTION OF RECORDS

It is the policy of BAMA Institute to maintain all records at its primary administrative location for a minimum of five years from the student's last date of attendance. Transcripts are maintained permanently.

PROGRAMS

All BAMA Institute courses are offered residentially.

PROGRAM	LENGTH
Phlebotomy Technician Training	100 Clock Hours (60 Classroom/40 Clinical)
EKG/ECG Technician Training	60 Clock Hours (60 Classroom Hours)

PHLEBOTOMY TECHNICIAN TRAINING PROGRAM

CREDENTIAL: CERTIFICATE (qualified for California State License)

SCHEDULE: DAY CLASS (100 CLOCK HOURS): M - F, 10 am - 4 pm, 2 classroom weeks, TTC 3.5 months
EVENING CLASS (100 CLOCK HOURS): M - Th, 4 pm - 8 pm, 4 classroom weeks, TTC 3.5 months
WEEKEND CLASS (100 CLOCK HOURS): Sat & Sun, 11 am - 5 pm, 5 classroom weeks, TTC 4 months
*TTC: Time to complete the entire program

TEXTBOOK(S): - **Phlebotomy Essentials**, 7th Edition by Ruth E. McCall BS MT(ASCP), Cathee M. Tankersley MT(ASCP), LWW, 2020

OBJECTIVE: This program's objective is to train individuals who would like to start their career in the medical field as a Phlebotomist in a medical office, clinic, laboratory or hospital. The program trains students in proper venipuncture and blood specimen collection procedures. The curriculum also familiarizes students with blood collection equipment, handling of specimens, safety and medical ethics, professionalism, anatomy & physiology and medical terminology. The program also prepares the student for the Certified Phlebotomy Technician's examinations.

Potential Job Titles: Phlebotomist/Phlebotomy Technician (31-9097*)

*U.S. Department of Labor, Bureau of Labor Statistics, Standard Occupational Classification codes, https://www.bls.gov/soc/2010/soc_alph.htm, Accessed 08 Dec. 2017.

COURSE DESCRIPTION: The program provides 60 hours of both lectures and practical instruction in a classroom (Segment 1), followed by 40 hours of facility staff supervised clinical externship (Segment 2) at a medical office, clinic, laboratory or hospital. *This course is required for licensure in the State of California as a Certified Phlebotomy Technician 1 (CPT1).*

Segment 1 (CPT-1): Phlebotomy Training

60 Hours

Prerequisite: *None*

The classroom segment consists of 60 hours of both lectures and practical instruction delivered in a classroom setting. This segment is designed to provide a theoretical foundation and hands-on training in venipuncture and skin puncture procedures. Lectures include basic anatomy and physiology with emphasis on the circulatory system, introduction to specimen collection, risk factors and complications, quality assurance in specimen collection, as well as professional behavior and responsibilities in patient care settings.

Segment 2 (CPT-EXT): Externship

40 hours

Prerequisite: Completion of Segment 1

Upon successful completion of the classroom segment, and after passing the national certification exam, the student is assigned to a Clinical Externship of at least 40 hours at a local hospital or clinic.

Major Equipment: Training manikins, needles, needle holders, syringes

EKG/ECG TECHNICIAN TRAINING

CREDENTIAL: CERTIFICATE

SCHEDULE: DAY CLASS (60 CLOCK HOURS): W - F, 10 am - 5 pm, 3 weeks
WEEKEND CLASS (60 CLOCK HOURS): Sat & Sun, 11 am - 5 pm, 5 weeks

TEXTBOOK(S): - **Understanding EKGS: A Practical Approach**, 5th Edition, by Brenda Beasley (Author), Pearson, 20109

OBJECTIVE: The program provides students who would like to start their career in the medical field with the critical skills required to function as **ECG/EKG Technicians (29-2031)** and prepares them to take the National Electrocardiograph Technician Certification exam.

**U.S. Department of Labor, Bureau of Labor Statistics, Standard Occupational Classification codes, https://www.bls.gov/soc/2010/soc_alpha.htm, Accessed 08 Dec. 2017.*

COURSE DESCRIPTION: The program consists of both didactic and clinical instruction. This module introduces students to the emergency medical services system, with emphasis on office emergencies and first aid. Students also learn about the anatomy and the physiology of the heart and the electrical pathways of the heart muscle in preparation for applying electrocardiography (ECG/EKG) leads and recording a 12-lead electrocardiogram.

Major Equipment: Electrocardiography machine, exam tables, EKG leads.

**APPENDIX A - SCHOOL GOVERNING BODY, ADMINISTRATORS,
AND FACULTY**

Owner

BAMA Institute, LLC is located at 530 Bush Street, Suite 301, San Francisco, CA 94108.

Directors

Simonida Cvejic, President

Officers

Simonida Cvejic, Chief Executive Officer,
Chief Operating Officer
Vivian Pan, Finance Manager

Operating Hours

Office: Monday through Friday 9:00am – 6:00 pm; Saturday and Sunday 10:30am-5:00pm

School: Monday through Friday 9:00am (SF)/9:00am (SJ) – 5:00pm/5:00pm; Saturday and Sunday 10:30am-5:00pm (SJ closed unless schedule otherwise specified)

ADMINISTRATIVE OFFICIALS		
Simonida Cvejic	Full-Time	CEO / COO / School Director
Vivian Pan	Full-Time	Finance Manager
Angela Dombrowski	Full-Time	Operations/Compliance Manager
Katherine Bernardo	Full-Time	Admissions Representative
LeAnna Gomez	Full-Time	Admissions Representative/San Jose
Zoe Shepard-Monson	Full-Time	Registrar/Student Services Representative
Ana Paula Nicolay	Full-Time	Externship Placement Coordinator
Shien Quinonez	Full-Time	Career Services Advisor
Aldrich Apolinares	Full-Time	Registrar Asst. / Licensing Coordinator

FACULTY				
Patricia Smith, RN	Full-Time	CAO / Program Director, Phlebotomy Technician Training Program	10 years teaching, 12 years RN practice	RN, Northwestern University, Chicago, IL
Tracy Lowe Rios, CPT1	Full-Time	Instructor, Phlebotomy Technician Training Program	4 years teaching, 8 years MA practice	CPT1, University of California San Francisco San Jose City College, San Jose, California
Avani Ghonge, CPT1	Part-Time	Laboratory Assistant, Phlebotomy Technician Training Program	8 years Phlebotomy and MA practice	CPT1 Bay Area Medical Academy, Doctor of Medicine/Anesthesiology, Government Medical College, Nagpur, India
Que'Chaun Johnson, CPT1	Part-Time	Laboratory Assistant, Phlebotomy Technician Training Program	1 year teaching; 2 years practice	CPT1, Bay Area Medical Academy, San Francisco, California
Abigail Lambert, CPT1	Full-Time	Laboratory Assistant, Phlebotomy Technician Training Program	1 year teaching; 2 years practice	CPT1, Bay Area Medical Academy, San Francisco, California
Rufino Francia, MD	Part-Time	ECG/EKG Technician Training Program	10 years teaching experience; 12 years practice	Manager, CPMS Kanbar Cardiology Lab Doctor of Medicine University of Santo Tomas, Philippines
Maher Danial Nour, MD	Part-Time	ECG/EKG Technician Training Program	27 years of experience teaching and practice	Doctor of Medicine Ain Shams University, Cairo, Egypt

