



**CareBridge Academy**  
**448 N. 10th St., Suite 400, Philadelphia, PA 19123**  
**Nurse Aide Training Program**

**STUDENT ENROLLMENT AGREEMENT**

**Initial Information**

<b>Name:</b>		<b>SS# (last 4):</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Phone #:</b>		<b>Alternate #:</b>	
<b>Emergency Contact:</b>			<b>Emer. Phone#:</b>
<b>Relationship:</b>		<b>Expected Start Date:</b>	
<b>Student email:</b>		<b>COVID Vaccination status:</b>	

**1. Acceptance of Terms:** I hereby contract with CareBridge Academy, LLC (the “School”) to enroll in their Nurse Aide Training Program (“Program”). I will attend the Program session beginning on \_\_\_\_\_ and ending on \_\_\_\_\_. I understand and accept all provisions of this Enrollment Agreement and intend to be bound by them.

**2. Time, Place and Location of Instruction:** The Program consists of classroom, laboratory, and clinical instruction. Instruction will commence each day at 8:30am. Each class day will end at 3:00 PM, depending on the program calendar. The program lasts 17 days in total, and is equivalent to 100 clock hours.

All classroom and laboratory training will take place at the School’s facility located at 448 N. 10th St., Suite 400, Philadelphia, PA 19123. All clinical training will occur at the school’s remote location, which is a long



term care facility (nursing home). Clinical instruction will take place in the 3rd week for 7 days total.

The program is taught by qualified licensed registered nurses (RNs) and licensed practical nurses (LPNs). All theory training and laboratory training will take place during the times stated for each Program session as listed in the School Student Catalog.

**3. Completion of Program:** Upon successful completion from CareBridge Academy, LLC, students will receive a Certificate of Completion in the Nurse Aide training program. Successful graduates will then be eligible to take the nurse aide training test as approved by the state of Pennsylvania and distributed by Credentia. Program graduates who attain their Certificate of Completion and subsequently pass the nurse aide training test will then be placed on the state of Pennsylvania's nurse aide registry.

**4. Required Tuition and Fees:**

**Discounted Rate (Full Prepayment required) Total Payment is \$1545 broken down as follows:**

- Enrollment fee \$150.00\*
- Remaining tuition Paid in full (includes book/workbook fee) \$1,395 (Discounted Rate)

**Payment Plan Rate Total Payment is \$1745 broken down as follows:**

- Enrollment fee \$150.00\*
- Full Tuition on payment Plan (including \$50 book/workbook fee)  
\$1,595 ( \$319.00 PER WEEK / 5 WEEKS)

\*\*To be eligible for the **\$1545.00** Discounted rate students must make a full payment seven (7) calendar days before the scheduled class start date. **If full payment is not achieved 7 days before class starts, the discounted rate expires and the student's new tuition rate becomes \$1745.00.**

-The cost of tuition includes the cost of materials such as books, handouts, aides, and other methods of instruction and products used as a part of the training program.

**Notes on enrollment fee due to failure to supply all required documentation and forms**

Any student enrolled who has not submitted documents required for admissions (Including but not limited to the Physical and Tuberculosis requirements , PA State background check, FBI Fingerprints cleared (if applicable), at least 5 days before class begins will be removed from the class they are enrolled in and the Enrollment fee will be retained based on the Enrollment fee schedule as seen in this agreement.

**Confirmation of attendance before class commencement**

Due to very high demand, many classes are full and with waiting lists of students. As a result, administration will be reaching out to students to confirm their start dates on or around 10 days before



class starts. If an enrolled student does not confirm their attendance at least 5 days before class begins that student will be dismissed from the class, and students on a waiting list will be offered any available spots that are opened as a result. Enrollment fee will be retained based on the Enrollment fee schedule as seen in this agreement.

### **Additional Fees and Costs**

**Uniform** (Navy Blue Scrubs, Sneakers or Nursing shoes of darker colors)\* \$20-\$70

This is an estimate of how much it may cost you depending on where you purchase your uniform from.

**School-provided uniform:** We DO provide one set of uniforms, if students are unable to utilize our uniforms then Blue scrubs are required or if they would like an additional pair. Students can purchase a second pair of company-issued scrubs for \$40.

**Pennsylvania state background check\*** \$22

**FBI Criminal History background check, if needed\*** \$23.75

**Tuberculosis screening test and physical examination:** Cost may vary based on the student's current health insurance coverage or site and type of test administration and reading. Students will not need to obtain an additional tuberculosis screening test if they can present evidence of a two-step Mantoux tuberculosis test completed within the previous one year or a negative chest X-ray within the previous 5 years.

**Nurse aide training examination fees** \$135

Students who complete the nurse aide training program are then eligible to take the state nurse aide test. This test is required to be placed onto the state of Pennsylvania nurse aide registry. This test can only be taken after successful completion of a nurse aide training program approved by the Department of Education. The test consists of a written/oral and skills exam.

### **Make-up time\***

Clock hours for missed required hours of instruction, clinical, or lab time \$30 per hour

*There are 5.5 make-up hours built into the program free of charge. Only additional hours beyond this are subject to additional fees.*

In order to receive full clock hours from CareBridge Academy, students missing classes' or portions of classes must make up any time missed. Students who miss more than twelve percent (12%) of the program sessions will be required to restart in the next available class and will not be able to graduate. Students with medical certification may attend a future session at the School at no additional cost to complete the



program. Students attaining nurse aide training must complete all 100 clock hours in order to receive a certificate of completion.

All students **MUST** make up any missed clock hour time. Students can make up as many as 12 hours of missed instruction (12 percent of total program sessions). Students must make an appointment with the Instructor to schedule the make-up work and time. This also includes make up hours included as part of the program (classroom/laboratory instruction for up to 5.5 hours). This can be requested via email or in person. This make-up time can be completed after hours (between 2:30 PM and 9:30 PM) if and when no class is in session or on weekends. Alternatively, the make-up time can also take place at the school's location during regular weekday hours if and when no class is in session.

Clinical make up time can occur on any day of the week and at any time, but must be mutually agreed upon by both instructor and student. Any make up time requests for hands-on clinical work at our partner location that occur after 5 PM or on weekends may also require administrator approval by our clinical site partner in advance before approval.

**5. Terms/Method of Payment:** Students may pay for their tuition and other related fees by cash, money order, and credit/debit cards. All credit/debit card payments are subject to a 3 percent additional processing fee. All checks and money orders must be made payable to "CareBridge Academy."

**6. Payment Due Dates:** The **enrollment fee is due at the time the Enrollment Contract is signed** and submitted by the student.

**Enrollment fee : \$150.00**

For the payment plan there are a total of 5 Payments Due after the enrollment fee is paid.

**Re-enrollment fee: \$75.00**

The student's enrollment fee is only valid for the date(s) as listed on the enrollment agreement. If a student must enroll in a future or different class date, they will be required to complete a new enrollment agreement for the updated date and also be responsible for a re-enrollment fee of \$75.

**These are weekly payments.**

First Payment (seven days before class begins) = \$319.00

Second Payment ( First Day Of Class) = \$319.00

Third Payment( Seven days after the First Day of Class)= \$319.00

Fourth Payment (14 Days After the First Day of class)=\$319.00

Fifth Payment ( 21 Days After the First Day of class)=\$319.00



If an individual cannot or does not make their required payment as outlined above, the student will be removed after 7 calendar days of nonpayment. If any refund amount is due, it will follow the refund schedule. Students may also owe a balance depending on their dropout date. If there is an outstanding balance the student will still be liable for that payment. **Unfortunately, no alternate payment arrangements are available to students of the program.**

**7. Class Size and Teacher to Student Ratio:** Each class session shall have minimum and maximum class sizes. In order for a session to be offered, there must be a minimum of six (6) students enrolled. Each session will have a maximum of thirteen (13) students.

Students enrolled in a session that is canceled due to low enrollment will be given the option to either enroll in the next available session or receive a full refund of all tuition and fees (including the Enrollment Fee but not the Criminal Background Check Fee or FBI Background check fee) paid to the School.

#### **9-10. Cancellation, Withdrawal and Termination:**

##### Cancellations

*Enrollment fee refund policy upon cancellation:* An applicant is entitled to a refund of the Enrollment fee (also known as application fee) under the following conditions after signing the enrollment agreement: A request for cancellation can be done in any matter, including verbally, in person, or in writing to the School Director and/or Program Coordinator. An applicant's enrollment fee and all other tuition and expenses paid to the School are fully refundable if the applicant requests cancellation of his or her Enrollment Agreement within five (5) calendar days after signing the Agreement and no classes have been attended.

After five (5) calendar days of signing the enrollment agreement and prior to the applicant beginning class, the application/ enrollment fee will be retained by the School. *If the applicant begins class within five (5) calendar days of paying the enrollment fee then the enrollment fee becomes non-refundable at commencement of the class.*

*Tuition fees or any/all other expenses paid to the school besides the Enrollment fee:* Students canceling at **any** point following the date of enrollment but **prior** to the beginning of classes shall receive a one-hundred percent (100%) refund of all tuition and fees paid up to the date of cancellation (if any). Enrollment fee refunds will be carried out under the previously listed policy above.

##### Withdrawals (once class begins)

*Withdrawal from school policy:* Students completing up to and including ten percent (10%) of the total clock hours of the Program will receive a ninety percent (90%) refund of the total tuition cost of the



program minus any book or additional fees paid. This refund will be calculated based on the total amount of tuition paid to the School for the Program up to the point of withdrawal.

Students withdrawing from or discontinuing the Program after the first ten (10%) of the Program but within the first twenty-five (25%) of the Program will receive fifty-five percent (55%) refund of the total tuition cost of the program minus any book or additional fees paid. This refund will be calculated based on the total amount of tuition paid to the School for the Program up to the point of withdrawal.

Students withdrawing from or discontinuing the Program after the first twenty-five percent (25%) of the Program but within fifty percent (50%) of the Program will receive a thirty percent (30%) refund of the total tuition cost of the program minus any book or additional fees paid. This refund will be calculated based on the total amount of tuition paid to the School for the Program up to the point of withdrawal.

Students withdrawing from or discontinuing the Program after the first fifty percent (50%) of the Program will not receive a refund of any kind.

Withdrawal or discontinuing the Program can be made in any manner, such as in person, over the telephone, or simply through non-attendance. The refund due to a student will be calculated based on the last day of attendance.

*Non-attendance:* students can also withdraw and/or be terminated from the program without notification through non-attendance. If the student ceases attending courses, the student will be considered withdrawn and/or terminated from the course after 2 calendar days of instruction. In this case, the refund will still be calculated based on the last day of attendance.

*Additional fees:* All additional fees paid to the program (such as make-up hours, books, uniform, or tutoring fees) are non-refundable.

*Rejection:* Any student that is rejected or not accepted into initial class enrollment because they did not meet the entry requirements to enroll in the course by the school (such as an unacceptable background check or failing the entrance exam) are entitled to a refund of all monies paid to the school, including the enrollment fee. Please note that *rejection* is separate from a student failing to complete paperwork and entry requirements (such as a student failing to complete paperwork, background check, or tuberculosis and screening test in a timely manner, etc.), and in this case the regular refund schedule applies.

The above stated refund policies will also apply to students who are terminated from the Program including sponsoring agencies. Refund checks will be mailed to the payer of the tuition within thirty (30) days of the last day of recorded attendance by the student.

**11. CareBridge Academy, LLC offers job placement assistance; it cannot guarantee employment**



**following graduation from the Program.**

**12. Grievance/Complaint Procedure:** Questions or concerns regarding the School's satisfaction of the terms of the Enrollment Agreement may be directed to the School Director at (267) 448 0803. The School Director is located at the School (448 N. 10th St., Suite 400, Philadelphia, PA 19123).

CareBridge Academy, LLC is licensed by the Pennsylvania Department of Education, State Board of Private Licensed Schools. Any grievance not satisfactory resolved by persons listed above or by the school officials may be brought to the attention of the State Board of Private Licensed Schools Private Schools Pennsylvania Department of Education 333 Market Street, 12th floor, Harrisburg, Pennsylvania 17101.

**13. Exclusion from Participation in Federal Health Care Programs notification:** Providers who participate in the Medical Assistance (MA) Program must screen their employees and contractors, both individuals and entities, to determine if they have been excluded from participation in Medicare, Medicaid or any other federal health care program. By signing this agreement, attest to never being excluded from Medicare, Medicaid or any other federal health care program. It is my understanding that if I have been excluded from Medicare, Medicaid or any other federal health care program that I will not be able to enroll in the Nurse Aide Program.

**14. Applicant Acknowledgement:** I have read and understand all of the provisions of this Enrollment Agreement and accept all such provisions and have been given a copy of the Enrollment Agreement for my records. I have also received and read a copy of the School Catalog and understand and accept all of the terms of that Catalog. I acknowledge that no verbal promises or statements contrary to the terms of the Enrollment Agreement or the School Catalog have been made to me by any employee or representative of the School.

**15.** By signing this Enrollment Agreement, I acknowledge that my responses on the Enrollment Application are true and correct. I understand that the promotional material, School Catalog and any other information received by me from the School are not to be distributed or reproduced and are for my personal use only. I confirm that I am not acquiring information regarding any process or procedure of the School for a competitor nor am I representing an entity or individual other than myself. I understand that I will be held responsible for all costs involved in the replacement or repair of any of the School's equipment or facilities if and when such damage is the result of my abuse or negligent treatment of such items or facilities.



**STUDENT ACKNOWLEDGMENT OF ENROLLMENT AGREEMENT:**

- I have read and understand this Enrollment Agreement Form
- I acknowledge receipt of an exact copy of this Enrollment Agreement Form
- I have read, understand, and been given a copy of the school catalog
- I have been advised to keep this document as well as copies of all financial documents.
- I understand this contract is legally binding after the school representative and I sign this document.
- The enrollment contract may be extended or modified only with the written consent of both parties signing below. (Applicant and School representative)

**Intending to be legally bound hereby, the parties have signed this Enrollment Agreement on the dates below written.**

**A fully executed copy of this Enrollment Agreement will be given to the applicant upon acceptance and signature by CareBridge Academy, LLC**

**15.** Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name (Typed): \_\_\_\_\_

A minor applicant must have the endorsement of a parent or legal guardian. The above named student is a minor and I hereby endorse his/her application.

Parent/Guardian Signature: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**16.** Signature of School Representative: \_\_\_\_\_

Date: \_\_\_\_\_