



# Enrollment Agreement

## Welcome to the Oregon Care Institute Nursing Assistant I Training Program

Student Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Class will begin on or near: \_\_\_\_\_

Class will be completed on or near: \_\_\_\_\_

You will spend at least 37 hours in the classroom, and at least 28 hours in the lab. You will also spend 40 hours in the clinical setting under the supervision of the clinical instructor. A detailed physical copy of your schedule is available with your Student Handbook that will be provided on the first day of class.

### Here are the fees and other program costs:

Tuition	\$1,350	Tuition arrangements are to be made on or before the first day of class by consulting with the Program Director/Student Affairs.
A standard background check is included in the tuition, but if there is criminal data which needs to be verified by the investigating agency at an additional cost to Oregon Care Institute, the student will be required to pay those additional fees.		
OSBN Test	\$106.00	To be paid to the Oregon State Board of Nursing directly.
OSBN Background Check	\$70.50	The Oregon State Board of Nursing conducts its own background check prior to issuing certification. This fee is paid directly to Fieldprint.
CPR class (if needed)	Included in Tuition	Oregon law requires that Basic Life Support CPR certification be obtained prior to clinical start date. Oregon Care Institute will provide a certified instructor for those students who do not have a current CPR card.
Drug Screening & Vaccinations	\$45-\$243 each vaccine (Depending on vaccination needed) TB (2-step) will be included in Tuition.	Vaccinations and Drug test will be completed at a Concentra location, and paid directly to them. TB (2 step) will be completed/read at the school.
Uniform	Included in Tuition	Clinical sites require certain attire. This may be scrubs or other specified clothing. Scrub tops will be provided through Oregon Care Institute as part of your tuition.
Equipment	Included in Tuition	A Stethoscope and gait belt will be included at no additional charge.

### Cancellation and refund policy

\*Tuition arrangements are to be made on or before the first day of class by consulting with the Program Director/Student Affairs. Tuition may be paid in full on or before the first day of class, or arrangements may be made to make multiple partial payments as the class progresses by approval from the Program Director. Students are required to have 100% of the tuition paid by the start of the last day of the clinical experience. If no more than 80% of the tuition is owed by the above specified deadline, the student may complete the course and the certificate of completion will be withheld until full payment is received. If more than 50% of the tuition is still owed by the last day of the course, the student will not be permitted to complete the course. Failure to complete the class does not absolve you from the full responsibility to pay in full.

\*If you cancel your enrollment in writing three or more days before the start of the course, all tuition paid will be refunded. No refunds will be made for clothing, equipment, CPR training or any other goods or services obtained from sources other than Oregon Care Institute.

\*If Oregon Care Institute Nursing Assistant I training program discontinues the class after tuition has been paid but before the class has completed, all tuition paid to Oregon Care Institute will be refunded. Refunds will be made within 30 (thirty) days of the cancellation of the class.

\*No refunds will be granted for the following reasons: A student who fails to disclose criminal background information that prevents the student from being accepted at the clinical site or prevents the student from being certified by the Oregon State Board of Nursing will not be granted a refund of any portion of the tuition paid. A student who fails to disclose her/his inability to comprehend the English language and chooses to enroll and pay tuition fees will not be granted a refund of any monies paid, even if the language barrier results in her/his inability to pass the course or the state competency exam. A student who fails to secure the appropriate CPR certification will not be granted a refund. A student who fails to complete the required minimum of 65 hours of classroom/lab instruction AND 40 hours or more of clinical experience will not be granted a refund. Students who are prevented from completing the course due to illness or injury will be given the opportunity to complete the course in a subsequent class. The student must be available to continue in the next class in which space is available. As required by OAR 851-061-0090(10)(a)(D) states, "the clinical portion of the course must be completed no later than four months following the last date of classroom instruction".

°A student who fails the examination will be given a second chance to try. Failure to achieve a passing score (75% or better) will not be granted a refund. A student who fails, after repeated instruction, to successfully demonstrate skills either during the lab portion of the course or the clinical portion, and who cannot complete the course because of this failure, will not be granted a refund. A student who is absent without notifying the instructor MAY be removed from the program and no refund will be granted.

°A student engaging in behaviors that violate the law such as theft, abuse, etc will be removed from the program and **NO** refund will be granted.

Student's  
Initials\_\_\_\_\_

Safety

The nature of the work of a Nursing Assistant I requires lifting, bending, stopping, and sometimes twisting. The student is required to refuse to perform a skill or task, either during the classroom or the clinical experience, that the student believes may cause injury to themselves. The student agrees to hold harmless Oregon Care Institute for any injury or illness that occurs during the course.

Job Placement

The Oregon Care Institute does not provide formal job placement services however, students may consult with the Program Director for advice/suggestions or possible employment with Sapphire Health Services opportunities within their partnered facilities. The student may choose to use the instructor as a reference on a job application, but the Oregon Care Institute or its employees cannot be held liable if the student is not hired by the entity for which the instructor provided a reference.

How to file a complaint

The Oregon Care Institute strongly encourages students to voice concerns about the program directly to the Program Director. If the student wishes to report concerns to the Oregon State Board of Nursing, they may do so by visiting the OSBN website at <https://osbn.boardsofnursing.org/complaint>

I have received, read, and understand the disclosure statements, enrollment agreement and program policies.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Oregon Care Institute Program Director's Signature

\_\_\_\_\_  
Date