



ENROLLMENT AGREEMENT

August 1, 2021 – July 31, 2022 Academic Year

Applicant Information

Today's Date:		Last 4 of SSN: XXX-XX-_____	DOB ____/____/____	Age____
Last Name	First	Middle Initial	Suffix	
Address			Apt/Unit #	
City		State	ZIP	
Primary Phone		Alternate Phone		
Email				

Education

High School		City, State			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		City, State			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		City, State			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

In Case of Emergency Contact

Full Name	Relationship
Phone	Email

Program Information

Program (Please Check One) <input type="checkbox"/> IV Therapy and Blood Withdrawal <input type="checkbox"/> Home Health Aide (HHA) <input type="checkbox"/> Certified Nurse Assistant (CNA) <input type="checkbox"/> Certified Phlebotomy Technician I (CPT I)	Start Date _____	End Date _____
Schedule (Please Check One) <input type="checkbox"/> Daily M-TH 7:00AM-3:30PM <input type="checkbox"/> Weekend Sat-Sun 7:00AM-3:30PM <input type="checkbox"/> Other _____	Withdrawal Date* _____	Course Hours _____
*This is the date by which the student must exercise their right to cancel or withdraw to meet the refund policy.		

Optional: Complete for Statistical Purposes Only

1. I identify my gender as _____ (fill in the blank)	2. Do you speak another language in addition to English? <input type="checkbox"/> Yes <input type="checkbox"/> No If you marked yes, please list what language(s) you speak:	3. Income <input type="checkbox"/> < \$10,000 <input type="checkbox"/> \$10,001-\$38,000 <input type="checkbox"/> \$38,001-\$76,000 <input type="checkbox"/> \$76,001-\$116,000 <input type="checkbox"/> \$116,001 - \$150,000 <input type="checkbox"/> \$150,001 and above	
4. Ethnicity/Race (Check all that apply)	<input type="checkbox"/> African American/Black <input type="checkbox"/> Asian <input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Native Indian / Alaskan <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White/ non-Hispanic	<input type="checkbox"/> Multiethnic <input type="checkbox"/> Unknown/Decline <input type="checkbox"/> Other/ non-white

Locations

Main Campus	Clinical
Ventura Training Institute 2320 Wankel Way Oxnard, CA 93030	Los Robles Medical Center 215 W Janss Road, Thousand Oaks, CA 91360

Courses Available

Estimated Charges for 2021-2022 Academic Year

Program	Home Health Aide (HHA)	Nursing Assistant (CNA)	IV Therapy/BW Certification	Certified Phlebotomy Technician I (CPT I)
Hours	40	160	36	80
Registration Fee (Non-refundable) ***	\$100.00	\$100.00	\$100.00	\$100.00
Equipment	N/A	N/A	N/A	N/A
Lab Supplies or Kits	N/A	N/A	N/A	N/A
In-Resident Housing	N/A	N/A	N/A	N/A
Tutoring	N/A	\$20.00/hr**	N/A	\$20.00/hr**
Assessment Fees for Transfer of Credit	N/A	N/A	N/A	N/A
Fees to Transfer Credit	N/A	\$100.00	\$20.00	\$100.00
Student Tuition Recovery Fund fee (Non-refundable)	\$.50	\$1.50	\$.50	1.50
Textbooks	\$20.00	\$65.00 (\$35.00 rent)	N/A	\$30.00
Supplies & Materials	N/A	\$42.00	N/A	\$5.00
Uniforms	\$20.00	\$40.00	N/A	\$40.00
CPR & Live scan	N/A	\$130.00	N/A	N/A
State Exam	N/A	\$100.00*	N/A	N/A
Other charges	N/A	\$25.00-100.00*	N/A	\$100.00
Tuition	\$400.00	\$2,120.00	\$280.00	\$1,950.00
Total	\$550.00	\$2,597.00	\$380	\$2,225.00

(Orig. 10/2009/ Rev. 8/2021)

Initial _____

Notes: * VTI only pays the first state exam attempt. If other attempts are needed, the student must pay the additional fees. Charges vary depending which portion of the state exam needs to be taken. Reschedule Fee: \$25, Written Exam: \$35, Skills Exam: \$65 and Skills and Written: \$100.00

**Tutoring for the CNA or Phlebotomy program is charged only at the student's request. The cost is \$25 per hour of private tutoring. Any additional tutoring will be charged at \$20.00 per hour.

*** The nonrefundable registration fee is \$10.00 for veterans and eligible persons approved by the VA.

Estimate of Total Charges

Training Course Cost	
Tuition	\$
Registration Fees	\$
Books, Supplies, Materials	\$
Miscellaneous (Specific)	\$
SUBTOTAL	\$
Other	\$
TOTAL	\$

Admission Requirements

Applicants at minimum must meet the following admission requirements based on the appropriate program.

Program	Admission Requirements
Certified Nurse Assistant (CNA)	<ul style="list-style-type: none"> Be at least 16 years of age <ul style="list-style-type: none"> If a student is a minor, a parent must also attend the enrollment process. Have a valid government issued ID Have a valid social security number (SSN) or individual tax ID number (ITIN) Have a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the CCR
Home Health Aide (HHA)	<ul style="list-style-type: none"> Must have a valid CA CNA license Have a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the CCR
IV Therapy and Blood withdrawal	<ul style="list-style-type: none"> Must have a valid CA LVN or RN license Have a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the CCR
Phlebotomy	<ul style="list-style-type: none"> Be at least 18 years of age Have a valid government issued ID Have a HS diploma, GED or College Transcript Health Exam and and Screening Requirements BLS Certificate from AHA or Red Cross

Rejection, Cancellation, Withdrawal and Refund policy

1. Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.
2. Cancellation: **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through at the first-class session, or the seventh day after enrollment, whichever is later. Should the student terminate the program for any reason, refunds will be made according to the following refund policy:
 - Cancellations must be given in verbal or written notice, either in person; by phone; or by mail, **through at the first-class session, or the seventh day after enrollment, whichever is later.**

(Orig. 10/2009/ Rev. 8/2021)

Initial _____

- If the refund petition has met the requirements listed above, then the student executing the enrollment agreement is entitled to a refund of all monies paid excluding the non-refundable registration fee.
 - If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds
3. Withdrawal:
- A student choosing to withdraw from the school after the commencement of classes is to provide a verbal or written notice. The notice must include the last date of attendance (LDA) and be signed and dated by the student.
 - If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
 - If the student wishes to withdraw and transfer to another course or start a new course at a later date, the student must meet with the RNPD or Executive Director with (7) seven days of LDA and develop a remediation agreement for the student. If the student does not adhere to the remediation agreement, they will be dismissed without readmission. There will be a \$100 transfer fee applied to their account for each transfer request.
 - **If the student is withdrawn from the class by VTI due to academic probation, absences, etc., the student will receive an automatic fail for the course.**
4. Refund:
- This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. VTI may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proportion will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.
 - If an applicant never attends class (no-show) or cancels the contract through at the first-class session, or the seventh day after enrollment, whichever is later, all refunds due must be made within forty (40) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier
 - For a withdrawal student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty (40) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress
 - FULL REFUND:
 - A student will be eligible for a full refund if:
 - All classes have been dropped through at the first-class session, or the seventh day after enrollment, whichever is later.
 - The courses for which the tuition and other fees were assessed were cancelled by VTI.
 - VTI makes a delayed decision that the student was not eligible to enroll in the term for which the tuition and other fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student.
 - The student was activated for compulsory military service.
 - PRORATED REFUND:
 - A student will be eligible for a prorated refund if:
 - Beginning with the first day of instruction, refunds for complete withdrawals will be prorated based on the date of withdrawal and the length of the academic period
 - A student is entitled to a pro-rated refund up to 60% completion of the educational program.
 - NON-REFUNDABLE
 - If a student withdraws or did not complete the registration process, the registration fee is not subject to a refund. The registration fee can be used up to two (2) times to move up and/or transfer a class within six (6) months from the day the payment was received.

Refund Example

Assume that the student enrolls in the nursing assistant 160-hour course, pays \$100 registration fee and \$1,700 towards the tuition, books, uniforms, supplies & materials, CPR and livescan. The student uses and is administered all items and then withdraws after day 2 of class.

Item	Cost	Policy
Registration Fee	\$100.00	Non-refundable
Books	\$65.00	Not refundable if used or opened
Uniforms	\$40.00	Not refundable if used or opened
Supplies & Materials	\$50.00	Not refundable if used or opened
CPR	\$65.00	Not refundable if administered
Live Scan/DOJ	\$57.00	Not refundable if administered
State Exam	\$100.00	Not refundable if paid to RTC
Tuition	\$2,120.00	Money to determine refund
Total	\$2,597.00	

Amount Available for Refund	Hours Remaining	Total Refund Due
\$1,423.00	90% (144 hrs)	\$1,280.70

Loans

1. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest and/or late fees, less the amount of any refund.
2. If a student defaults on a federal or state loan, both the following may occur:
 - Federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - The student may not be eligible for any other government financial assistance at another institution or other government financial assistance until the loan is repaid.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Ventura Training Institute (VTI) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in _____ is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 Ventura Training Institute (VTI) to determine if your diploma or certificate will transfer.

Employment Guarantee Disclaimer

VTI attempts to check the validity and accuracy of job listings. However, given that situations change rapidly in the marketplace, we do not and cannot guarantee that openings listed through VTI will still exist, as posted, at the time of inquiry. VTI makes no representation or guarantee about positions listed and is not responsible for safety, wages, working conditions or other aspects of employment. It is each individual's responsibility to thoroughly research the integrity of each organization to which he or she is applying. The student should take all care and use common sense and caution when applying for or accepting any position.

VTI will provide some job placement assistance, which includes but is not limited to:

- Referrals to various hospitals, nursing homes, rehabilitation centers, long-term care facilities and agencies, etc. to which the School has affiliations.
- Monthly on-site orientation with local employment agencies

- Distribute informational materials such as flyers, pamphlets, business cards, etc. of companies currently hiring for relevant position
- Giving students access to the Internet for career development tools, such as resume writing and interview techniques.
- Students may ask Ventura Training Institute staff for additional one-on-one career advice.

Additionally, students are fully responsible for attending any job placement events and/or follow up with companies regarding employment.

Student Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses 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. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone: (916) 431-6959, (888) 370-7589 and Fax (916) 263-1897.

Complaint Procedures and Further information

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by Ventura Training Institute may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone: (916) 431-6959, (888) 370-7589 and Fax (916) 263-1897. A student or any member of the public may file a complaint about Ventura Training Institute with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint for which can be obtained on the Bureau's internet website www.bppe.ca.gov.

For additional any problems concerning licensing through this school, please contact the appropriate governing bodies:

Program	Licensing Body	Contact Information
Certified Nurse Assistant (CNA) Home Health Aide (HHA)	California Department of Public Health (CDPH)	Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS), MS 3301, PO Box 997416, Sacramento, CA 95899-7416, Telephone: (916) 327-2445
Certified Phlebotomy Program	California Department of Public Health (CDPH)	Laboratory Field Services 850 Marina Bay Parkway Richmond, CA 94804 Telephone: (510) 620-3800 Fax: (510) 620-3692 Website: www.cdph.ca.gov/LFS
IV Therapy and Blood Withdrawal	Board of Vocational Nursing & Psychiatric Technicians (BVNPT)	2535 Capitol Oaks Dr #205 Sacramento, CA 95833

Notice to Signor

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

Student's Initial _____

(Orig. 10/2009/ Rev. 8/2021)

Initial _____

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

Student's Initial _____

- 3. Do not sign this agreement before you have read it or if it contains any blank spaces.
- 4. If the student is unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, we can set up an appointment with a translator present.
- 5. This agreement is legally binding. Both sides of the contract are binding only when the agreement is accepted, signed, and dated by an authorized official of the school. Read both sides before signing.
- 6. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
- 7. This agreement constitutes the entire agreement between the student and the school and covers the period that this student is actively enrolled or attending a course at Ventura Training Institute.
- 8. Although the school will provide placement assistance, the school does not guarantee job placement to graduates.
- 9. The school reserves the right to reschedule a program when the number of students scheduled doesn't meet minimum requirements.
- 10. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by established standards of conduct.
- 11. The school doesn't guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.
- 12. The enrollment agreement is legally binding when signed by the student and accepted by the institution.

Additional Information

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

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM _____ \$ _____

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT _____ \$ _____

Signature

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. I have received and read the current school catalog. If I continue with enrollment in any program at Ventura Training Institute, I understand that false or misleading information in my student registration may result in my release. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Ventura Training Institute.

Student's Name

Student's Signature or Parent/Guardian's signature if under 18 years of age

Date

SCHOOL OFFICIAL USE ONLY

I have interviewed the applicant and certify that in my judgment the applicant meets all the requirements of the School and the course selected. I recommend the applicant for acceptance as a student. I have made no verbal statements or promises contrary to the terms of this Agreement or State Law.

Date:

Name:

Signature: