

ENROLLMENT AGREEMENT
NEYANG SCHOOL OF NURSING
401 S CLAIRBORNE RD. SUITE 305
OLATHE, KS 66062

Student Full Name _____

Address _____

City _____ State _____ ZIP _____

Phone# _____ S.S.N. ____ / ____ / ____ D.O.B. M/DD/YYYY). ____ / ____ / ____

Email address _____

The school and the students enter into a legal agreement under which the students will pay tuition and fees as indicated below and will adhere to the school's rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with the Kansas laws and regulations.

Class	Clock/Contact hours	Tuition	Fees	Total	Textbook	Curriculum
CNA	90	\$695.00	\$60.00	\$755.00	\$30.00	\$20.00
CMA	75	\$700.00	\$60.00	\$760.00	Approximately \$60	\$0.00
C.N.A Refresher	10	\$130.00	\$50.00	\$180.00	\$0.00	\$0.00
CMA update	10	\$100.00	\$50.00	\$150.00	\$0.00	\$0.00

Class Schedule:

Neyang School of Nursing will hold classes during day, evening, and weekends. Weeks' CNA and CMA classes or evening classes will last approximately 5-8 weeks, while the weekend classes will last 5 to 6 weekends. CMA update and CNA update courses are limited to 10 hours or 2 days of class.

Office Hours:

Business hours of the school are between the hours of 9 am and 5pm, Monday through Friday. Appointments may be made during the weekend.

Method of Payment:

Initial down payment of \$400.00 is due upon day of enrollment (CNA/CMA)

Any remaining balance due is required prior to final exam of the program (CNA/CMA)

For CNA Refresher and CMA updates, payment is due before the beginning of the course

Certification

At the end of every class, the student will receive a certificate. After successfully passing the state exam, the student will be certified by the KDADS (Kansas Department of Aging and Disability Services)

Cancellation

The student must submit a letter to the school, notifying them of the intent to withdraw from the class or the school after signing the enrollment agreement. The school will retain a copy of the letter, and the student will also get a copy. For refund, please read below.

Grounds of Termination

Academic misconduct, infractions of the school rules and regulations, disregard of the school academic policy, unprofessional behaviors, or disregard of the school code of conduct are all grounds of termination from the Neyang School of Nursing. Students have the right to file a grievance as stipulated under the "student grievance procedure" in the school catalog.

Tuition Refund policy

All refunds are paid within thirty days from the effective date. The effective date is the date on which the school receives notice of the student's intention to withdraw or the date on which the student violates the school policy providing for termination or the date the student fails to return from an approved leave of absence, whichever is earlier.

Refunds are calculated from the last date of recorded attendance and are based upon the following policy statement.

1. A full refund of all money paid if the applicant is not accepted by the Neyang School of Nursing.
2. A full refund, without penalty, if the applicant withdraws or cancels enrollment within three business days of signing an enrollment contract and prior to attending classes. After this three-day cancellation period and before starting classes, the lesser of \$50.00 or twenty-five percent of the contract price shall be retained by the school for any student who does not commence classes.
3. Once a student starts classes and withdraws or is terminated for any reason, the following refund schedule will apply, minus the registration fee and a \$100.00 administrative fee:
 - a. Within the first ten percent of the program, a refund of ninety percent of the enrollment contract price.
 - b. After ten percent but within the first twenty-five percent of the program a refund of seventy-five percent of the enrollment contract price.
 - c. After twenty-five percent but within the first fifty percent of the program a refund of fifty percent of the enrollment contract price.
 - d. After fifty percent but within the seventy-five percent of the program a refund of twenty-five percent of the enrollment contract price.

e. After completing seventy-five percent of the program, a student shall not be entitled to a refund and shall be obligated for the full price of the program.

f. All refund calculations are based on tuition charges only.

The above calculations are performed on the basis of contact hours for a specific program and on the basis of weeks of attendance for all other programs. Granting credit for previous training shall not impact the refund policy above.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the College. The agreement must be set forth:

a. Whether the postponement is for the convenience of the College or the student, and:

b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school refund policy.

Career Services/ Job Placements services

Neyang School of Nursing offers career services assistance to all students who have met the requirements for graduation. These services include résumé and cover letter writing, interviewing techniques and tips on identifying jobs and job search strategies. These services are offered to all graduates who seek assistance for first or subsequent job searches. The school provides these services at no cost to students. Career services offered by the school do not indicate an obligation on the part of the school to guarantee employment of graduates, or job placement.

Course Start Date

Background and TB Test

Evidence of TB test or Chest X-Ray results (to rule out TB) must be verified within the 1st two weeks (prior to clinical). These regulations are enforced to ensure that the school is in compliance with the class sponsor.

Note: Neyang School of Nursing will not make any changes to the fee structure of course content after signing this enrollment form.

The agreement becomes active, after the student signs it:

By my signature, I agree to the condition of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

Student's Signature..... **Date**.....

Witness /Institution Official.....**Date**.....