APPLICATION FOR ENROLLMENT
First Time Register _____ Re-enroll _____
Program: Day _____ Evening _____
Weekend_____

Accessibility Excellence Academy (AEA)
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AEA ENROLLMENT FORM
CERTIFIED NURSING ASSISTANT (CNA) TRAINING

SSN: _____ or Alien Number: _____ Date of Application: _____

Legal Name: _____ Sex: M ____ F ____
Last First Middle
Date of Birth: _____ Marital Status: _____
Permanent Address:
_____
_____ Cell Phone: _____ Home Phone: _____
Email: _____
Name of Current Employer:
_____
Employer Address:
_____

Enrollment Information: Start Date: _____ Projected Graduation Date: _____

Program Name: 128 hours (65 Classroom Hours), (20 Laboratory Hours), (40 Clinical hours), and (Customer Service Hours). The duration for each course is 6 weeks. (lunch & breaks included) Monday through Friday, Saturday & Sunday.
Schedule: **(circle one)** 10:00 am – 2:30 pm – **OR 6:00 pm – 10:00 pm. (No Evening offerings currently)**
Weekend: Saturday and Sunday: 10:00 am – 4:30 PM
Cost of the program:

Registration Fee	$50.00 (Non-Refundable)
Textbook(s)	$90.00
Supplies & Uniform	$70.00
Tuition	$1,500.00
Sub-Total	**$1,710.00**
CPR/FA/AED	$90.00
Background check	$75.00
Health Physical	$100.00
Total fees	**$1,975.00**

Note: The DC Board of Nursing charges a $165 fee for the CNA board exam, which must be paid after you complete your CNA training and are ready to test. This fee is NOT included in AEA's program costs.

Uniform (Navy Blue – Top/Bottom)

Students may purchase books, supplies, and equipment from AEA or from outside vendors.

Program Completion: To successfully complete the program, the student must achieve a Grade of "C" or better in theory, "P" pass in laboratory, a minimum of 90% attendance rate, and then will receive a Certificate of Completion.

AEA acknowledges that **job placement and job salaries cannot be guaranteed** to graduates who have met all graduation and financial requirements. There is no promise or guarantee of placement.

Cancellation Policy: Accessibility Excellence Academy reserves the right to cancel/postpone any program prior to the scheduled start date for which there is different registration. If AEA program is cancelled or rescheduled at a time during which the student is unable to attend, tuition for that program will be refunded. Tuition is the cost of instruction.

Accessibility Excellence Academy will hold any student liable for any delinquent account until such time as their indebtedness is cured. The school reserves the right to **withhold transcripts** and all other information regarding the record of any student who is in arrears of payment of tuition, fees, or any charges. For continued delinquency in the payment of debts to the school, the student may be permanently dropped from the school. Should the school seek legal means to recover the debt, the student will pay the indebtedness plus court costs/legal fees.

Refund Policy: each student will be given:

- Seventy-two (72) hours to rescind any contract and receive full refund of all tuition paid. The period should commence from the date of the signed contract but shall not include or end on any Saturdays or Sunday or legal holidays.
- On a separate sheet, notice of the students' right to rescind the contract within 72 hours (about 3 days) of signing the enrollment agreement and a notice to the fact that, upon rescission, the school will refund all tuition advanced to the school.
- A copy of the school's tuition plans and refunds policy at the time of enrollment.

The refund will be calculated in accordance with the following standards:

- The enrollment or registration fee shall be separately stated.

The refund policy shall not apply after the 72-hour period immediately following the expiration of the enrollment period of grace; the school shall refund all monies paid more than the non-refundable portion of the enrollment or registration fee when an enrolled student request, in the manner provided in the contract upon cancellation before the student's scheduled classes begin.

- If a student enters training and withdraws or is discontinued from training prior to completion of 75% of the schedule program, the school shall refund to the student a sum, which is the exact probation of tuition not spent by the student.

The prorated amount will be determined by the ratio of the number of weeks or less in a series of instruction completed by the student to the total number of weeks of instruction offered. Any portion of a week's attendance by a student shall be considered a full week's attendance. Every effort will be made to ensure that enrolled students who delay in (90) days after the end of the schedule program for which the student is enrolled.

This provision shall not apply to non-immigrant alien students. Any refund intended to be made to a non-immigrant alien student shall be payable to the student as follows: withing 30 days (about 4 and a half weeks) after the Immigration and Naturalization Service of the United States has certified to the school that the non-immigrant alien student has departed from the United States; and the refund shall only be in the legal current of the country of which the non-immigrant alien student is a citizen or resident at the time of application.

When the school cancels a scheduled class due to low enrollment or for whatever reason, a full refund of fees is paid to the student who requests it. Alternatively, students can opt to transfer funds to a future class.

Every effort will be made to ensure that enrolled students complete the program of their intention.

Records will be maintained to ensure that students who delay in requesting a refund are accommodated. However, the school will not refund request submitted 90 days (about 3 months) after the end of the scheduled program for which the student is enrolled.

ACKNOWLEDGMENT

I have read and understand this Application for Enrollment. I acknowledge receipt of an exact copy of the same signed form. I acknowledge that the verbal statements have been made contrary to what is contained in this agreement. I fully understand my rights and duties and agree to abide by them. I understand that this agreement becomes a legally binding instrument upon the school's written acceptance of the applicant as evidenced by the applicant and school official's signature below, unless cancelled pursuant to the terms outlined above. This enrollment contract may be extended or modified only with the written consent of the applicant and the school official.

I understand that I will achieve Student Enrollment Status from the beginning of the first day of class.

I acknowledge having received information on course completion requirements. I have completed a personal interview at the school site and have had the opportunity to inspect the facilities and equipment. I have received a copy of the current school catalog and further acknowledge that I have had sufficient opportunity to evaluate such information and to ask questions about the school and its representatives. I have also been advised to keep a copy of all documents regarding enrollment and financial obligation.

_____

Student's Signature and Name (clearly printed)

_____

School Representative' Signature and Name

_____

Date