

Phlebotomy: Standards & Practices Statement

- *Payment Plan*: there are three ways to pay for your Phlebotomy training: in full; payment plan or private lender. If you elect to utilize the payment plan, the required deposit is \$1000 with the remaining balance of \$775 due 60 days after the start date. If you have an unpaid balance, you will not be permitted to test until the balance is paid in full.

Payment Options:

- Tuition: \$1,650 - register at shop.vvc.edu
- Payment Plan: \$1,000 down, and \$775 by 60 days (Contact Frank to enroll)

Tuition includes training, proctoring, background checks, supplies, student ID's, uniforms, liability insurance, etc. Tuition does not include external costs such as: textbooks, CPR cards, Immunizations, State Application/ Exam. Below are the required textbooks:

- **Phlebotomy Essentials**. 7th Edition. Ruth E. McCall, Cathee M. Tankersley
 - ISBN-13: 978-1496387073
 - **Phlebotomy Exam Review**. 7th Edition. Ruth E. McCall, Cathee M. Tankersley
 - ISBN-13: 978-1496399892
- *Collections Procedures*: If payment is not made, legal collection activity will commence to recoup the balance of the class, and you will not receive any documentation (certificate of completion, exit interview, etc...) required for licensure. Any unpaid balance will appear on your VVC record of Accounts and you will not be able to enroll in any other classes at VVC until the balance is paid.
 - *Refunds*: this is a commitment to your future and you should be certain about your decision. Therefore, refunds will be made only on **extremely** rare, case-by-case basis and in extreme circumstances. Partial refunds are *generally* available before the start of the first day of class depending on the date and may take several weeks to process. Any expenses disbursed at that point are not available for refund. Student dismissals from the course or specific class sessions due to misconduct, emergencies, childcare, or transportation issues are not grounds for a full or even partial refund of tuition.
 - *Background Check*: because you will be dealing with patient confidentiality, HIPAA Regulations, as well as State and National medical policies, you will need to pass a Department of Justice background check. While we cannot be certain exactly what might disqualify you for this type of training, serious offenses and convictions are generally disqualifying. Students must also be at least 18 years of age and contain a high school diploma or GED.

- *Health Issues:* because you will be performing your practical skills in a clinical setting, any known medical conditions such as open sores, rashes, or any diseases will all require a physician's release. Any positive test results, i.e. TB or others will be handled on a case-by-case basis and will not disqualify you for a full or partial refund. Unfortunately, because of liability issues, pregnancy may disqualify you from participation in some of our training programs. Students will also be subject to passing a drug test if required by the clinical site/hospital.
- *Professional Conduct:* this is the start of your new career and a very high level of professionalism is expected in the classroom and at all times while participating in the program. Appropriate dress, language, and conduct are hallmarks of a true professional and will be emphasized during your course of instruction. If you are dismissed from any aspect of the program for infractions concerning professional conduct, ***you will not receive a refund for any portion of your registration.***
- *Attendance:* because these classes contain highly technical information and state approved curriculum, it is expected that you attend all lecture, skills, or practical classes during the entire course of instruction. If you are late or miss class time for any reason, discuss your circumstances with the instructor immediately. Missing any class, even if it for an emergency does not constitute grounds for a refund. Missing a class due to childcare or transportation issues is unacceptable and may result in dismissal from the course.
- *Volunteers:* during the course of instruction, you will be required to accomplish 50 venipunctures and 10 skin punctures on actual patients. Many of these will be accomplished in clinicals. However during the in-class skills demonstration, you will be required to provide four volunteers for actual punctures. These volunteers may be family and friends but they must be free of any communicable diseases and at least 18 years of age.
- *Credit:* these are professional training classes designed to prepare you for the workforce. These classes are offered as not-for-credit. You will not receive college credit for these classes and they will not appear on your official college transcript. You will not receive a Tax Form 1098-T, Tuition Statement, for these classes. Traditional forms of financial aid (Stafford, Pell, etc...) will not cover the tuition.

Course Info

Start Date: TBD

Anticipated End: TBD

Days: Tue/Wed/Thu

Times: 6:00pm – 9:00pm (subject to change for clinicals, etc.)

Location: Victor Valley College

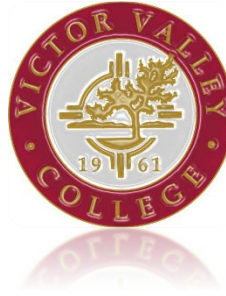
18422 Bear Valley Road

Victorville, CA 92395

VVC Community Education Department:

Contact: Frank Castanos 760-245-4271 ext. 2152

Email: Frank.Castanos@vvc.edu



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I have read and understand the policies and will comply with all school site requirements.

Print Name:

Signature:

Date: