



**SPACS SCHOOL OF PARAMEDICAL STUDIES**

**TEL (876)858-1156, (876)845-4862 & (876)620-9505**

## STUDENT HANDBOOK

2017-2019

FAILURE TO READ THIS HANDBOOK DOES NOT EXCUSE A STUDENT FROM THE REQUIREMENTS, REGULATIONS AND CONSEQUENCES DESCRIBED HEREIN.

The Student Handbook is a publication of the School of Paramedical Studies (SPACS)

### Mission Statement

SPACS Allied Health Program's

### VISION

To combine affordable education with academic and professional excellence in Allied Health Education Studies, which will make an outstanding difference in Jamaica and in the Caribbean region.

### MISSION

The mission of School of Paramedical Studies (SPACS) is to develop capacity building in the area of Allied Health Education Studies with international standards and professional certifications.

To achieve this, the school seeks to;

- Create an affordable and effective learning environment with international standards and professional certifications.
- Present an opportunity to individuals with limited finances to achieve quality education, hence creating a launching pad for such individuals to achieve their life goals.
- Encourage male students to study allied health by offering scholarships to them.
- Increase capacity of Jamaican youths to have opportunities to be gainfully employed, both locally and international.

### Core values

- Excellence – Commitment to the highest level of performance in all facets of the College’s programmes, services, and operations through effective investment and support of all assets.
  - Integrity – Continuous pursuit of fulfillment of mission and goals through transparency and ethical practices in all College operations.
  - Innovation – Commitment to inquiry and the respectful challenging of assumptions to promote creativity, alternative points of view and opportunities for on-going discovery.
  - Inclusion – Promotion of opportunities and advancement for a diverse and dynamic student, faculty/staff, and community population through the creation of a positive, compassionate and reflective culture.
  - Stewardship and Accountability – Commitment to investment in appropriate resources in fulfillment of the College’s mission and goals and reliance on responsible management of human, physical and financial resources.
- Quality assurance - through comparative (With International Standards) feedback approach between students’ academic performance and clinical field report.
  - High standard of education - by benchmarking training approach with Allied Health Schools in USA, Canada, Caribbean and in the United Kingdom and by compliance to all regulations as stipulated by education governing bodies, locally and internationally as they relate to SPACS.

## INTRODUCTION

The School of Paramedical Studies (SPACS) is envisioning as an international College providing quality education and teaching at all levels of allied health science education to students around the world. SPACS is located in Jamaica, an English-speaking country in the Caribbean and was established in October 2012. SPACS offers Health Science programmes with a high level of professionalism, precision and problem solving skills upon which the foundations of specialist training and an independent allied health practice can be built, which facilitates further education and development of students’ knowledge throughout their life.

The curriculum at SPACS is structured around the best US, CANADADIAN and CARIBBEAN medical/allied health schools. The academic program is both accelerated and rigorous, with a focus on preparing students for renewable professional certifications in the UNITED STATES, UNITED KINGDOM, CANADA and the CARIBBEAN. The program’s curricula are designed to reinforce the enduring tenets of the practice of medicine (Allied Health) and ensure the ability of understanding and handling the changing demands of health service in the various fields of society.

SPACS offers full-time programs in Dental Patient Care Technician, Pharmacy Technician, and Medical Laboratory Technician with Phlebotomy Technician. The institution operates on a three semester per one-year session system. Each semester lasts for three months.

Based on our expansive training programme, our students often receive job offers and recommendations from the clinical facility management before or shortly after completing their clinical work experience at those facilities. The understanding from our vision is that our entire student

graduates can fit in properly in any medical/allied health industry as soon as they pass their professional certification examinations and complete the programme.

Each of our students are given tasks to research on their own from different sources ranging from textbooks, relevant books and journal as relating to their program of study and relevant resources on the internet. The school provides free internet access to all our registered students and also encourages group work/collaborations from various departments. Students undergo hands-on practical sessions individually under close supervision of the instructor with basic tools and equipment to work with.

#### AIMS/OBJECTIVES:

SPACS' primary goal is to ensure students are qualified to be formidable members of the Health Industry.

Students should be able to perform effectively and efficiently in health care sector while drawing on their competency based deriving from skill thought at SPACS.

Student should demonstrate efficiency in their skill areas were ever they find themselves will be able to cater to all ranges of patients/clients in the health care sector, wherever they find themselves globally.

SPACS adopts three aspects of medical science in our training programme:

- Complete and comprehensive theoretical sessions.
- A modern approach of practical sessions with adequate instructions and supervision.
- Clinical observation in professional health care facilities. Students have the opportunity to be tutored and supervised by specialized medical professionals in our affiliated hospitals / health care facilities, both locally and abroad.

#### **Purpose, Goals and Objectives**

1. To teach and assist our students with the knowledge and skills to excel in their allied health field.
2. To help students discover and develop the skills of their chosen field in order to earn a living.
3. To contribute to the development of responsibility by self-control, self-discipline and self-direction.
4. To teach and motivate each student to do their very best in the field of allied health whereby, they are competent to successfully pass and fulfill all requirements of any state or national are specific certification exam.
5. To create a sense of self-worth and belonging.
6. To continually update our methods and techniques in teaching by attending professional development courses, seminars and continuing education classes, thus allowing us and our students to meet the present and future demands of our industry.

## Admission Requirements

All prospective students must apply for any of the Allied Health programme at SPACS at [www.spacschoolofparamedicalstudies.com](http://www.spacschoolofparamedicalstudies.com) and submit the application alongside the relevant documents and Subjects requires for at the school location, application can be obtained at the school location as well. Once your application has been accepted, you will be required to pay a non-refundable application fee of \$2000JMD in order to register. Admittance will be at the discretion of the school coordinator. You will be required to present a government issued, non-expired, photo ID and may be required to pass a background check and drug screen (if applicable).

## Student Preparation Tips

There are several things you may want to consider while arranging a successful enrollment plan:

- Choose a start date that allows sufficient preparation time
- Prepare financially
- Plan for dependable transportation
- Obtain dependable childcare
- Consider employment that supports the demands of your education

## Additional Admissions Information

- This school does not recruit students already attending or admitted to another school offering a similar program of study.

- The school maintains cumulative educational records in accordance with all applicable Island and accreditation regulations.

- SPACS Allied Health Programme accepts Jamaican and foreign nationals who are permanent residents (or they have documented proof that they are in candidacy/application part of the process),

- All courses are taught in English. Textbooks and course materials are only offered in the English language.

- Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school.

- SPACS is committed to equal educational opportunity and does not discriminate on the basis of sex, age, physical handicap, race, color, creed, ethnic origin in admissions, career services, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission.

In addition to satisfying the requirement for a high school diploma or CXC, GCE certificate, an applicant must demonstrate the character, readiness and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation(s) for which the

program provides training. In determining whether to grant or deny admission, SPACS will consider information about the applicant's prior post-secondary educational experiences, employment record, Financial status and sometimes any criminal record if find necessary . An applicant may be asked to provide such information and to sign authorizations allowing SPACS to obtain information from other educational institutions, employers, and law enforcement authorities (Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, SPACS makes no guarantee that the criminal record will not be an impediment to the applicant's ability to obtain employment and pursue a successful career.) SPACS also will consider an applicant's statements and demeanor during the admissions and orientation process.

SPACS reserves the right to deny admission to any applicant who SPACS, on the basis of background, record, statements or conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by SPACS.

All applicant will be required to co-sign with Justice Of Peace a memorandum of understanding containing basic rules and regulation financial statement of the school.

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACTS

The school guarantees the right of the students to gain access to their financial aid and academic files. An appointment should be scheduled with a school official. This school official will be present to provide supervision and interpretation of the records when reviewed. No information about the student will be released to third parties unless authorized in writing by the student.

#### Access to Education Records

SPACS Allied Health will provide a student with an opportunity to inspect and review his or her education records within 30 days of the receipt of a request, provide a student with copies of education records or otherwise make the records available to the student if the student, for instance, lives outside of commuting distance of the school and redact the names and other personally identifiable information about other students that may be included in the student's education records.

SPACS Allied Health Programme MAY disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state or local educational authorities auditing or enforcing Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is to the parents of a student who is a dependent for income tax purposes;
- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or

- The information disclosed has been appropriately designated as directory information by the school.
- Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. SPACSc considers “directory” information to include a student’s name, address, telephone number, date and place of birth, honors and awards and dates of attendance. Parents and eligible students may notify the school if they wish to not have this information disclosed.

SPACS also complies with the Consumer Commission standards for safeguarding customer information. These standards apply to all customer information in the school’s possession, regardless of whether such information pertains to students, parents or clients. Administrative, technical and physical safeguards that are appropriate are in place to ensure the security and confidentiality of customer information, protect against any anticipated threats or hazards to the security or integrity of such information and protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer.

#### “SPACS ALERTS” - Emergency Mass Notification System

SPACS offers an alert notification system called “SPACS Alerts.” This notification system provides students with notice of severe weather, campus crisis situations, or important information that could be vital to your safety. The alerts will be in the form of cell phone SMS/text messaging, and voice mail.

#### Allied Health Program Course Descriptions

Medical Billing & Coding (CPC) – Provides students with an opportunity to develop a basic understanding of diagnosis and procedure coding systems, along with the fundamentals of the medical billing process, to produce outstanding career opportunities in office administration and management within a health care setting. Students will study the structure, format, and definitions associated with all three systems and learn to apply and assign the correct ICD-10 and CPT codes in accordance with the conventions and ICD-10/CPT coding guidelines. Course consists of orientation and a few face to face meetings with the bulk of the course being online. 360 hours for the course or 120 hours for the “bootcamp” condensed course for students with prior experience. CPC certification is obtainable through AAPC.

#### SPACS Allied Health Programmes

#### **SPACS ACADEMIC PROGRAMME**

Health services research report in 2009 revealed that allied health professionals comprised 35% of the health care workforce where nurses were at 24% and physicians at 5%, without question, allied health profession make up the largest segment of the health care workforce. The need for additional health care professionals in all sectors is increasing globally.

SPACS is an allied health education based school which focus on producing well prepared graduates to meet the high demand of health care profession. This we had noticed from frequent requests of

students for possible employment from both government and private health care institutions around the parish of St. Ann.

Health care workforces needed are always with the influx of new medical equipment and techniques demanding new skills from existing professionals or the addition of new specialities in the health field. Therefore it is our duty at SPACS to adequately raise our standard of training to equip our students to meet all these demanding challenges after graduation.

Consequently, SPACS currently operate the following health education programme:

1. Medical Laboratory Technician
2. Phlebotomy Technician
3. Pharmacy Technician
4. Patient Care Technician( Enrolled Nurse)

\*Medical Laboratory Technician (MLT) programme runs between 18 months to 24 months which include the work experience (internship) program.

\*Patient Care Technician runs for 18 months with 6 months internship

\*Phlebotomy Technician programme runs for 6 months with 2 months internship ..... while the

\* Pharmacy Technician programme runs for 1 year with 3 months internship program.

### **SPACS Program Overview**

#### 1. Medical Laboratory Technician- Diploma/Associate Degree.

Program code	SPS 001
Credential	Diploma/Associate Degree
Program type	Post-secondary programme
Program duration	2 years (5 semester lectures)
Internship	6 months
Started date	January/September
Curriculum/course outline	Appendix
Professional Certification	American Medical Technology (AMT)-USA
Requirements	5 CXC Subjects or its equivalents including Mathematics, English Language, Biology, Chemistry and one other subjects
Campus	7 James Avenue, Ocho Rios, St. Ann
Tuition fee	\$145,000.00/Programme

SPACS Medical Laboratory Assistant/Technician programme exposes you to the exciting and rewarding world of the medical laboratory, which offers a unique combination of technical employment and the satisfaction of working with a diverse client population.

Emphasis in the Medical Laboratory Assistant/Technician courses is placed on ensuring proficiency in the collection of blood samples, performing routine medicals test and the use of laboratory equipment, and fluency in medical terminology — while developing a professional attitude and demeanor needed for relatively close patient contact. Excellent communication and good interpersonal skills are essential.

The theoretical and practical portions of this SPACS programme are completed within 18-24 months. The program is concluded with a clinical internship that offers real world experience. The compressed delivery format makes the Medical Laboratory Assistant/Technician programme an ideal choice for candidates who wish to quickly enter the workforce.

The programme professional certificate is offered by well renowned and globally sought after allied health professional certification body in America by the name .... American Medical Technologist (AMT)

The School is currently seeking the approval and accreditation for the programme by the University Council of Jamaica.

With the role of medical laboratory assistant/technician expanding, there are numerous opportunities for full- and part-time employment in both the clinic and hospital laboratories. In addition, career opportunities exist in government, research and veterinary laboratories.

## 2. Phlebotomy Technician- Diploma

Programme code	SPS 003
Credential	Diploma
Programme type	Post-secondary program
Programme duration	6 months (2 semester lectures)
Internship	2-3 months
Start date	January/September
Curriculum/course outline	Appendix
Professional Certification	American Medical Technology (AMT)/American Allied Health (AAH)-USA
Requirements	5 CXC Subjects or its equivalents including Mathematics, English Language, Biology, Chemistry and one other subjects
Campus	7 James Avenue, Ocho Rios, St. Ann
Tuition fee	\$75,000.00/Programme

Phlebotomy technicians work with other professionals in hospital and outpatient environments to collect and prepare blood samples for laboratory testing as part of a patient's total care team. The Phlebotomy Technician Certificate Programme thoroughly prepares individuals for a career in this field. The phlebotomy technician is an invaluable member of the clinical laboratory team. New diagnostic techniques, clinical laboratory technology and automated instruments have greatly increased the volume of - and demand for - medical laboratory testing.

Within Six months candidates can earn Phlebotomy Technician certificate which qualifies them to work in the medical field as a phlebotomist. Phlebotomy is often an excellent stepping-stone to other careers in health care such as medical assistant.

Candidates gain a lot of experience in Six months at school. The program entails thorough training courses, on how to draw blood, known as a "stick." Candidates practice sticking skills in the classroom on faculty staff and fellow students so as to get them prepared and confident before starting internship.

The programme professional certificate is offered by well renowned and globally sought after allied health professional certification body in America by the name American Medical Technologist (AMT) and American Allied Health (AAH)



The School is currently seeking the approval and accreditation for the programme by the University Council of Jamaica.

3. Pharmacy Technician- Diploma

Programme code	SPS 002
Credential	Diploma
Programme type	Post-secondary program
Programme duration	1 years (3 semester lectures)
Internship	6 months
Started date	January/September
Curriculum/course outline	Appendix
Professional Certification	American Medical Technology (AMT) )/American Allies Health (AAH)-USA
Requirements	5 CXC Subjects or its equivalents including Mathematics, English Language, Biology, chemistry and one other subjects
Campus	7 James Avenue, Ocho Rios, St. Ann
Tuition fee	\$130,000.00/Programme

Pharmacy technicians work under the direction of a licensed pharmacist to dispense medication and provide information to customers. Pharmacy technicians typically work behind a pharmacy counter at a drugstore, grocery store, hospital, nursing home or other medical facility. This position involves working with pharmacists, patients and occasionally with pharmaceutical representatives. Basic job duties include dosing medications and filling prescription orders, taking care of administrative tasks, and handling basic customer service duties at the counter. Some pharmacy techs lead a team of pharmacy staff members as a lead pharmacy technician. Others may be responsible for managing supply and inventory or providing pertinent information to other healthcare professionals.

The programme professional certificate is offered by well renown and globally sought after allied health professional certification body in America - American Allied Health (AAH)

The school is currently seeking the approval and accreditation for the program by the University Council of Jamaica.

4. Patient Care Technician (Enrolled Nurse)- Diploma/Associate Degree

Programme code	SPS 003
Credential	Diploma
Programme type	Post-secondary program
Programme duration	1 Year-18months (3-4 semester lectures)
Internship	3-4 months
Start date	January/September
Curriculum/course outline	Appendix
Professional Certification	American Medical Certifications (AMCA)/American Allies Health (AAH)-USA
Requirements	5 CXC Subjects or its equivalents including Mathematics, English Language, Biology, Chemistry and one other subjects
Campus	7 James Avenue, Ocho Rios, St. Ann
Tuition fee	\$145,000.00/Programme

Any good hearted individual that wants to brighten patients' lives and make a positive impact, training to become a patient care technician could be right for you. Patient care technician expand the traditional role of a nursing assistant and provide direct patient care and help with daily living activities. These simple tasks can go a long way in improving patients' quality of life or restoring their independence.

As a SPACS patient care technician (PCT), you will have daily hands-on experiences with patients by helping them with procedures such as taking vital signs, performing electrocardiography (ECG), blood draws, and sometimes in hemodialysis units and other needs.

You'll work in settings such as hospitals, rehabilitation centers, dialysis facilities and home health care agencies.

Because PCTs work with patients on a daily basis, they need to have solid communication skills and be empathetic and attentive to their needs.

While in school, the PCT training program will teach you the job duties and responsibilities of:

- Drawing blood
- Performing catheterizations
- Removing sutures and staples
- Managing wound care
- Administering ECGs
- Operating dialysis equipment and performing treatment procedures
- Performing emergency room skills (splints, immobilizations, nasogastric tube removal)
- Inserting intravenous saline locks.
- Attends to maternal and child care.

After completion of your programme at SPACS you may pursue various entry-level positions such as the following:

- Enrolled Nurse
- Patient care technician.
- Physical therapy or rehabilitation aide.
- Phlebotomy technician.
- EKG technician.

SPACS Patient Care Technician (Enrolled Nurse) gives you three qualified certification at the end of the programme, conferred you with formidable and better advantage to serve as phlebotomist or EKG/ECK technician at any health care facility that may need or required your services therefore increasing your chance and opportunity to be employed first with a clear cut edge over other students from other instruction.

The programme professional certificate is offered by well renown and globally sought after allied health professional certification body in America by the name American Medical Association (AMCA) and American Allied Health (AAH)

The School is currently seeking the approval and accreditation for the programme by the University Council of Jamaica.

#### Methods of Payment

Cash, check (if qualified) are accepted forms of payment.

If a class does not have enough registrations for the class to be held and the coordinator cancels the class, students can be issued a refund for their deposit or request a place be held in a future class.

## PROFESSIONAL DEVELOPMENT GUIDELINES

Our courses provide essential knowledge and skills to enable you to be a successful professional in the healthcare industry. Establishing professional work habits are a primary focus in all of our courses. The following is a general description of our Student Guidelines, which outline what we expect from our students and what you can expect from our team.

### Absences

An absence due to illness, death in the immediate family, and/or any other unavoidable circumstance must be reported to the school. Leave of Absence can be granted for documented medical emergencies, jury duty, or military orders for up to 6 months for student who has completed 42 hours of theory. Prior to completing 42 hours, students will not be granted LOA and must follow the attendance policy detailed in the Statement of Understanding and school policy.

### Advising

All staff members are available for individual advising of students with school related problems. Staff members are knowledgeable for advising and placement services. Staff members are not professional counselors; however, they may provide information leading to personal counseling referrals with professionals.

### Attendance

Since class size is limited by school space, the school insists upon prompt and regular attendance at all times. The student is required to report to school at the regularly scheduled time. All students must attend according to the specific program requirements detailed in the Statement of Understanding to be signed by the student.

### Corrective Action

Our goal is to provide clear direction and feedback on your performance. When you choose to perform or behave outside of our guidelines, corrective action will be taken and may include:

- Written warning
- Suspension or expulsion

### Grievance

SPACS has an “open door” policy for all students regarding complaints and concerns. This policy allows all students to work directly with the student services coordinator initially and, if matters cannot be resolved, the school programme director is next.

If an individual has a grievance, they should report to the student services coordinator within 48 hours of the incident with a written document addressing the complaint. The school coordinator/director will then review the complaint and will refer the student to the appropriate area for additional resources and/or solutions.

#### Grounds for Dismissal/Suspension

The school reserves the right to dismiss/suspend a student for any reason, including but not limited to the following: providing fraudulent information or documentation of requirements for admission or attendance; failure to attend classes regularly; refusal to complete assigned classes or clinical work; breach of school rules and regulations; falsification of school records; cheating; conduct or conditions that pose a direct, adverse threat (including bullying) to other students, guests or employees of Campbellsville University; or failure to make required payments. Intentional destruction of school property, destruction of other students' or staff members' property, physical violence and threats of violence can mean immediate dismissal/suspension without previous warning.

#### Harassment

SPACS firmly believes that each individual has the right to study and work in an environment that promotes equal opportunities for all and prohibits discrimination, including any form of harassment. Students who feel harassment has occurred should file a report with the dean of student services, director of personnel services or director of counseling services.

#### Hours of Instruction

Hours are based on the individual program requirement.

#### Make-up Work

Make up work is associated with any missed or failed assignments. All theory, practical and lab work should be made up following an absence. The student's responsibility is to make sure he/she has obtained all notes and assignments. See specific course syllabus for turning in late work and grading scale.

#### Professional Code of Conduct

- Students are required to dress and groom themselves in a manner befitting the highest professional standards established by the school.
- Our school/campus is smoke-free.
- Students are responsible for the cleanliness of their work area and equipment used throughout the day.
- Late arrivals will be clocked on the nearest ¼ hour.
- Each student is required to keep attendance hours logged on appropriate forms.
- Students are responsible for their own education. Be prepared for class by having required class materials and completed assignments each day.

- All electronic devices must be turned off or silenced upon reporting to school. Devices are not to be used during class time unless given verbal permission by the instructor.
- Safety and physical demands of the profession:
- Maintaining good body posture will eliminate straining your back, legs and feet.
- For people who are extremely sensitive, latex exposure may cause an allergic reaction. It is the student's responsibility to alert the instructor of any known allergies.
- Professional and courteous conduct is expected. Respectful communication with staff and fellow students is required. Unnecessary conversation, creating noise, causing discord, abusive language or using racial, sexual, ethnic or religious slurs or references is prohibited and may result in termination from the program.
- Gross negligence, abuse or endangering the health or welfare of any staff member, student, visitor, or other, including the use of verbal or written threats, bullying, intimidation, coercion, abusive language, or inappropriate physical behavior is prohibited and may result in termination from the program.
- Family and friends may visit the school as approved by the instructor.

#### Record Retention

Student records shall be maintained for 5 years after a student either graduates or terminates training. The school will maintain adequate permanent student records which will include:

- Evidence of compliance with the school's admissions requirements
- Dates of admission start dates and withdrawal or completion dates
- Reasons for withdrawals when known
- Attendance
- Tuition records, when applicable

#### Student Appeal Procedure

Students may appeal any decision by using the following procedure:

1. Submit a written request for a hearing to the school director/coordinator and include:

- Name, address, and telephone number of person requesting the hearing.
- Date of incident or decision
- Written statement of incident or decision being appealed.
- Names, addresses and telephone numbers of persons (other than the student) who have knowledge regarding this appeal.

2. A date for the hearing will be set within thirty (30) days from the date the request is submitted. The student and the school may request information from witnesses.

3. The hearing officer shall make all decisions with respect to procedure and the type of hearing to be held.

4. The hearing officer shall render a written decision within thirty (30) days of the date of the hearing.

#### Students' Rights

#### Uniforms & Supplies

SPACS Allied Health Programme reserves the right to change the dress code at its discretion. Students will be given a uniform policy at the beginning of the course.

Students must dress appropriately at all times.

- Questionable student dress, appearance, hairstyle or hair color for which there is no guideline will be ruled either acceptable or unacceptable by the program director or the instructor in charge.

#### Withdrawal

Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at the point of withdrawal. If a student drops a course for any reason, at any given time during the course, and they wish to finish the course at a later date, they will be required to reapply for a new course date and repay the non-refundable deposit and any remaining unbilled balance in order to finish the course. If more than 6 months have passed since the initial withdrawal, the student will be required to restart from the beginning of the new class, thus no previously earned hours will be credited.

A student will be considered as withdrawn when one of the following occurs:

1. The student notifies the Program Director, in writing, of his/her intent to withdraw.
2. The student is administratively withdrawn for lack of attendance according to the specific program requirements detailed in the Statement of Understanding signed by the student.

#### Re-enrollment policy

Students who have withdrawn or been suspended from school may apply to be readmitted for a new course date and must repay the non-refundable deposit. If you are terminated from a course, you cannot reapply.

Students who fail to adhere to the guidelines or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.

#### NOTES: