

**Top Knowledge Healthcare Institute**  
**22 Light Street, Suite 405**  
**Baltimore, Maryland 21202**  
**Phone: 410-528-1600 • Fax: 410-528-1663**

**ENROLLMENT AGREEMENT FOR  
THE 75-CLOCK HOUR GERIATRIC NURSING ASSISTANT PROGRAM**

**Student Information**

Student name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone #s: H: \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_

Email: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone#: \_\_\_\_\_

**Program Information**

Training start date: \_\_\_\_\_ Training end date: \_\_\_\_\_

Days/Evenings/Class Meets: (circle)                      M   T   W   Th   F   Sat   Sun

**Class Hours**

**Evening Session**

The evening session operates for 3 weeks and 2 days. The first 8 days of the program consist of theory and laboratory. The last 5 days of the program consist of the clinical rotation. The evening session operates Wednesday-Friday during week 1 and Monday-Thursday during the remaining weeks. Classroom and laboratory hours during week 1 are from 5:00 pm-10:30 pm, which is 5 clock hours/day and 15 clock hours/week. For the remaining weeks, classroom and laboratory hours are from 5:00 pm-10:30 pm, which is 5 clock hours/day and 20 clock hours/week. The last day of the classroom and laboratory portion, the hours will be from 5 pm to 7:30 pm, which is 2.5 clock hours for that one day. Clinical hours are from 3:30 pm-11:30 pm, which is 7.5 clock hours/day for five days. The total clinical experience is 37.5 clock hours long.

**Schedule of Tuition & Fees**

The total program costs for the certified nursing assistant (GNA) training program are detailed below:

<b>Charges</b>	<b>Cost</b>
Registration Fee	\$ 50.00
Tuition	\$ 610.00
Hartman's Nursing Assistant Care 4 <sup>th</sup> Ed. And Workbook	\$ 35.00
<b>Total</b>	<b>\$ 695.00</b>

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<b>Other Charges</b>	<b>Costs</b>
Navy Blue Scrubs-Payable to Uniform Store	\$ 30.00
BLS or CPR Certification-Payable to Training Facility	\$ 60.00
GNA Exam Fee-Payable to Pearson Vue	\$ 105.00
<b>Total</b>	<b>\$ 195.00</b>

**Note: Criminal convictions may affect a student’s ability to be licensed, registered or certified by the Maryland Board of Nursing.**

**Note: Top Knowledge Healthcare Institute does NOT sell scrub uniforms. The above price is only an estimate.**

**Payment Plans**

<b>Amount</b>	<b>Due Date</b>
\$ 50.00	At Registration
\$345.00	First Day of Class
\$300.00	Week 2
<b>\$695.00</b>	<b>Total</b>

**Graduation Requirements**

Upon successful completion of the program, the student will receive an Achievement Award. Successful completion requires:

- Students must demonstrate 100% accuracy on all skills taught in the laboratory setting to obtain a “Pass” for this portion of the program.
- Students must demonstrate 100% accuracy on all skills performed in the clinical setting to obtain a “Pass” for this portion of the program.
- Maintain at least a 80% attendance rate in class. This means a student cannot miss more than 7.5 hours of class.
- Maintain at least a 80% attendance rate for clinical. This means a student cannot miss more than 7.5 hours of clinical. However, any missed clinical time must be made-up. To be eligible for graduation, a student must complete 100% of all clinical hours.
- Achieve a minimum grade of 80% on all quizzes and exams
- All Financial obligations to the school satisfied

**Career/Job Services**

Top Knowledge Healthcare Institute does not provide job placement for their graduates. In addition, Top Knowledge Healthcare Institute cannot guarantee salaries upon graduation.

**Cancellation**

Top Knowledge Healthcare Institute maintains the right to cancel/postpone any class prior to the scheduled date. Every student enrolled in the class being canceled will be notified using the number on file.

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**Leave of Absence**

Top Knowledge Healthcare Institute does not grant leaves of absences. Students interested in cancelling enrollment may notify the Director of Nursing that they wish to withdraw from the school in writing. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance and shall be paid out to the student within 60 days from the date of withdrawal or termination.

**Refund Policy**

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the school within seven calendar days after having signed the enrollment agreement. The refund will be paid out within 7-10 calendar days from the date of request in the form of a check.
2. If the student chooses not to enroll after the seven-day cancellation period, but before the first day of instruction, the school will retain the registration fee.
3. If, after the seven-day cancellation period expires, a student withdraws or is terminated after the instruction begins, refunds will be made based on the total contract price for the program and will include all fees, except the registration fee, admission test fee and any charges for materials, supplies, or books which have been purchased by, and are the property of the student. The minimum refund that the school will pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follow:

Proportion of Total Class Taught By Date of Withdrawal	Tuition Refund
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No Refund

4. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
5. Students interested in cancelling enrollment may notify the Director of Nursing that they wish to withdraw from the school in writing. The date of withdrawal or termination is the last date of attendance by the student. Refunds are based on the last date of attendance and shall be paid out to the student within 60 days from the date of withdrawal or termination.
6. Books, skills bag and school patches purchased from Top Knowledge Healthcare Institute must be in the original condition in order to receive a full refund.

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STUDENT ACKNOWLEDGMENT:

- I have read and understand this Enrollment Agreement Form
- I have received a copy of the school's current catalog
- I acknowledge receipt of an exact copy of this Enrollment Agreement Form
- I have been advised to keep this document as well as copies of all financial documents.
- I understand this contract is legally binding after the school representative and I sign this document.
- The enrollment contract may be extended or modified only with the written consent both parties signing below. (Applicant and School representative)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of (name of school) official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date