

Dominion Academy, Inc.

7726 Finns Lane, Suite LL2
Lanham, MD 20706
Ph: (202) 409-6564

First Time Register _____ Re-enroll _____
Program: Day _____ Evening _____

ENROLLMENT FORM NURSING ASSISTANT PROGRAM

SS Number: _____ - _____ - _____ or Alien Number _____ Date of Application: _____

Legal Name: _____ Sex: M ___ F ___ Age _____

Last First Middle (Name or Initial)

Maiden Name (if different): _____ Martial Status: _____ Date of Birth: _____

Permanent Address: _____ Race: _____

Home Number _____

Name of Current Employer: _____ Work Number: _____

Employer's Address: _____

Education:

I have graduated high school _____ YES _____ NO _____ YEAR Name of School _____

I have a GED _____ N/A _____ YES _____ YEAR Name of School _____

School Name/Test Center _____ City _____ State _____

Enrollment Information: Start Date _____ Projected Graduation Date _____

Program Information: Nursing Assistant Program, 120 clock hours, Day Program: 4 Weeks, 30 hours per week, 6 hours per day (includes lunch), Monday through Friday and Evening Program: Lecture Monday – Friday Five (5) days/week for 4.8 weeks & 5 hours/day Evening Section Variations: two (2) laboratory days will end an hour early and four (4) clinical days will be ½ hour longer.

Schedule: (check one) 8:30 a.m. – 2:30 p.m. • -OR- 3:30 p.m. – 10:00 p.m. •

The cost of the program is:

Registration Fee	\$ 80.00 (included in tuition)
Tuition	\$ 820.00
First Day of Class	\$ 410.00
Weekly/Bi-Weekly Payment	\$ 205 x 2 payments
Skills Kit	\$ 100.00
Text Book	\$ 120.00

Student may purchase books, supplies, and equipment from DA or from outside vendor.

Program Completion: In order for a student to successfully complete the program the student must achieve a grade of “C” or better in theory, “P” Pass in laboratory and clinical, a minimum of 90% attendance rate, and then will receive an Achievement Award for program completion.

Dominion Academy 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: DA reserves the right to cancel/postpone any program prior to the scheduled start date for which there is deficient registration. If DA program is cancelled or rescheduled at a time during which the student is unable to attend, tuition for that particular program will be refunded. Tuition is the cost of instruction. Each of the programs cost different amounts. **All tuition and fees are payable as outlined for their program of study.** Students are required to pay in full the amount listed in the DA payment plan.

The school does not have any other partial payment plan. Students with billing or payment questions or problems should contact Student services Account representatives.

Dominion Academy will hold any student liable for any delinquent account until such time as their indebtedness is removed. The school reserves the right to **withhold transcripts** and all other information regarding the record of any student who is in arrears in the 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.

Refund Policy: Dominion Academy's refund policy has been prepared according to the requirements of the Maryland Higher Education Commission. The student is responsible for the tuition and fees stated herein. With that understanding, the "**refund**" shall be defined as the return of money, cancellation of obligation or otherwise extinction of the debt and the following policy shall prevail. The registration fee is non-refundable after the seven-day cancellation period as required by Maryland's minimum refund policy. However, it can be transferred to another class within a (3) month period. If a student should wish to cancel for any reason, intent to cancel should be in writing to Dominion Academy, Inc. prior to the start of classes. After classes begin, a student withdrawing from the school should inform the school of his or her intent. Under the following circumstances, all or part of tuition will be refunded: If DA closes or discontinues a course or program, DA shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

All fees paid by a student shall be refunded by DA if the student chooses not to enroll in or withdraw from a school within 7 calendar days after having signed a contract. If the student chooses not to enroll after the 7-day cancellation period but before the first day of instruction, DA will retain the application fee or registration fee. If, after the 7-day cancellation period expires, a student withdraws after instruction begins, refunds shall be based on the total contract price for the course or program and shall include all fees, except the application, registration or enrollment 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 DA shall pay a student who withdraws or is terminated after 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of total course or program taught. by date of withdrawal	Tuition refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

A ***refund due*** a student shall be based on the date of withdrawal or termination and paid within 30 days from the date of withdrawal or termination. The date of withdrawal or termination is the last date of attendance by the student. In the case of an official leave of absence, if a student fails to return to DA by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 30 days of the scheduled last day of the leave of absence. Failure to complete payment prior to withdrawal does not relieve you of financial liability.

This refund policy is in accordance with the provisions of Maryland Higher Education Commission.

I, _____, understand that the tuition must be paid in full before the end of the program. I understand that I am responsible for making monthly/weekly tuition payments. I understand that I am responsible for my state certification fee. I understand that I am responsible for purchasing the required books. I understand that Dominion Academy will provide handouts, clinical instructions, a certifi of training, and official transcript needed to apply for state certification.

ACKNOWLEDGMENT I have read and understand this Application for Enrollment and I acknowledge receipt of an exact copy of the same. I acknowledge that no 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 signatures 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 beginning 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 of the School and its representatives. I have also been advised to keep a copy of all documents regarding enrollment and financial obligation.

_____	_____
<i>Student</i>	<i>Date</i>
_____	_____
<i>School Representative</i>	<i>Date</i>