



Phlebotomy Plus LLC 4550 Balfour Rd STE B Brentwood, Ca 94513 Office: 925.226.8617

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Last Name	First Name	MI	DOB	Student ID
Address	City	State	Zip Code	SSN XXX-XX- last 4 digits
Home Phone #	Mobile #	E-mail:		

<b>Program Title:</b>	Phlebotomy Technician Program
<b>Total number of Clock hours to complete:</b>	80 Clock Hours (4 weeks didactic) & 40 hours minimum externship hours
<b>Type of Certification:</b>	Phlebotomy Technician Certificate of Completion
<b>Program Start Date and Completion Date:</b>	Start Date: _____ Completion Date: _____
<b>Period Covered by the Enrollment Agreement:</b>	Start Date: _____ Expiration Date: _____
<b>Campus Address and Location of Instruction:</b>	<b>4550 Balfour Rd STE B Brentwood, Ca 94513</b>

**The Phlebotomy Technician Program** is for the motivated adult wanting a new medical career as a certified Phlebotomist. The program will prepare the graduate to become an allied health professional with skills to perform the duties of a phlebotomist in various clinical laboratories. The program includes four weeks of didactic course (40 hours) and laboratory (40 hours), and a minimum of 40 hours of clinical externship. Lectures in the didactic course include but are not limited to anatomy and physiology, medical terminology, phlebotomy procedures, advanced phlebotomy procedures and office procedures. Clinical externship at our affiliated laboratory provides hands-on training in venipuncture technique. During this clinical externship students are required by California Department of Public Health Services-Laboratory Field Services to obtain a minimum of forty (40) hours of training and a minimum fifty (50) successful venipuncture and ten (10) dermal skin punctures. All clinical experience will be supervised by a licensed phlebotomy instructor. Completion of this course will not automatically qualify a graduate to work as a phlebotomist. However, once a student successfully achieves the assessment for skills and

competency, he/she will be able to sit for the national exam. Participants who passed the national exam, and successfully completed the required hours and number of venipunctures will enable the student to apply for California Department of Public Health Services, -Laboratory Field Services state License.

**Campus and Location of instruction:** 4550 Balfour Rd. ST B Brentwood, Ca 94513 **Type of Certification Received:** Phlebotomy Certificate of Completion

### **PHLEBOTOMY TECHNICIAN PROGRAM OBJECTIVES**

1. To meet the requirements set forth by the department of Public Health Laboratory Field Services which entitles graduates to their certificate as a Phlebotomy Technician.
2. To prepare a knowledgeable entry-level employee with technical skills and work habits necessary to perform effectively as skilled professional phlebotomist.
3. To teach courses in anatomy, physiology, medical terminology, phlebotomy procedures, advance phlebotomy procedures and office procedures.
4. Provide clinical activities that include patient identification and requisition, patient preparation, equipment selection and assembly, selection of various venipuncture procedures, post puncture care and instruction, transport, and processing specimen.

At the completion of the phlebotomy program, the student will be able to:

- Assume a wide range of responsibilities in a clinical laboratory
- Perform front office duties, current procedural terminology coding, and paperwork
- Maintain patient confidentiality
- Perform laboratory computer operations
- Perform quality control checks while conducting clerical, clinical and technical duties
- Prepare patients for collection procedures associated with laboratory samples
- Comply with all procedures instituted in the procedural manual
- Collect routine skin puncture and venous specimens for testing as required
- Collect urine drug screen specimens
- Process specimens and perform basic laboratory tests
- Prepare specimens for transport to ensure stability of sample
- Transport specimens to the laboratory
- Promote good public relations with patients and hospital personnel
- Assist in collecting and documenting monthly workload and recording date
- Maintain safe working conditions
- Perform quality control checks on pact instruments
- Sit for the credentialing examination
- Participate in continuing education programs

## PHLEBOTOMY ENROLLMENT REQUIREMENTS

- Age 18 or above (requires picture identification: Driver's License, passport, or Visa)
- Provide official transcript showing graduation date from an accredited high school in the U.S.

**OR**

- Pass one of the following tests:
- General Educational Development (GED)
- High School Equivalency (HiSET)
- California High School Proficiency Examination (CHSPE)

**OR**

- Provide official transcripts showing credit for general education courses completed at an accredited college or university.
- You must have a social security number, therefore; you must be a US Citizen or eligible to work in the United States.
- Phlebotomy Technician Program is taught in **English only**. Applicants must speak, read, and write in English. \*\*
- A criminal background check and drug screening will be required. This is required by the clinical training facility and for State licensure for the CPT1 program.
- Proof of Medical Insurance (see the Travel Disclosure)
- Complete application form for Admission.
- Read and review Catalog and School Performance Fact Sheet
- Applicant must pay applicable Registration Fee
- Each person is accepted only if, in the school's opinion, such an individual has the possibility of success in the chosen objective.
- Visa services are not provided. Phlebotomy Plus LLC does not admit students from other countries, nor vouch for student status.

*\*\*If a student's primary language is not English and received a score less than 12 on the SLE, after two attempts, they would have to submit a language proficiency certificate from TOLEFL (Test of English as a Foreign Language.) We require a minimum score of 50.*

### Non-US transcripts

All non-U.S. transcripts must be evaluated by "Current Members" of the [National Association of Credential Evaluation Services \(NACES\)](#) or "Endorsed Members" of the [Association of International Credential Evaluators, Inc. \(AICE\)](#). Official transcript from the university is required in addition to the evaluation. The evaluation service will send an evaluation of your educational institution and academic courses directly to LFS.

To obtain an application, instructions, and information, visit them on the web:

- [National Association of Credential Evaluation Services \(NACES\)](#)
- [Association of International Credential Evaluators, Inc. \(AICE\)](#)

If you are an applicant whose education and training/experience is from a non-U.S. school,

## Enrollment Agreement

college, university, or clinical laboratory, please make sure that your name is printed in English on all your transcripts and supporting documents and that it matches your name on the application.

Laboratory Field Services Personnel Licensing Section requires you to provide your official transcript from an accredited institution to review and determine your education and course qualifications. To be considered official, transcripts must be signed by the school registrar, indicate date of graduation and degree awarded, and postal mailed to LFS in a sealed envelope directly from the source. We do not accept scanned, or photocopies of transcripts uploaded or emailed by the applicant for authentication purposes. If your transcript is under a different last name, you must upload legal proof of name change to associate the name discrepancy.

**Note:**

An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language. If the recruitment to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statement shall be in that language. CEC §94906(a) (b)

**Curriculum**

<b>Module</b>	<b>Topics</b>	<b>Clock Hours</b>
<b>Basic Phlebotomy Curriculum</b>		
<b>1</b>	Orientation to Certified Phlebotomy Technician I Infection Control Standard Precautions & Safety	<b>5.0 hrs</b>
<b>2</b>	Patient and Specimen Identification Proper Selection and preparation of skin puncture	<b>5.0 hrs</b>
<b>3</b>	Proper Selection of antiseptic Proper Selection of blood collection equipment Proper Selection of tubes and additives Proper order of draw Proper post puncture care Clinical Practice	<b>5.0 hrs</b>
<b>4</b>	Blood and It's components Appropriate disposal of sharps, needles, and waste	<b>5.0 hrs</b>
<b>5</b>	Cardiovascular System / Respiratory System	<b>5.0 hrs</b>
<b>6</b>	Digestive System / Endocrine System	<b>5.0 hrs</b>
<b>7</b>	Integumentary System	<b>5.0 hrs</b>
<b>8</b>	Nervous System / Urinary System	<b>5.0 hrs</b>
<b>Advanced Phlebotomy Curriculum</b>		
<b>9</b>	Advanced Infectious Disease Control and Biohazards	<b>5.0 hrs</b>
<b>10</b>	Anticoagulation Theory Pre-Analytical Sources of Error in Specimen Coll., Trans., Proc., and Storage	<b>5.0 hrs</b>
<b>11</b>	Anatomical Site Location and Patient Preparation Risk Factors and Responses to Complications	<b>5.0 hrs</b>
<b>12</b>	Corrective Actions Related to Test Requisitions, Specimen Transport and Proc.	<b>5.0 hrs</b>
<b>13</b>	Communication, Interpersonal Relations, Stress Management, Prof. Behavior Ethics and Legal Implications	<b>5.0 hrs</b>
<b>14</b>	Legal issues related to blood collection	<b>5.0 hrs</b>
<b>15</b>	Quality Assurance Legal Issues	<b>5.0 hrs</b>
<b>16</b>	Observation of Arterial Punctures/ Final Exam	<b>5.0 hrs</b>
<b>Total</b>		<b>80 Clock Hours</b>

## **METHOD OF INSTRUCTIONS**

- Multimedia • Demonstration and Laboratory Practice • Small and Large Group Discussion
- Handouts and Quizzes • 1 on 1 Instruction and Skills development • Instructor led lectures

## **MAXIMUM CLASS SIZE**

The maximum size for each class at Phlebotomy Plus LLC will be 15 students per session. Each class targets a maximum enrollment at fifteen students. When enrollment exceeds fifteen students and at the instructor's request, Phlebotomy Plus LLC will have additional instructors to assist students during clinical training. To provide a more 1-on-1 skills training during the Laboratory (Practical) portion of the program.

## **CLINICAL LABORATORY TRAINING**

Clinical Laboratory training will be conducted during the second part of each session. Each day 2.5 clock hours will be dedicated to class lectures and the second 2.5 clock hours will be dedicated to clinical hands-on practice in the laboratory.

## **PHLEBOTOMY EXTERNSHIP REQUIREMENTS**

- Current Tuberculosis screening test (PPD) \* within past 6 months. If a student's results are positive, the student must have proof of negative chest x-ray within 2 years.
- Vaccinations: o Hepatitis B (must be within 20 years). If not complete, proof of immunization must be shown for the 1st shot within 1 month or 1st and 2nd shot within six months.
- Current BLS/CPR (American Heart Association Healthcare Provider) is required.
- Background Check (Results could impact the student's ability to attend the clinical externship, to complete the course's graduation requirements, or to obtain certification after completion of the course.) Please note if you have any legal conviction in your record, this will be subject to review by the State of California Department of Public Health.

## **GRADUATION REQUIREMENTS**

Upon successful completion of this program, the student will receive a certificate of completion from Phlebotomy Plus LLC. Successful completion of this institution's requirements includes the following:

- The student satisfies program attendance requirements.
- The student receives a passing grade on all quizzes and training exercises.
- The student receives a passing grade on the program's final examination.
- The student receives a pass (pass/fail) on all venipuncture techniques and other practical exercises, including approval to proceed to externship.

## Enrollment Agreement

- The student has no outstanding financial obligations to this institution
- The student successfully passes (pass/fail) the off-site externship program.

### **ATTENDANCE POLICY**

Each student is expected to attend 100% of all scheduled course/program classes, activities, and experiences. All absences, including interruption for unsatisfactory attendance/unexcused absences and tardiness, must be made up hour for hour (often minimum hours are also mandated by state regulation). Due to the accelerated nature of the course, any absenteeism must be made up prior to the student receiving a certificate of completion. A maximum of two missed didactic scheduled classes is allowed. "Make up Day" will be scheduled with the course instructor. Campus make-up time must be completed prior to progression to the next segment of the program unless an extension is pre-approved by the program director. If a clinical day, class, or lab is missed, in whole or in part, the student must be present an equivalent amount of time on campus performing exercises and assignments designed to simulate and replace those learning experiences missed.

\*\* The Director will be notified of violations of attendance standards for all students.

\*\*Attendance (beginning and ending times) is required and recorded daily, weekly and into a cumulative format.

### **GRADING POLICY**

#### **CLASS/ DIDACTIC (On campus)**

- Each student must pass each course with a grade not less than 70%.
- Any student falling below 70% of the cumulated grade during the course will be counseled and offered remediation.
- Each student must maintain a 70% cumulative grade to take the final exam.
- Each student must obtain a 70% grade on the class final exam to progress to the next class in sequence (for course with multiple classes).
- Each student must also obtain a 70% grade on the course comprehensive final to qualify for the certification exam.
- Each student scoring less than 70% is allowed one (1) opportunity to retake a course comprehensive final.
- As with many career preparation courses, there is a comprehensive Competency Assessment. This examination includes both a Didactic and a Practical Components  
Each student must pass both parts to qualify for the Certificate Exam
- Each student must complete all performance check offs by the conclusion of the course.
- Each student must have current skills checked off prior to performance in the clinical setting (for courses with concurrent clinical experiences.)

**LABORATORY (On campus)**

- Any student failing a check off will be counseled and offered remediation.
- Each student performing at an unsatisfactory level is offered the opportunity to retake the lab comprehensive final.
- Each student will be permitted to progress to the next class (for courses with multiple classes) only when they have passed all the skills of the previous class by the posted deadline.
- Part of the course Competency Assessment includes a Practical examination. Students must pass this assessment prior to being permitted to perform the related skills with real patients in the clinical setting (externship).
- A student must have completed all clinical assignments and scheduled hours by the conclusion of the course.
- Any student failing a clinical day will be counseled and offered remediation.
- Any student failing more than one clinical day will result in termination of the student from the program.

This student will be given the opportunity to enroll in a subsequent course and repeat the entire process.

Final Grade (At the conclusion of each course the student will be issued one of these grades)

A = Outstanding performance 90 – 100%

B = Above average performance 80 – 89%

C = Average performance 70 – 79%

D = Lower than average performance 60 – 69%

F = Unsatisfactory 0 – 59%

P = Pass F = Fail W = Withdraw A grade of “C” is the minimum requirement to graduate.

**SATISFACTORY ACADEMIC PROGRESS**

Phlebotomy Plus LLC ensures that all students, not just those receiving financial assistance, will be evaluated at the end of every term for Satisfactory Academic Progress (SAP.) With SAP, all enrolled students’ academic standing in the course will be assessed. Satisfactory Academic Progress is considered a success when a level of competence in all course work is achieved. Course work includes the didactic instructions, laboratory, and clinical setting. A level of expertise is expected which is consistent with that of what is required in passing the exams. If such expertise is achieved, it guarantees the safety of all students and of the patients and occurrence of errors that may cause severe injury will be prevented.

\*QUALITATIVE GRADE POINT AVERAGE (GPA) and ACADEMIC STANDING: To achieve an SAP, each student must maintain a minimum requirement of 70% or “C” at the conclusion of every evaluation period -- at 25%, 50%, 75%, and 100%.

\*QUANTATIVE COMPLETION RATE: Student must successfully earn at least 67% of overall clock hours for 150% of program length. Clock hours earned versus clock hours attempted. Both Qualitative and Quantitative measurements will be calculated during evaluation period. For short programs, the evaluation periods will be conducted at 25%, 50%, 75% and 100% of



normal program length. This grade is final. A grade of “C” is the minimum requirement to graduate.

\*\* The Director is to be notified of any change to a student.

### PHLEBOTOMY PROGRAM FEES AND EXPENSES

Tuition	Includes cost of didactic instruction, externship, lab supplies and equipment, three sets of uniform (scrub top and bottoms) and background check. Prorated upon course withdrawal. Refer to Refund Policy	\$2900.00
Registration:	<i>Non-refundable:</i> Application fee and seat reservation	\$250.00
STRF Fee:	<i>Non-refundable:</i> Student Tuition Recovery Fund (STRF)	\$ 7.50
Textbook	<b>Phlebotomy Essentials, Enhanced Edition by Ruth McCall   Jul 7, 2020,</b>	\$75.00
Phlebotomy Exam	NHA Exam Fee and Proctor Fee	\$125.00
Background Check and Drug Screen	Pre-Check Background Check and Drug Screen	\$103.50
BLS (CPR+AED) TRAINING	Externship Requirement completed through American Heart Association (AHA) Includes: Class and Card (\$80) and optional Book (\$15)	\$78.00
California Department of Public Health License Application Fee	Online Registration Fee to obtain a Certified Phlebotomy Technician (CPT-1) license in the State of California.	\$ 100.00
<b>Estimated Total Charges Due to Phlebotomy Plus LLC</b>		<b>\$3157.50</b>
<b>Estimated Total Charges Out-Of- Pocket</b>		<b>\$481.50</b>
<b>Estimated Total Charges for the Entire Program:</b>		<b>\$3639.00</b>

Phlebotomy Plus’s preferred method of enrollment is through their website:

[www.phlebotomyplusllc.com](http://www.phlebotomyplusllc.com)

Should the applicant not have access to the website to process your enrollment on-line contact the school at 925.226.8617

Acceptable forms of payment: Visa, MasterCard, or Check, PayPal, Affirm, or payment plan through a private institution acquired by Phlebotomy Plus LLC.

**\*Equipment will be used by students during the clinical portion of their training. All equipment costs have been included in the tuition cost.**

## STUDENT'S RIGHT TO CANCEL

Each student has the right to cancel his/her Enrollment Agreement (EA) for a program of instruction, without any penalty or obligations (Registration Fee and STRF are Non-refundable) including any equipment such as books, material and supplies or any other goods related to the instruction offer in the Agreement, through attendance at the first-class session, or the seventh day after enrollment, whichever is later. After the end of the cancellation period, the student also has the right to stop school at any time; and you have the right to receive a prorated refund if you have completed sixty percent (60%) or less of the program.

Cancellation may occur when you give written notice of cancellation to the following address:

**Mail to: Phlebotomy Plus LLC 4550 Balfour Rd STE B Brentwood, Ca 94513**

**By Email: [info@phlebotomyplusllc.com](mailto:info@phlebotomyplusllc.com)**

**You must exercise your right to cancel or withdraw by: \_\_\_/\_\_\_/\_\_\_**

## WITHDRAWAL AND DISMISSAL POLICY

Students have the right to withdraw from the program of instruction at any time after the period of cancellation (indicated on the Enrollment Agreement). Students who completed sixty percent (60%) or less of the scheduled hours in the current payment period of the program through the last day of attendance will receive a prorated refund. The refund will not include the registration fee (\$250.00), less deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed more than sixty percent (60%) of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. To withdraw from the program, the student must submit to the school a signed written withdrawal statement/form.

Student can be dismissed or withdrawn administratively from the program due to:

- a. Students demonstrated poor academic progress. Students failing course work will be evaluated on an individual basis.
- b. Students received disciplinary incident reports from faculty, staff, or clinical instructor of unacceptable student conduct. A student who was administratively withdrawn due to disciplinary reasons, the student cannot be re-enrolled.
- c. Student failed to attend class for more than three (3) consecutive "unauthorized" class days. Withdrawal date will be the last day of record.

## COURSE CANCELTION

Phlebotomy Plus LLC may cancel any course, class, or program entirely for any reason. In such a case, the student is entitled to a full refund of all fees, including registration fee and textbook fees (if books are returned in excellent condition). If desired or requested, Phlebotomy Plus LLC will provide a shipping label for you to return the textbooks. Phlebotomy Plus LLC will issue a refund within ten (10) business days. There may or may not be an adequate opportunity to notify students in advance. We will make every reasonable effort to prevent this from happening. Inconvenienced students will be provided automatic admission to the next equivalent course. A refund of all course costs will be granted unconditionally.

## REFUND POLICY AND MISCELLANEOUS FEES

Note fee and refund schedule is as follows:

1. Student is obligated to pay only for educational services rendered and for unreturned equipment.
2. Registration Fee (\$250.00) is not refundable. Please refer to Course Cancellation Policy and Student's Right to Cancel.
3. Program tuition fee balance is due at the beginning of the last term of didactic instruction. Financial obligations must be accomplished to avoid a delay in starting the clinical externship rotation.
4. A student has the right to withdraw from this program. Each student who has completed sixty percent (60%) or less of the course will receive a prorated refund of tuition and amounts paid for equipment. If a student withdraws from the program of instruction after the expiration date of the time for canceling this agreement, the student is obligated to pay only for educational services and any equipment not returned.  
Example: If a student enrolls in a 80-hour program and withdraws after receiving 20 hours of instruction, and if the student paid a \$250 registration fee and \$2900 in tuition, the school would deduct the \$250.00 registration fee from the amount received; divide the remaining \$2900 by the number of hours in the program ( $2900 / 80 = 36.25$ ) and multiply that hourly amount times the number of hours received by the student ( $20 \times 36.25 = \$725$ ). The amount paid more than that amount would be the amount of the refund. ( $\$2900 - \$725 = \$2175$  as the Refund Amount.)
5. The refund includes any amount paid for equipment, which is subsequently returned in good condition. For determining the amount, the student owes for the time attended, the student shall be deemed to have withdrawn from the course when any of the following occurs:
  - Student notified the school of withdrawal or the date of withdrawal
  - School terminates the student's enrollment
  - Student fails to attend class for more than three (3) consecutive "unauthorized" class days. Withdrawal will be deemed the last day of recorded attendance.
6. If any of the student's tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student's financial aid programs from which student received benefits in the proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If there is a balance due, the student will be responsible for payment of that amount.
7. Phlebotomy Plus LLC will not cover the cost of the National Center for Competency Testing (NCCT) exam. Any student who fails the NCCT exam has the option to repeat the entire didactic portion of the program at no extra cost.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Phlebotomy Plus LLC is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you earn in Phlebotomy Technician Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Phlebotomy Plus LLC, to determine if your Certificate of Completion for Certified

Phlebotomy Technician will transfer. Phlebotomy Plus LLC has not entered into an articulation or transfer agreement with any other college or university.

### **JOB PLACEMENT DISCLOSURE**

**Phlebotomy Plus does not guarantee employment.**

Phlebotomy Plus does not supply job placement service for the students, however, we will cover the following in class:

How to prepare for the interview process, and the best tricks of the trade for searching and finding jobs to apply to.

How to search for phlebotomy jobs, and where phlebotomists can work.

Phlebotomy Plus will review and supply suggestions and support for resumes. Return Policy – We allow our students to come back to class free of charge to keep their phlebotomy knowledge and phlebotomy skills sharp.

Note: Graduates, please respond to the annual survey sent by the Graduate Program Coordinator to gather job placement data as prior graduates have done for future students in the Fact Sheet.

### **JOB CLASSIFICATION CODE** (US Dept. of Labor Standard Occupational Classification Codes)

Phlebotomy: 29-9099 Healthcare Practitioners and Technical Occupations

### **FINANCIAL AID AND LOANS**

Phlebotomy Plus LLC does not participate in any state or federal financial aid program. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

If the student defaults on a federal or state loan, both the following may occur:

1. The federal government or loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

□ If student is eligible to a private loan, student must understand that:

1. The loan rate is fixed or variable.
2. Private student loans can offer variable interest rates that can increase or decrease over time, depending on market conditions.
3. Private student loans have a range of interest rates and fees, and each student should determine the interest rate of, and any fees associated with the private student loan.
4. Students should contact the lender of the private student loan or their postsecondary educational institution's financial aid office if they have any questions about a private loan.
5. The interest rate on a private loan may depend on the borrower's credit rating.

## COMPLAINTS

A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet website**

**([www.bppe.ca.gov](http://www.bppe.ca.gov))**

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the:

**Bureau for Private Postsecondary Education Physical  
address:**

1747 North Market Blvd., Suite 225 Sacramento, CA 95834

**Mailing address:**

PO Box 980818, West Sacramento, CA 9578-0818

Phone Number: (916) 574-8900

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897 Official website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Phlebotomy Plus LLC**  
4550 Balfour Rd STE B Brentwood, Ca 94513 Office: 925.226.8617 E-mail:  
[info@phlebotomplusllc.com](mailto:info@phlebotomplusllc.com)  
Website: [www.phlebotomyplusllc.com](http://www.phlebotomyplusllc.com)

**I understand this Enrollment Agreement is a legally binding contract when signed by myself and accepted by Phlebotomy Plus LLC. By my signature, I acknowledge that I have read, understand, and agree to the terms and conditions contained herein, my rights and responsibilities, and the institution’s cancellation and refund policies have been clearly explained to me. I understand I am obligated to the Student Tuition Recovery Fund (STRF) which is included in the tuition fee.**

Prior to signing this enrollment agreement, you must be given a **Catalog or Brochure** and a **School Performance Fact Sheet**, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

**Initial here**

I certify I received the Catalog, the School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wages, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

**\*STUDENT TUITION RECOVERY FUND (§76215(a) of BPPE Referenced Law)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution more than tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your students' loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3157.50**

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$3639.00**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$3157.50**

NOTICE: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM, ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

**I UNDERSTAND THAT THIS IS A LEGALLY BINDING CONTRACT. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Director's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_