



California Institute of Emergency Medical Training - Enrollment Agreement

Instruction will be provided at these locations:

2669 Myrtle Ave. # 201-203 Long Beach, CA 90755 (Main Campus)

13933 Crenshaw Blvd Hawthorne CA 90250 (Satellite Campus)

This program consist of twenty one (21) classroom sessions (seven hours per session) and is designed to give the student the skills and knowledge to function as a working Emergency Medical Technician at a basic level and to facilitate the passing of the National Registry Exam. All equipment required for the course of study such as stethoscopes, blood pressure cuffs, splinting devices and spinal boards will be provided by the school at no cost to the student. The program is intended for those who want to gain employment as a firefighter, emergency care technician at a hospital, as an ambulance driver or attendant. It is also for those individuals who are planning on attempting to obtain a higher level of medical training such as RN, PA or MD as an enhancement for the competitive application process for those professions.

Certification Program for Emergency Medical Technician (EMT):

Didactic & Skills (21 classes)	126 Hrs
Clinical	24 Hrs
CIEMT On-Line	20 Hrs
Total Class	170 Hrs

Cancellation and refund policy: STUDENT’S RIGHT TO CANCEL

Students are required to submit a two hundred dollar (\$200.00) registration fee as a condition of registration for the Initial Certification Program for EMT-Basic. Cancellation of attendance in this program will allow the student a full refund only if cancellation is made Ten (10) working days prior to the start date of the class in which the student has registered. If cancellation is made less than ten working days prior to the start date of the course, the registration fee is considered non-refundable. Cancellation is defined as sending a date verifiable e-mail to the CIEMT course program directors e-mail address. If the provisions of cancellation described herein are not met the **registration fee is considered non-refundable.** (Matthew Goodman CIEMT Program Director, 562 989-1520, Admin@CIEMT.COM)

Student Services:

Student services at the CIEMT consist of both a reference library and online web access at the school, to broaden student research options. If necessary, academic counseling will be provided at no cost to the student at the start of the second week and third week of the Initial Certification Program for Emergency Medical Technician course. The need for counseling and subsequent tutorial recommendations will be determined by a thorough review of both academic grades on daily quizzes and practical skills performance evaluation. Tutoring will be available for a nominal fee (\$15 per Hour) by qualified CIEMT instructors, approved and designated by the program director. All other required material including the EMS policies guide to Los Angeles County scope of practice will be provided by the CIEMT at no additional cost to the student.

The CIEMT refund policy for the unused portion of tuition fees: Students who withdraw from the Initial Certification Program for EMT and have completed 60 percent or less of the course a refund shall be calculated as follows: (if the student has attended more than 60 percent of the course no refund will be due.)

1. A registration fee of \$200 dollars will be deducted from the total tuition.
2. The remaining figure will be divided by the number of hours in the program.
3. The sum arrived at through the calculations of #2 is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours of instruction by the hourly charge for instruction plus the amount of the registration fee.
5. The refund shall be any amount in excess of the figure derived in #4 that was paid by the student.
6. If the student has attended greater then 60% of the CIEMT EMT-Basic course tuition will not be refunded.
7. The student must exercise his or her right to cancel or withdraw before attending skills day 2. For your EMT program the date will be _____20

**Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to: Bureau for Private Postsecondary Education at
2535 Capitol Oaks Drive, Suite 400 Sacramento California 95833
P.O. Box 980818, West Sacramento CA 95833-0818
Ph (888) 370-7589 or by Fax (916) 263-1897
Ph (916) 431-6959 or by Fax (916) 263-1897 www.bppe.ca.gov**



Example: If a student withdraws from the CIEMT EMT course after attending 75 hours of program, the refund of tuition would be calculated as follows:

1. \$1010.00 Course Fee - \$200.00 Registration Fee = \$810.00
2. \$810.00 divided by the number of hours in the program 146 Hrs = \$5.54 an hourly charge for the program.
3. The amount owed by the student would be the hours in which the student attended the course 75 hours X the hourly charge \$5.54 = \$415.50 plus the registration fee of \$200.00 equaling a student owed amount of \$615.50
4. The amount in excess and refund to the student would be tuition amount \$1010.00 – \$615.50 the amount owed by the student, which would equal a refund amount paid to the student of \$394.50.

If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Student Tuition Recovery Fund

“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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: “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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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 as a result 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 in excess of 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 student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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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.”

If the Student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Cancellation or withdraw from the program is defined as either directly speaking to the CIEMT course program director or sending a date verifiable e-mail to the CIEMT course program directors e-mail address. If the provisions of cancellation described herein are not met the deposit is considered non-refundable. (Matt Goodman, CIEMT Program Director, 562 989-1520, ADNIN@CIEMT.COM)

If the student is eligible for a student loan and the student defaults on a **federal or state** loan, both of the following may occur: The federal or state government or loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. If the 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 any refund.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at CIEMT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the completion certificate you earn in the CIEMT EMT-Basic program is also at the complete discretion of the institution to which you may seek to transfer. If the completion 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 of your course work at the institution. For this reason you should make certain that your attendance at this institution meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending CIEMT to determine if your completion certificate will transfer.

CIEMT is a private school and has not entered into an articulation or transfer of credit agreement with any college or university. **The course does not provide the student with any collage credits towards any degree.** This includes any credit for prior “experiential learning”.

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, certification exam passage rates, and salaries or wages, and the most recent three year cohort default rate, if applicable, prior to signing this agreement.

Student’s initials _____

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I certify that I have received/obtained the catalog, School Performance Fact Sheet and information regarding completion rates, placement rates, certification exam passage rates, and salaries or wages information, 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.

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 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site at www.bppe.ca.gov

THE FULL AMOUNT OF **\$1095 (ONE THOUSAND AND NINETY FIVE DOLLARS)** IS THE TOTAL CHARGE TO ATTEND THE INITIAL CERTIFICATION PROGRAM FOR EMT AND IS DUE IN FULL NO LATER THEN THE FIRST DAY OF INSTRUCTION OF THE COURSE.

STUDENT TUITION RECOVERY FUND FEE	\$0 (non-refundable)
CERTIFICATION PROGRAM FOR EMT	\$810.00 +
REGISTRATION FEE	\$200.00 (non-refundable within 10 working days of course)
TEXTBOOK FEE	<u>\$85.00</u>

TOTAL EMT COURSE TUITION \$1095.00

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

TOTAL TUITION FOR THE CURRENT PERIOD OF ATTENDANCE: \$1095.00

ESTIMATED TOTAL TUITION FOR THE ENTIRE EDUCATIONAL PROGRAM: \$1095.00

THE TOTAL TUITION THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$1095.00

OPTIONAL TUTORING-----\$15.00/Hr.
 PREREQUISITE: AHA BLS COURSE FEE-----CIEMT STUDENT \$40-----OTHER ENTITY----- \$60-\$70

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 SIGNATURE _____ DATE _____

This agreement is a legally binding instrument when signed by the student and accepted by the school.

CIEMT PROGRAM DIRECTOR SIGNATURE _____

CIEMT does not provide services or documents for English as-a-second-language students

The name of your program is _____.
 Period covered by this enrollment agreement

Your Program Start Date _____ 2021 Your Program End Date _____ 2021

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.

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