

Orange County EMT Paramedic Program Enrollment Agreement 2018

I, _____, am enrolling in the Emergency Medical Technician Paramedic Course offered by Orange County EMT. I understand that the course requirements adhere to the standards of Title 22, Division 9 of the State Legislature, the sole policies and procedures of Orange County EMT, the standards of the National Registry of Emergency Medical Technicians, State of California Emergency Medical Services, and Orange County Emergency Medical Services. By signing below the student acknowledges the length of the Program is 1296 hours, comprised of 3 sections including Didactic, Clinical Internship, and Field Internship. A minimum passing score must be achieved on each unit exam to proceed to the next course. All 17 individually must be completed to achieve a Course Completion Certificate and failure to pass ANY portion of the course will disqualify the student from moving forward to the next section.

This Enrollment Agreement is valid for a period from the first day of class on _____ through the last day of class on _____.

This Enrollment Agreement is legally binding when signed by the student and accepted by ORANGE COUNTY EMT.

Fees:

COURSE FEE- \$10,000.00

DEPOSIT/REGISTRATION FEE- \$2,500.00 ENROLLMENT FEE REQUIRED TO ENROLL IN THE COURSE AND WILL BE DEDUCTED FROM THE TOTAL TUITION. IF PAYMENT IS NOT MADE IN FULL THE STUDENT WILL HAVE 14 DAYS FROM THE COURSE START DATE TO PAY THE BALANCE OR WILL BE PLACED ON A PAYMENT PLAN.

Schedule of Charges:

THE COURSE FEE OF \$10,000 COVERS THE PERIOD OF ATTENDANCE AND IS EQUIVALENT TO THE ENTIRE EDUCATIONAL PROGRAM. THERE IS A \$2,500.00 DOLLAR ENROLLMENT FEE, WHICH IS DUE AT SIGNING AND IS DEDUCTED FROM THE TOTAL TUITION OF THE CLASS.

Student Tuition Recovery Fund: Non-Refundable (\$0.00 dollars per \$1,000 institutional charge)

Student's textbooks are provided with tuition, however students are responsible for any fees charged by the National Registry, State of California EMS, County EMS for licensure, and DOJ Live Scan Background.

Loans

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 of any refund.

Refund Policy

Orange County EMT has established a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event a course is cancelled, a student does not enter the course in which they enrolled, or does not complete the period of enrollment for which the student has been charged.

Procedure:

1. Notify Administration of your intention to drop Course through email, writing, phone, or in person
2. Administration will confirm your request to drop has been received.

3. The date of confirmation will start the Refund period.
4. Refund amounts will be issued per the Criteria listed below
5. Refunds will be issued through PayPal or by check to the address listed at the time of enrollment
6. Refunds, when due, must be made without requiring a request from the student
7. Refunds, when due, shall be made within 45 days of the last day of attendance if (a) written notification of withdrawal has been provided to OCEMT by the student, or (b) from the date OCEMT terminates the student from the course, or (c) OCEMT determines withdrawal by the student.
8. Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.

Refunds for Classes Canceled by Orange County EMT:

If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 45 days of the planned start date.

Refunds for Students Who Withdraw On or Before the First Day of Class:

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than \$100 of the tuition and fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution:

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Orange County EMT Refund Policy for Withdrawal After Course Commences:

1. During the first 10% of the period of the didactic financial obligation, the institution shall refund at least 90% of the tuition.
2. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition.
3. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition:
4. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Refund Chart

Based off of 60 days of Didactic Lecture and tuition of \$10,000.00

- a) 90% issued for Class Days 1-6 = \$9,000.00
- b) 50% issued for Class Days 7-15= \$5,000.00

- c) 25% issued for Class Days 16-30= \$2,500.00
- d) 0% issued for Class Days 31-60= \$0

Financial Aid

OCEMT does not offer financial aid:

- a) Payment plans are available for students who do not pay in full
- b) Students are liable for all payments regardless of their outcome in the course
- c) Payments not made will be pursued through collections or a court of law

Complaint Procedure

“A student or any member of the public may file a complaint about this institution with Bureau of Private Postsecondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau’s Internet Web “www.bppe.ca.gov”

To file a complaint with OCEMT follow grievance procedures below;

If you feel that your rights have been violated follow the procedure below:

a) Informal Process- Notify instructor and or Administrative Faculty

If Unresolved, File a formal complaint

b) Formal Process- Send a written complaint to the Chief Administrative Officer

If Unresolved, Formal Process continues

c) Investigation: OCEMT will investigate the grievance & will respond within 2 weeks of filing

If Unresolved, file an appeal within 5 days of decision

d) Send a written appeal to OCEMT Board of Trustees through the Program Director: A decision will be given to the student within 30 days of receiving the written complaint

Unresolved, send a written complaint to the BPPE

e) Appeal to the Bureau of Private Post secondary Education

Final Disposition

“Any questions a student may have regarding this course catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau of Private Post secondary Education.”

Bureau of Private Post secondary Education

2535 Capital Oaks Drive, Suite 400

West Sacramento, CA 95798-0818

Toll Free (888) 370-7589

Fax (916) 263-1896

www.bppe.ca.gov

Student Tuition Recovery Fund- STRF

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:
 - a) You are not a California resident, or are not enrolled in a residency program, or
 - b) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number

Student Disclosures

Student Right to Cancel

Students have a right to cancel and obtain a refund of charges paid through the first day of attendance or 7th day after enrollment, whichever is greater, minus the \$2000.00 dollar enrollment fee. If a 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.

Enrollment Agreement Cancellation Procedure:

A student requesting cancellation of their Enrollment Agreement must do so verbally and in writing to the Program Director, within 1 week of signing the contract. The student will then sign a “Cancellation of Enrollment” form which will be stored with the students original Agreement.

Loans Guaranteed By the Government

“If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a 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. 2. 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.

Medical Insurance

Students are responsible for their own Medical Insurance to cover any health related issues during the Didactic, Clinical, and Field Internship sections of the course, including any exposures that require medical attention during the Program.

Intial: _____

Clinical Internship Placement

Clinical Internships are assigned based upon the Internships Sites availability. Internship times and dates will vary upon the site that you are visiting at the discretion of the ER staff. Clinical sites must verify with OCEMT that they can accommodate each student in the Program, prior to the course start date. Every attempt will be made to place students in a timely manner, however students are only guaranteed to be placed within 6 months of the Final Exam, or as they become available.

Intital: _____

Field Experience, Field Internship, Capstone Internships Placement

Field Internships are assigned based upon the Internships Sites availability. Internship times and dates will vary upon the site that you are visiting at the discretion of EMS Coordinator. Internship sites must verify with OCEMT that they can accommodate each student in the Program, prior to the course start date. Every attempt will be made to place students in a timely manner, however students are only guaranteed to be placed with in 6 months of completion of the Clinical Internship, or as they become available due to unforeseen circumstances.

Intial: _____

BPPE Statement:

“Orange County EMT’s Emergency Medical Paramedic Program has been approved to operate by the California Bureau for Private Post -Secondary Education. This is a privately owned and operated training program.” As a prospective student, you are encouraged to review this catalog prior to signing the enrollment agreement. You are also encouraged to review the schools performance fact sheet, which must be provided to you prior to signing an enrollment agreement.” 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 at:

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive, Suite 400, CA 95833

West Sacramento, CA 95798-0818

Toll Free (888) 370-7589

Fax (916) 263-1896

www.bppe.ca.gov

Complaints

A student or any member of the public may file a complaint about this institution with the Bureau of Private Postsecondary by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet www.bppe.ca.gov

Technical Standards

Orange County EMT's Paramedic Program is a comprehensive, intense program that places specific requirements and demands on the students enrolled in the program. The mission of the program is to provide students with the tools and structure needed to develop basic and advanced skills to provide medical care to individuals in a variety of settings. All policies and procedures found in the course catalog and syllabus must be met along with the expectations listed below. If a student is unable to meet the technical standards of the program with or without reasonable accommodation, the student will not be enrolled in the course, nor will they be able to complete it. Meeting the program's technical standards does not guarantee a student's eligibility for the NREMT or state certification exam.

Students enrolled in the Paramedic Program must demonstrate:

1. Students must demonstrate the following values at all times:
 - a) Integrity
 - b) Trust
 - c) Professionalism
2. The mental ability to think clearly and act decisively during emergency situations.
3. The ability to use proper body mechanics, motor control, sensory function, and have the coordination to perform physical examinations using accepted techniques. Students must have the hand and eye coordination needed to safely perform technical skills on patients.
4. Students must have ability to communicate effectively to all patients regardless of age, gender, or ethnicity, including colleagues and individuals from different cultural and social backgrounds. Students must be able to understand and speak the English language at a level consistent with competent professional practice.
5. Students must have the ability to document patient reports accurately, using proper English, and have the ability to calculate medication dosages using the appropriate math equations.
6. Students must have the ability to accept positive criticism and have a willingness to learn from their mistakes. Students must work as a team member and be committed to serving the community to the best of their ability.
7. Students must have the ability to be flexible and operate in dynamic environments, while always being a patient advocate, regardless of circumstances.
8. Students must have the physical strength to lift and carry patients any varying circumstances that includes up and down stairs.
9. Students will work in potentially dangerous environments and have the forethought to utilize proper Personal Protective Equipment and have the ability to expect the unexpected.
10. Students must display a command presence when working as a team leader, have the ability to maintain scene control, and have the knowledge and ability to order proper resources when needed.

Orange County EMT students are required to meet the technical standards of the program or be able to meet them with certain accommodations. If a student can meet the technical standards with accommodation, Orange County EMT will determine if the accommodation is appropriate. This is achieved by evaluating whether or not the request is reasonable, accounting for patient safety, the educational process of the student and institution, and whether or not it will be permitted during the clinical and fielded internship.

Received Documents Prior to Signing Statement

“I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.”

Performance and Facts

Not yet available: Data currently being tracked

Initial: _____

Binding Contract

“I understand that this is a legally binding contract. My signature below certifies that I have read, understand and agree to my rights and responsibilities, and that the institutions cancellation and refund policies have been clearly explained to me.”

Student Name: _____

Student Signature: _____

Date: _____

Program Director: _____

Date: _____