___, am enrolling in the Emergency Medical Technician Basic program provided by Ι, Orange County EMT. I understand the course requirements set forth by Orange County EMT and the procedures to obtain an EMT 1 license through the State of California and Orange County EMS. I understand that this course is 212 hours, and that I must achieve an 70% on the Final Exam along with successfully completing all skills required by the state with a passing score in order to achieve course completion. I understand that only after receiving a course completion I am eligible to take the National Registry Exam, which I must successfully pass in order to apply for a County EMT 1 License. This Enrollment Agreement is valid for a period from the first day of class I acknowledge that this Enrollment Agreement is legally binding when signed by the student and accepted by ORANGE COUNTY EMT.

Fees

COURSE FEE- \$1,400.00

DEPOSIT/REGISTRATION FEE- THERE IS A \$500 ENROLLMENT REQUIRED TO ENROLL IN THE COURSE WHICH INCLUDES A \$250 DOLLAR NON-REFUNDABLE REGISTRATION FEE. THE \$500 DOLLAR ENROLLMENT FEE IS SUBTRACTED FROM THE TUITION WITH THE BALANCE TO BE PAID IN FULL ON OR BEFORE THE FIRST DAY OF CLASS UNLESS ENROLLED IN A FINANCIAL CONTRACT

Schedule of Charges

THE COURSE FEE OF \$1,400 COVERS THE PERIOD OF ATTENDANCE AND IS EQUIVALENT TO THE ENTIRE EDUCATIONAL PROGRAM. THERE IS A \$500 DOLLAR ENROLLMENT FEE WHICH IS DUE AT SIGNING AND IS DEDUCTED FROM THE TOTAL FEE OF THE CLASS.

STUDENT TUITION RECOVERY FUND: Non-Refundable (\$0.00 dollars per \$1,000 institutional charge)

Students are responsible for any fee's 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 Statement

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 canceled, 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.

EMT Program Fees

Item	Cost
Tuition	\$1,400
Required Course Material	
Textbook	\$100.76
FISDAP Assessment Package	\$94
Optional	
Securetrac Background (Required for optional clinical observation)	\$39
BLS for Healthcare Provider Course	\$50
Tutoring	\$60/hr
Housing	\$2,000- \$3,200/month
Assessment fee for transfer of units	N/A
Fees to Transfer Credits	N/A
Post Course Fees: Required for Certification/Licensure	
National Registry Practical Exam	\$80
National Registry written exam application fee	\$80
State of California EMT Licensing Fee	\$75
Live Scan	\$70- \$125
Estimated Cost	\$2,000

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 by credit card on file 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:
 - A) of the last day of attendance if written notification of withdrawal has been provided to Orange County EMT by the student
 - B) from the date Orange County EMT terminates the student or determines withdrawal by the student.
 - C) Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$250.

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 \$250 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.

Refund Policy

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund.

The following guidelines apply to all refunds

- 1. Students who exit the Program after attending orientation will have the following Program Expenses deducted from their refund
 - a) Registration Fee: \$250.00
 - b) Resource Fee: \$300.00
 - c) Uniform Fee: \$100.00
 - d) Skills Lab Fee: \$100.00

Total Deductions: \$750.00

2. Refunds will not be provided to students who exit the Program after Course Four

Refunds After Course Commences

Exit Point	Course/Lab Name	Percent Refunded	Amount Refunded
Course One	Airway	90%	\$855.00
Course Two	Cardiology	80%	\$760.00
Course Three	Medical	70%	\$665.00
Course Four	Trauma	60%	\$570.00
Course Five	OB/Pediatrics	No Refunds Issued	\$0.00
Course Six	Operations	No Refunds Issued	\$0.00
Final Examinations	Final Examinations	No Refunds Issued	\$0.00

Financial Aid

OCEMT does not offer financial aid, but will set up payment contracts for those who need assist

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"

Student Grievance Procedure

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*

"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 Postsecondary Education."

Questions

"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 Postsecondary Education."

Bureau of Private Postsecondary Education 2535 Capitol Oaks Dr. Suite 400 Sacramento, CA 95833 Toll Free (888) 370-7589 Fax (916) 263-1896 www.bppe.ca.gov

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."

(a) In addition to the statement required under subdivision (b) 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.

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 noncollecting 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."

Student Tuition Recovery Fund

"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 of 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:

- 1. You are not a California resident, or are not enrolled in a residency program, or
- 2. 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

STUDENTS RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Enrollment Agreement Cancellation Procedure

A student requesting cancellation of their Enrollment Agreement must do so verbally and in writing to the Program Director. The student will then sign a "Cancellation of Enrollment" form which will be stored with the students original Agreement.

Transferability of Units

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Orange County EMT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Orange County EMT is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that 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."

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."

Student Initial

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.

Student Initial

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.

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

BPPE Statement:

"Orange County EMT's Emergency Medical Paramedic Program has been approved to operate by the California Bureau for Private Post -Secondary Education. Approval means the institution has been approved to operate and that approval means compliance with state standards as set forth in the <u>California Private Postsecondary Act of 2009</u>. 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 school's 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 <u>www.bppe.ca.gov</u>

Questions

"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 Phone Number: (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 263-1896 Website: www.bppe.ca.gov

Complaint

"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 Website www.bppe.ca.gov

Received Documents Prior to Signing Statement

Prior to signing this Enrollment Agreement you must be given a catalog, 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, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."

Student Initial_

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, salary or wage 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."

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:

Binding Contract-

"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 institutions cancellation and refund policies have been clearly explained to me."

Student Name_____

Student Signature _____

Program Director _____

Date: _____

\$1,700.00

Date:		



Course Policies

- 1. Students will bring all course materials and supplies to class each day.
- 2. Uniforms will be worn with name tags to class every day.
- 3. Attendance will be taken at the end of each class (Maximum of 3 absences).
- 4. Exams will start immediately when class starts- Latecomers will not be admitted. NO EXCEPTIONS.
- 5. Exams will not be rescheduled unless approved by the Program Director, prior to the exam date.
- 6. Students will not take the Final Exam unless all fees are paid in full.
- 7. Students who drop the course and who are on an installment plans are responsible for tuition owed. Tuition will be pro-rated in accordance with the refund policy.
- 8. Students not achieving a 70% on the final exam will not complete the course regardless of all other previous work and exams.

By signing below you understand and agree to the policies listed above;

Student Signature:_____

Orientation Topics

The purpose of the student orientation is to familiarize students with the program and the expectations of the course. The items listed below will be discussed in depth and upon completion students should feel prepared to start the course. **By signing below, you are confirming that you agree to and understand all of the topics below discussed at orientation**

- **1.** EMT Course Overview
- 2. Class Expectations
- 3. Enrollment Agreement/Course Catalog
- 4. Payment Plans
- 5. Course Syllabus
- 6. Course Academics
- 7. Academic Probation
- 8. Student Packet

Student Signature:_____



Orange County EMT 26489 Rancho Pkwy South Lake Forest, CA 92630 (949) 421-3958 www.ocemt.edu

Orange County EMT Emergency Medical Technician Program Performance and Facts Sheet Calendar Years 2018 and 2019

Emergency Medical Technician: 212 Hours

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who began the Program	Students available for graduation	Number of On-Time Graduates	On-Time Completion Rate
2018	305	232	232	76%
2019	296	208	208	70%

Students Initials:_____ Date:_____ Initial only after you have had sufficient time to read and understand the information



Job Placement Rates Calendar Years 2018 & 2019

Calendar Year	Number of Students who began the Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	305	232	232	192	83%
2019	296	208	208	152	73%

You may obtain from Orange County EMT a list of the employment positions determined to be in the field for which a student received education and training. Any and all completion, licensure, and placement information can be accessed upon request thru the Administrative Secretary of Orange County EMT.

Students Initials:_____ Date:_____ Initial only after you have had sufficient time to read and understand the information.

Gainfully Employed Categories Calendar Years 2018 & 2019

Calendar Year	Graduates Employed in the Field. 20-29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2018	0	192	192
2019	0	152	152

Part Time vs. Full Time Employment



Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field as a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	192	0	192
2019	152	0	152



Self Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	192
2019	0	152

Institutional Employment

Calendar Year	Graduates Employed in the field who are employed by the institution, an employer owned by the institution, or an employer who shares ownership with the institution	Total Graduates Employed in the Field
2018	0	192
2019	0	152

Students Initial:_____ Date:_____ Initial only after you have had sufficient time to read and understand the information.



Licensure Examination Passage Rates (includes data for the two calendar years prior to reporting)

Emergency Medical Technician : 212 Hours

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking the Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	232	220	196	24	89%
2019	180	180	159	21	88%

"License examination passage data is not available from the state agency administering the examination. We were unable to collect data from (xx) graduates."

Students Initials:_____ Date:_____

Initial only after you have had sufficient time to read and understand the information.



Salary and Wage Information (includes data for the two calendar years prior to reporting)

Emergency Medical Technician: 212 Hours

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$10,001- \$15,000	\$30,000- \$35,000	\$45,001- \$50,000
2018	232	192	N/A	N/A	N/A
2019	208	152	N/A	N/A	N/A

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$50,001- \$55,000	No Salary Information Reported	
2018	232	N/A	N/A	232	
2019	208	N/A	N/A	208	

Students are entitled to a list of the objective resources of information used to substantiate the salary disclosure. To obtain this list, please ask Orange County EMT's Administrative Secretary.

Students Initials:_____ Date:_____ Initial only after you have had sufficient time to read and understand the information.



Cost of Educational Program

Total Charges for the Emergency Medical Technician Basic Program for students completing on time in 2017 and 2018: \$1,400.00. Total Charges may be higher for students that do not complete on-time.

Student's Initials:_____ Date:_____ Initial only after you have had sufficient time to read and understand the information

Orange County EMT is eligible, but chooses not to participate in federal student aid programs. Therefore students here do not have federal student loans.

Students Initial:_____ Date:_____ Initial only after you have had sufficient time to read and understand the information.

"This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law."

"Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, <u>www.bppe.ca.gov</u>, Toll Free (888) 370-7589, Fax (916) 263-1897."

Student Name - Print

Student Signature

Date

School Official

Date



Definitions

- "Number of Students Who Began the Program" means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- "Students Available for Graduation" is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- "Number of on-Time Graduates" is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- "On-time Completion Rate" is the number of on-time graduates divided by the number of students available for graduation.
- "150% Completion Rate" is the number of students who completed the program within 150% of the program length, including on time graduates, divided by the number students available for graduation.
- "Graduates Available for Employment" means the number of graduates unavailable for employment.
- "Graduates Unavailable for Employment" means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students who leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- "Graduates Employed in the Field" means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six month period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.



- "Placement Rate Employed in the Field" is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- "Number of Graduates Taking Exam" is the number of graduates who took the first available exam in the reported calendar year.
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
- "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
- "Salary" is as reported by graduate or graduates employer.
- "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



Orange County EMT 26489 Rancho Pkwy South Lake Forest, CA 92630 (949) 421-3958 www.ocemt.edu

STUDENT'S RIGHT TO CANCEL

Cancellation disclosure from Enrollment Agreement shall be provided on a separate document in 12 point type and 1.15 spacing.

- Caption shall state "STUDENTS RIGHT TO CANCEL" in bolded 14 point type

"STUDENTS RIGHT TO CANCEL"

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.