

Enrollment Agreement
Neyang School of Nursing
189 S. Rogers Rd. Suite 1624
Olathe, KS 66062
Tel: 913-815-3286

Student Information

Student Name -----
Address-----City-----
-----State-----Zip code-----
Phone number-----last 4 digits SSN-----
D.O. B-----/-----/-----
Email address-----

Our office hours

The Neyang School of Nursing business hours are Monday through Friday between 9 am to 5 pm. However we might be available weekend only with appointment.

Course Start Date-----

Program Cost

C.N.A (a 90 clock/contact hours class): Tuition \$695, Fee \$60, Textbook \$30 and Curriculum fee: \$20
CMA (a 75 clock/contact hours class): Tuition \$ 700, Fee \$60
C.N.A refresher (a 10 clock/contact hours): Tuition \$130, Fee \$50
CMA update (a 10 clock/contact hours): Tuition \$100, Fee \$50

Class schedule

C.N.A and CMA Classes at the Neyang School of Nursing are scheduled to last approximately 5 to 6 weeks and students will have the options when registering to choose either day, evening, or weekend classes as available. C.N.A refresher and CMA update are 10 hours classes and will be held in a maximum of two days period

Method of payment:

The following payment method will be accepted: cash, direct deposit, debit/credit card, and checks
For student enrolling in C.N.A or CMA program, an initial down payment of \$400 is due on enrollment day and the remaining by the end the 3rd week of class.
For student enrolling in C.N.A refresher or CMA update, the total amount of school tuition and fees are due on the day of enrollment

Cancellation

After the enrollment agreement is signed, any student planning to withdraw from the class should submit a letter to the school describing their reason and the date of the withdrawal intent. The school will refund the student on the base of the refund policy below.

Refund policy

A full refund will be made to applicants if their application to the Neyang School of Nursing is rejected or if applicants cancel their enrollment for any programs offer by the school three business days before the set starting date
Once a student starts classes and withdraw or terminated for any given reason, the registration fee will not be refund plus the school will retain a \$100 administrative fee
Once the student start classes a refund amount will based on the table below
For C.N.A and CMA courses

If termination occurs	School will keep	Student will be refund
<10% of the course	20% of the Tuition	80% of the tuition
10% or more and < 25% of the course	30% of the tuition	70% of the tuition
25% or more < 50% of the course	50% of the tuition	50 % of the tuition
50% or more and < 75% of the course	75% of the tuition	25% of the tuition
75% of the course or more	100% of tuition	0% of tuition

Ground of termination

Academic misconduct, infractions to the school rules and regulations, unprofessional behaviors during class hours or clinical, disregard of the school code of conduct are all ground of termination from the Neyang School of Nursing. Students can file grievance as stipulated in the *Student grievance procedure* in our catalog

Certification

We offer non-credit hours classes and a certificate of completion will be given to students who successfully complete their program. Depending on the program you enroll in, in order to be certified, a state exam might be offered to student by the KDADS

Postponement of start date

The school or the student might request the start date to be postponed in written agreement signed by both parties and the agreement must clearly state the reason of the postponement, but also a deadline for the new start date beyond which start date will not be postponed
 If for any reason the course is not started or the student fails to attend the class by the new start date set forth in the agreement, the student will be refund based on the refund policy of the Neyang School of Nursing.

Career Services/ Job placement Services

Career services assistance will be offered at no cost to all students who have met the requirements for graduation or who have graduated and looking for jobs. The school will assist those students with their resume, cover letters, jobs' interview process and job search. Students needing this assistance should make an appointment with one school representative. However, students should understand that employment is not guaranteed by our career services.

Background and TB test

In order to comply with the class sponsor, evidence of TB test or chest X-ray results ruling out acute TB must be verified within the first two weeks prior to clinical (for C.N.A and CMA programs)

This agreement if final and will become active after the student signs it.
 By my signature, I acknowledge that I have read and received a copy of the agreement and the school catalog, and therefore I agree to the condition of this agreement.

Student signature-----**Date**-----

Witness/ Institutional Official-----**Date**-----