

Attendance:

Our expectation is that students will come to class prepared, on time and as scheduled. A class calendar will be provided to each student upon registration. Leaving early/coming in late more than 2 times for any reason will result in progressive discipline. Proof of an excused absence is required for ANY missed time. An excused absence consists ONLY of (1) a Doctor's note, (2) vehicle accident report, (3) pre-approved court date, (4) death in the immediate family. Any missed clinical time must be made up. Clinical make up is only available to those who provide proof of an excused absence. All excused clinical absence must be made up and will be an additional fee of \$30 per make up hour. Missing 10 or more hours of the course will result in termination from the program.

Refund Policy:

Our refund policy follows the Division of Educator Support and Higher Education rules (PART HEDc 304 BUSINESS PRACTICES). ***The \$450 registration fee is non-refundable and non-transferable.*** The \$125 supplies fee and \$25 criminal record fee are non-refundable once supplies have been received and criminal record check has been processed. Once a student attends the second day of class or later, there will be no refund; and if there is a balance due, based on the enrolment agreement, it needs to be paid within five (5) business days of withdrawal. ***Withdrawing before the class begins, once registration is final and complete, will result in forfeiture of \$450 registration fee, or in the event of sponsorship, will result in a bill for the \$450 registration fee.***

All refunds shall be paid within 30 days upon written notification from a student of cancellation or withdrawal; and Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.

Essential Functions/Requirements:

The following is a list of **essential** functions and requirements of each potential student. Students must be able to perform these functions without any restrictions, in order to be successful. Students not able to perform these duties may not be granted acceptance into the LNA program.

- Ability to lift, bend and squat
- Ability to move or lift up to 50 pounds without any restrictions
- Must be able to communicate in English. This includes reading, writing and speaking as all test books, patient charts and medical records are printed in English. Students whose primary language is not English may be required to complete additional English comprehension evaluations prior to being accepted in the program.
- Must provide proof of a negative TB test (dated within 12 months) or chest x-ray (within 5 yrs) prior to clinical
- During flu season (Oct-Apr) must provide proof of a flu vaccine **or** agree to wear a mask during clinical

****Please Note:** LNA Health Careers cannot accept transfer of credits from any other institution, nor does our LNA program provide transfer credits to any other institution.

Criminal Record Policy:

In the event that an applicant has a positive criminal record they must disclose it on their application. The applicant will be asked to provide details in writing, to the Program Coordinator, regarding the charge(s) including the date(s) of the event(s) and circumstances surrounding the incident(s). The Program Coordinator will determine acceptance or denial of the individual into the program. If acceptance is granted, a consent form will be provided for the applicant to sign prior to admission into the program. All students enrolled in the LNA training program at LNA Health Careers will be required to complete a NH State Police criminal background check on their first day of class. Falsifying information on the application can and may result in termination from the program.

Individuals with a positive criminal record may have difficulty finding gainful employment in the healthcare field and may not be eligible for licensure. Because of this, LNA Health Careers has adopted a strict criminal record policy and each applicant with any prior convictions will be evaluated on a case by case basis. However, individuals with any felony convictions **will not** be accepted into the program.

All individuals wishing to obtain licensure from the NH Board of Nursing upon graduation will be required to complete an additional criminal background check that includes FBI fingerprint technology.