

ENROLLMENT AGREEMENT DOCUMENT

BEST STEP ACADEMY
10448 WEST CERMAK ROAD
WESTCHESTER ILLINOIS 60154

708-710-5714 beststepacademy@gmail.com | www.beststepacademy.com

Student Information

Full name:

Address:

City/State/Zip code:

Phone number:

Email:

Social Security Number (Last Four Digits):

Emergency contact (name)

Emergency contact (relationship)

Emergency contact (phone)

Previous Education

<u>High School Grad</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Name of H.S</u> 	<u>City</u> 	<u>State</u> 	<u>Zip Code</u>
<u>Have You received a:</u> <input type="checkbox"/> Diploma <input type="checkbox"/> GED	<u>Date Issued</u> 	<u>Where Issued</u> 		
<u>Have you previously attended this class?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>If yes, last date attended?</u> 	<u>Have you attended another class?</u> 		

Program Information

Date of Admission ____/____/____

Program/Course Name

____ Basic Nurse Assistant Training Program

____ CPR certification

Program Description

Best Step Academy Basic Nursing Assistant Training Program is a private business and vocational program designed to conduct training classes for nursing assistants by equipping non-licensed individuals with the skills and knowledge required by Illinois Department of Public Health (IDPH) to successfully pass the board certification exam and become a Certified Nursing Assistant (CNA) who can work under the supervision of a registered nurse.

The program offers an introduction to nursing assistant scope of practice and the basic skills in patient care. Students are introduced to the roles and professional function within the health care team through classroom theory, and application of skills in the laboratory and clinical setting.

The Program includes 110 hours of theory/laboratory instruction and 40 hours of clinical instruction, excluding breaks, meals and any orientation to the program and clinical site.

Duration: 6 weeks (*Morning classes only*)

Mondays & Tuesdays

Theory

9am - 2 pm

Wednesdays

Laboratory

9am - 2 pm

Thursdays & Fridays

Clinical instruction

7 am – 1:30pm

Clinical Site: The Grove of La Grange, La Grange IL

Clinical/Theory instructor: Blessing Ukeka (RN)

Class schedule : 2025

Classes Start	Classes End
January 6 th 2025	February 14 th 2025
March 10 th 2025	April 18 th 2025
May 12 th 2025	June 20 th 2025
July 14 th 2025	August 22 nd 2025
September 15 th 2025	October 24 th 2025
November 10 th 2025	December 19 th 2025

Admission Requirements

- Individuals must be 18 years or older.
- Students are required to be in good physical health and able to lift 50 pounds. A physical examination by a licensed physician, which includes TB (PPD skin test) is required prior to first clinical session. Students are responsible for TB payment .
- Criminal Background Check at the beginning of the program in compliance with the Health Care Workers Background Check Act. Persons with criminal record, substance abuse problems or health problems that would interfere with safe practices may be ineligible for placement on the state registry and/or for employment.
- Students are responsible for obtaining the necessary health insurance coverage throughout the program of study as clinical training involves lifting, direct contact with patients and other activities that may cause harm/injury.

Program objectives

The objectives of Best Step Academy Basic Nursing Assistant Training program are:

- To acquaint students with knowledge of basic physical, emotional and psychological aspect of elderly clients
- To teach the students the nursing assistant scope of practice and how they are an important part of the health care team.
- To introduce the students to the care guidelines and detailed procedures for working in health care facilities .
- To provide students with the experiences in the classrooms and in the clinical areas that result in the development of basic skills and competencies required of nursing assistants under the supervision of a registered nurse. These are also the prerequisites to other specific health career and job entry.
- To provide the students with skills and training required by Illinios Department of Public Health for employment as Certified Nursing Assistants.

Tuition & fees

Registration Fee	\$50	(Non-refundable)
Tuition:	\$1400	(Tuition Cost - including cost of supplies that will be used)
Total Cost	\$1450	
CPR Certification	\$50	(Optional)
Background Check	\$45	(Varies by provider)
Competency Exam	\$85	
Textbook	Renting	BSA property

Students are responsible for TB test, background check and competency exam fees.

Required Equipment and Uniform

Students are responsible for providing the following for classroom and clinical sessions:

- Basic supplies such as papers, pencils, and pen
- Watch with a second hand (not digital)
- Sky blue color scrub tops and bottoms are required. No logos, school or facility designations.
- Clean white comfortable shoes needed for clinical. No crocs allowed.
- Blood pressure cuffs and stethoscopes.
- Gait belt
- Detailed information about the uniform, requirements and policies will be provided upon registration.

Refund / Cancellation policy

STUDENT'S RIGHT TO CANCEL – The student has the right to cancel the initial enrollment agreement until 2pm of the 5th business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Best Step Academy charges a cancellation fee of \$150. Students who intend to withdraw from the Best Step Academy BNATP should provide written notification, in person or by registered mail.

If a student has unexplained absences of more than three consecutive class days, it shall be considered as withdrawal from the program. The last day of attendance shall be considered the date of withdrawal from the program.

Refunds shall be made within 30 days after Best Step Academy has received written notification of student's intention to withdraw. Otherwise, upon request, a pro-rated refund shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn from the program.

Best Step Academy shall provide written acknowledgement of student's notification of withdraw within 5 (five) calendar days of the post mark date of the notification of withdrawal. In all instances, refunds shall be based on and computed from the last day of attendance.

Students who choose to cancel their enrollment after being accepted into the program are entitled to a refund of all monies paid – except the cancellation fee and non-refundable registration fee.

Students who withdraw after the start date are entitled to a full refund of monies paid – except the cancellation fee, non-refundable registration fee, and a percentage of tuition based on the percentage of student's recorded attendance.

If a student fails to return equipment and/or supplies provided by Best Step Academy, in good condition and within 7 days following the date of the student's cancellation, termination or withdrawal; Best Step Academy may withhold the cost of the items from student's expected refund. The student may then retain the item(s) without further financial obligation to Best Step Academy.

Refund Schedule

Completed	Refund amount
1 st week of start of class	\$1016 .67
2 nd week of start of class	\$783.34
3 rd week of start of class	\$550.10
4 th week of start of class	\$316.68
5 th & 6 th week start of class	NO REFUND

Financial aid policies

- Best Step Academy does not have Title IV funding.
- Best Step Academy does not have any financial aid policy at this time.
- However, Best Step Academy will accept installment payments as financial support to students.

Accreditation

Best Step Academy is not accredited with a U.S. Department of Education recognized accrediting body.

Transferability of Certificate

Best Step Academy does not guarantee the transferability of credits and that in most cases, credits or course work are not likely to transfer any school, university or institution.

Approval

Best Step Academy is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education and the Illinois Department of Public Health.

Requirements for graduation

To be eligible for graduation, students must:

- Successfully complete the CNA program within the 6-week period as stated in the program guidelines.
- Successfully complete all required classroom/clinical hours.
- Meet any additional program specific requirements as stated in the program information packet.
- Pay all tuition/fees in full by the last day of class

BE SURE TO READ THE FRONT OF THIS AGREEMENT AS IT IS PART OF YOUR CONTRACT WITH BEST STEP ACADEMY BASIC NURSING ASSISTANT TRAINING PROGRAM.

STUDENT SIGNATURE

DATE

NOTICE TO STUDENTS

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and

conditions of the agreement are not subject to amendment or modification by oral agreement.

6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

CONSUMER INFORMATION ON DISCLOSURE

A Disclosure Table is available as an Addendum below.

STUDENT ACKNOWLEDGMENTS

I hereby acknowledge the receipt of the Best Step Academy catalog, which contains information describing the program offered and equipment/ supplies provided. The catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

Student initial _____

I have carefully read and received an exact copy of this enrollment agreement

Student initial _____

I understand that the school may terminate my enrollment if I fail to comply with attendance, academic and financial requirements; or if I fail to abide by established standards of conduct, as outlined in the Best Step Academy catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog; and my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

Student initial _____

I hereby acknowledge that the school has made available to me all required disclosure information listed under the consumer information section of this enrollment agreement.

Student initial _____

I understand that the school does not guarantee transferability of credit and in most cases, credits or course work are not likely to transfer to another institution. In the case where transferability is guaranteed, Best Step Academy must provide me copies of transfer agreements that name exact institution and include agreement details and limitations.

Student initial _____

I understand that the school does not guarantee job placement to graduates upon program completion.

Student initial _____

I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with:

Illinois Board of Higher Education

1 N. Old State Capitol Plaza

Suite 33

Springfield, IL 62701-1377

or at www.ibhe.org

Student initial _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreement and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student's Signature

Date

Program Director Signature

ENROLLMENT AGREEMENT

- Best Step does not guarantee job placement to student upon program/course completion and does not guarantee a salary or salary range to students
- Best Step reserves the right to discontinue the student's education for unsatisfactory progress, nonpayment of tuition or failure to abide by program rules as stated in the information packet
- Best Step reserves the right to discontinue the student's education for misconduct including false information, not disclosing important information pertinent to student.
- Best Step may also discontinue the student's education if student provides false information on this application
- This document is not binding until accepted in writing by all parties
- Best Step reserves the right to change instructors, textbooks, course curricula, accreditation, schedules, prerequisites, and requirements, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled by Best Step. Should the start date as indicated in this Enrollment Agreement change, the student will be given the opportunity to negotiate a new Enrollment Agreement, and this Enrollment Agreement shall be invalid.
- Best Step does not guarantee the transferability of course content to any school, university or institution. Prior to enrolling in the school, the student should contact a receiving institution regarding transfer of course content from Best Step.
- Best Step reserves the right to verify all graduate employment information.

Do not sign this agreement before you read it or if it contains any blank spaces.

I hereby acknowledge receipt of the Best Step Enrollment packet, which contains information describing programs offered and equipment/supplies provided. In addition, I have carefully read and received an exact copy of the Enrollment Agreement.

I understand that my enrollment may be terminated if I fail to comply with attendance and academic requirement or if I disrupt the normal activities of the program.

While enrolled, I understand that I must maintain satisfactory Academic Progress as described in the program before a certificate may be awarded to me, and that failure to maintain such progress may lead to termination of enrollment.

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT BEST STEP ACADEMY CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.

<u>Signature of Student</u>	<u>Date</u>	<u>If Under 18, Signature of guardian</u>	<u>Date</u>
<u>Full name of Student (printed)</u>		<u>Signature of Best Step Staff</u>	
<i>This agreement is a legally binding instrument when it has been signed by the student and accepted by Best Step Academy as evidenced by the signature of the accepting staff and becomes operative when the student attends the 1st class session</i>			