**Program Description: Certified Home Health Aide (76 Hours) #4**

Provide training for individuals/students to become a Home Health Aide. Prior to the start of Hybrid/Virtual, during, or upon completion of the required 76 hours, the candidate can apply to the Board of Nursing NJ to become a Certified Homemaker Home Health Aide (CHHHA) The 76 hrs. training is a combination of 60 hours instructional/Module/Lessons and 16 hours of skill practice. The 60 hours is an online instructional, while the 16 hours is mandatory in-person skill practice. The 60 hours online instructional hours is monitored by the Board of Nursing approved Registered Nurse (RN) and the 16 hours skill practice is also coordinated by the Board of Nursing approved Registered Nurse. The 16 hours skill practice will be done onsite at Above and Beyond Care HealthSystem at 1152 St Georges Ave, Suite 12, Avenel, NJ, 07001. The 76 (seventy- six ) hours must be completed within the assigned 3 (three) weeks. Upon completion of the course, the student will do a proctored examination.

**Program Starting Dates:** Start dates are based on the dates approved by the Board of Nursing. Each course date is for 3 weeks. Students will need to enroll for the class course date.

**Registration Requirement**

Students are allowed to register for courses up to two weeks (10 business days) prior to the first day of class while the student that need or required financial aid will need to register one month (20 business days) prior to the start of classes. Above and Beyond Care HealthSystem does not offer Financial Aid for Homemaker Home Health Aide Course.

Registration must be made in person with the admission officer, and the proposed student must bring the following:

* Identification (Current driver’s license, birth certificate or passport, Immigration status, state ID)
* Signed 2x2 passport.
* Signed Social Security Card
* High school diploma or G.E.D Certificate OR Approved Board of Nursing requirement
* Initial payment/Down-payment and tuition. Cash, Debit Card, Money Order, Major Credit Cards and P2P (Zelle, Venmo, CashApp are acceptable with the possibility of transaction fee up to 3%).
* Depending on the P2P, Student will be informed prior to enrollment if any transaction fee applies.
* Student approved for Financial aid/ or loan (if applicable) must bring the proof upon registration.

**Refund Policy**

Should the student’s enrollment be terminated, or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition

Reimbursement consideration for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.

2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within **three (3) business days after the enrollment agreement is signed by both parties. Monies will not be refunded after 3 business days after the enrollment agreement.**

3. Cancellation after the third (3rd) business day, but **before the first class**, will result in a refund of all monies paid, **with the exception of the Administrative Fees**.

4. **For courses of 300 hours or less, the school may retain the Administrative Fee plus a pro-rata portion of the tuition calculated on a weekly basis.**

5. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.

A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student’s social security number and signature. Students should maintain a copy of this letter for their files. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.

**Tuition and Additional Costs for Homemaker Home Health Aide Course**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program Title | Hours | Tuition | Administrative Fee (M)& Tools (OP) | Books, Supplies & Licensing | Total |
| Home Health Aide class | 60 | $400 | Admin Fee: $50 (M)  Tools/Supplies: $20 (M)  Uniform: $25 (M) | Books: $50 (OP)  Licensing: $80 (M) | $575 (M)  OR  $625  (If you opt to add the optional) |
| Home Health Skill Lab | 16 | Included in tuition | NA | Will be provided |  |

M: Mandatory,

OP: Optional

**Above and Beyond Care HealthSystem**

**1152 St George Ave, Suite 12 Avenel,**

**07001 NJ**

**Telephone\_732-710-4767\_\_ FAX\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ENROLLMENT AGREEMENT**

STUDENTS LAST NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOC.SEC NUMBER\_\_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAM TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL PROGRAM HOURS \_\_\_\_\_\_\_\_\_\_\_\_\_\_

START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ END DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CLASS SCHEDULE:

There is a non-refundable fee of $300 .This fee is not part of tuition if you withdraw from the program.  The tuition will cover the entire program.  The student is responsible for \_\_100\_\_\_\_\_ percent of the total tuition payable on or before the first day of class.  All tuition monies paid by the student will be refunded if the applicant cancels this contract within three (3) business days from the date of signing.  This refund, less the registration fee, is applicable even if instruction has begun.

**FEES:**

Registration: $

Tuition: $

Books: $

Tools/Supplies: $

Others (Test/Licensing/Inoculation) $

Total $

The school has received the sum of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, 20\_\_\_\_ with a remaining balance of $\_\_\_\_\_\_\_\_\_\_.  This balance is to be paid within \_\_\_\_\_\_\_\_\_\_ installments beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, 20\_\_\_\_ and ending on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_, 20\_\_\_\_.

**Complaint/Dispute Resolution Policy**

Students must submit written complaints to the school director within \_\_\_\_\_\_ days of event.  The school director will notify the student, in writing, within \_\_\_\_\_\_ days of written complaint of the procedures that the student and administration will follow when resolving the student’s concerns.

**Tuition Refund Policy**

Above and Beyond Care HealthSystem refund policy is based on full‐time attendance in courses/programs for76 hours, but not exceeding 76 (N.J.A.C. 12:41‐4.1).  The school may retain the registration fee and a portion of the monies paid for books, equipment and tools.  The director of the school must be notified in writing within five (5) business days of the date of withdrawal.  The school shall adhere to the following refund policy in the event of notification by the student of withdrawal from the school or termination by the school prior to completion of the course or program:

Should the student’s enrollment be terminated, or should the student withdraw for any

reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition

Reimbursement consideration for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.

2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within **three (3) business days after the enrollment agreement is signed by both parties. Monies will not be refunded after 3 business days after the enrollment agreement.**

3. Cancellation after the third (3rd) business day, but **before the first class**, will result in a refund of all monies paid, **with the exception of the Administrative Fees**.

4. **For courses of 300 hours or less, the school may retain the Administrative Fee plus a pro-rata portion of the tuition calculated on a weekly basis.**

5. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up



A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student’s social security number and signature. Students should maintain a copy of this letter for their files. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the director must be the same date as on the letter to the loan institution.

The following certificate(s)/license(s) and/or professional credential(s) will be available upon completion of the \_\_\_\_\_\_Home Health Aide\_\_\_\_\_ program(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The student understands that regular attendance is the obligation of the student and the school’s policy regarding absence and make‐up as stated in the school catalog will apply.  Violation of school rules and regulations may subject the student to dismissal. Above and Beyond Care HealthSystem post‐training placement information is available at www.njtopps.com. In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure.  Failure to do so within the ninety (90) days may exclude the student from any available form of assistance.  Please contact the Training Evaluation Unit via email at [**trainingevaluationunit@dol.nj.gov**](mailto:trainingevaluationunit@dol.nj.gov)

The student, by signing this contract, acknowledges that he/she has read this contract and understands the terms and conditions and agrees to the conditions outlined in this contract.  Signing of this contract by the school is written confirmation by the school that the above-named student has been approved to enter the above named program(s).   This agreement is not binding until three business days after signing by both parties.  The student and the school shall retain a copy of this agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

School Director’s Signature Date Applicant’s Signature Date