



Lotus Medical Career College

1460 E. Holt Ave. Suite 176A Pomona, CA 91767

lmccpomona.magix.net

(909) 625 - 8050

ENROLLMENT AGREEMENT – Restorative Nurse Assistant

“ALL INFORMATION IS STRICTLY PERSONAL AND CONFIDENTIAL”

Course: _____ Start Date: _____ End Date: _____

Last Date a student may Cancel or Withdraw (7th day after Enrollment or First-Class Session Day, whichever comes first): _____

Student Name: _____ Social Security _____

CA ID or Driving License: _____ State: _____ Expiration Date: _____

Address: _____

Street

City

State

Zip Code

Phone# you can be reached () _____ () _____

E-Mail address: _____

Emergency Contact:	Name	Relation	Phone #
		()	

Type of Loan: _____

Out of Pocket Tuition: _____

TO BE COMPLETED BY THE SCHOOL:

Student Checklist	Date Completed	Yes/ No	Student Initials	Staff Initials
Copy of Identification Card				
Copy of Social Security Card				
Eligibility Form Checked Off				
Enrollment Agreement				
RNA Certificate				

Student Signature: _____

Date: _____

Staff Signature: _____



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ENROLLMENT AGREEMENT (RNA)

Last	First	Middle	Social Security # or SEVIS	Driver License #
Address/ Street	Apt/ Suite	City	State	Zip
Phone#	Cell Phone #	Birth Date	Email Address	
(Circle One) Citizen / Eligible Noncitizen / Neither				
Start Date of Program: Expected Completion Date: Enrollment Date: Period Cover by Agreement: Withdrawal Date: <input type="checkbox"/> Eligibility from				
Program Title: RNA		Schedule: Days and Times		
# Of Clock Hours 16 (RNA)	# Of Days 2	Total CEU's 16 Hours		
<p>Successful graduates will receive a please circle one (Certificate Degree)</p> <p>All Courses Schedules are subject to change in start and completion date: Students will be notified in case of changes.</p> <p>Amended Scheduled (If Applicable): Extended Completion Date: _____ Students Initials: _____</p> <p>School Official Initials: _____</p>				

Total Fees, Charges and Expenses for Restorative Nurse Assistant (RNA)

Registration Fee	\$250.00	Non-refundable Registration Fee
Tuition	\$350.00	Total Tuition Charged for the program
Textbooks and other Learning Media-included	\$85.50	(Included in Tuition) - Textbooks and other Learning Media
STRF Current Rate	\$0.00 per \$1000	Non-Refundable STRF FEE (\$0) (Effective 4/1/24 - \$0.00)
TOTAL PROGRAM COST FOR RNA (Non-refundable Registration Fee (\$250) and \$350 include textbook and study guide)	\$685.50	<p>Total charges for current period of attendance. I-Train Approved Only Estimated total charges for the entire educational program.</p> <p>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: _____.</p> <p>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: _____;</p> <p>AND THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: _____</p>

* NOTE: Total fees are subject to change upon available discount. *

NOTICE: 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.

STUDENT SIGNATURE

DATE

PB-AJ 11/23/21; 8/16/23, 1/15/25 – APPROVED BY BPPE

RNA



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CAMPUS LOCATION

1460 E. Holt Avenue, Suite 176A

Pomona, CA 91767

School Telephone # (909)625-8050

School Fax # (909) 632-1800

CLASS LOCATION

Class sessions will be held at the following location:

1460 E. Holt Avenue Suite 176A

Pomona CA 91767

Suite 176A

HOURS OF OPERATION

Office: 9:00AM-5:00PM

STATE FINANCIAL AID

Here, at Lotus Medical Career College, we also refer applicants who may qualify to obtain grants from the following programs:

South Bay Workforce Investment Board (SBWIB)

11539 Hawthorne Blvd #500, Hawthorne, CA 90250

Phone: (310) 970-7700

Americas Job Center

264 E Monterey Ave, Pomona, CA 91767

(909) 242-7999

There are many more locations for Americas Job center going by different counties. Applicants can search at <http://www.careeronestop.org/>

FINANCIAL ASSISTANCE

Lotus Medical Career College offers students several options for payment. Lotus Medical Career College will make every effort to assist students to achieve their educational goals by helping them meet their financial needs.

Option 1: Full Payment of the Program/Course

Option 2: Installment Payments (5-6 payment) for the Total Program Cost (Student may request to fill a payment plan form).

Option 3: Private Loan or Career Training Loans (e.g., Sallie Mae, TFC)

Option 4: Student's Employer Reimbursement or Direct Payment

Low- or no income applicants may apply for tuition discounts. Payment plans are available with an additional \$50 charge. This program may not include blood pressure kit, shoes, uniform, Live scan, or state fee.



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Option 2: Payment Plan Agreement Policy

Students may request a payment plan to the counselor and must pay off last installment of the tuition one day before graduation.

To avoid delinquency and/or suspension, reschedule or talk to one of our staff members (s) and/or our program director if you are having trouble meeting the payment plan or meeting the due date.

Otherwise, we will assume that you are able to make the payment agreement at said payment amount and scheduled time.

Students will be charged \$25 dollars late fee each time they delayed tuition payment for up to 3 days _____ and there on, \$50 dollars fee forevery day will be charged up to 8 days _____. After 10 days the school has the right to drop students for non-payment and students are still responsible for paying full tuition. If the student was referred by another agency and, in the event, the agency failed to provide full tuition then student, parent/legal guardian/spouse, or responsible party is responsible for paying full tuition to the institution _____ (responsible party). We are obliged to contract collections if full payment is not collected.

Option 3:

A student may apply for any private loan to attend a training program at LMCC. LMCC does not have any direct involvement with student private loans or career training loans.

Students may log in to links below and investigate independently on their own risk to apply for student loans.

<https://www.tfctuition.com/students/>

<https://www.nerdwallet.com/best/loans/student-loans/private-student-loans>

Option 4: Employers from the community reimburse tuition at original or discounted cost to their employee if they attend training at LMCC.

FINANCIAL AID DISCLOSURES

1. **Financial Aid Deadline:** Student may apply for a discount through LMCC or for financial aid through American Job Center of California any time they decide to enroll. However, the cut off is three business days before the first day of the program.
2. **Application Process:**
 - a) Counseling Session with Admissions Officer
 - b) Review School Catalog
 - c) Meeting with Chief Financial Officer
 - d) Sign and fill Enrollment Agreement and Payment Plan
3. **Satisfactory Academic Progress**
 - a) To maintain eligibility for financial aid, students must maintain satisfactory academic progress, which means he/she must maintain the minimum GPA requirements.



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Course-

Lotus Medical Career College students will attend class for lectures one day and the next day students will develop their Clinical skills in the skills lab. Students will get access to Canvas and receive a Zoom meeting code before the course starts. Additionally, information such as textbooks and quizzes will be provided on Canvas. LMCC shall transmit all lessons and materials to the student if the student has paid for the program.

HOUSING

Lotus Medical Career College does not have any dormitory facilities. The approximate cost for one and twobedrooms around the Pomona area ranges from 1500 to 2000 dollars as per Zillow. https://www.zillow.com/homes/for_rent/Pomona-CA/condo,apartment_duplex_type/20008_rid/34.113794,-_117.69147,34.01866,-_117.845278_rect/12_zm/

LMCC does not assume any responsibility for placing the students in housing, therefore students provide their ownhousing.

“STUDENT’S RIGHT TO CANCEL”

THE STUDENT HAVE 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. YOU MUST SUBMIT YOUR CANCELLATION NOTE IN WRITING TO THE SCHOOL. CANCELLATION IS EFFECTIVE ON DATE WRITTEN NOTICE OF CANCELLATION IS SENT.

The student has the right to withdraw from the program of instruction at any time, including 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. To withdraw or cancel the enrollment agreement, the student must send, via email or letter, or deliver in person a written. Notice of Cancellation or Letter of Withdrawal postmarked NO LATER THAN the end of: (a) the day of the first-class session or (b) the seventh day after enrollment, whichever is later. Compliance with this school policy will result in a pro-rated refund within 45 days.

Students should at least have an intermediate understanding of the English language to effectively speak and communicate in English. Applicants’ English proficiency level is measured upon their interview and a form is filled by the applicant and staff member to determine if they are eligible to enter any course at LMCC

All courses in every LMCC program are delivered in English. Instructions are not taught in any other Language, but English. The enrollment agreement is also provided in English. The enrollment agreement is written in English language that is easily understood by the applicants. If English is not the student’s primary language and the student is unable to understand the terms



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and conditions of the enrollment agreement, the student has the right to request a translated transcript of the terms and conditions and all cancellation and refund policies in the student's primary language.

WITHDRAWAL POLICY

Students who wish to voluntarily withdraw from the program for any reason must officially notify the school. Students who wish to withdraw should contact the Program Director or the Institute Director in writing. All students who withdraw are required to meet with the Program Director. Regardless of the circumstances of withdrawal or date of notification to the Institute, the official withdrawal date is the last date on which a student attended classes. Refunds or amount due and final grade determinations are based upon the last official class attendance. Please look below the enrollment agreement for further information on refund policy.

REFUND POLICY

The student has a right to a full refund of all charges less the amount of \$250.00 which includes the registration fee and the STRF Fee. If he/she cancels this agreement prior to the first-class session or the seventh day after enrollment, whichever is later. Students shall be eligible to receive a full refund before the first lesson and materials are received. LMCC remains obligated to provide the other educational services it agrees to provide but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rata refund for the unused portion of the tuition, if you have completed 60% or less of the instruction.

For example, If the student only completed 10 hours of a 16-hour course and paid \$685.00 tuition, minus \$250 is non-refundable. Therefore, $\$435 \div 16 \text{ Hrs} = \27.18 per hour of instruction multiply by 10 = \$271.88. The student will receive a refund of $435 - 271 = \$164$

\$685-250 = \$435	-\$250	10 Hrs. of Instruction \$ 271.88	\$435-271.00= \$164
Amt Paid \$435	Reg. fee Retained. by the school	Completed Instruction	Actual refund amount For 10 HRS Instruction paid for and not received

- The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal.

The school will also refund money collected for sending to a third-party course made on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.



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However, the Student cannot return the equipment or supplies due to infection control matters. Therefore, no refund will be allowed for the equipment and supplies.

Within 10 days of the day on which the refund is made, the school shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method of calculating the refund, and the name and address of the entity to which the refund was sent.

The school will also refund money collected for sending to a third-party course made on the student's behalf such as license or application fees except for Live Scan. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

However, the Student cannot return the equipment or supplies due to infection control matters. Therefore, no refund will be allowed for the equipment and supplies.

Students are responsible to pay full tuition as agreed upon admission if they complete the program.

In addition, if the student borrowed loan or accepted a payment plan (extended credit), it is the student's responsibility to repay the full amount plus interest rate, less the amount refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal financial aid funds.

LMCC extending credit or lending money to an individual for institutional and non-institutional charges for an educational program shall cause any note, instrument, or other evidence of indebtedness taken in connection with that extension of credit or loan, see notice below.

“NOTICE”

“YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.”

Please read the following regarding the Federal Truth In Lending Act pursuant to Title 15 of the United States Code.

<https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/loans-sb-2-i4.pdf>

If the student defaults on a federal or state loan, both the following will occur:

1. The federal or state government or a loan guarantee agency may take action against a student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.



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Please do not sign this Enrollment Agreement, you must read it entirely prior to signing. You will be given an exact copy of the Agreement you sign. Please also note that the provisions of any attached riders signed by you are also part of the Enrollment Agreement. This enrollment agreement is legally binding when signed by the students and accepted by the institution.

Students Acknowledgments

Prior to signing this enrollment agreement, you must be given a catalog or 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.

Students Initials: _____

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.

Students Initials: _____

Any question 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:

Address: 1747 N. Market Blvd. Ste 225

Sacramento, CA 95834

P.O Box 980818, West Sacramento, CA 95798-0818

www.bppe.ca.gov

Telephone and fax #'s:

1-888-370-7589 or by fax 1 (916) 263-1897

1 (916) 574-8900 or by fax 1 (916) 263-1897

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form which can be obtain on the Bureau's internet website www.bppe.ca.gov



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STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“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.”

NOTE: As of April 2024, each qualifying institution shall collect an assessment of zero cents (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

NON-PAYMENT OF CHARGES:

Non-payment of tuition, fees, and/or other charges due to Lotus Medical Career College will result in your being obligated for additional collection costs, collection agency costs, and other legal costs. In addition, we reserve the right to report your failure to pay amounts owed to us to one or more national credit bureau organizations and not to release your diploma/certificate until all your debts to us are paid in full.

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:

1. 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.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance unless the loan has been repaid.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Lotus Medical Career College is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the certificate you



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earn in (Restorative Nurse Assistant) Lotus Medical Career College is also at the complete discretion of the institution to which you may seek to transfer. If the (Restorative Nurse Assistant) that you earn at this institution is 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 after attending Lotus Medical Career College to determine if your Restorative Nurse Assistant Certificate will transfer.

LMCC has not entered into an articulation or transfer agreement with any other college or university that provide for the transfer of credits earned in the program of instruction, therefore no fees is charged for transfer of credit. Students must complete 100% of the programs to obtain full credits to obtain Nursing Assistant, Home Health Aide, Restorative Nurse Assistant, and Medical Assistant programs certificates.

Student Initial



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My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and the institution's cancellation and refund policies have been clearly explained to me.

Print Student's Name

Student's Signature

Date

Admissions Representative's Signature

Date
