

LNA Health Careers Attendance & Refund Policies and Class Requirements

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 at orientation. Leaving early/coming in late more than 2 times for any reason will result in progressive discipline. Clinical make up classes are available only to those who provide a Doctor's note or demonstrate other extenuating circumstances. Clinical make-up classes are based on Instructor availability and will be charged to the student at a rate of \$25 per hour for each hour to be made up **regardless** of the circumstances surrounding the missed time. Missing 10 or more hours of the course will result in immediate expulsion from the program without a refund. Emergencies will be handled on a case-by-case basis. The NH Board of Nursing requires 100 hours of training—40 hours of theory and 60 hours of clinical. LNA Health Careers consists of 110 hours—50 hours of theory and 60 hours of clinical.

Refund Policy:

Our refund policy has been adopted from the State of NH Postsecondary Education Commission, based on Pos 1111.05 ([://www.gencourt.state.nh.us/rules/pos.html](http://www.gencourt.state.nh.us/rules/pos.html)). Refunds are based on the amount of program hours offered at the time of withdrawal. LNA Health Careers will retain the one time application fee of \$60, criminal background check fee \$25, and supplies fee of \$90 (providing the criminal record check has been sent and supplies have been received). In addition, there is a \$275 administrative fee assessed to **all** withdrawals. A student who withdraws before completing 50% of the program (55 hours) shall be entitled to a pro rata refund based on the tuition fee of \$1275. ***Any student withdrawing from the program before it starts with less than a 24 hour notice will be assessed the \$275 administrative fee.***

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 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 text books, patient charts and medical records are all printed in English. Students with English as a second language will be required to take an English Comprehension Evaluation prior to being accepted into the program.

Criminal Record Policy:

All students wishing to enroll in the LNA training program at LNA Health Careers will be required to complete a NH State Police criminal background check. In the event that an applicant has a positive record they must disclose it on their application and come into the admissions office for an interview. After reviewing the completed criminal background check and after completing the interview process, the program Coordinator will determine acceptance or denial of the individual into the program. Individuals with a positive criminal record, especially within the past 3 years, may have difficulty finding gainful employment in the healthcare field and may not be eligible for licensure. LNA Health Careers cannot be held responsible for any individual not being eligible for licensure who has falsified information on their application. Individuals with a positive criminal record within the past 3 years or 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.