

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 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 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 application fee of \$60. The \$90 supplies fee and \$25 criminal record fee is non-refundable once supplies have been received and criminal record check has been processed. In addition, there is a \$275 administrative fee assessed to **all** withdrawals/terminations. 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 business day notice will be assessed the \$275 administrative fee. Likewise, any student transferring out of one class, with less than a 24 hour business day notice before it is scheduled to start, into another, will be charged 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:

In the event that an applicant has a positive criminal record they must disclose it on their application. The Program Coordinator will call the applicant and ask them to complete a criminal background check prior to gaining acceptance into the program. After reviewing the completed criminal background check, the program Coordinator will determine acceptance or denial of the individual 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.

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. Individuals with any misdemeanors within the past 3 years, repeat offenders, or with any felony convictions **will not** be accepted into the program. Individuals with vehicular convictions (ex. DUI) within the past 2 years will not be accepted into the program. Falsifying information on the application can and may result in termination from 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.