

**CI INSTITUTE OF NURSING**  
**CERTIFIED NURSE ASSISTANT TRAINING PROGRAM**  
**ENROLLMENT AGREEMENT SY 01/01/2025 - 12/31/2025**



## **ENROLLMENT AGREEMENT**

### **Program Location:**

Theory - Online <https://learn.ciinstituteofnursing.com/login/index.php>

### **Clinical Facilities:**

**The Terraces of Los Altos 373 Pine Ln Los Altos, CA 94022**

**Lincoln Glen Skilled Nursing 2671 Plummer Ave San Jose, CA 95125**

<i>Last</i>	<i>First</i>	<i>MI</i>	<i>Student's SSN</i>
<i>Student's Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

<i>Home Phone</i>	<i>Cell Phone</i>	<i>Date of Birth</i>	<i>Driver License #</i>	<i>Admin Rep</i>
<b>PROGRAM TITLE</b>	CERTIFIED NURSE ASSISTANT TRAINING PROGRAM			
<b>Total Clock Hours</b>	160 (Theory 60 hours; Clinical: 100 hours)			
<b>Start Date</b>				
<b>End Date</b>				
<b>Scheduled Completion Date</b>				

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**Housing:** The institution does not provide housing or dormitory facilities and has no responsibility to find or assist in finding housing. Housing near the institution may range from \$1500-\$3000 for a single bedroom.

**TOTAL FEES, CHARGES, AND EXPENSES**

**Tuition and Fees (Institutional Charges):**

Application and Entrance Admission Exam Fee	\$	100.00	Fee for application (Non-Refundable)
Tuition Fee	\$	1,400.00	Total tuition charged for the program
STRF assessment	\$	0.00	<b><u>Student Tuition Recovery Fund (Non-Refundable) and the STRF fee are \$0.00 per \$1,000 effective April 1, 2024</u></b>
Statistical Data Recovery Fee	\$	100.00	Refundable Data Fee
Additional fees	\$	182.00	Additional expenses: 2 sets of uniform (Non-Refundable)
<b><u>Total</u></b>	<b>\$</b>	<b><u>1,782.00</u></b>	

**Supplemental Fees (Non-Institutional Charges):**

Live Scan Fees	\$	75.00	Live Scan fingerprinting process
Student Liability Insurance	\$	35.00	NSO Student Malpractice Insurance
CPR Certification	\$	14.95	National CPR Foundation
Medical Requirement Fees	\$	75.00	Medical Requirement Fees for Physical Exam: TB clearance every 12 months, MMR immunizations and/or titers, Varicella immunizations and/or titers, Hepatitis B immunizations and/or titers, Tdap

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			<i>immunization</i>
<i>Supplemental fees</i>	\$	<i>120.00</i>	<i>Certification Fee</i>
<i>Hardware requirements</i>	\$	<i>650.00</i>	<i>Computer with mic, speaker, and headset</i>
<i>Additional fees</i>	\$	<i>30.00</i>	<i>Nursing Shoes</i>
<b>Total</b>	<b>\$</b>	<b><u>999.95</u></b>	

<b><u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u></b>	<b><u>\$1,782.00</u></b>
<b><u>*ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u></b>	<b><u>\$ 2,781.95</u></b>
<b><u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	<b><u>\$1,782.00</u></b>

**\*YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

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**CANCELLATION AND REFUND POLICY**

**STUDENT'S RIGHT TO CANCEL:** You have the right to cancel the enrollment agreement you sign for a course of instruction, including any equipment, materials, and supplies, or any other goods and services included in the agreement, if applicable, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

**Cancellation of this agreement can occur up to: \_\_\_\_\_**  
**(Enter date of first class or the seventh day after enrollment, whichever is later)**

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. A signed cancellation/withdrawal form should be submitted by mail/email/hand-delivered/in person to the Registrar or HR Manager in order to be effective. We will not accept unsigned correspondence in any form. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement. If you cancel your enrollment agreement within the cancellation period which extends through your first class session or the seventh day after enrollment, whichever is later you are entitled to a full refund of all institutional charges paid, minus a non-refundable application fee not to exceed \$250. Any refund due will be paid within 45 days of your written cancellation notice. Equipment and materials provided by the school must be returned in good condition by the cancellation deadline; if not returned, the cost of unreturned items will be deducted from your refund.

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**Refund Policy:** The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have the right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less the application fee of \$100.00, within 45 days following your withdrawal.

You are obligated to pay only for educational services rendered and for unreturned equipment, if applicable.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: (1) The student notifies the institution of the student's withdrawal or, as of the date of the student's withdrawal, whichever is later. (2) The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, and/or failure to meet financial obligations to the School. (3) The student does not return from a leave of absence. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party, or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid

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program funds.

- A. Deduct the application fee \$100.00 from the total tuition charge.
- B. Divide this figure by the number of hours in the program.
- C. The quotient is the hourly charge for the program.
- D. The amount owed by you for purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction.
- E. The refund would be any amount in excess of the figure derived in that was paid by you.
- F. The refund amount shall be adjusted for equipment, if applicable.

**UNDERSTANDINGS**

**INITIAL BELOW**

	<b><u>1. Location of Instruction:</u></b> Location of instruction takes place online for the theory class and at the contracted nursing facility for the clinical training.
	<b><u>2. Other fees, as applicable:</u></b> Transcript fee – \$5 unofficial, \$15 regular, \$30 rush; US or Foreign High School Transcript Request fees – varies based on school; Foreign Transcript Evaluation by AICE or NACES approved member – varies based on evaluator; Returned check fee – \$40; Late Payment Fee – \$30; Replacement ID Card fee – \$20
	<b><u>3. Recruitment:</u></b> Please note that English is the only language in which recruitment is conducted.
	<b><u>4. Placement Assistance:</u></b> Placement assistance is provided. However, it is understood that the School does not and cannot promise or guarantee employment, nor level of income or wage rate to any student or graduate.

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	<p><b><u>5. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:</u></b> The transferability of credits you earn for the Certified Nursing Assistant Training Program at CI Institute of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Certified Nursing Assistant Training Program at CI Institute of Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at the institution are not accepted at the institution at 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 you wish to seek to transfer to after attending the Certified Nursing Assistant Training Program at CI Institute of Nursing to determine if your credits or degree, diploma, or certificate will transfer.</p>
	<p><b><u>6. Questions:</u></b> Any questions 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 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834. The mailing address is P.O. Box 980818, West Sacramento, CA 95798-0818. The website address is <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>, and they can be reached by phone at (888) 370-7589 or by fax at (916) 263-1897, as well as at (916) 574-8900 or by fax at (916) 263-1897.</p>
	<p><b><u>7. Complaint:</u></b> 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 obtained on the bureau's website (<a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>)</p>
	<p><b><u>8. Loan:</u></b> If you receive federal student financial aid funds, you are entitled to a refund of money not paid from federal student financial aid program funds. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan</p>

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	<p>guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.</li> </ol>
	<p><b><u>9. STUDENT TUITION RECOVERY FUND</u></b></p> <p>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. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the</p>



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STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau, or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau, but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or

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	<p>more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.</p> <p>To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.</p> <p>A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a Social Security number or a taxpayer identification number. Per BPPE: Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. 5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.</p>
	<p><b><u>10. Tuition Payment Policies:</u></b> I understand that the obligation to pay the fees for the full academic year is unconditional. The school may prohibit the entry or continued attendance of students whose accounts are in arrears. \$40 will be charged for any returned checks. \$30 will be charged for any late payments. I have read and agreed to the Tuition Payment Policy</p>

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	<p><b><u>11. Catalog and School Performance Fact Sheet:</u></b> 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, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement. I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and 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.</p>
	<p><b>12.</b> By signing, you understand and acknowledge that you have received and read the current catalog information and the School Performance Fact Sheet, and although placement assistance may be provided to you, you recognize that the school cannot promise or guarantee employment or income level to any student or graduate.</p>

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<b><u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u></b>	<b><u>\$ 2,781.95</u></b>
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**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the**

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institution's cancellation and refund policies have been clearly explained to me.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Parent or Legal Guardian)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature and Title of School Official)

\_\_\_\_\_  
(Date)

**THIS AGREEMENT IS LEGAL AND BINDING ONLY IF SIGNED BY THE STUDENT AND A SCHOOL REPRESENTATIVE.**