



2384 S Dairy Ashford Rd
Houston, TX 77077
832-582-1403

FTAphlebotomyschool@gmail.com

STUDENT ENTROLLMENT AGREEMENT PHLEBOTOMY TRAINING

First Name:

Last Name:

Address:

City/State/Zip:

Telephone:

Social Security:

DOB: (MM/DD/YY)

Email Address:

Military Status if applicable: Active _____ Inactive _____ Retired _____

Course Start Date:

COURSE AND CONTENT COST

Tuition and Fee Breakdown

Tuition. \$500

Registration Fee \$120 (non-refundable)

Books/Supplies and Equipment. \$180

National Exam Fee \$105 (separate fee is student sits for national exam)

Total for Phlebotomy Training and exam \$905.00

We accept Mastercard, Visa, and cash payments

****There is no interest charged for any pricing. Pricing is subject to change***

Payment Policy and Timelines

\$120 non-refundable registration fee is due at time of registration. Registration must be completed 2 weeks before start of course. After the initial registration fee of \$120 has been made, students can make payments in any increment until payment is received. Please note that full tuition and fees will be due by end of the course.

If a student fails to pay tuition and fees by these deadlines, students will be disenrolled from the class.

FTA phlebotomy, school accepts money order, cash, or credit card as method of payments.

Phlebotomy Training Program

This course requires 32 clock hours of attendance, testing, and practical training. Course cost is \$800.00. Sunday course starts near the first of every month and runs for 4 weeks (32 hours of class/lab). Class time will be from 8 AM to 5 PM and this includes a one hour lunch break. Students who signed the enrollment form, will be guaranteed the course price of \$800.00, even if the school has a tuition cost increases.

Program Information

Each student will be required to satisfactorily perform and complete the required training. This is based on a pass/fail evaluation. If the entire course is completed, satisfactorily, A Certified Phlebotomy Technician certificate of completion will be awarded to the student at the completion of class.

Students in class will practice blood draws on one another, closely supervised by instructors. Students should expect to have their blood drawn during the class. Students with medical restrictions should contact student services to seek accommodations.

We do not grant credit to students for other courses, taken in the field of phlebotomy, or nursing assistant training, or any other fields.

Enrollment Requirements

We require students that enroll in the program to have a High School or GED diploma. We require students to be 18 to enroll. If this proof of education was issued outside of the United States, students must have their documents evaluated for equivalency.

Attendance Information

Attendance is mandatory for all students, for all scheduled classes. This course is pass/fail, because of this, lack of attendance can affect the student's ability to pass. AAH requires hours to be completed prior to sitting for certification exam.

There is a 30 minute grace period at each class after which the student will be considered tardy. Time will be kept at the educational facility electronically. Students are also required to attend the full hours of class. Time will need to be made up by any student that has a valid approved reason for early dismissal.

Students with one absence will be required to make up class in the next class session granted there is space available, at the discretion of the Administrator. Students will not receive a certification of completion until the made up class is completed. Students that accrue two or more absences will be considered to have abandoned the current course and the student will be issued an Incomplete for the course. Should the student wish to complete the Phlebotomy Full course, they will be required to re-apply, repay and retake the course from the beginning.

- - Students are required to call and inform the school office for any foreseen absences or tardiness
- - Make-up classes for absences are to be arranged with the administrator.

Completion Policy

Students will have 30 days to receive their Certificate of Completion from the original course start date.

Re-enrollment

If a student fails to receive their Certificate of Completion during the time frame for which they are enrolled, they will be required to re-enroll as a new student. No payments made or classes attended with carryover to a new enrollment. Students may reenroll and make payments by contacting student services.

Extension Policy

Students may request an extension for extenuating circumstances by contacting student services. These extenuating services include severe medical problems, death of a relative, natural disasters, and cases of assaults. All balances must be paid in full before extensions will be granted. No more than one extension will be granted per student extensions are not to exceed more than 30 days of the original completion deadline.

Exam Information

The student is responsible for themselves in scheduling an appointment for the AHA (American Allied Health) certification exam. This examination, when passed, grants a national certification. This certification must be renewed every year. The national exam is a separate fee of \$105.

If a student chooses NOT take the national exam, they will still receive an original certificate of training from our school at the end of the course. This only applies to those who have met all the requirements of the course in the state of Texas and who have no financial outstanding balances.

Original copies of the certificate of training will be given to each student once requirements are met.

Cancellation and Refund Policy

Students may cancel enrollment at any time by giving written notice to the school and with a notice of cancellation form. Refund guidelines are listed as the following:

- a. If cancellation occurs within 72 hours before attending class, all money paid by the student will be refunded, except the registration fee.
- b. If cancellation occurs after classes begin and students are given all of their needed class materials on the first day of class, a pro-rated refund will be issued and follows: Attended up to 8 hours of class – 60% **tuition refund**. Attended 8-16 hours of class – 30% **tuition refund**. Anything beyond this is nonrefundable.

There are no refunds for textbooks/supplies once these are purchased

Registration fees are non-refundable.

Refunds will be issued within 30 days of the date of student notification, or date of school determination. Refunds will only be issued back to the original card used in the transaction.

Refund Policy for Student Called to Active Military Service

A Student of the school who withdraws from the school or college as a result of the student being called into active duty in the military service for the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled.

- a. If tuition and fees are collected in advance of the withdrawal, a prorated refund of any tuition, fees, or any other charges, paid by the student for the program, and the cancellation of unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete the following withdrawal.
- b. A grade of incomplete with the designation “withdrawn-military” or the courses in the program, other than courses, for which the student has

previously received a grade of the students transcripts, and the right to reenroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date, the student is discharge from active military duty without payment of additional tuition, fees, or any charges for the program.

Postponement of starting date

If the course is not commenced, or the student fails to attend by the new start date, the student will be entitled to an appropriate refund of pre-pay tuition and fees within 30 days of the deadline of the new start date, determine an accordance with the school's refund policy.

Student Eligibility, Accommodations, and Performance Policy

FTA phlebotomy school believes in providing education to a diverse population. FTA complies with state and federal disability laws and makes reasonable accommodations for applicants and students with disabilities. If the student needs an accommodation, it is their responsibility to make their disability known to the school and request any accommodation. FTA will make reasonable accommodation for applicants and students. They must also be able to show proof of disability for accommodation.

Conduct and Dismissal Policy

Students are expected to maintain professional conduct within the classroom. FTA phlebotomy school reserves the right to enact disciplinary procedures. The following is a list of behaviors that are unacceptable in the classroom setting. FTA managers have full discretion and any violation of the policy is our contact, considered inappropriate, will be subject to disciplinary action, up to, and including dismissal from the program.

1. Language/Interpersonal Conduct
 - a. Fighting (verbal, physical, electronic) with or assaulting another individual
 - b. Threatening or intimidating any other individual by any method.
 - c. Engaging in any form of harassment
 - d. Using vulgar language, explicit terms, or profanities
 - e. Discussing sensitive topics, such as religion, sexual orientation, and gender, racial issues, political affiliation, etc.

2. Conduct
 - a. Use of cell phone for non-emergencies while in class and or lab
 - b. Continually speaking out of term, or disrupting the flow of the class with off-topic discussions
 - c. Arriving late to class or leaving early more than twice without prior notification
3. Safety
 - a. Failing to abide by safety rules and policies
 - b. Refusing to follow instructors direction or being insubordinate
 - c. Failure to adhere to corrections or guidelines given by the instructor
 - d. Continued disregard for cleanliness and sanitation protocols
4. Mental/Physical State
 - a. Showing up to class and improper attire, wearing an appropriate shoes, are generally unkept
 - b. Attending class, while under the influence of alcohol, illicit drugs, or any other mind/body altering substance.
5. Student Eligibility, Accommodation, and performance
 - a. Failure to meet the performance requirements
 - b. Inability to benefit as reviewed by instructional staff
6. Automatic Dismissal
 - a. Possessing firearms or any other weapons in the classroom
 - b. Illegal activity of any kind
 - c. Theft
 - d. Using, selling, dispensing, or possessing alcohol, illegal, drugs, or narcotics on premises

Disciplinary Procedures

Students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship. They are expected to be aware of FTA Phlebotomy School's expressed policies and to abide by them. Students that do not comply with the policies and guidelines outlined by FTA Phlebotomy School are subject to disciplinary action at our discretion. This may include:

- **Probation:** A written disciplinary probation is an official notice for a specified time during which a student may continue to attend classes but must demonstrate conduct that conforms to FTA Phlebotomy School standards of conduct.
- **Suspension:** A written disciplinary suspension is an official notice for a specified time during which a student must be removed from the facility and its courses. A student may be re-admitted to the course after the specified time and must demonstrate conduct that conforms to FTA Phlebotomy School standard of conduct.
- **Dismissal:** A written notification of a student's dismissal from FTA Phlebotomy School and its courses for an indefinite period. Re-admission to FTA Phlebotomy School will require the specific approval of the school and may be granted only under exceptional circumstances.

Student Grievance Procedure

Attempting to resolve an issue with the school for us is strongly encouraged. Students who are not satisfied with the way their complaint has been resolved by the school may file a complaint with the Texas workforce commission at Texasworkforce.org/careersschools.

Holder in Due Course Statement

Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtain pursuant here to, and with the proceeds hereof. Recovery hereunder by the debtor, shall not exceed amounts paid by the debtor.

ACKNOWLEDGEMENTS

Approved and regulated by the Texas Workforce Commission, career schools, and colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Student Initials:

Printed Name of Student:

Signature of Student:

Date:

I have provided a copy of this enrollment agreement and current School catalog to student above.

Printed Name of Authorized School Official:

Signature of Authorized School Official:

Date:

Revision June 8, 2026

**PLEASE EMAIL COMPLETED FORM TO
FTAPHLEBOTOMYSCHOOL@GMAIL.COM**