

# TRINITY SCHOOL OF HEALTH AND ALLIED SCIENCES



## SCHOOL CATALOG 2016 – 2017

(December 1, 2016 – December 31, 2017)

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## SCHOOL CATALOG

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## **INTRODUCTION**

Trinity School of Health and Allied Sciences (TSHAS) welcomes and congratulates you on taking the first step towards achieving your goal to be a health care professional.

The School Catalog is a compilation of information prepared by the school administration. The contents of the catalog include information obtained from the school handbook policies and procedures. This catalog will assist you in obtaining answers to various questions you may have while enrolled at TSHAS. The rules and regulations contained in this catalog will in effect, and applicable to you, as long as you are in continuous and uninterrupted enrollment at TSHAS. If your enrollment is interrupted for any reason, the rules that will apply to you are those stated in the catalog in effect at that time.

## **STATEMENT OF ACCURACY**

All information in this catalog is current, correct and is so certified as true by the Academic Dean. TSHAS updates its catalog annually. This catalog covers the period of 2016-2017. Within the year it covers, TSHAS may find it necessary to update the catalog to reflect the requirements and standards of the school's accrediting body, state licensing agency, the U.S. Department of Education, or even due to market conditions. TSHAS reserves the right to make changes at any time to any provision of this catalog. All matters contained herein are subject to change without prior notice and TSHAS assumes no responsibility for misinterpretation by students of policies and procedures as presented in this catalog.

The catalog is available at the TSHAS library for reference and can also be viewed at the school's website ([www.tshas.edu](http://www.tshas.edu)). Upon request by a prospective student or the general public, the Director of Admissions shall provide either: an available hard copy of the current school catalog, or the link in the school's website where the catalog can be viewed and downloaded. This catalog is effective as of November 1, 2016 up to December 31, 2017.

## **APPROVAL TO OPERATE STATEMENT**

Trinity School of Health and Allied Sciences (TSHAS) is a private institution, approval to operate by the California Private Postsecondary Education Act (CPPEA) as of 2009 which is effective January 1, 2010. TSHAS under section 94866 (a) of CPPEA will by operation of law approved to operate January 22, 2015 to February 28, 2020. This act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer's Affairs. Any questions a student may have regarding the catalog that have not been satisfactorily answered by the institution may be directed to The Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833; [www.bppe.ca.gov](http://www.bppe.ca.gov) or toll free phone number (888)370-7589 or by fax (916) 263-1892.

## **BANKRUPTCY STATEMENT**

TSHAS has never filed for a bankruptcy petition, operated as a debtor in possession, filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within that preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.



Dear Prospective Students,

Education and growth here at Trinity is our utmost priority. We strive to ensure every individual student is provided with an excellent education experience coupled with vast learning opportunities. Students can look forward to an array of objectives. From working on basic skills with our knowledgeable instructors to progressing through repetition at our active externship sites, we aim to have every student walk into their job feeling like it's their tenth year rather than the first day. Our goal is to produce medical professionals that are ready to join a field that is in constant demand of experienced health care providers and be a part of the ever changing 21<sup>st</sup> century workforce.

**Dr. Estrella Aguinaldo**  
President/CEO

## **SECTION I - THE SCHOOL**

Trinity School of Health and Allied Sciences (TSHAS) is a privately- owned educational institution that aims to offer comprehensive program in health care services. TSHAS is situated within a diverse community in the South Bay area. Its location is accessible to by car and public transportation.

### **History**

- January 22, 2015 - TSHAS was approved by the Bureau for Private Postsecondary Education.
- December 18, 2014 - Trinity School of Health and Allied Sciences was accredited by the Accrediting Bureau of Health Education Schools (ABHES).
- October 6, 2014 - Change of Ownership
- May 29, 2013 - Trinity Vocational Center was approved by the Bureau for Postsecondary Education (BPPE) and Accrediting Bureau of Health Education Schools (ABHES) to offer Hemodialysis Technician and Phlebotomy Training Program.
- November 2, 2012 - TSHAS was approved by the Bureau for Private Postsecondary Education (BPPE) and Accrediting Bureau of Health Education Schools to offer the Surgical Technology Program.
- November 29, 2011 - TSHAS was re-approved by the Bureau for Private Postsecondary and Vocational Education (BPPVE) and Accrediting Bureau of Health Education Schools (ABHES) to offer the Surgical Technology Program.
- May 11, 2011 - TSHAS was approved by the U. S. Immigration and Customs Enforcement to issue an M-1 visa through the Student and Exchange Visitor Program (SEVP).
- June 2, 2010 - TSHAS was approved to participate in program under the Higher Education Act of 1965 as amended (HEA) and the Federal student financial assistance program (Title IV, HEA programs).
- July 24, 2009 -TSHAS was accredited by the Accrediting Bureau of Health Education Schools (ABHES).
- June 22, 2007 -TSHAS was accredited by the Board of Vocational Nursing and Psychiatric Technician (BVNPT).
- February 7, 2006 -The Vocational Nursing Program was granted approval by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
- April 29 ,2005 -TSHAS was approved by the Bureau for Private Postsecondary and Vocational Education (BPPVE) to offer the Medical Assistant and the Medical Administrative Assistant.
- January 19, 2005 - TSHAS was approved by the Bureau for Private Postsecondary and Vocational Education (BPPE) to offer the Home Health Aide Program.
- December 2, 2002 -TSHAS was approved by the Bureau for Private Postsecondary and Vocational Education (BPPVE) to offer Nursing Assistant Training Program.

## MISSION

Trinity School of Health and Allied Sciences (TSHAS) provides excellence in education, welcomes everyone from all backgrounds, embraces cultural differences and recognizes the dignity and uniqueness of the individual student. TSHAS is committed to provide quality education to specialize in professional healthcare-related fields.

TSHAS is an institute that prepares the present for the future. It has an agenda that is geared towards serving all educational needs of the students. This institute looks to evolve its educational plans with time in order to prepare its students for 21<sup>st</sup> century workforce.

## PHILOSOPHY

TSHAS aims to provide curricular programs and instructional activities that addresses the various learning styles of the students. It recognizes its faculty and staff as caring facilitators in our students' academic learning and aspires to empower the students with knowledge and critical thinking to make ethical decisions in all aspects of their life.

The TSHAS faculty believes that:

- ✓ Learning is as an ongoing process producing a desire change in behavior resulting from the acquisition of knowledge and skills.
- ✓ Nurses play an important role in the promotion and restoration of health.
- ✓ The instructors are the facilitators of the learning process and a resource person who guides the student in attaining the highest academic level.

## Learning Resources and Support Services

- a) TSHAS does not offer visa services to students from other countries.
- b) All instruction will occur in English and the Scholastic Level Examination (SLE) will be used as the documentation of proficiency for the all program acceptance.
- c) **Photocopying Services.** A photocopier is provided for staff, faculty, and student use.
- d) **Support and Tutorial Services.** Students are encouraged to consult with their Instructors and the School Director regarding counseling and tutorial services. Tutors are available upon referral of instructors or student request. Dosage Calculation, Nursing Care Plan, Computer Crash Course, Basic Medical Terminology, and Academic Survival Workshops are available.
- e) **Career Placement Services.** Currently, TSHAS does not guarantee employment placement. TSHAS only assists students in getting employment through job postings and through keeping good relations with nearby facilities as well as clinical sites who, after being involved in the training of the students usually employs the students directly. Currently, Human Resource personnel from affiliated clinical sites responsible for hiring call the school to obtain student referrals when they have job openings to fill.
- f) **Student Housing.** Trinity School of Health and Allied Sciences (TSHAS) has no owned/controlled dormitory facility and does not provide any housing accommodation to its students.
- g) **Transportation Assistance.** TSHAS is located within a diverse community in the South Bay area. Its location is accessible to by car and public transportation.

## **FINANCIAL AID**

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. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, both 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; and (2) The student, may not be eligible for any federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid. The School does not offer any state or federal loan guarantees; no loans of any kind are offered at this school.

## **TRANSFER CREDIT**

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

The transferability of credits you earn at Trinity School of Health and Allied Sciences (TSHAS) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or degree, diploma, or certificate you earn in (RN-BSN or VN or MA or HT or HHA or CNA or Phlebotomy) is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma, or certificate that you earn at this institution are 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 Trinity School of Health and Allied Sciences (TSHAS) to determine if your credit or degree, diploma, or certificate will transfer. TSHAS has no articulation or transfer agreement to any other college, university or institution at this time.

1. Students will be granted credit for related previous education completed.
  - A. Transfer Credit shall be given for related previous education in sciences completed within the last five years. This includes the following:
    - Accredited Vocational or Practical Nursing courses.
    - Accredited Registered Nursing courses
    - Accredited Psychiatric Technician courses
    - Armed Services Nursing courses
    - Certified Nursing Assistant courses
    - Other courses determined to be equivalent to courses in the program.
  - B. Competency based credit shall be granted for knowledge and /or skills acquired through experience. Credit shall be determined by written and/or practical examinations as deemed necessary by the Program Director.
2. At the time of application, candidates must submit an Official Transcript of Records and/or copies of certificates of completion. Credit may be granted for courses successfully completed with a grade of "C" or better at another accredited postsecondary institution. The course and credit values should be comparable to those offered by TSHAS.

Credit will be granted based on the content and hours of the transferable courses which must be equivalent to courses offered at TSHAS. Recognition of credits earned elsewhere is limited to 25% of the total hours required for completion of a particular program. Transfer of credits for VN students is subject to the discretion of the Program Director.

### **Effect on Financial Aid**

The financial aid of a student who receives academic credit due to transfer credit or credit by examination will be affected by a reduction in tuition and fees in the student's budget and financial aid award.

### **CREDIT GRANTING FOR VOCATIONAL NURSING / CHALLENGE CREDIT**

Students who successfully completed academic courses and or have relevant knowledge and/or skills acquired in other accredited institutions will be given advanced standing in the VN program. The standard transfer of credit procedure states that "an institution of higher learning accepts credit earned from another institution based on their own discretion."

#### **Challenge Credit**

Credit may be granted for relevant knowledge and /or skills acquired through prior experience, a course in a non-accredited institution, and individual study with a grade of "C" or better and should be equivalent to a course offered at TSHAS for which credit is being requested. Qualified candidates must file a petition for credit by examination for a course to be challenged, at least six weeks prior to the start of the course.

The petition for advanced standing must be filed with the Program Director two (2 weeks) prior to the start of the course, and all examination fees (\$20.00/ course challenged exam) paid one (1) week prior to the examination date.

Credit shall be determined by successful completion of a comprehensive examination and/or practical examination. Candidates will be given prior notice of the examination date. Objectives for both the written and/or practical examinations are made available to the student prior to the examination.

Candidates denied challenge credit for a course, or a portion, thereof would be notified in writing of the reasons for denial.

Candidates qualifying to challenge a course or portion thereof will be given the following information to assist in preparation for the examination.

- Textbooks assigned for the course
- Required reading lists
- Study guides
- Format of the examination
- Objectives of the course

#### **Notice Concerning Transferability of Credits and Credentials Earned at our Institution**

You may contact the institution prior to seek transfer.

The transferability of credits you earned at Trinity School of Health and Allied Sciences (TSHAS) is at complete discretion of the institution you may seek transfer. Acceptance of the certificate you earn in the Vocational Nursing Program is the complete discretion of the institution you may seek transfer. If the certificate that you can earn at this institution are not accepted at the institution to which you may seek to transfer you may be required to repeat some or all of your course work at that institution. You may make certain reason that your attendance at TSHAS will meet your educational goals.

### **INSTRUCTIONAL FACILITY**

**TRINITY SCHOOL OF HEALTH AND ALLIED SCINCES (TSHAS)** is a private institution



which aims to offer more comprehensive programs in health care services. The school is located within a diverse community composed of minority groups in the south bay area. The school is easily accessible by car and public transportation. All instructional classrooms are held at the main campus on 1149 W 190<sup>th</sup> St., Suite 2000, Gardena, CA 90248.

### **Classrooms**

Every classroom is equipped with white boards, 35 student desks, a television, a VCR, a DVD player, and a projector screen.

### **Skills Laboratory Rooms**

Each Skills Laboratory is equipped with a television, a DVD player, a white board, a projector screen, hospital beds, mannequins and a sink.

### **Computer Laboratory**

The computer laboratory is equipped with sixteen (16) Dell Computers with Vista or XP operating systems and Microsoft Office suite. All computers have Internet access. In addition, they are equipped with computer learning systems that students can use to improve their critical thinking skills and prepare for the NCLEX.

### **Library**

The library is approximately 300 square feet. It holds a collection of periodicals, nursing books, and multi-media resources (videotapes, CDs, DVDs). The library provides students with resources needed for conducting research, writing reports and reviewing for tests. Students have full access to EBSCO Health that provides evidence-based clinical decision support solutions, healthcare business intelligence and research information for the healthcare industry.

### **Student Lounge/Pantry**

The student lounge is equipped with a microwave, a coffee maker, a refrigerator, a vending machine, tables and chairs, and sink for students.

### **Faculty/Staff Lounge**

The faculty lounge is equipped with a microwave, a coffee maker, a refrigerator, and tables and chairs for faculty and staff.

## **STUDENT GRIEVANCE POLICY**

Students are encouraged at all times to maintain open communication with faculty and administration. Every effort will be made to resolve issues dealing with complaint or grievance regarding grades, instruction, or other problems related to program of study.

The grievance procedure follows several steps. The first step involves the student making an appointment with the instructor to voice out his/her concerns to the immediate instructor. The student and instructor will attempt to resolve the issues within 3 days. If the issue is unresolved, the grievance will be put to the “lead” instructor’s attention who will try to resolve the issue within 3 business days. If the grievance is still unresolved, the student will make an appointment with the program director and submit a formal grievance report containing the conduct subject to grievance, name of the persons involved in the conduct subject to grievance and date/time and place where the conduct happened; and lastly the remedy which is being sought. The program director will attempt to resolve the concern in a conference with the instructor. The instructor and the student should resolve the issue within 3 business days upon receipt of the grievance.

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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Bureau for Private Postsecondary Education**

P.O. Box 980818

West Sacramento, CA 95798

### **SECTION II - PROGRAMS OFFERED**

TSHAS offers different nursing programs at different levels. All programs have the theoretical and clinical components. The theoretical (includes skills) component is delivered in a classroom setting. The clinical component is implemented through externships at different acute, long term OB/Pediatric clinics and residential/retirement home facilities as required per program.

### **BACHELOR IN SCIENCE NURSING PROGRAM (765 CLOCK Hours)**

TSHAS's RN-BSN completion program allows current licensed registered nurses to earn a baccalaureate degree in nursing in as few as 48 weeks (96 weeks for part-time option) by attending classes one to two days and/or evenings per week. This 3-semester accelerated program awards 36 credits for nursing courses taken during the program, 30 credits for an active unencumbered CA RN licensure and up to 51 general education credits. In addition, the student may also transfer in an additional 3 credit pathophysiology course if it meets transfer criteria (providing for the option of 54 transfer credits). The program framework is based on the "Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of College of Nursing (AACN – 2008) and prepared the student to focus on the application of clinical reasoning, leadership, communication and collaboration, patient safety, research, and evidence-based practice among other relevant topics in the provision of safe, effective and contemporary professional nursing care. In addition, the student has the opportunity to meet the California requirements for Public Health Nursing Certificate while engaged in program study. The program provides an opportunity for upward mobility as a bachelor's-prepared registered nurse. The degree and educational program serves as the foundation for graduate study in nursing and has up to two start opportunities each year.

#### **Program Philosophy**

The BS Nursing education program at TSHAS provides the student with the necessary skills to enable the student to provide safe, effective evidenced-based patient care at the level of professional registered nurse. At this level, the students provide clinically competent care and learn the profession of caring through the utilization of the nursing process, critical reasoning and analysis, and the attainment of an excellent nursing education. The faculty views nursing education as responsive in preparing students for the current and future nursing needs of people in an ever changing complex and diverse health care delivery system.

#### **Mission Statement**

The TSHAS's Baccalaureate Nursing Program's mission is to educate future nurses to provide high quality, ethical, safe, and compassionate nursing care in diverse healthcare environments. The program supports and celebrated the nursing profession and the student and the persons, communities and groups they will ultimately care for. The baccalaureate degree prepares the nurse to assume additional advanced leadership roles and to collaborate with interdisciplinary teams in complex systems to improve healthcare access for all, decrease costs, recognize and respect diversity and promote equality.

#### **RN-BSN Program Plan**

##### **Program Plan:**

The recommended completion time for full-time study for this program is 48 weeks (one academic year) of study with classes scheduled at 1-2 days and/or evenings per week.

A part-time option exists for students who want/need to go at a slower pace. Part-time students can complete this program in about 2 calendar years or approximately 96 weeks of academic study. The Part-time option starts in the “B” semester session.

Total Program Credit/Units: 36-39\* (\*if pathophysiology is not transferred).

### Pathophysiology

Pathophysiology is offered at the college and the student has the option to transfer it into the program or take it at the college. If not transferred into the program, it may be taken independently prior to beginning of the program or during the student’s first semester of the program.

Courses	Description	Credits/Units
<b>Semester A-B</b>	<b>Open enrollment /Pre-Program or Transfer</b>	
NURS 2399	Pathophysiology & Healthcare Management*	3
<b>Semester A:</b>		
NURS 3311	Promoting Health	3
NURS 3312	Dynamic of Nursing I	3
NURS 3213	Nursing: The “Caring” Profession (theory)	2
NURS 3414	Physical Exam and Health Assessment	4
<b>Semester B:</b>		
NURS 3215	Community, Public & Global Health Practicum	2
NURS 3415	Community, Public & Global Health Perspectives	4
NURS 4316	Healthcare Informatics and Patient Care Technologies	3
NURS 4317	Dynamics of Nursing 2	3
<b>Semester C:</b>		
NURS 4318	Nursing Research and Evidence-Based Practice	3
NURS 4319	Advanced Management & Leadership Strategies	3
NURS 4320	The Business and Politics of Health Care	3
NURS 4321	Evidence-Based Practice: Capstone Scholarship Project	3

### Full-Time Study

Full-time study is completed in 3 sequential semesters with the first two semesters being interchangeable. Full-time students take 12 credits each semester. Students who have not taken pathophysiology prior to entrance will need to take pathophysiology prior to their first or in their first in-residence semester (see below):

Option 1 = A + B + C

Option 2 = B + A + C

### Part-Time Study

Part-time study involves 6 credits/units of course work each semester. The student study involves 6 credits/units per semester. The student begins with 6 units of study in Semester B then takes 6 more in A, then continues at 6 credits/units per semester until all work in semesters A and B are completed then proceeds to take 6 credits/units in Semester C followed by the remaining 6 credits/units in semester C. Students who wish to enroll in part-time program will need to transfer in pathophysiology or take it prior to beginning of the part-time program. Students will be provided guidance and assistance from the program director in the planning of their academic program. Part-time programs are scheduled periodically. For more information please speak with the program director.

## **Credit/Unit Requirements**

Total program credits/units = 120 semester credits/units of which:

- 51 general education and science credits may be transferred
- 3 credits pathophysiology course may be transferred or taken during the program
- 30 credits/units for active/un-encumbered registered nurse license to be awarded upon successful completion of the program
- 36 credits/units earned for in-house

## **VOCATIONAL NURSING PROGRAM (VN) PROGRAM (1584 CLOCK Hours)**

The Nursing Assistant or skills acquire through experience credited through by written or manual examinations is required. The VN program is offered in full time and part –time schedules.

## **Program Objectives**

The program aims to:

- Implement a holistic approach to identify and meet the physical and psychological needs of an individual with diverse cultural backgrounds.
- Apply the knowledge of anatomy and physiology to identify the physical and psychological needs of an individual in all age group.
- Utilize the communication skills effectively to the clients, families, personnel, visitors applying verbal and non-verbal communications.
- Demonstrate appropriate teaching methods techniques and approaches in educating the clients, families, and visitors as well.
- Apply the nursing skills for the promotion and restoration of health and prevention of illness of individual regardless of age and ethnicity.
- Utilize community resources for the promotion and restoration of health and prevention of illness.
- Demonstrate the role of the nurse as a member of the healthcare team in assisting the client geared towards optimum health.
- Provide the educational training opportunities to promote advancement of knowledge and skills on their nursing practice.
- Integrate bio-psychosocial principles in caring the individuals, families, visitors with dignity and respect and as a worthy individual.
- Analyzing therapeutic agents in developing a therapeutic nurse client relationship.
- Identify the factors that affect the response of the client in the social and cultural environment on health and /or illness.
- Assumes responsibility and accountability or professional ethical and regulatory laws/standards for individual performance and system effectiveness for safe nursing competencies.
- Build a foundation for leadership basic managerial skills in the implementation of nursing care, within the legal framework of the vocational nurse.

## **Schedule / Number of VN Students**

The duration of the full-time program is 51 weeks and the part-time program is 75 weeks. The full-time program is only offered once a year.

The part-time program is offered twice a year, in January and in July. The maximum number of students per class is 35 students plus 3 alternate as per approval of the BVNPT.

### Program Description

The program is designed to prepare the student for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and to promote successful entry as a Vocational Nurse in various health care settings.

<b>VN FULL-TIME HOURS DISTRIBUTION</b>						
<b>Course Code</b>	<b>Course Name</b>	<b>Theory Hours</b>	<b>Skills Hours</b>	<b>Clinical Hours</b>	<b>Credits</b>	<b>Weeks</b>
PR101	Anatomy and Physiology	38			3.0	8 *
PR102	Psychology	38			3.0	8 *
PR103	Nutrition	38			3.0	8 *
PR104	Growth and Development	38			3.0	8 *
VN101	Fundamentals of Nursing	64	52	48	7.0	8
VN102	Pharmacology	54			4.5	28 **
VN103	Medical Surgical Nursing I	64	100	128	11.0	8
VN104	Medical Surgical Nursing II	64	100	128	11.0	8
VN105	Medical Surgical Nursing III	64	100	128	11.0	8
VN106	Maternity Nursing	48	16	72	6.5	4
VN107	Pediatric Nursing	48	16	72	6.5	4
VN108	Geriatrics	6		16	1.0	1
VN109	Professionalism, Leadership and Supervision	12		32	4.0	2
	<b>TOTAL HOURS</b>					
	<b>TOTAL CREDITS</b>	<b>576</b>	<b>384</b>	<b>624</b>	<b>74.5</b>	<b>51</b>
	<b>TOTAL WEEKS</b>					

\* Prerequisites (PR) subjects are taken concurrently for eight (8) weeks

\*\* Pharmacology is taught through Fundamentals of Nursing and Medical Surgical Nursing I, II, and III.

VN PART-TIME HOURS DISTRIBUTION						
Course Code	Course Name	Theory Hours	Skills Hours	Clinical Hours	Credits	Weeks
PR101	Anatomy and Physiology	38			3.0	12 *
PR102	Psychology	38			3.0	12 *
PR103	Nutrition	38			3.0	12 *
PR104	Growth and Development	38			3.0	12 *
VN101	Fundamentals of Nursing	64	52	48	7.0	12
VN102	Pharmacology	54			4.5	12 **
VN103	Medical Surgical Nursing I	64	36	192	11.0	3rd SAP Evaluation
VN104	Medical Surgical Nursing II	64	36	192	11.0	4th SAP Evaluation
VN105	Medical Surgical Nursing III	64	36	192	11.0	
VN106	Maternity Nursing	48	16	72	6.5	6
VN107	Pediatric Nursing	48	16	72	6.5	6
VN108	Geriatrics	6		16	1.0	1
VN109	Professionalism, Leadership and Supervision	12		32	4.0	2
	<b>TOTAL HOURS</b>	<b>576</b>	<b>192</b>	<b>816</b>		
	<b>TOTAL CREDITS</b>				<b>74.5</b>	
	<b>TOTAL WEEKS</b>					<b>75</b>

\* Prerequisites (PR) subjects are taken concurrently for twelve (12) weeks

\*\* Pharmacology is taken concurrently with Fundamentals of Nursing I, II, and III.

### SAP Evaluation Progress

TSHAS evaluates SAP for the Vocational Nursing Program according to the table below:

1ST ACADEMIC YEAR			2ND ACADEMIC YEAR		
Payment Period	HOURS	WEEKS	Payment Period	HOURS	WEEKS
1st Payment Period	450	20	3rd Payment Period	381	10
2nd Payment Period	450	11	4th Payment Period	303	10
Total	900	31	Total	684	20

1st SAP Evaluation

2nd SAP Evaluation

3rd SAP Evaluation

4th SAP Evaluation

Students who fully meet all three standards are considered meeting SAP. Students who are not meeting SAP will be notified in writing of the results and the impact on their aid eligibility. Students who are not meeting the required GPA or required completion rate are first placed on financial aid warning, while students who exceeded the maximum time frame are immediately ineligible to receive additional financial aid assistance. Ineligibility for financial aid does not prevent students from enrolling in classes if they are otherwise eligible to continue their enrollment.

**Academic Year Definition**

The VN Program at TSHAS is limited to two academic years. The 1st academic year has 900 clock hours and 31 weeks of instructional time and the 2<sup>nd</sup> academic year has 684 clock hours and 20 weeks of instructional time.

**Payment Period Definition**

The VN Program at TSHAS is limited to four payment periods. A student must successfully complete the clock hours and weeks of instructional time in a payment period to progress to the next payment period. Trinity School of Health and Allied Sciences payment periods are based on the completion of half of the clock hours and half of the weeks of instructional time in an academic year.

**NURSING ASSISTANT (NA) TRAINING PROGRAM (150 Clock Hours)**

**Program Objectives**

The Nursing Assistant Training Program has been developed to prepare students to pass the California State Nurse Assistant Certification Examination and perform as an entry level NA in various health care settings. The NA program is offered continuously throughout the year in day and evening.

**Program Schedule**

*Full-Time*

Weekday 7 weeks  
(Mon. Wed. Fri 8:00am-4:30pm)

*Part-Time*

Evening 10 weeks (Tues. Thurs 4:00pm-8:15pm)  
(Sat. 7:00am-3:30pm)

**Program Description**

The course is structured to provide theory and practical application skills needed to function as a Nursing Assistant (NA)

**Program Outline**

Module #	TOPIC	THEORY	CLINICAL
Module 1	Introduction	2	0
Module 2	Patients Rights	2	1
Module 3	Communication/Interpersonal Skills	2	0
Module 4	Prevention and Management of Catastrophe And & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4

Module 6	Medical Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	44
Module 9	Patient Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long Term Care Residents	2	0
Module 14	Rehabilitative Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
	TOTAL:	50	100

## **HOME HEALTH AIDE (HHA) TRAINING PROGRAM (40 Clock Hours)**

### **Program Objective**

The objective of this program is to prepare the student to fulfill requirements for HHA Certification in the State of California which will enable the student to provide nursing care and services to clients with the home as the health setting.

The NA Training and Certification is a required prerequisite to HHA course as required by law. Students must submit proof of California State Nurse Assistant Certification upon admission.

### **Program Schedule**

Weekend 5 days

### **Program Description**

The course is structured to provide theory and practical applications of skills needed to function as a HHA.

### **Program Outline**



<b>MODULE #</b>	<b>TOPIC</b>	<b>THEORY</b>	<b>CLINICAL</b>
Module 1	Introduction to Aide and Agency Role	2	0
Module 2	Interpretation of Medical and Social Needs of People Being Served	5	0
Module 3	Personal Care Services	5	15
Module 4	Nutrition	5	3
Module 5	Cleaning and Care Tasks in the Home	3	2
	<b>TOTAL HOURS</b>	<b>20</b>	<b>20</b>

### **MEDICAL ASSISTANT (MA) PROGRAM (54.5 Quarter Credits/720 Clock Hours)**

#### **Program Objective**

The objective of this program is to prepare the student with basic knowledge and skills to be competent and qualified for entry level position in the medical field as a front and/or back office medical assistant.

#### **Program Schedule**

Full Time Morning Monday to Friday 8:00 am - 1:000pm (27 weeks)

Part Time Morning Sat. and Sun 8:00 am - 5:00pm (45 weeks)

#### **Program Description**

The program is structured to provide theory and practical application of skills to students to be multi – skilled entry level medical assistant (MA) who performed a wide range of roles in physician’s offices and other health care settings.

The MA program is composed of theoretical skills and clinical components. Lecture and skills components are delivered in the main classroom and skills laboratory respectively of all courses in the program. The students take part in the externship program to apply theory and skills components in the clinical setting.

#### **Program Outline**

	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>					<b>Quarter Credits</b>
		<b>Weeks</b>	<b>Theory</b>	<b>Skills</b>	<b>Clinical</b>	<b>TOTAL HOURS</b>	
MA 1	General Orientation Introduction and Review of Medical Assistant	1	25			25	2.5
MA 2	Medical Law and Ethics Health Laws and Regulations	1	25			25	2.5
MA 3	Psychology of Human Relations	1	25				2.5

	Abnormal Behavior Patterns, Special Needs Patients					25	
MA 4	Medical Terminology Basic Structure of Medical Words	1	25			25	2.5
MA 5	Anatomy and Physiology 1 Anatomical and Fundamental Body Structures Integumentary System	1	25			25	2.5
MA 6	Anatomy and Physiology 2 Sensory and Nervous System	1	25			25	2.5
MA 7	Anatomy and Physiology 3 Muscular System , Skeletal System	1	25			25	2.5
MA 8	Anatomy and Physiology 4 Respiratory System Circulatory System	1	25			25	2.5
MA 9	Anatomy and Physiology 5 Digestive System Diet ,Nutrition	1	25			25	2.5
MA10	Anatomy and Physiology 6 Endocrine System Immune System	1	25			25	2.5
MA11	Anatomy and Physiology 7 Urinary System, Reproductive System, Pregnancy Childbirth	1	25			25	2.5
MA12	Medical Office Business Procedures Management 1 Office Management Duties, Maintenance of the Facility	1	15	10		25	2.0
MA13	Basic Keyboarding /Computer Concepts Basic Keyboarding Skills Office System Software	1	15	10		25	2.0
MA14	Medical Office Business Procedures Management 2 Records Management, Clerical Duties, Effective Communication	1	15	10		25	2.0
MA15	Medical Office Procedures Management 3 Collection of Fees, Billing Book-keeping Procedures	1	15	10		25	2.0
MA16	Medical Office Clinical Procedures 1 Vital Signs, Patient History Maintenance of Treatment & Examination	1	15	10		25	2.0
MA17	Medical Office Clinical Procedures 2 Assisting in Physical Exam & Treatment	1	15	10		25	2.0

MA18	Medical Office Procedures 3 Medical Laboratory Procedures	1	10	15		25	1.5
MA19	Medical Office ,Clinical Procedures 4 CPR, Emergencies	1		10		25	2.0
MA20	Pharmacology Conversion Drug References	1	SAP Evaluation			25	2.5
MA21	Medical Office Clinical Procedures 5 Immunizations and Medications	1	10	15		25	1.5
MA22	Career Development	1	20			20	2.0
MA23	Externship	5			175	175	5.5
	<b>TOTAL</b>	<b>27</b>	<b>445</b>	<b>100</b>	<b>175</b>	<b>720</b>	<b>54.5</b>

### SAP Evaluation Progress

TSHAS utilizes every means possible for students to achieve their academic goals and complete their programs including remediation, tutoring and revising education plan. TSHAS evaluates all students' academic progress and financial aid recipients' eligibility are checked at the end of each payment period and before disbursing Federal Student Aid. When academic progress is not met, financial aid recipients are placed on Satisfactory Academic Warning or Probation.

SAP is evaluated at the end of each payment period. TSHAS evaluates SAP for the Medical Assistant Program according to the table below:

ONE ACADEMIC YEAR		
Payment Period	HOURS	WEEKS
1st Payment Period	360	13 ½
2nd Payment Period	360	13 ½
Total	720	27

SAP  
Evaluation

## **PHLEBOTOMY TRAINING (PT) PROGRAM (80 Clock Hours)**

### **Program Objective**

The objective of the phlebotomy training program is to prepare students to pass the California Phlebotomy Technician Certification Examination and eventually seek employment as an entry level phlebotomy technician.

### **Program Schedule**

Fulltime 7:30am-1:30pm Monday to Friday (2 Weeks)

Saturdays 8:00am-2:00pm Saturday and Sunday (8 Weeks)

### **Program Delivery**

The program consists of 40 hours didactic training which is broken into 20 hours basic lessons and 20 hours advance lessons. In addition, the program provides a minimum 40 hours of externship training in a clinical laboratory. This program provides training in obtaining blood specimens by venipuncture and micro collection techniques. The phlebotomist is considered a part of the laboratory team as such

is trained in all aspects of specimen collection and processing. The program provides hands on training to the students in the clinical to become proficient in venipuncture and capillary punctures.

In addition to classroom training an externship in a chemical laboratory required before completion in which a student should perform at least 50 venipunctures and 10 skin punctures on patients of all ages from pediatric to geriatric. The students are required to observe 2 arterial punctures.

### **HEMODIALYSIS TECHNICIAN (HT) PROGRAM (340 Clock Hours)**

#### **Program Objectives**

The objective of the Hemodialysis Technician is to provide the students the basic knowledge and hands on experience to prepare them to pass the Standardized Test or National Commercially Available Examination and eventually seek employment as an entry level Hemodialysis Technician.

#### **Program Schedule**

Theory 8:00am-12:00pm Tues., Thurs. & Sat. (10 Months)

#### **Program Description**

The program consists of 105 hours of lecture/theory 35 hours of skills laboratory, 200 hours of externship / clinical.

#### **Program Delivery**

MODULE	COURSE TITLE	Theory	CLOCK HOURS		
			Skills	Clinical	Total
Module 1	Introduction Today's Dialysis Environment	10			10
Module 2	Renal Physiology and the Pathology of Renal Failure	5		50	55
Module 3	Clinical Manifestation of Chronic Kidney Disease and Care of Patient with Renal Failure	5		10	15
Module 4	Principles of Dialysis	5		10	15
Module 5	Hemodialysis Devices (Dialyzers, Dialysate and Delivery Systems)	10	5	70	85
Module 6	Access to Bloodstream	10	5		15
Module 7	Patient and Machine Monitoring	10	5		15
Module 8	Dialyzer Preparation and Reprocessing	10	5	15	30
Module 9	Water Treatment	10	5	10	25
Module 10	Infection Control	15	5	25	45
Module 11	Anticoagulation and Heparin Administration	3	5		8
Module 12	Nutrition Management	2			2
Module 13	Laboratory Data Analysis and Interpretation	1			1
Module 14	Medication Problem and Dialysis	2			2
Module 15	Safety ,Body Mechanics &Emergency Preparedness	2		10	12
Module 16	Communication and Interpersonal Skills	2		10	12
Module 17	Psychosocial Aspect of Dialysis Therapy	1			1
Module 18	Basic Math Calculation and Measurements	2			2
	<b>Total CLOCK HOURS</b>	<b>105</b>	<b>35</b>	<b>200</b>	<b>340</b>

## **SECTION III-ADMISSION**

### **ADMISSION**

Before admission, all prospective students are required to undergo academic advisement. In this process the admission staff assists students in developing meaningful educational plans that addresses the learning styles of the students to meet their goal in life. The students are oriented in the admission requirements and procedures.

Admission requirements and procedures of Trinity School of Health and Allied Sciences vary depending on the chosen program. It is the responsibility of the students to prepare and submit requirements and follow admission procedures. As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

Trinity School of Health and Allied Sciences do not admit students for an Ability-to-Benefit (ATB), the minimum requirement for any program is a high school diploma or GED.

**Admission Policy:** TSHAS requires applicant seeking admission to submit accurate and complete credentials. Applicant who fails to do so will be denied for admission. In compliance to state and federal laws TSHAS does not discriminate based on race, color, national origin, religion, sex, age, disability and genetic information or veteran status in any of the policies, procedures or practices. Applicants are admitted purely based upon available space.

#### **RN-BSN Program Admission Standards**

1. Associate Degree or Diploma in Nursing. Students must have completed and received an associate's degree or diploma in nursing (RN program) prior to enrolling in this upward mobility baccalaureate nursing program.
2. Registered Nurse License. Students must have a current unencumbered registered nursing license prior to enrolling in this upward mobility baccalaureate nursing program. A California nursing license is required prior to start of semester B. Any/all licenses must remain current in good standing throughout the program. Furthermore, students are required to report any actions against their license, outcomes of those actions, and sanctions if any. Should a license not be maintained in good standing then the student will be dismissed from the program.
3. Transfer credits. Students must have successfully completed 51 general education, humanities, arts, and science credits prior to entering the program. Courses must have been taken from a regionally accredited school or approved program (through the nursing program). Students must have received a "C" (2.0) "PASS" or better to transfer the course in, Students may use unofficial transcript for counseling and admission purposes, but once the student is accepted into the program, official transcripts are required prior to beginning the program or absolutely no later than the last day of week 2 of the semester. (General Education and Science transfer courses are based upon Title 5 California Code of Regulations.) These include:

#### *51 General Education and Science Credits*

- 8 credits/units of Anatomy and Physiology w/lab component (either as Anatomy course 4 credits/units and physiology course 4 credits/units or Anatomy & Physiology 1 & 2 combo courses)
- 4 credits/units of Microbiology w/lab component
- 3 credits/units or equivalent of college level (100 or higher) algebra or math
- 3 credits/units of college level (100 or higher) statistics
- 3 credits/units of English Composition
- 3 credits/units of English Literature or American Literature

- 3 credits/units or equivalent of human nutrition
- 3 credits/units or equivalent of human growth and development
- 3 credits/units or equivalent basic or introductory psychology
- 3 credits/units United States history (to include California constitution)
- 11 credits/units mixture of arts, science, humanities and/or science

Pathophysiology (3 credits/units) may be taken prior to admission or this requirement may be waived and the course taken onsite prior to or during the first semester of the program. Note that the pathophysiology credits are in addition to the 51 transfer credits.

Trinity School of Health and Allied Sciences (TSHAS) do not have students with ability-to-benefit.

#### *Notice Concerning Transferability of Credits and Credentials earned at Our Institution*

The transferability of credits you earn at Trinity School of Health and Allied Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in Trinity School of Health and Allied Sciences 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 this institution are 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 Trinity School of Health and Allied Sciences to determine if your (credits or degree, diploma, or certificate) will transfer.

### **Vocational Nursing Requirements**

- Must be at least 18 years old 16 and 17 years old who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) must obtain parental consent.
- Proof of completion of nursing assistant training program
- Fill out an application for admission.
- Must pass the Test of Essential Academic Skills (TEAS) which measures Math, Reading and English & language Usage.
- High School Diploma, high school transcript or certificate of high school equivalency, or GED, and evaluation of courses if a foreign graduate.
- Letter of application to the School director and essay regarding Nursing as a Profession
- Must pass the interview with Program director or school designee.
- Current CPR card (BLS Health Care Provider)
- Passing Score of (17) on the Wonderlic SLE test
- Livescan fingerprinting
- Current CPR (BLS Health Care Provider)
- Pass drug screening.
- Negative PPD Test or Chest X-ray report
- Pass criminal background check
- Complete physical examination report
- Fire Safety Card

All prospective students of the Vocational Nursing Program are to submit a copy of their High School transcript, Certificate of High School Equivalency or GED. One of the criteria for admission is the TSHAS VN Nurse Entrance Exam- Test of Essential Academic Skills (TEAS) which measures, Math Reading, and English & Language Usage. Cut scores accepted for Math Reading, and English & language Usage is 47.6% 47.6 % and 40.0% respectively. Eligibility for admission to the VN Program is to submit HS transcript or GED and pass the Entrance Exam.

TSHAS have available staff to assist the prospective students if needed or upon request.

### **Nursing Assistant Requirements**

- Must be at least 18 years old. 16 and 17 year old who have graduated from high school or passed the California High School Proficiency Exam(CHSPE) must obtain parental consent.
- Live Scan finger printing
- Physical exam and TB test done no more than 60 days prior to enrollment.
- Chest X-Ray needed if positive PPD no more than 1 year.
- Current CPR by American Heart Association (Basic Life Support Health Care Provider)
- Obtain a passing score of (11) on the Wonderlic SLE Test.
- High School Diploma, high school transcript or certificate of high school equivalency, or GED, and evaluation of courses if a foreign graduate.

### **Home Health Aide Requirements**

- Must be at least 18 years old, 16 and 17 year old who have graduated from high school or passed the California High School Proficiency Exam(CHSPE) must obtain parental consent.
- Current CPR by American Heart Association (Basic Life Support Health Care Provider)
- Proof of active Nurse Assistant Certificate.
- Physical exam and TB test done no more than 60 days prior to enrollment.
- Chest X-Ray if positive PPD no more than 1 year.
- Live Scan fingerprinting

### **Medical Assistant Requirements**

- Must be at least 18 years old if 16 and 17 years old who have graduated from high school or passed the California High school Proficiency Exam(CHSPE) must obtain parental consent .
- High School Diploma, high school transcript or certificate of high school equivalency, or GED, and evaluation of courses if a foreign graduate.
- Lives Scan fingerprinting
- Current CPR card (BLS Health Care Provider)
- Pass Criminal Background Check
- Pass drug screening
- Physical Exam and TB test done no more than 6 months. Chest X-Ray is needed if tested positive for TB /Valid chest x-ray no more than 2 years.
- Obtain a passing score of (11) on the Wonderlic SLE Test

### **Phlebotomy Training Requirements**

- Must be at least 18 years old 16 and 17 years old who have graduated from high school or passed the California High School Proficiency Exam(CHSPE) must obtain parental consent.
- High School Diploma, high school transcript or certificate of high school equivalency, or GED, and evaluation of courses if a foreign graduate.
- Current CPR card (BLS Health Care Provider)
- Passing Score of (11) on the Wonderlic SLE test
- Lives Scan fingerprinting
- Current CPR (BLS Health Care Provider)
- Pass drug screening.
- Complete physical examination report.

## **Hemodialysis Technician Requirements**

- Must be at least 18 years old. 16 and 17 year-olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) must obtain parental permission to leave.
- High School Diploma/GED. If secondary education was taken from a foreign country, the high school transcript must be evaluated to meet U.S. equivalency.
- Live-scan fingerprinting.
- Current CPR card (BLS Health Care Provider).
- Pass Criminal Background Check.
- Pass drug screening.
- Physical exam and TB test done within the last 6 months. Chest X-ray is needed if tested positive for TB. Chest X-ray report is valid for 2 years.
- Obtain a passing score (14) on the Wonderlic SLE Test

Student who successfully complete program of study, will be awarded a diploma verifying that is required by California State. Prospective enrollees must visit the physical facilities of the school and discuss personal educational occupational plans with staff prior to enrolling and signing the Enrollment Agreement. THSAS currently participated in private, state, and federally funded student financial aid programs that provide grants and loans that pay for portions of tuition and fees if eligible.

## **TUITION FEE POLICY**

### **A. Federal Student Aid**

The Federal Student Aid programs at Trinity School of Health and Allied Sciences (TSHAS) provide assistance to students whose financial resources are insufficient to meet the full cost of their education and who wish to finance part of their educational costs with student grants and loans. The *Free Application for Federal Student Aid* (FAFSA) is the first step in the financial aid process.

### **B. The Military Spouse Career Advancement Accounts Program (MyCAA) Fund**

The Military Spouses Career Advancement Account (MyCAA) is a career development and employment assistance program sponsored by the Department of Defense (DoD). MyCAA helps military spouses pursue licenses, certificates, certification or Associate's degree (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration). The program will pay tuition and fees up to \$4,000 for a program of study. Spouses must finish their program of study within three years from the start date of the first course.

### **C. Self-Payment Option (In-House TSHAS Payment Plan Program)**

The In-House Payment Plan Program is a loan program which is administered through Trinity School of Health and Allied Sciences. There is no finance charge if loan is paid within the term of the program (12 months for Full-Time Program and 18 months for Part-Time Program). Any loan paid beyond the term of the program is subject to a fixed interest rate of 8%.

All students plus a cosigner with a good credit standing must sign a promissory note for educational costs not covered by the Federal Student Aid and other financial aid. The cosigner needs to submit copies of his ID/Driver's License and three (3) most current paystubs. All payments are the full responsibility of the student and are payable as stated in the student's promissory note agreement.



Students are required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled and the amount of financial aid the student may be receiving. If any part of a payment is more than 5 days late, a \$25.00 late payment fee is charged to the student. Also, if a payment by check is refused or returned unpaid by the bank, non-sufficient funds (NSF) or a returned payment fee of up to \$35.00 is charged to the student. Such late payment fee and returned payment fee may be added to the principal balance and may accrue interest at the aforementioned interest rate provided in the promissory note without further notice.

The Accounting Office is responsible for collection efforts which may include written requests, telephone calls, and sometime personal visits. If a third request is made, it should be by certified mail and if payment is not received after one month from the third request, the account is forwarded to the collection agency. Any change in the student's status and financial situation which may affect a student's financial aid or ability to make scheduled payments must be discussed with the Financial Aid Office and the Accounting Office.

If a borrower defaulted on their In House Payment Plan, after the loan will negatively impact their credit report and the borrower will receive the following penalties:

- Remaining loan principal balance is accelerated, making the entire loan amount payable immediately.
- The loan is sent to a collection agency after acceleration, where the borrower will incur all collection costs.
- A hold will be placed on the student's academic transcript from Trinity School of Health and Allied Sciences.
- No applications will be sent for licensure/certification exam if applicable.

If 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, and that, if the student has received federal student financial aid funds, the student is entitled to refund of the money not paid from federal student financial aid program funds.

## **FEDERAL STUDENT AID (FSA)**

### **Federal Student Aid Participation**

Effective July 2, 2010, Trinity School of Health and Allied Sciences (TSHAS) was approved to participate in Federal Student Aid Program included under Title IV of the Higher Education Act of 1965, the programs are commonly known as:

- Federal Pell Grant
- Federal Direct Loans
  - Subsidized Loan
  - Unsubsidized Loan
  - PLUS Loan

### **Financial Aid Eligibility**

To be eligible for federal financial aid, a student must meet these requirements:

- High school diploma/transcript, or certificate of high school equivalency, or GED, or certificate of accreditation of courses if a foreign graduate.
- Provide a valid Social Security Number.
- Be a citizen or a permanent resident of the United States.

- For male students, registered with Selective Service or submit a verified exemption from registration.
- Not be in default on any Title IV federal student loan or owe any Title IV federal student grant overpayments.
- Enrolled for the minimum number of hours required for the Title IV federal student aid program.
- Make satisfactory progress in their educational program.
- Demonstrate financial need.
- Resolved any drug conviction issue.

### Verification

Verification is the process of checking the accuracy of the information a student has provided in order to minimize errors when they apply for financial aid. Verification is a requirement only for students selected by the U.S. Department of Education; however, the school may also select students for *institutional* verification. No financial aid disbursements can be made until verification is completed. If verification is not completed, the student's financial aid may be canceled and the student will be asked to make arrangements for payment of tuition without consideration of financial assistance. The student will be notified if the results of verification change the student's scheduled award.

### Student Rights

A student who receives financial aid has certain rights. These rights are:

- Written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities
- A copy of the promissory note and return of the note when the loan is paid in full
- Information on interest rates, fees, the balance owed on loans, and a loan repayment schedule
- Notification, if the loan is sold or transferred to a loan service
- A grace period, if applicable and explanation of what that means
- Prepayment of the loan without penalty
- Deferment, if the borrower qualifies
- Forbearance options, if eligible

### Student Responsibilities

A student who receives financial aid also has certain responsibilities. These responsibilities are:

- Repay the loan in accordance with the repayment schedule, and notify both the institution and lender of anything that affects ability to repay or eligibility for deferment or cancellation
- Notify the lender if he/she graduates, withdraws, transfers to another institution, or changes name, address, phone, or Social Security number
- Notify the lender if he/she fails to enroll for the period covered by the loan
- Attend an exit loan-counseling interview before leaving the institution

### Entrance and Exit Interviews

Borrowing funds to pay educational expenses is a serious undertaking. These are funds that must be paid back to lenders participating in the Federal Government for students who receive a Direct Student Loan. Failure to repay Federal loans can have serious repercussions.

### TUTION AND FEE

Program	Registration Fee Non-refundable	STRF	Textbook	Lab	Tuition*	Total cost
RN-BSN	\$ 100.00	\$ 0.00	\$ 1319.35	\$ 216.00	\$ 19,125.65	\$ 21,450.00

<b>Vocational Nursing</b>	\$ 100.00	\$ 0.00	\$ 635.76	\$ 500.00	\$ 23487.19	\$ 25662.95
<b>Nursing Assistant</b>	\$ 100.00	\$ 0.00	\$ 35.00	\$ 0.00	\$ 700.00	\$755.00
<b>Medical Assistant</b>	\$ 100.00	\$ 0.00	\$ 406.00	\$ 0.00	\$ 9,526.00	\$ 9952.00
<b>Hemodialysis Technician</b>	\$ 100.00	\$ 0.00	\$ 75.00	\$ 0.00	\$ 4,771.00	\$ 4866.00
<b>Home Health Aide</b>	\$ 100.00	\$ 0.00	-	\$ 0.00	\$ 350.00 (O) \$ 275.00	\$ 450.00 \$ 375.00
<b>Phlebotomy Technician</b>	\$ 100.00	\$ 0.00	\$ 80.00	\$ 0.00	\$ 1,016.50	\$ 1,116.50

\*Short programs are charged as stated without extra charges.

### **STUDENT TUITION RECOVERY FUND (STRF)**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**For further information, contact:**  
**Office of Bureau for Private Postsecondary Education**  
**P.O. Box 980818 West Sacramento, CA 95798-0818**  
**Telephone (916) 431-6959, Fax (916) 263-1897**  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## **CANCELLATIONS/WITHDRAWAL**

Students have the right to cancel or withdraw from a course at any time.

### **STUDENT'S RIGHT TO CANCEL – WITHIN THE CANCELLATION PERIOD**

1. Students have the right to cancel their 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. Cancellation will occur when a student gives **written notice of cancellation at the address** shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The 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, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all amount paid **within 45 days of cancellation**.
2. If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within 30 days following the date of student cancellation, the school will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the school may retain the equipment cost paid by the student. The school will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the school.
3. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **STUDENT'S RIGHT TO CANCEL – AFTER THE CANCELLATION PERIOD**

1. After the end of the cancellation period or after the seventh day following the first scheduled class session, students have the right to withdraw from the Institution at any time. You have the right to receive a **pro rata refund** if you have completed **60% or less** of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. Refunds are based on the portion of the program not completed, less the non-

refundable registration fee of \$100 and STRF Fee. Students who withdraw after the cancellation period will receive a refund **within 45 days of withdrawal**.

2. If a student withdraws after the cancellation period, the **documented cost** of books, syllabus, and computer learning materials pertinent to the past and present module will be charged.
3. Uniforms, patches, nursing bag, ID/badge will be **charged in full**.

*If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangements to pay for your remaining balance.*

### **RETURN TO TITLE IV FUNDS**

Title IV funds are earned in proportion to the percentage of the payment period that is completed, with 100% of the funds awarded after 60% of the payment period is completed. When a student withdraws prior to the completion of the 60% of the payment period, the College must determine if the Title IV funds the student received exceed the amount earned. This calculation is based on the number of days completed in the payment period as of the student's last day of attendance. If the amount received by the student exceeds the amount earned, the College must return the excess funds to the Title IV programs in the following distribution order: 1) Direct Unsubsidized Loan, 2) Direct Subsidized Loan, 3) Direct PLUS Loan, 4) Federal Pell Grant, 5) Other Programs, and 6) Student. This sequence is mandated by the U. S. Department of Education.

### **OMBUDSMAN NOTIFICATION REQUIREMENT**

The U.S. Department of Education (ED) established an Office of the Ombudsman for student loans. The purpose of this office is to receive, review and attempt to resolve disputes from student loan borrower that have not resolved through normal customer service provided by lenders and guarantors. The ombudsman may be reached at:

**Office of the Ombudsman**  
**Student Financial Assistance**  
**U.S. Department of Education**  
830 First Street, NE  
Fourth Floor  
Washington, DC 20202-5144  
1(877)5572575 Fax: (202) 275-0549  
<http://www.ombudsman.ed.gov/about/contactus.html>

### **SECTION IV — ADMINISTRATION & STAFF**

Violeta Bello, EdD, MEd, BSN, PHN, RN, DSD  
COO/Academic Dean

Arvid Taboclaon, BSN  
VN Program Director

Odessa Mathis

Financial Aid Officer

Ferierein Bontor  
Records Custodian

Maria (Michelle) Ramos  
Front Desk

Marie Eileen Sison  
Programs Coordinator

Kulwant Singh  
Administrative Assistant

Tolulope Francis Fasesan  
Student Services Coordinator

## **SECTION V — FACULTY**

### **Nurse Assistant Program**

Sumbo Ibraheem, LVN  
Instructor

Helen Abafi, LVN  
Instructor

### **Home Health Aide Program**

Josie Garino, RN  
Nurse Assistant Training and Home Health Aide Program  
Adjunct, Vocational Nursing Program

### **Medical Assistant Program**

Bhupinder Kaur  
Instructor

### **Hemodialysis Technician Program**

Julietta Sotto  
Instructor

### **Phlebotomy Program**

Bhupinder Kaur  
Instructor

### **Vocational Nursing Program**

Arvid Floyd Taboclaon, BSN  
Vocational Nursing Program Director

### **Vocational Nursing Instructors**

Helen Abafi, LVN  
Instructor

Frances Riley, RN  
Part-Time Instructor

Alice Allen, RN  
Instructor

Merian Siquig, RN  
Instructor

Nelly Cariaga, RN  
Instructor

Jell Marlon Tacandong, LVN  
Instructor

Josie Garino, RN  
Instructor

**RN-BSN Program**

Violeta Bello, EdD, MEd, BSN, PHN, RN, DSD  
Program Director

Kulwant Singh  
Instructor

**SECTION VI — STATE LICENSE/ACCREDITATIONS & APPROVALS**

**Trinity School of Health and Allied Sciences is approved to operate by the former Bureau for Private postsecondary and Vocational Education.**

**ACCREDITATION**

**Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043  
Phone: (703) 917-9503 Fax (703) 917-4109

**APPROVALS**

**Bureau for Private Postsecondary Education (BPPE)**

2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 (Physical Address)  
P.O. 980818, West Sacramento, CA 95798-0818 (Mailing Address)  
Phone (916) 431-6959 Fax (916) 263-1897 | [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945  
Phone (916) 263-7800 Fax (916) 263-7859 | Web [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

**Department of Health Services (DHS)**

California Department of Public Health  
1615 Capitol Avenue, MS 3301  
P.O. Box 997416  
Sacramento, CA 95899-7416  
Phone (916) 327-2445 Fax number: (916)449-5505

**CALENDAR OF HOLIDAYS 2017**

New Year's Day (School Closed)  
President's Day (School Closed)  
Memorial Day (School Closed)  
Independence Day (School Closed)

Labor Day (School Closed)  
Thanksgiving Holiday (School Closed)  
Christmas Day (School Closed)

Links Available in the School Website:

**[www.tshas.edu](http://www.tshas.edu)**

1. School Catalog 2016
2. The School Performance Fact Sheet for all Programs
3. Bureau's Internet Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)
4. Annual Report