



**Ventura  
Training  
Institute**

# Ventura Training Institute

## School Catalog

August 1, 2020 – July 31, 2021

2320 Wankel Way  
Oxnard, CA 93030  
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## Welcome to Ventura Training Institute!

### General Information

Ventura Training Institute (hereinafter also referred to as VTI) is a non-profit California corporation, Sumaj Foundation Inc., specializing in vocational education programs in the medical field. We offer a variety of short-term training courses, ACL, BLS, CPR and First Aid through the American Heart Association.

### Mission Statement

Ventura Training Institute is dedicated to the highest standards of academic excellence and moral values. Our goal is simple: To create a high-quality learning experience for each student and to prepare students for a professional career in the medical field. We believe that the success of our school is based on the success of our students.

Ventura Training Institute’s values are:

- To strengthen the local workforce by providing skills training

- To promote growth and contribute to a better future for our local community
- To obtain highly qualified instructors who have years of experience and are familiar with current practices of industry
- To develop students to not only become professionals in their fields but to give them skills and tools that will prepare them for career and life challenges
- To train qualified students that can use the skills attained in our facility to secure future employment.
- To help graduates find employment opportunities

## Purpose Statement

The purpose of Ventura Training Institute is to prepare its students with the necessary skills and basic training to meet and exceed state and federal requirements for certification. VTI provides its services to students living within California particularly in Los Angeles, Santa Barbara and Ventura County. Training programs will be available on weekdays, weekends and/or evenings to accommodate a variety of schedules.

## Approvals

Ventura Training Institute (VTI) is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by Ventura Training Institute may be directed to the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833; P.O. Box 980818 West Sacramento, CA. 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone: (916) 431-6959, (888) 370-7589 and Fax (916) 263-1897. A student or any member of the public may file a complaint about Ventura Training Institute with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint for which can be obtained on the bureau’s internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

For additional any problems concerning licensing through this school, please contact the appropriate governing bodies:

Program	Licensing Body	Contact Information
Certified Nurse Assistant (CNA) Home Health Aide (HHA)	California Department of Public Health (CDPH)	Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS), MS 3301, PO Box 997416, Sacramento, CA 95899-7416, Telephone: (916) 327-2445
IV Therapy and Blood Withdrawal	Board of Vocational Nursing & Psychiatric Technicians (BVNPT)	2535 Capitol Oaks Dr #205 Sacramento, CA 95833

## Accreditation

Ventura Training Institute (VTI) is not accredited by an accrediting agency recognized by the United States Department of Education.

## Our Facility

Ventura Training Institute is located in a 4,000 sq. ft. building in Oxnard. The building is equipped with three classrooms, three offices and two administrative desks. It is wheelchair accessible and students have access to a kitchen where they can eat their meals. There is a back patio with a small garden where students can take breaks. Maximum capacity for each class is as follows:

- Nursing Assistant: 15 students per 1 instructor
- Home Health Aide: 15 students per 1 instructor
- IV Therapy/Blood Withdrawal: 15 students per 1 instructor

The moderate climate allows for a relatively cool climate year-round; but air conditioning and heaters are located throughout the building for those particularly cold or hot days. Students have access to the local bus stops, nearby restaurants, and a spacious parking lot in addition to street parking. There should be ample space for all employees and students and their vehicles. However, any vehicles parked in reserved spaces will be towed at the owner's expense.

Oxnard is an agricultural city renowned for refreshing cool climate and easy beach access. It has steadily increased its population since the 1940's. With two military bases located nearby, the electronic, aerospace, and other manufacturing industries have expanded substantially, which has contributed to the city's growth. Oxnard is now the largest city in Ventura County.

## Equipment

Only Ventura Training Institute students and staff will have access the medical and educational equipment in the facility. The equipment is owned by VTI and includes but is not limited to the projectors, computers, videos, medical beds, wheelchairs, tray tables, towels, bed pans, basins, trays, manikins, gloves, food trays, gowns, blood pressure cuff, stethoscopes, etc. The use of the equipment is for training purposes only. Students assume all risks and will release Ventura Training Institute of any liabilities. If students were to break or damage any equipment, they shall also assume financial responsibilities and pay for replacement of equipment.

## Location

Main Campus	Clinical Site 1
Ventura Training Institute 2320 Wankel Way Oxnard, CA 93030	Los Robles Hospital 215 W Janss Rd. Thousand Oaks, CA 91360

## Hours of Operation

### Administration

- Monday 8:00 am to 4:00 pm
- Tuesday 8:00 am to 4:00 pm
- Wednesday 8:00 am to 4:00 pm
- Thursday 8:00 am to 4:00 pm
- Friday Closed
- Saturday Closed
- Sunday 10:00 am to 2:00 pm

### Class schedule

**Daily Course:** Monday-Thursday 7:00AM - 3:30PM

**Weekend Course:** Saturday & Sunday 7:00AM - 3:30PM

## 2020-2021 Class schedule

Course Number	Start Date	End Date	Days	Time
CNA D63	9/28/2020	11/5/2020	M-TH	7:00AM-3:30PM
CNA D64	11/9/2020	12/17/2020	M-TH	7:00AM-3:30PM
CNA D65	1/25/2021	3/4/2021	M-TH	7:00AM-3:30PM
CNA D66	3/22/2021	4/29/2021	M-TH	7:00AM-3:30PM
CNA D67	5/17/2021	6/24/2021	M-TH	7:00AM-3:30PM
CNA D68	6/28/2021	8/5/2021	M-TH	7:00AM-3:30PM
CNA W85	12/5/2020	3/13/2021	Sat-Sun	7:00AM-3:30PM
CNA W86	1/23/2021	4/18/2021	Sat-Sun	7:00AM-3:30PM
CNA W87	3/27/2021	6/27/2021	Sat-Sun	7:00AM-3:30PM
CNA W88	6/5/2021	8/29/2021	Sat-Sun	7:00AM-3:30PM
HHA	11/7/2020	11/21/2020	Sat-Sun	7:00AM-3:30PM
HHA	1/12/2021	1/22/2021	T/Th/F	7:00AM-3:30PM
HHA	3/13/2021	3/27/2021	Sat-Sun	7:00AM-3:30PM
IV	6/1/2021	6/11/2021	T/Th/F	9:00AM-2:00PM

## Academic Calendar

Ventura Training Institute operates on a 12-month calendar. The following holidays are observed, during which time no classes are offered and the school is closed. At times, emergencies such as severe weather, fires, or power failures can disrupt facility operations. In extreme cases, these circumstances may require the closing of the institution. The decision to close or delay regular operations will be made by VTI management. When a decision is made to close the office, student will receive official notification from the administration team.

- New Year's Day, President's Day, Memorial Day, Independence Day, Thanksgiving Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, Day after Christmas, New Year's Eve, New Year's Day and Day after New Year's Day

## Non-Discrimination Clause

Ventura Training Institute does not discriminate based on race, religion, sex, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law. Admissions are based upon one's qualifications and capabilities to perform the essential functions of a particular course.

## Administration and Faculty

### Administrative Team

Name	Title
Denice Wharton, MBA	Executive Director/Administrator
Jannet Wharton, BSN DSD	RN Program Director
Ana Mae Asenas	Manager
Jonalyne Ballesteros, RN	Assistant Manager
Alayna Quintana	Administrative Assistant II
Rachel Tandingan	Administrative Assistant II

### Faculty

Name	Title
Josie Banuelos, LVN DSD	Instructor (CNA & CEU)
Oscar Guiterrez, LVN DSD	Instructor (CNA & CEU)
Ernestina Hilgendorf, RN DSD	Instructor (CNA, HHA, CEU)
Joseline Huber, MSN RN DSD	Instructor (CNA, HHA, CEU)

Anne Stark, MSN RN DSD	Instructor (CNA, HHA, CEU)
Jannet Wharton, BSN RN DSD	Instructor (CNA, HHA, CEU)

## Admission Information

### Admissions

All applicants are required to complete an enrollment form and interview with a representative of Ventura Training Institute. Family and friends of prospective students are encouraged to participate in the enrollment process, which gives applicants and their families an opportunity to learn about program requirements needed to successfully complete the program.

### Ability to Benefit

VTI can admit students based on the passing of an ability to benefit examination if no high school diploma or equivalent is available. Students may be required to complete a Math and English assessment through Wonderlic if the student's ability to benefit is not confirmed. The cost of administering each exam is \$10.00 and the students must receive a grade of PASS from Wonderlic.

### Foreign Student Admission

Ventura Training Institute does not admit students from other countries, does not provide visa services nor does not vouch for student status, and any associated charges.

### Admissions Requirements

For all courses, the following minimum admission requirements apply. Please review the course description for additional admission requirements that may be required for specific courses as mandated by California law and regulations. VTI shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. All applicants at minimum must:

- Be at least 16 years of age
  - a. If student is a minor, a parent must also attend the interview process. Ventura Training Institute reserves the right to reject applicants if the admission requirements or procedures are not successfully completed.
- Have a valid government issued ID
- Have a valid social security
- Each student is required to read, fill out and sign (if a minor, a parent must also sign) an Enrollment Agreement. This form shall include the student's personal information, education history, emergency contact information, payment method information, and the student's signature and acknowledgement of VTI's disclaimer.
- Have a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the CCR
- Be interviewed by a Ventura Training Institute staff
- Tour the campus and/or have school policies and other pertinent information explained

#### **ENGLISH AND MATH SKILLS ADVISORY:**

Students must be able to speak, read and write English at a high school level and perform elementary math skills. Admissions require a minimum of a high school diploma or equivalent. If you are not sure if you meet these eligibility levels, you will need to take an English and/or Math assessment test through Wonderlic.

The English language proficiency required of students is high school level. Students will need to provide as a US high school diploma or equivalent; if this is unavailable the student may be able to submit the Test of



English as a Foreign Language (TOEFL). There are no English language services available, including instruction such as ESL.

All classes are taught in English and no classes are given in any other languages.

## Eligibility for Licensure

Applicants at minimum must meet the following requirement for licensing based on the appropriate program.

Program	Licensing Body	Admission Requirements
<b>Certified Nurse Assistant (CNA)</b>	California Department of Public Health (CDPH)	<ul style="list-style-type: none"> <li>Minimum Admission Requirements                             <ul style="list-style-type: none"> <li>Be at least 16 years of age If student is a minor, a parent must also attend the enrollment process.</li> <li>Have a valid government issued ID</li> <li>Have a valid social security number (SSN) or individual tax ID number (ITIN)</li> </ul> </li> </ul>
<b>Home Health Aide (HHA)</b>	California Department of Public Health (CDPH)	<ul style="list-style-type: none"> <li>Minimum Admission Requirements</li> <li>Submit Health Exam and Screening Requirements</li> <li>Must have a valid CA CNA license</li> </ul>
<b>IV Therapy and Blood Withdrawal</b>	Board of Vocational Nursing & Psychiatric Technicians (BVNPT)	<ul style="list-style-type: none"> <li>Minimum Admission Requirements</li> <li>Must have a valid CA LVN or RN license</li> </ul>

## Additional Admission Requirements

### Home Health Aide Program

In addition to fulfilling the minimum admission requirement, the applicant must also possess:

- Valid CNA license in the state of California
- Valid CPR or BLS license from the American Heart Association or American Red Cross
- Submit Health Exam and Screening Requirements

### IV Therapy/ Blood Withdrawal Program

In addition to fulfilling the minimum admission requirement, the applicant must also possess:

- Must have a valid CA LVN or RN license

### Nurse Assistant Program

In addition to fulfilling the minimum admission requirement, the applicant must also possess:

- Submit Health Exam and Screening Requirements **(TEMPORARILY WAIVED DURING COVID-19 STATE OF EMERGENCY)**

## Health Exam and Screening Requirements

Health Exams have been temporarily suspended for the ONLY Nurse Assistant Training Program during the COVID-19 quarantine; however, a COVID-19 liability waiver must be signed.

Before beginning the Home Health Aide course, the student must have completed and submitted to Ventura Training Institute a:

- Immunization Records and Medical History,
- Physical examination conducted within the last 1 year, prior to starting the course.
- TB test and/or chest x-ray conducted within the last 60 days, prior to starting course **(If a positive reaction is obtained on the TB test, a chest x-ray must be taken.)**

- Flu vaccine (Seasonal requirement only during Oct-May)
- Report signed by the MD or Nurse Practitioner stating that “the student does not have a health condition that creates a hazard to self or others” and that the student has no physical limitations that could prevent you from working, as a Nursing Assistant and that you are free from any communicable diseases.

**The student may choose their own physician’s office or clinic to perform the physical examination. The cost for the Health/Physical Exam and TB/PPD test is not included in the course fees and must be completed independently.** Please bring the Health/Physical Exam and TB/PPD test or Chest X-ray result form with you on Orientation Day. If both forms cannot be submitted before the first day of clinical rotation, the student will not be permitted to participate any clinical hours. The student is responsible to make-up any clinical hours missed.

**PLEASE NOTE: If, at any time, (either before, during or after acceptance into the program), a student’s physical, mental or emotional health is such that it is a potential threat to the well-being of patients, staff or other students, please report it to administration immediately. Depending on the circumstances, the student may be denied admission to, subsequently withdrawn from the program, or asked to take a leave of absence. This includes but is not limited exposure or suspected exposures to COVID-19.**

## Criminal Background Clearance

The California Department of Public Health requires that all students enrolling in or beginning a Nursing Assistant training program **MUST BE FINGERPRINTED**. The student will be given a Request for Live Scan Service form, which they will fill out and submit to VTI when fingerprinted. The student is advised to keep a copy for their personal records. VTI will submit a copy of the Live Scan/DOJ along with the Certified Nurse Assistant and/or Home Health Aide Initial Application to the CDPH upon starting the Nursing Assistant Training Program for CDPH for a criminal clearance within the first week of instruction and prior to any patient contact.

Any conviction receives an evaluation by the CDPH. CDPH evaluates criminal convictions for **any offense** and either grants or denies criminal record clearance by reviewing evidence of good character and rehabilitation provided by applicants, or information gathered by CDPH in relation to criteria outlined in Health and Safety Code Section 1337.9:

- The nature and seriousness of the conduct or crime under consideration and its relationship to their employment duties and responsibilities
- Activities since conviction, including employment or participation in therapy or education, that would indicate changed behavior
- The period of time that has elapsed since the commission of conduct or offense and the number of offenses
- The extent to which the person has complied with any terms of parole, probation revocation or another sanction lawfully imposed against the person
- Any rehabilitation evidence, including character references, submitted by the student
- Employment history and current employer recommendations
- Circumstances surrounding the commission of the offense that would demonstrate the unlikelihood of repetition
- An order from a superior court pursuant to Section 1203.4 and 1203.4a or 12303.41 of the Penal Code
- The granting by the Governor of a full and unconditional pardon
- A certificate of rehabilitation from a superior court

**PLEASE NOTE:** Due to longer processing times, there is the possibility that the student may have completed training, passed competency examination, paid tuition and testing fees, and still not obtain a background clearance. Failure to obtain background clearance prohibits students from obtaining CNA certification.

For students who have any convictions or have questions about their ability to obtain the Live Scan/DOJ background clearance, they can request an “inquiry” with the CDPH by doing the following:

- Fill out the top section of the Certified Nurse Assistant and/or Home Health Aide Initial Application and sign the applicant signature line. At the top of the form, write the following: “CLEARANCE ONLY WITH LETTER”.

- Write at the top of the Live Scan/DOJ form: ““CLEARANCE ONLY WITH LETTER”

CDPH will review Live Scan/DOJ results, determine if the individual is “cleared” or “not cleared” and send the student a letter explaining the result.

Students who submitted the Certified Nurse Assistant and/or Home Health Aide Initial Application and Live Scan/DOJ and want verbal acknowledgment regarding “clearance,” may call the Aide Technician IVR line at (916) 327-2445 and request information from the ATCS phone representative regarding clearance.

Further questions may be referred to the Training Program Review Unit representative, or the Professional Certification Branch at [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov) or by calling (916) 327-2445.

## State Certification

VTI’s Nursing Assistant and Home Health Aide program follows a California Department of Public Health approved schedule, which regulates all state requirements. Graduates of the Nursing Assistant program will be eligible to sit for the certification exam in California. VTI cannot guarantee that all students will receive a state certification.

Ventura Training Institute is a state approved testing center but does not administer the CNA state exam or certify licenses. Students that complete and graduate from the NA program have two (2) years to take the state-licensing exam. If two (2) years have passed and the graduate has not taken the state exam, they forfeit the Nursing Assistant training and must retake the course in its entirety.

The graduate of the NA course has three (3) attempts to pass the state licensure exam. VTI only pays for the student’s first attempt. If the student does not pass on their first attempt or is absent for testing, the student is responsible to schedule and pay for any subsequent state exams through the Regional Testing Center. If the student for any reason would like to reschedule or cancel the exam, the student must submit a new registration application and pay a \$25 rescheduling fee payable to the Regional Testing Center. VTI is not liable or responsible for rescheduling or any fees associated with rescheduling a state exam.

Graduates of the Home Health Aide program do not need to sit for the state certification exam in California. After successful completion of the course and passage of the VTI final exam with a 75% or better, VTI will notified the CDPH of successful completion and the candidate will receive a CHHA from the CDPH with 4-6 weeks (estimated).

## Credit Evaluation Policy

All prior training will be evaluated; however, no credits will be given for previous training. Ventura Training Institute will not accept transferred units of credit from an accredited institution, challenge examinations and/or achievement tests, but VTI will maintain a written record of previous education and training of veterans or eligible persons. VTI has not entered into any articulation or transfer agreement. VTI does not grant credit for prior experiential learning.

## Academic Policies

### Program Requirements

All course work must be completed with a score of 75% or higher. Graduation is also dependent upon completion of required hours, maintaining good academic standing, no tuition balance, and successful completion of all hours and comprehensive exams with a score of 75% or higher as required for the student’s particular program.

### Grading Policy

Students will be assigned Pass/Fail on a percentage basis and must maintain satisfactory academic progress throughout the program. Pass grade is awarded to any student that receives a 75% or better on all requirements of the course.

If a student does not pass an exam, they will have the opportunity to remediate the exam by reviewing the material and having a different form of a re-test. The student has three (3) attempts to pass each exam, highest score given will be a 75%. **No late work will be accepted after the course completion date.**

## Graduation Policy

To successfully graduate any course students must:

1. Participate in all class and clinical sessions.
2. Make-up any absent hours
3. Satisfactorily complete required clinical hours and/or skills.
4. Receive a score of 75% + on all tests, final exam and presentation
5. Pay all tuition and fees

## Academic Probation and Dismissal

All students must receive a minimum 75% on all course work. Student falling below on any of the course work (failing at least five [5] assignments or exams and/or missing 10 or more hours) will be placed on academic probation. Student on academic probation who does not retake the coursework and pass with a 75% within three (3) attempts and/or fails to make up their attendance within one week is dismissed without readmission. The student has a right to submit an appeal if they disagree with the ruling. The student must submit the appeal in writing to the RN Program Director or Executive Director within seven (7) days of the notification of probation or dismissal. A committee will be assembled of all Ventura Training Institute's employees and the student will be allowed to verbally contest the probation or dismissal. After both arguments are proposed, the committee will take a vote to determine the student's status.

VA beneficiaries will be evaluated every two weeks for meeting the academic progress policy. Once a VA beneficiary is placed on academic probation, no more than two evaluation points will go by without the student regaining satisfactory progress. If they remain in an unsatisfactory status, the student will be dismissed without readmission.

## Code of Conduct

There will be no refund of course fees for students dismissed due to a violation of the following:

- Repeated tardiness and/or class absences without prior notification of the instructor.
- Failure to make up excused absences.
- Use or possession of alcoholic beverages, illegal substance or non-prescription drugs.
- Theft, damage or destruction of school, staff-member, or student property.
- Failure to arrive to the clinical location in appropriate uniform. One warning will be given before dismissal.
- Cheating on any quizzes, tests or exams
- Continuous academic probation, which is defined as more than three times during the course of the program.
- A student which may endanger themselves, students, staff or patients
- A student displaying inappropriate or disruptive behavior. Examples of inappropriate conduct includes but is not limited to:
  - disrespect to the faculty, staff, administration, clinical personnel, patients or other students;
  - theft or removing property without prior authorization
  - unauthorized use of equipment, materials or facilities
  - causing, creating or participating in a disruption of any kind on school property or affiliated clinical site
  - failure or refusal to follow orders or instructions
  - using abusive or threatening language toward any faculty or staff member, including but not limited to verbal abuse or threats of physical harm
  - violation of any safety, health (Universal Precautions), rules or procedures

- carrying any dangerous weapons on school premises or clinical sites at any time
- fighting or provoking a fight on school property or affiliated clinical site
- engaging in criminal conduct punishable as a felony, whether or not related to job performance
- any form of unlawful harassment

## Military Service

Students who are called to active duty or are on reserve may drop the program at any time and receive 100% tuition refund. The student file will be noted as drop due to military service.

## Attendance Policy

Each student must complete the course in its entirety to meet all state requirements and graduate from each program. Students must follow the listed guidelines.

- Each student must complete the course hour for hour in its ENTIRETY – all 160 hours.
- Students will be allowed only **TWO ABSENCES IN DAILY/WEEKEND** (both totaling up to 16 hours) when student has:
  1. Informed either the RNP, Administrator or Instructor no later than the day before the intended absence
  2. Demonstrated to a reasonable degree the need due to an unforeseeable situation or circumstances
- All absences including tardies must be made up hour for hour. The student is responsible for scheduling and completing the make-up with the instructor prior to advancing in theory and/or clinical. Students must also record make-up hours on a sign in sheet.
  - Effective as of March 1, 2020, for any unexcused absences or absences without documentation (e.g.: medical excuse, injury, etc.) are subject to additional fees. The fees are listed below:
    - 0-4 hours: \$53.00
    - 4-8 hours: \$106.00
    - 8-16 hours: \$212.00
    - **16+ hours are dismissed**
- Theory make-up hours must occur prior to clinical rotation. It occurs in the classroom hour-for-hour and during regular theory hours and is supervised by an instructor who is available for questions and module/exam administration. Theory makeup is built into the training schedule and is to be completed prior to moving into clinical rotation.
- Clinical make-up hours occur at the facility with an approved instructor, hour-for-hour during regular clinical hours. The clinical makeup is built into the training schedule and is completed prior to graduation and/or testing.
- Videotape lectures for make-up purposes only must be viewed in the classroom (i.e.: TV, computer, etc.) with an instructor present for the interactive portion of the make-up.
- Any unexcused absence will be grounds for dismissal at the RNP's discretion.
- **Tardies are when a student is more than seven (7) minutes late to class or clinical. A grace period of five to seven minutes is granted to be realistic about "emergency" situations.**
- Repeated tardiness will result in academic probation and/or dismissal.
- **Three tardies must be made up by one (1) make-up day.**
- If the student is withdrawn from the class by VTI due to academic probation (not maintaining passing grades of 75% or better) or absences (missing 16+ hours of course), the student will receive an automatic fail for the course. If the student wishes to transfer to another course, they must conference with the RNP and/or Administrator and petition the transfer. The student must bring supporting documentation to further explain causes for academic probation or absences. Based on the student's class record, attendance, and other presented supporting documentation, it is at the RNP and Executive Director's discretion to accept or reject their petition to transfer.

## Leave of Absence

Students may petition for a leave of absence with the approval of the RN Program Director. A student petitioning for a leave of absence must submit in writing their reason to the RN Program Director, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so. A leave will be granted only once and only under extenuating circumstances. If granted, the student may repeat the course only if the student still meets all of the original requirements and returns to the program within one (1) year from the first day of leave. Time spent on leave (for a maximum of one year) is considered part of the time limit for completion of the program.

## Grievance Process

If the student feels that they need to notify the institution of a problem or file a complaint, they should submit a letter to the RN Program Director as soon as possible. RN Program Director can be located in the facility during normal business hours either in the office or walking about the school. Complaints will be resolved per the California Code of Regulations as follows:

1. Investigating the complaint for its validity.
2. Rejecting the complaint, if deemed to be unfounded, or resolving the complaint in any reasonable manner, including a refund if appropriate.
3. Recording a summary of the complaint, its disposition, and the result of the action taken and placing it within the student's file, as well as making appropriate entry in the log of student complaint.
4. If the complaint is valid, determine whether or not any other students were affected and provide appropriate remedy as well as adjust policies or procedures to avoid similar complaints in the future.
5. Written complaints must be responded to in writing within 10 days.
6. The written response must include a summary of the investigation and the disposition.

## Record Keeping

VTI will maintain the records of those students who have completed training for not less than five years from the completion or withdrawal date, whichever comes first. The training program shall also maintain evidence that all employed health professionals are currently licensed, registered, or certified in their area of expertise. VTI maintains a file for each student who enrolls in the institution whether or not the student completes the educational service which contain all of the following pertinent student records:

1. Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
  - a. Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
  - b. Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
  - c. Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
  - d. All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
2. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
4. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
5. In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:

- a. The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
  - b. Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
  - c. Credit for courses earned at other institutions;
  - d. Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
  - e. The name, address, website address, and telephone number of the institution.
6. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
  7. The dissertations, theses, and other student projects submitted by graduate students;
  8. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;
  9. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
  10. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
  11. Copies of any official advisory notices or warnings regarding the student's progress; and
  12. Complaints received from the student.

VTI shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution. VTI shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:

1. The degree or certificate granted and the date on which that degree or certificate was granted.
2. The courses and units on which the certificate or degree was based.
3. The grades earned by the student in each of those courses.

Should an alumnus contact Ventura Training Institute for a copy of their student record, they should notify the administrative assistant either in writing or verbally. The student should allow at least seven (7) business days for the copy to be sent. The first copy is done free of charge but any copy made thereafter will incur a \$.10 a page.

## Counseling & Advising

Students who feel that they are in need of counseling or advising may feel at ease doing so with their instructor, the manager or the director. Counseling and advising are conducted on an open-door policy.

## Tutoring

Students who are experiencing academic problems may be able to make an appointment with the instructor for tutoring. The fee is \$100 for 16hrs of instructor tutoring.

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

The transferability of credits you earn at Ventura Training Institute (VTI) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational programs are also at the complete discretion of the institution to which you may seek to transfer. If the 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 Ventura Training Institute (VTI) to determine if your diploma or certificate will transfer.

## Transfer of Credit

All prior training will be evaluated; however, no credits will be given for previous training. Ventura Training Institute will not accept transferred units of credit from an accredited institution, challenge examinations and/or achievement tests. VTI has not entered into any articulation or transfer agreement. VTI does not grant credit for prior experiential learning.

## Housing

Ventura Training Institute has no dormitory facilities under its control. There are several apartment complexes located within a five-mile radius of VTI. Although prices vary, on average, a one-bedroom apartment in this area should range between \$1,300-\$2,000 per month. VTI has no responsibility to find or assist a student in finding housing.

## Student Records/ Right of Privacy

The Federal Right of Privacy Act enables all students to review their academic records, including grades, attendance and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. State law requires that the School maintain records for five years and accurate records of all of the following information:

- The educational programs offered by the institution and the curriculum for each.
- The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.
- Any other records required to be maintained by this chapter, including, but not limited to, records maintained pursuant to Article 16 (commencing with [Section 94928](#)).

## Library and Reference Materials

Ventura Training Institute hosts a small reference library with program-specific materials, books and videos. Such materials are kept for use at the facility. Additionally, the school will have computer and Internet access for tutorial software, career development tools, and job search.

If additional information cannot be found at Ventura Training Institute, students are encouraged to visit the local public library. Information for the Oxnard Public Library can be found by visiting their website at <http://www.oxnardlibrary.net/>

## Job Placement Assistance

VTI attempts to check the validity and accuracy of job listings. However, given that situations change rapidly in the marketplace, we do not and cannot guarantee that openings listed through VTI will still exist, as posted, at the time of inquiry. VTI makes no representation or guarantee about positions listed and is not responsible for safety, wages, working conditions or other aspects of employment. It is each individual's responsibility to thoroughly research the integrity of each organization to which he or she is applying. The student should take all care and use common sense and caution when applying for or accepting any position.

VTI will provide some job placement assistance, which included but is not limited to:

- Referrals to various hospitals, nursing homes, rehabilitation centers, long-term care facilities and agencies, etc. to which the School has affiliations.
- Monthly on-site orientation with local employment agencies
- Distribute informational materials such as flyers, pamphlets, business cards, etc. of companies currently hiring for relevant position
- Giving students access to the Internet for career development tools, such as resume writing and interview techniques.
- Students may ask Ventura Training Institute staff for additional one-on-one career advisement.



Additionally, students are fully responsible for attending any job placement events and/or follow up with companies regarding employment.

The job classification(s) each program prepares its graduates for using the United States Department of Labor’s Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.

1. 31-1014.00      Nursing Assistants
2. 31-1011.00      Home Health Aide
3. 29-2061.00      Licensed Practical and Licensed Vocational Nurses

## Educational Programs

Our training programs are designed to provide students with the training necessary for a particular job or related positions.

### Nurse Assistant Course

This course, approved by the California Department of Public Health (CDPH), will train you to provide care in nursing homes, long-term facilities and hospitals. You will receive 60 hours of theory instruction and 100 hours of clinical experience at a clinical site under instructors’ supervision. All classes are taught in English. All instructors are R.N.s or L.V.N.s, are approved by the CDPH and are certified Directors of Staff Development (D.S.D.) Graduates of the program meet the state requirements to be eligible to take the California state competency examination. After completing the Nursing Assistant program and successfully passing the state certification test, the student is issued a Certified Nurse Assistant (CNA) certification by the state of California.

### Prerequisites

This course follows the minimum admission requirements apply.

### Course Structure

Catalog Number	Description	Hours
<b>NA-Module 1</b>	<b>Introduction</b>	<b>2</b>
<b>NA-Module 2</b>	<b>Patient’s Rights</b>	<b>3</b>
<b>NA-Module 3</b>	<b>Interpersonal Skills</b>	<b>2</b>
<b>NA-Module 4</b>	<b>Prevention and Management of Catastrophe</b>	<b>1</b>
<b>NA-Module 5</b>	<b>Body Mechanics</b>	<b>2</b>
<b>NA-Module 6</b>	<b>Medical and Surgical Asepsis</b>	<b>2</b>
<b>NA-Module 7</b>	<b>Weights and Measures</b>	<b>1</b>
<b>NA-Module 8</b>	<b>Patient Care Skills</b>	<b>14</b>
<b>NA-Module 9</b>	<b>Patient Care Procedures</b>	<b>7</b>
<b>NA-Module 10</b>	<b>Vital Signs</b>	<b>3</b>
<b>NA-Module 11</b>	<b>Nutrition</b>	<b>2</b>
<b>NA-Module 12</b>	<b>Emergency Procedures</b>	<b>2</b>
<b>NA-Module 13</b>	<b>Long-Term Care</b>	<b>5</b>
<b>NA-Module 14</b>	<b>Rehabilitative Nursing</b>	<b>2</b>
<b>NA-Module 15</b>	<b>Observation &amp; Charting</b>	<b>4</b>
<b>NA-Module 16</b>	<b>Death &amp; Dying</b>	<b>2</b>
<b>NA-Module 17</b>	<b>Abuse</b>	<b>6</b>
<b>Presentation</b>		
<b>Final Exam</b>		
<b>Clinical Hours</b>		<b>100</b>
<b>Total Hours</b>		<b>160</b>

## Home Health Aide Course

This course, approved by the California Department of Public Health (CDPH), will train you to provide care in the home care setting. You will receive 20 hours of theory instruction and 20 hours of clinical experience at a clinical site under instructor supervision. All instructors are approved by the CDPH, RNs with valid licenses in the state of California and have a minimum of one-year experience in a home care. All classes are taught in English. Graduates of the program will be issued a Certified Home Health Aide certification (CHHA) and 26 CEUs for their CAN license from the CDPH.

### Prerequisites

This course follows the minimum admission requirements apply. Additionally, the student also must possess a valid California CNA license.

### Course Structure

Catalog Number	Description	Hours
<b>HHA 1</b>	<b>Introduction to Aide and Agency Role</b>	<b>2</b>
<b>HHA 2</b>	<b>Interpretation of Medical and Social Needs of People Being Served</b>	<b>5</b>
<b>HHA 3</b>	<b>Personal Care Services</b>	<b>5</b>
<b>HHA 4</b>	<b>Nutrition</b>	<b>5</b>
<b>HHA 5</b>	<b>Cleaning Care Tasks in the Home</b>	<b>3</b>
<b>Presentation</b>		
<b>Final Exam</b>		
<b>Clinical Hours</b>		<b>20</b>
<b>Total Hours</b>		<b>40</b>

## IV Therapy/Blood Withdrawal Certification Course

This course, approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), will train Licensed Vocational Nurses in Intravenous Therapy (IV). You will receive 24 hours of theory instruction and 8 hours of clinical experience at a clinical site under instructor supervision. The course fulfills California's 30 hrs. requirement for IV therapy training for LVNs. Graduates of the program receive a certification of completion for Intravenous Therapy/Blood Withdrawal and receive 30 CEUs for their LVN license by the state of California. All classes are taught in English. Space is limited to fifteen (15) students.

### Course Structure

Catalog Number	Description	Hours
<b>IV 1</b>	<b>LVN Role and Regulation Requirements</b>	<b>6</b>
<b>IV 2</b>	<b>Psychological preparation and universal precautions</b>	<b>6</b>
<b>IV 3</b>	<b>IV Selection, Safety and possible complications</b>	<b>6</b>
<b>IV 4</b>	<b>Preparation of withdrawal site</b>	<b>6</b>
<b>IV 5</b>	<b>Blood withdrawal</b>	<b>3</b>
<b>Final Exam</b>		
<b>Clinical Hours</b>		<b>9</b>
<b>Total Hours</b>		<b>36</b>

## Financial Information

Ventura Training Institute (VTI) does not offer any state or federal financial aid programs.

### VTI Payment Plan

The **VTI Payment Plan** allows settlement of a student account (one course at a time), through a line of credit established with Ventura Training Institute (hereinafter also referred to as VTI). You may use your interest-free VTI Payment Plan account to pay for tuition, fees, and other miscellaneous charges in installments. Installment amounts are due at a minimum once every calendar month.

### Requirements

Eligibility for the VTI Payment Plan is based on the following requirements:

1. You have completed registration for an upcoming course for which you wish to use the VTI Payment Plan.
2. You have no holds on your student account created by past collection actions.
3. If you have used the VTI Payment Plan in the past, you have maintained a good record of on-time payments.

### Payment Methods

Credit Cards (VISA, MasterCard, Discover, American Express), Check, Money Orders, Cash

### Terms and Conditions

1. Payment plan enrollment will not be complete until the applicant signs the payment plan contract. The registration fee is due on the student's enrollment date.
2. **Nursing Assistant Program Only:** The \$500.00 down payment is due on Orientation Day. Tuition down payment is to cover the cost of supplied materials which could include but are not limited to CPR, Live Scan/DOJ, book, workbook, uniforms, blood pressure cuff and stethoscope. After the registration fee and tuition down payment are received, the student will begin payments starting the first day of class.
3. The recommended weekly payment amount for the Nursing Assistant Daily Program is \$475.00 and \$211.00 for the Nursing Assistant Evening or Weekend Program. However, if students cannot afford these payments each week, a customized payment plan will be established between the student and VTI.
4. Payments can be made anytime during normal hours of operation.
5. Full payment is required by the end of the course. Students will not be able to complete the course and will not be allowed to take the state exam until their tuition is paid in full. VTI reserves the right to dismiss any student without refund if full payment has not been received by this deadline.
6. The term of this contract will begin the date listed on "start date."
7. The VTI Payment Plan is the responsibility of the student. It is the student's responsibility to verify my class schedule and student account for accuracy. Any guest access is at the discrepancy of the student for convenience but the responsibility of the plan still lies with the student. By authorizing a payment plan guest, the student is authorizing VTI to discuss details of the payment plan and the student account balance with these guests.
8. Students with outstanding balances will NOT receive clearance to take their State Licensing Exam or receive their Certificate of Completion.
9. A payment is required each calendar month.

### Penalties

A late penalty of \$25 will be charged to your student account when a payment is not received by the end of each calendar month. This will include declined attempts for debit / credit card and returned checks. After 3 missed payments your payment plan will be withdrawn and full payment will be required on the student account. Future eligibility for the VTI Payment Plan will be withheld.

### Loans

1. If a 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 and/or late fees, less the amount of any refund.
2. If student defaults on a federal or state loan, both the following may occur:

- 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.

The student may not be eligible for any other government financial assistance at another institution or other government financial assistance until the loan is repaid.

## Collections

If any charge remains unpaid past the due date for the student account statement on which it first appeared, or if any charge remains unpaid three (3) months after the course completion date, the account moves into collection status, at which time an activity restriction (collections) hold may be entered and the account will be subjected to a collection fee of 25% of the remaining balance plus the remaining balance. Also, the account may be subject to penalties and other fees.

## Federal and State Programs

There are various scholarship programs that can be used to fund a student's training. Each program would require the applicant to apply directly to each organization. Please see the below information.

### WIOA Job Program

Ventura Training Institute may be awarded Workforce Investment ACT Title 1-B adult and dislocated worker training funds. This funding is based Eligible Training Provider List programs and on the basis of individual employment planning and labor market demand. The following organizations offer these services:

1. Ventura County WIOA
2. Santa Barbara County WIOA
3. Department of Rehabilitation

### WIOA Job Program for Young Adults

The WIA Program offers counseling, cash incentives, supportive service, and practical assistance to low-income adults between the ages of 18 and 21 years old who are pursuing educational and employment goals. The primary focus is on those youths who dropped out of high school and are now ready to return, but high school graduates are also welcome to apply. Applicants must meet eligibility requirements. This free service is based on referrals between the Boys & Girls Club of Greater Oxnard and Port Hueneme and the Workforce Investment Board of Ventura County, with funding from the federal Workforce Investment Act. The following organizations offer these services:

1. Boys and Girls Club of Oxnard and Port Hueneme
2. Pathpoint's Youth Networked Services

### VA Benefits Program

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

### Scholarship Foundation of Santa Barbara

If you are graduate or receive a GED from Santa Barbara County high school, planning to attend full-time as a vocational program, a U.S citizen or permanent resident and an eligible employee of the companies listed below, you may be eligible for a scholarship through the Scholarship Foundation of Santa Barbara. **If you would like more information, please contact SFSB directly at (805) 687-6065.**

1. Casa Dorinda (or be a spouse of an eligible Casa Dorinda employee\*)
2. Reichard Brothers Enterprises (Habit Burger and Hook Burger)
3. Alexander Gardens
4. Valle Verde
5. Vista del Monte
6. Villa Alamar

## Estimate of Charges

The listed below is a schedule of the direct costs charged to the student account for each program for a regular student not including transportation, miscellaneous supplies and personal expenses:

### Courses Available

#### Estimated Charges for 2020-2021 Academic Year

Program	Home Health Aide (HHA)	Nursing Assistant	IV Therapy/BW Certification Course
Hours	40	160	36
Registration Fee (Non-refundable) ***	\$100.00	\$100.00	\$100.00
Equipment	N/A	N/A	N/A
Lab Supplies or Kits	N/A	N/A	N/A
In-Resident Housing	N/A	N/A	N/A
Tutoring	N/A	\$20.00/hr**	N/A
Assessment Fees for Transfer of Credit	N/A	N/A	N/A
Fees to Transfer Credit	N/A	\$100	\$20
Student Tuition Recovery Fund fee (Non-refundable)	\$0	\$0	\$0
Textbooks	\$20.00	\$65.00 (\$35.00 rent)	N/A
Supplies & Materials	N/A	\$42.00	N/A
Uniforms	\$20.00	\$40.00	N/A
CPR & Live scan	N/A	\$130.00	N/A
State Exam	N/A	\$100.00*	N/A
Other charges	N/A	\$25.00-100.00*	N/A
Tuition	\$400.00	\$2,120.00	\$280.00
<b>Total</b>	<b>\$550.00</b>	<b>\$2,597.00</b>	<b>\$380</b>

Notes: \* VTI only pays the first state exam attempt. If other attempts are needed, the student must pay the additional fees. Charges vary depending which portion of the state exam needs taken. Reschedule Fee: \$25, Written Exam: \$35, Skills Exam: \$65 and Skills and Written: \$100.00

\*\*Tutoring for the CNA program is charged only at the student's request. The cost is \$20 per hour of private tutoring. Any additional tutoring will be charged at \$20 per hour.

\*\*\* The nonrefundable registration fee is \$10.00 for veterans and eligible persons approved by the VA.

### Purpose of Charges

**Registration Fee** To pay the cost of establishing a student file and other paperwork associated with enrolling the student in a program (non-refundable)

**CPR certification** Fee to provide a course with a CPR instructor approved by the American Heart Association

**Fingerprinting** Fee to provide fingerprinting and background check services

**Books/Supplies** Cost of course books, workbook and other required materials

**Tuition** Fee to cover the education of a student in a program. For a detailed explanation please refer to Withdrawal, Cancellation & Refund Policy

**Uniform** Cost of uniforms, which are required to be worn whenever in clinical training. Nursing Assistant Program will receive two (2) sets of uniforms. All other programs will either one (1) set of uniforms or none at all

**State Exam Fee** Cost and processing fee associated with enrolling in state licensing exam

## Student Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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 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 more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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.

A student whose loan is revived by a loan holder or debt collector after a period of no 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.

## Rejection, Cancellation, Withdrawal and Refund policy

1. Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.
2. Cancellation: **STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through at the first-class session, or the seventh day after enrollment,

whichever is later. Should the student terminate the program for any reason, refunds will be made according to the following refund policy:

- Cancellations must be given in verbal or written notice, either in person; by phone; or by mail, **through at the first-class session, or the seventh day after enrollment, whichever is later.**
- If refund petition has met the requirements listed above, then the student executing the enrollment agreement is entitled to a refund of all monies paid excluding the non-refundable registration fee.
- If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds

3. Withdrawal:

- A student choosing to withdraw from the school after the commencement of classes is to provide a verbal or written notice. The notice must include the last date of attendance (LDA) and be signed and dated by the student.
- If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return from the leave of absence but fails to do so.
- If the student wishes to withdraw and transfer to another course or start a new course at a later date, the student must meet with the RNPD or Executive Director with (7) seven days of LDA and develop a remediation agreement for the student. If the student does not adhere to the remediation agreement, they will be dismissed without readmission. There will be \$100 transfer fee applied to their account for each transfer request.
- **If the student is withdrawn from the class by VTI due to academic probation, absences, etc., the student will receive an automatic fail for the course.**

4. Refund:

- This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. VTI may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.
- If an applicant never attends class (no-show) or cancels the contract through at the first-class session, or the seventh day after enrollment, whichever is later, all refunds due must be made within forty (40) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier
- For a withdrawal student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty (40) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress
- FULL REFUND:
  - A student will be eligible for a full refund if:
    - All classes have been dropped through at the first-class session, or the seventh day after enrollment, whichever is later.
    - The courses for which the tuition and other fees were assessed were cancelled by VTI.
    - VTI makes a delayed decision that the student was not eligible to enroll in the term for which the tuition and other fees were assessed and collected and the delayed decision was not due to incomplete or inaccurate information provided by the student.
    - The student was activated for compulsory military service.
- PRORATED REFUND:
  - A student will be eligible for a prorated refund if:

- o Beginning with the first day of instruction, refunds for complete withdrawals will be prorated based on the date of withdrawal and the length of the academic period

## Refund Example

Assume that the student enrolls in the nursing assistant 160-hour course, pays \$100 registration fee, \$500 down payment plus \$1,200 towards the tuition. The student opens and uses all items and then withdraws after the first session.

Item	Cost	Policy
<b>Registration Fee</b>	\$100.00	Non-refundable
<b>Books</b>	\$65.00	Not refundable if used or opened
<b>Uniforms</b>	\$40.00	Not refundable if used or opened
<b>Supplies &amp; Materials</b>	\$42.00	Not refundable if used or opened
<b>CPR</b>	\$75.00	Not refundable if administered
<b>Live Scan/DOJ</b>	\$55.00	Not refundable if administered
<b>State Exam</b>	\$100.00	Not refundable if paid to RTC
<b>Tuition</b>	\$2,020.00	Money to determine refund
<b>Total</b>	\$2,497.00	

Amount Available for Refund	Hours Remaining	Total Refund Due
<b>\$1,200.00</b>	95% (142 hrs)	\$1092.00

## Legal Notice

### Attorney’s Fees

If any legal action arises under or with respect to this Agreement, the prevailing party shall be entitled to recover from the non- prevailing party all costs and expenses, including attorney’s fees, incurred in enforcing this Agreement (including any appeals). VTI has the right to choose the method of resolution, including mediation and/or arbitration.

### Provisions Subject to Change

Change at Ventura Training Institute is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Ventura Training Institute and after those dates all superseded policies will be null and void. No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Program Director.

VTI must report any change to the information to the appropriate governing agency.

## Financial Record

Ventura Training Institute does NOT has a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years and has NOT had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

## Annual Review

Policies are specific and are reviewed annually. Every September of each calendar a review committee of the RN Program Director, the Executive Director, one Instructor and one Administrative Staff will conduct an audit of the policies and procedures to assure that it is maintained and operated in compliance with the Act and this Division. A specific policy review form will be included in the review process.



## Performance Fact Sheet

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.

## Course Catalog Confirming Receipt

I acknowledge that I have received and reviewed the course catalog. I understand and recognize that there may be changes to the information, policies, and benefits. I understand that Ventura Training Institute may add new policies to the school catalog or course syllabus as well as replace, change, or cancel existing policies. I understand that I will be told about any changes and I understand that Ventura Training Institute management can only authorize changes.

I understand that I became a student of Ventura Training Institute voluntarily. I understand that it is my responsibility to read and comply with all policies included within the school catalog or syllabus. I further understand that I should consult VTI staff regarding any questions I may have.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent/Guardian if under the age of 18)