

Access Academy
Sponsored by
Good Samaritan Health Centers of Gwinnett
1175 Commercial Court
Norcross, GA 30093
770-806-0162
contactus@goodsamgwinnett.org
Website: goodsamgwinnett.org/accessacademy

Enrollment Agreement

Student Information

Student Name: _____ DOB: _____

Address: _____

City/State/ZIP: _____

Phone Number: _____

Emergency Contact: _____

Relationship: _____ Phone Number: _____

Program Information

Program Name: Medical Assisting

Program Level: Certificate

Program Start Date:

Scheduled End Date:

Class Days: Monday, Tuesday, and Thursday

Class Hours: 9:00 AM - 2:30 PM

Makeup Day: Wednesday by appointment

Office Hours: Friday, 9:00 AM - 12:00 PM

Number of Weeks: 19

Total Clock/Credit Hours: 385

Externship Requirement: 160 hours, which are included in the 385 total clock hours.

Tuition & Fee Information

Application Fee: \$50

Tuition: \$2,500 (\$500 per month)

Book and Supply Fee: \$125

Total Cost: \$2,675

Method of Payment: Cash or Credit Card

Refund Policy

All refunds, if any are due, shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student.

1. Refunds for Classes Canceled by the Institution: If tuition and fees are collected in advance of the start date of the program and the institution cancels the class, 100% of the tuition and fees collected will be refunded.
2. Refunds for a student that does not start class or requests cancellation within three (3) calendar days after signing contract: If tuition and fees are collected in advance of the start date and the student does not begin class, 100% of the tuition and fees collected will be refunded. The refund will be made within thirty (30) days of the class start date.
3. Refunds for Withdrawal or Termination: Refunds are determined based on the proration of the tuition month completed at the time of withdrawal or termination, up to 50% of the tuition month. No refund is guaranteed after 50% of the tuition month is completed.

Cancellation Policy

1. All tuition and fees paid, excluding nonrefundable fees, will be fully refunded should a cancellation request be made within 72 hours of signing the enrollment agreement.
2. If the Institution cancels or changes a program of study or course (time or location) in such a way that a student who has started the program or course is unable to continue, the Institution will: a) make arrangements, in a timely manner, to accommodate the needs of each student enrolled in the program; or b) refund all money paid by the student for the program of study or course if alternative arrangements determined by GNPEC to be equitable to both the institution and the student are not possible.

Attendance Policy

Class Schedule: Monday, Tuesday, and Thursday; 9 am to 2:30 pm (30-minute lunch break).

100% attendance is expected. Students must achieve a minimum of 95% of overall program attendance (366 hours) to graduate. Students are required to be on time for class, stay until class is dismissed, and return promptly from lunch break. Instructors keep a daily attendance record. If an absence from all or part of a class and/or clinical day is unavoidable, student must discuss the situation immediately with the instructor. Approved absences include bereavement for immediate family, court order appearance, or doctor's appointments. Supporting documentation is required. Absences without documentation will not be approved. Make Up arrangements after an approved absence will be at the discretion of the instructor. Make Up arrangements may result in the delay of program completion. Students who are absent a total of ten (10) or more hours of class or lab during the entire fifteen (15) week program and who did not make arrangements for Make Up work will be terminated from the program.

Career and Life Skills Instruction

Access Academy curriculum includes Career and Life Skills Instruction, a combination of classroom instruction and one-on-one mentoring, to assure and support each student's pathway to success in job search and retention efforts. Job placement is not guaranteed. Career and Life Skills Instruction is taught in Week 14 but is also taught during regular Classroom or Lab hours, per faculty discretion, depending on the unique needs of the students. Topics covered and services available include:

Work Ethics: Classroom instruction on the basics of high-performing employee conduct and employer expectations, including timeliness, attendance, professional dress and appearance, acceptable workplace behavior, professional accountability, workplace peer relationships, conflict resolution, and more.

Employee Citizenship: Classroom instruction on the basics of corporate confidentiality, corporate culture, wage negotiations, accepting feedback, handling performance reviews, warnings and probation, notice of resignation and exit interviews, and more.

Job Search Skills: A faculty member will help you write a professional cover letter and resume, review telephone and email etiquette, requesting and scheduling an interview, preparing for an interview, and review resources and methods for conducting a successful job search.

Interview Tips & Practice: A faculty team member will help you practice your interviewing skills including mock interviews and coaching to help you make a great impression while job searching.

Financial Literacy: Classroom instruction on the basics of household budgeting, understanding consumer credit, rental leases, loan agreements, and saving and investing.

Family Dynamics: Classroom instruction on the basics of family dynamics, including health communication, family goal setting, boundaries, conflict management, and childcare.

Career Exploration: Access Academy will host special guests for students to learn more about career opportunities in various healthcare settings throughout Gwinnett County.

Externship Programs: Our vocational training program requires externship experience, the opportunity to train hands-on with the tools you will use in the workplace. Access Academy may provide externship placement for you within its own clinics, or a partner agency.

Complaints

Complaints from a student regarding Access Academy may be directed to the State of Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305, phone: (770) 414-3300. Email: <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Disclosures

Access Academy is a division of Good Samaritan Health Centers of Gwinnett, a 501c3 nonprofit organization (27-0080400) operating as a faith-based provider of medical and dental care serving

the uninsured. Good Samaritan Health Centers of Gwinnett is a charitable organization registered with the Office of Secretary of State, Securities and Charity Division, and a registered academic institution with the Georgia Nonpublic Postsecondary Education Commission. Access Academy is not yet a national certified education institution.

Signatures

Student Signature

Access Academy

Date

Date

GNPEC Student Disclosure Form

Access Academy
1175 Commercial Court, Norcross, GA 30093

1. Enrollment Agreement & Catalog

I have read and received a copy of the enrollment agreement, or equivalent document, and the school catalog. I understand that the terms and conditions of these documents are not subject to amendment or modification by oral agreements.

_____ Student's Initials

2. School Outcomes

I have read and received a copy of the school's self-reported, unaudited retention, graduation, and placement rates for the preceding year as well as the most recent Georgia licensure test results, if applicable, for the program I am entering.

_____ Student's Initials

3. Employment

I understand that upon successful completion of my training program, this school will provide placement assistance. However, I understand that the school does not guarantee any graduate a job. I have not been guaranteed employment to earn a specific salary range upon graduation.

_____ Student's Initials

4. Refund Policy

I have reviewed the refund policy provided in the catalog and am aware that the institution attests to the fact that this policy meets the Minimum Standards set forth by the Georgia Nonpublic Postsecondary Education Commission.

_____ Student's Initials

5. Complaint Procedure

I have reviewed the complaint procedure provided in the catalog and am aware that, after exhausting the institution's procedure, I have the right to appeal the institution's complaint determination to the Georgia Nonpublic Postsecondary Education Commission.

_____ Student's Initials

6. Authorization and Accreditation Status

I understand that the institution in which I am enrolling has been issued a Certificate of Authorization by the Georgia Nonpublic Postsecondary Education Commission. This status indicates that the institution has met the Minimum Standards established by Georgia Code (§20-3-250.6). Although authorized, I understand that this institution is not accredited by a U.S.-based accrediting association recognized by the United States Secretary of Education; therefore, I am not eligible for Federal Student Aid. Additionally, as is the case with all postsecondary institutions, both accredited and unaccredited, there is no guarantee that my credits will transfer to another institution.

_____ Student's Initials

Student's Signature: _____

Date: _____

School Representative's Signature: _____

Date: _____

*Student must receive a copy of this form, and a copy must be kept in the student's file.

October 2017