

D. HILL
School of Healthcare
Services, LLC

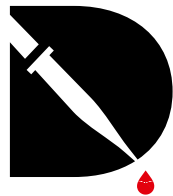
Where Education Provides Opportunity

2024 ACADEMIC CATALOG

ACADEMIC

CATALOG 2024

D. Hill School of Healthcare Services, LLC



D. HILL

School of Healthcare
Services, LLC

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This catalog reflects the regulations, policies, procedures, programs and fees for D. Hill School of Healthcare Services as of Date, 2021.

D. Hill School of Healthcare Services reserves the right to adopt, amend, and implement its policies and procedures, as it deems appropriate and necessary. Under certain circumstances, D. Hill School of Healthcare Services may grant exceptions to its policies and procedures in individual cases when it is determined, in the sole and absolute discretion of the institution, that such action would be appropriate to further the mission and purposes of the institution. The provisions of this catalog are not to be regarded as a contract between the student and D. Hill School of Healthcare Services. The institution also reserves the right to correct any clerical errors as necessary. Prospective students should contact the Chair for information regarding any such possible changes. Currently enrolled students should consult the course Director for additional information. D. Hill School of Healthcare Services owns all trademarked images. Unless otherwise noted, other images are used under license from various stock photography sites.

Mission Statement

D. Hill School of Healthcare Services, LLC program's mission is to educate and train entry-level competent and diverse healthcare workers with ethical knowledge and skills for career entry in the health profession. We seek to arm minorities with the tools they need to dominate the health field.

Owner of private school: Debrina Hill, HEd

Owner credentials: Bachelor's in Community Health & Human Services,
9 years of experience as Emergency Room Technician

Historical Establishment

Historical Statements establishing the origin of the school: Owner & founder Debrina Hill wanted to help minorities find meaningful career opportunities in the health field. In 2020 during the midst of the COVID -19 pandemic; healthcare workers were in high demand. She decided to work on starting healthcare programs, and target the metropolitan area surrounding Birmingham, Alabama. Debrina Hill believed that the people had a greater chance of getting hired at a medical center since healthcare workers were in desperate need.

Requirements for Entrance

Fundamental General Education Requirements

(for all programs)

- Must be able to read, write and communicate in English fluently
- Must be able to meet the physical and mental demands of working as a healthcare worker
- Must obtain minimum of a high school diploma or GED
- Must be at least 18 years old (if prospective student is younger they must have parental consent)

Where Education Provides Opportunities

PROGRAMS PROVIDED

Certified Nursing Assistant (On-Site)

Certified Nursing Assistant Hybrid

Phlebotomy Technician (On-Site)

Phlebotomy Technician Hybrid

Certified Nursing Assistant (CNA)

Curriculum is developed to align with the Prometric exam. Program available virtually and onsite at D.Hill School of Healthcare Services, LLC (Homewood, AL campus).

This course will introduce the student to an ever-changing world of the nursing field. It will focus on the role of a Certified Nursing Assistant while developing professional skills.

The Certified Nursing Assistant (CNA) program offers a certificate of completion, which will make the student eligible to sit for their state boards exam through Prometric. The training program is designed for those who wish to begin or expand their careers in the health/ medical field.

The CNA program will train students in broad areas of assisting residents with activities of daily living, anatomy/physiology, disease prevention, medical terminology, and professionalism.

PROGRAM COORDINATOR

Wanda Dickens RN, BSN

PRIMARY INSTRUCTOR

Wanda Dickens RN, BSN

CNA Goals & Objectives

The Basics to Nursing Assistant Care is designed to train prospective students in the Birmingham community and surrounding areas the basic skills of becoming a Certified Nursing Assistant (CNA). They will understand the human anatomy, correct body mechanics, and the importance of taking vital signs; while properly addressing the needs for the patient. The CNA will learn the fundamental nursing skills, along with personal self-care skills.

GOAL 1

The CNA students will demonstrate how to recognize and respond to medical emergencies

GOAL 2

The CNA students will understand medical terminology and professionalism

GOAL 3

The CNA students will know the importance and how to properly take vital signs

GOAL 4

The CNA students will know how to properly measure weight and height

GOAL 5

The CNA students will know how to properly transfer patient from bed to chair

GOAL 6

The CNA students will know how to assist the resident with activities of daily living (ADL's)

GOAL 7

The CNA students will learn about liability and legal issues in healthcare

OBJECTIVES (aligned with using Bloom's Taxonomy)- D.Hill School of Healthcare Services, LLC understands that people use different learning styles. The objectives will educate students by targeting each learning style using Bloom's Taxonomy.

90% of the CNA students will be able to demonstrate emergency CPR by week 6; with the use of lecture books and practicing on lab mannequin (cognitive & psychomotor learning)

90% of the CNA students will show willingness to learn medical terminology by coming to class Monday, Tuesday, Wednesday, Thursday; along with participating in professional group discussions amongst peers and instructor. Expected to learn by week 6 of the course term (affective learning)

90% of the CNA students will properly know how to take blood pressure, check body temperature, palpate heart rate, check respiratory rate and measure oxygen percentage on the lab mannequins and by observing the instructor; expected to learn by week 6 of the course term (psychomotor learning)

90% of the CNA students will know how to properly transfer patients by using gait belts and sliding boards; this will occur by watching informative YouTube videos and practicing on the lab mannequin by week 6 of the course term (cognitive & psychomotor learning)

90% of the CNA students will understand the HIPPA law and ways of avoiding medical lawsuits using handouts while reading and discussing information provided in the textbook; expected to learn by week 6 (affective & cognitive learning)

Graduates of the Certified Nursing Assistant (CNA) training program will be able to:

- Appropriately assist residents with activities of daily living
- Check residents' vital signs
- Create professional communication by use of correct medical terminology
- Don and doff personal protective equipment
- Perform clinical handwashing/ medical asepsis technique
- Understand medical laws such as HIPPA
- Use correct body mechanics to transfer residents

CNA Credentials Awarded (on-site):

Students who successfully complete (36hrs of laboratory, 36hrs of theory lecture, and 24 clinical hours) 96 clock hours in a term will have completed the program and will be able eligible to take the Prometric's State exam. After student has passed their nurse aide certification exam, they will be granted a CNA Certificate of Completion. The CNA students will be certified and registered through the Alabama Department of Public Health. With the certification, students will be classified as Certified Nursing Assistants (CNA) and will be able to find employment at nursing homes, home health companies, hospitals, clinics and other healthcare facilities. Students will also be able to travel with numerous healthcare agencies.

CNA Credentials Awarded (hybrid):

30 hours of laboratory, 30 hours of theory lecture, and 17.5 clinical hours. 77.5 clock hours in a 4- week term will allow student to be eligible to sit for the Prometric's State Board exam. Once the state board exam has been successfully passed the student will be recognized as a Certified Nursing Assistant (CNA).

Registration for CNA On-Site

ENROLLMENT FOR EARLY SPRING TERM OF 2024 BEGINS JANUARY 1, 2024 – JANUARY 19, 2024

Registration fee \$35. The registration fee is non-refundable.

CLASSES ONSITE SCHEDULE

First day of Early Spring class-
January 22, 2024----- last day to drop without
penalty January 26, 2024

Last day of early spring class March 1, 2024

ENROLLMENT FOR LATE SPRING TERM OF 2024 BEGINS FEBRUARY 19, 2024 – MARCH 8, 2024

Registration fee \$35. The registration fee is non-refundable.

CLASSES ONSITE SCHEDULE

First day of Late Spring class-
March 11, 2024----- last day to drop without
penalty March 15, 2024

Last day of late spring class April 19, 2024

ENROLLMENT FOR EARLY SUMMER TERM OF 2024 BEGINS APRIL 15, 2024 – MAY 3, 2024

Registration fee \$35. The registration fee is non-refundable.

CLASSES ONSITE SCHEDULE

First day of early Summer class-
May 6, 2024----- last day to drop without
penalty May 10, 2024

Last day of early summer class June 14, 2024

ENROLLMENT FOR LATE SUMMER TERM OF 2024 BEGINS JUNE 3, 2024 – JUNE 21, 2024

Registration fee \$35. The registration fee is non-refundable.

CLASSES ONSITE SCHEDULE

First day of Late Summer class-
June 24, 2024----- last day to drop without
penalty June 28, 2024

Last day of late summer class August 2, 2024

ENROLLMENT FOR EARLY FALL TERM OF 2024 BEGINS JULY 29, 2024 – AUGUST 16, 2024

Registration fee \$35. The registration fee is non-refundable.

CLASSES ONSITE SCHEDULE

First day of EARLY FALL class-
August 19, 2024----- last day to drop without
penalty August 23, 2024

Last day of late summer class September 27, 2024

ENROLLMENT FOR MIDDLE FALL TERM OF 2024 BEGINS SEPTEMBER 16, 2024 – OCTOBER 4, 2024

Registration fee \$35. The registration fee is non-refundable.

CLASSES ONSITE SCHEDULE

First day of Middle Fall class-
October 7, 2024----- last day to drop without
penalty October 11, 2024

Last day of middle fall term November 15, 2024

ENROLLMENT FOR LATE FALL TERM OF 2024 BEGINS NOVEMBER 4, 2024- NOVEMBER 22, 2024

Registration fee \$35. The registration fee is non-refundable.

CLASSES ONSITE SCHEDULE

First day of late fall class November 25, 2024-----
last day to drop class without penalty
November 29, 2024

Last day of late fall class January 3, 2025

Class hours:

Monday, Tuesday, Wednesday, Thursday

Theory Lecture:

Monday, Tuesday, Wednesday 9:00 am- 11:00 am

Laboratory:

Monday, Tuesday, Wednesday 11:00 am- 1:00 pm

Clinicals:

Thursday 9:00am- 1:00pm

NOTE: Students will be out of school for all major holidays i.e., New Year's Day, Christmas Day, Independence Day, Labor Day, Thanksgiving Day, Easter, and Memorial Day.

Registration for CNA Hybrid

Registration fee \$35. The registration fee is non-refundable.

OPEN ENROLLMENT

CLASS HYBRID SCHEDULE

Class start date January 1, 2024----- last day to drop without penalty January 5, 2024

Last day of class January 26, 2024

CLASS HYBRID SCHEDULE

Class start date July 29, 2024----- last day to drop without penalty August 2, 2024

Last day of class August 23, 2024

CLASS HYBRID SCHEDULE

Class start date February 5, 2024----- last day to drop without penalty February 9, 2024

Last day of class March 1, 2024

CLASS HYBRID SCHEDULE

Class start date September 9, 2024---- last day to drop without penalty September 13, 2023

Last day of class October 4, 2024

CLASS HYBRID SCHEDULE

Class start date March 11, 2024----- last day to drop without penalty March 15, 2024

Last day of class April 5, 2024

CLASS HYBRID SCHEDULE

Class start date October 14, 2024---- last day to drop without penalty October 18, 2023

Last day of class November 8, 2024

CLASS HYBRID SCHEDULE

Class start date April 15, 2024---- last day to drop without penalty April 19, 2024

Last day of class May 10, 2024

CLASS HYBRID SCHEDULE

Class start date November 18, 2024----- last day to drop without penalty November 22, 2024

Last day of class Dec 13, 2024

CLASS HYBRID SCHEDULE

Class start date May 20, 2024----- last day to drop without penalty May 24, 2024

Last day of class June 14, 2024

CLASS HYBRID SCHEDULE

Class start date June 24, 2024---- last day to drop without penalty June 28, 2024

Last day of class July 19, 2024

Class hours:

Theory:

Monday, Tuesday, Wednesday, Thursday, Friday
6 pm-9 pm

Laboratory:

Monday, Tuesday, Wednesday, Thursday, Friday
9 am- 3 pm

Clinicals:

Monday, Tuesday, Wednesday, Thursday, Friday
4 pm- 7:30 pm

NOTE: Students will be out of school for all major holidays i.e., New Year's Day, Christmas Day, Independence Day, Labor Day, Thanksgiving Day, Easter, and Memorial Day.

CNA Tuition (On-site)

- \$950 FOR FULL COURSE OF 6 WEEKS
- Payment arrangements are acceptable \$317 due every Friday (3 weeks)
- Students must pay the first \$317 upon enrollment (after application has been approved)
- **(Students with payment arrangements)** If tuition is not paid on time and in full amount, student will be dropped from program with NO refund.

CNA Tuition (Hybrid)

- \$900 for FULL COURSE OF 4 WEEKS
- Payment arrangements are acceptable \$450 due every Friday (2 weeks)
- Students must pay the first \$450 upon enrollment (after application has been approved)
- **(Students with payment arrangements)** If tuition is not paid on time and in full amount, student will be dropped from program with no refund.

Financial Aid for CNA

D. Hill School of Healthcare Services, LLC will offer financial assistance. Please communicate with manager before classes start if the student will be needing financial assistance; afterwards payment options will be discussed that will best fit the student's need.

CNA Textbooks

Hartman's Nursing Assistant Care The Basics. by Hartman Publishing, Inc. 5th edition.

Books will be provided by instructor on 1st day of class, and students will return books back to instructor on last day of class. If book and/or books are damaged or lost, students MUST pay a fee of \$75. If fee for book is not paid, **CERTIFICATE of COMPLETION WILL NOT BE REWARDED**

Students may also purchase their own books off Amazon, if they do not wish to return books at the end of the term.

Laboratory supplies will be provided for students. The instructor will expect students to come to class with an open mind and is ready to learn about the responsibilities and duties of a Certified Nursing Assistant (CNA).

FACILITY AND EQUIPMENT AVAILABLE TO SUPPORT CNA COURSE

The CNA training will be held in a spacious office in Homewood, AL which is centrally located. It's equipped with 11 individual desks, 1 bulletin board, 1 overhead projector with 1 projector screen, 1 TV, 1 laptop computer, and 11 lecture books. Student's laboratory will have 1 hospital bed, 1 bedside table, 1 Hoyer lift, 1 mechanical scale, 1 human mannequin, 1 wheelchair, 2 gait belts, 1 sliding board, 1 bedpan, 1 urinal, 1 bedside commode, 1 thermometer, 1 pulse oximeter, 2 blood pressure cuffs, and 2 stethoscopes. There will be a maximum of 10 students in a classroom setting.

EVALUATION GRAPH for CNA Students (on-site)

Procedure for evaluating student achievement of stated objectives: Graph of success in students. All hybrid students will take quizzes and exams on - campus every Saturday.

Example for Evaluating a Student	Total Points	Earned Points	Letter Grade	Understanding of Material Scale (0-4)	Objective Met/ Unmet
WEEK 1 QUIZ Chapter 1 & 2	30	30	A	4	MET
WEEK 2 QUIZ Chapter 3 & 4	30	23	C	2	MET
WEEK 3 QUIZ Chapter 5 & 6	30	25	B	3	MET
HOMEWORK Chapter 7	15	15	A	4	MET
WEEK 4 QUIZ Chapter 7 & 8	30	20	D	1	UNMET
HOMEWORK Chapter 9	15	0	F	0	UNMET
WEEK 5 QUIZ Chapter 9 & 10	30	25	B	3	MET
THEORY FINAL EXAM	100	87	B	3	MET
LAB FINAL EXAM	100	70	C	2	MET
CLINICAL	PASS/ FAIL	0	PASS	--	MET
TOTAL	380	295	C	2	MET

EVALUATION GRAPH for CNA Students (hybrid)

Procedure for evaluating student achievement of stated objectives: Graph of success in students. All hybrid students will take quizzes and exams on - campus every Saturday.

Example for Evaluating a Student	Total Points	Earned Points	Letter Grade	Understanding of Material Scale (0-4)	Objective Met/ Unmet
WEEK 1 QUIZ Chapter 1 -5	50	45	A	4	MET
WEEK 2 QUIZ Chapter 6-10	50	30	D	1	UNMET
LAB FINAL EXAM	100	70	C	2	MET
CLINICAL EXAM	PASS/FAIL	-	PASS	-	MET
TOTAL	200	145	C	2	MET

Phlebotomy Technician

Curriculum is developed to align with National Healthcareer Association (NHA).

Program available online via Zoom and onsite at D.Hill School of Healthcare Services, LLC (Homewood, AL campus).

This course will introduce the student to an ever- changing world of phlebotomy. It will focus on the role as a Phlebotomy Technician, while educating what each lab tube represents and its purpose. The phlebotomy program offers a Certificate of Completion. It is designed for those who wish to begin or expand their careers in the health/ medical field. The Phlebotomy Technician program will train students in broad areas of handling and drawing blood, anatomy/physiology, disease prevention, medical terminology, and professionalism.

PROGRAM CORDINATOR

Debrina Hill, H.Ed

PRIMARY INSTRUCTOR

Debrina Hill, H.Ed

Goals & Objectives (Phlebotomy Technician)

The Phlebotomy Essential lesson is designed to train prospective students in the Birmingham community and surrounding areas the basic skills of becoming a Phlebotomy Technician. They will understand the correct blood draw technique, order of blood draws, and the importance of retrieving the patient's blood while transferring it to lab for examination and diagnosing.

GOAL 1

The Phlebotomy Technician students will learn the different parts of a needle

GOAL 2

The Phlebotomy Technician students will know the order of blood draws

GOAL 3

The Phlebotomy Technician students will understand medical terminology and professionalism

GOAL 4

The Phlebotomy Technician students will learn how to collect urine and blood by expertly finding veins, arteries and capillaries with a needle stick using a tourniquet

GOAL 5

The Phlebotomy Technician students will learn about safety control and personal wellness in a healthcare setting

GOAL 6

The Phlebotomy Technician students will learn about liability and legal issues in healthcare

GOAL 7

The Phlebotomy Technician students will learn about universal precautions when handling blood, urine, stool, and other nonblood related specimens

OBJECTIVES (aligned with using Bloom's Taxonomy)- D.Hill School of Healthcare Services understands that people use different learning styles. The objectives will educate students by targeting each learning style using Bloom's Taxonomy.

90% of the Phlebotomy Technician students will be able to name all the parts of a needle and how to properly hold it; using Power Points and handouts provided on the first day of class (affective learning & cognitive learning)

90% of the Phlebotomy Technician students will know the correct order of blood draws by identifying which tubes would be used first and last. The students will also learn by practicing on the mannequin arm during lab. Expected to learn by week 6 (affective learning & psychomotor learning)

90% of the Phlebotomy Technician students will show willingness to learn medical terminology by coming to class Monday, Tuesday, Wednesday and attending lab on Thursday/Friday; along with participating in group discussion. Expected to learn by week 6 of the course semester (affective learning)

90% of the Phlebotomy Technician students will properly extract blood from the vein, artery, or capillary by practicing blood draws on lab mannequins and observing the instructor, this will be achieved by week 6 of the course semester (psychomotor learning)

90% of Phlebotomy Technician students will know how to properly protect themselves against bloodborne diseases and viruses; by watching informative YouTube videos and using PowerPoints by week 6 of the course semester (cognitive learning)

90% of the Phlebotomy Technician students will understand the HIPPA law and ways of avoiding medical lawsuits using handouts and reading and discussing information provided in the textbook; by week 6 (affective & cognitive learning)

90% of Phlebotomy Technician students will know how to wash hands, properly don/doff gloves, and use personal protective equipment when handling blood, urine, stool, and other nonblood related specimens; this will be achieved by practicing during lab. Expected to learn by week 6 of the course semester (psychomotor learning)

Graduates of the **Phlebotomy Technician** Training program will be able to:

- Learn and evaluate the proper way of extracting blood from veins, arteries or capillaries in adults, children and infants
- Formulate ways to securely and safely handle blood and blood/urine products
- Create professional communication by use of correct medical terminology
- Perform pain assessment
- Perform clinical handwashing/ medical asepsis technique
- Handle patients who have syncope
- Perform points of care testing, glucose testing, pregnancy testing and HIV testing

Phlebotomy Technician Credentials Awarded

Students who successfully complete (33 hours of Laboratory and 64 lecture hours) 97 clock hours in the course term will be granted a Phlebotomy Technician Certificate of Completion. After completion of the phlebotomy training course, the Phlebotomy Technician students will be eligible to become nationally certified and registered through the National Healthcareer Association (NHA). With the certification, students will be classified as Certified Phlebotomy Technicians and will be able to find jobs at hospitals, clinics, blood banks, laboratories, community health centers, nursing homes, doctor offices, and other healthcare facilities. Students will also be able to travel for various companies.

Registration for Phlebotomy Technician

ENROLLMENT FOR EARLY SPRING TERM OF 2024 BEGINS JANUARY 1, 2024- JANUARY 19, 2024

Registration fee \$35. The registration fee is non-refundable.

CLASSES ONSITE & VIRTUAL SCHEDULE

First day of early Spring Term- January 22, 2024-----last day to drop without penalty January 26, 2024

Last day of Early Spring Term March 1, 2024

ENROLLMENT FOR LATE SPRING TERM OF 2024 BEGINS FEBRUARY 19, 2024- MARCH 8, 2024

Registration fee \$35. The registration fee in non-refundable

CLASSES ONSITE & VIRTUAL SCHEDULE

First day of the Late Spring Term- March 11, 2024----- last day to drop course without penalty is March 15, 2024

Last day of the Late Spring Term is April 19, 2024

ENROLLMENT FOR EARLY SUMMER TERM OF 2024 BEGINS APRIL 15, 2024- MAY 3, 2024

Registration fee \$35. The registration fee is non-refundable

CLASSES ONSITE & VIRTUAL SCHEDULE

First day of Early Summer Term- May 6, 2024- -----last day to drop class without penalty is May 10, 2024

Last day of Early Summer Term June 14, 2024

ENROLLMENT FOR LATE SUMMER TERM OF 2024 BEGINS JUNE 3, 2024- JUNE 21, 2024

Registration fee \$35.. The registration fee is non-refundable

CLASSES ONSITE & VIRTUAL SCHEDULE

First day of Late Summer Term- June 24, 2023- -----last day to drop class without penalty is June 28, 2023

Last day of Late Summer Term- August 2, 2023

ENROLLMENT FOR EARLY FALL TERM OF 2024 BEGINS JULY 29, 2023- AUGUST 16, 2023

Registration fee \$35. The registration fee is non-refundable

CLASSES ONSITE & VIRTUAL SCHEDULE

First day of Early Fall Term- August 19, 2024 -----last day to drop without penalty is August 23, 2024

Last day of early Fall Semester class- September 15, 2023

ENROLLMENT FOR MIDDLE FALL TERM OF 2024 BEGINS SEPTEMBER 16, 2024- OCTOBER 4, 2024

Registration fee \$35. The registration fee is non-refundable

CLASSES ONSITE & VIRTUAL SCHEDULE

First day of Middle Fall Term October 7, 2024 -----last day to drop without penalty is October 11, 2024

Last day of middle Fall Semester class- November 15, 2024

ENROLLMENT FOR LATE FALL TERM OF 2024 BEGINS NOVEMBER 4, 2024- NOVEMBER 22, 2024

Registration fee \$35. The registration fee is non-refundable

CLASSES ONSITE & VIRTUAL SCHEDULE

First day of Late Fall Term- November 25, 2024- -----last day to drop without penalty is November 29, 2024

Last day of Late Fall Term- January 3, 2025

Class hours:

Onsite and virtual classes are held Monday, Tuesday, Wednesday, Thursday, Friday

Lecture- Monday, Tuesday, Wednesday, Thursday
Laboratory- Thursday, Friday

Onsite Class lecture is 2pm-6pm, Monday- Wednesday

Virtual class lecture is 6pm- 9pm, Mon.- Thurs.(note: virtual students must be present on campus every Friday for lab)

Laboratory hours:
Thursday 8am- 1pm (for on-campus students)
Friday 1pm- 6pm (for virtual students)

NOTE: Students will be out of school for all major holidays i.e., New Year's Day, Christmas Day, Independence Day, Labor Day, Thanksgiving Day, Easter, and Memorial Day.

Tuition (Phlebotomy Technician) Hybrid & On-site

- \$900 for full course of 6 weeks, full tuition must be paid by the 1st day of class.
- Payment arrangements are acceptable \$350 due every Friday (3 weeks)
- Students must pay the first \$350 upon enrollment (after application has been approved).
- **(Students with payment arrangements)** If tuition is not paid on time and in full amount, student will be dropped from program with NO refund.

Financial Aid (Phlebotomy Technician)

D. Hill School of Healthcare Services, LLC will offer financial assistance. Please communicate with manager before classes start if the student will be needing financial assistance; afterwards payment options will be discussed that will best fit the student's need.

Phlebotomy Technician Textbooks

Phlebotomy Essentials. by Ruth McCall 7th edition

Students will be using:

Phlebotomy Essentials by Ruth McCall (paperback). 7th edition

Phlebotomy Essentials by Ruth McCall (eTextbook). 7th edition

Student Workbook for Phlebotomy Essentials by Ruth McCall. 7th edition

Both books will be provided by instructor on 1st day of class, and students will return books back to instructor on last day of class. If book and/or books are damaged or lost, students MUST pay a fee of \$75. If fee for book is not paid, **CERTIFICATE of COMPLETION WILL NOT BE REWARDED**

Students may also purchase their own books off Amazon, if they do not wish to return books at the end of the semester

Laboratory supplies will be provided for students. Instructor expect students to come to class with an open mind; ready to learn about the responsibilities and duties of being a Phlebotomy Technician.

FACILITY AND EQUIPMENT AVAILABLE TO SUPPORT PHLEBOTOMY TECHNICIAN COURSE

The phlebotomy training will be held in a spacious office in Homewood, AL which is centrally located. The classroom is equipped with 11 individual desks, 11 lecture books, 1 bulletin board with 1 overhead projector.

Student's laboratory will have 1 human model composed of veins & arteries, 2 mannequin arms, 2 boxes of butterfly needles, 1 box of tourniquets, 2 boxes of latex-free gloves, 2 boxes of band-aides, 2 boxes of alcohol swabs, 2 boxes of gauze, rainbow of lab tubes, 2 urinalysis cups with tubes, 2 packs of personal protective equipment, 1 lab tube cart, 1 box of biohazard lab bags, and 1 red biohazard container. There will be a maximum of 10 students in a classroom setting. There will be 10 students in the virtual setting.

EVALUATION GRAPH for Phlebotomy Technician/HYBRID & ON-SITE

Procedure for evaluating student achievement of stated objectives: Graph of success in students. All hybrid students will take quizzes on - campus every Friday. Hybrid students will also take their final exams on- campus the last Thursday and Friday of term

Example for Evaluating a Student	Total Points	Earned Points	Letter Grade	Understanding of Material Scale (0-4)	Objective Met/ Unmet
UNIT 1 QUIZ Chapter 1,2,3	30	30	A	4	MET
UNIT 2 QUIZ Chapter 4,5,6	30	23	C	4	MET
UNIT 3 QUIZ Ch.7,8,9,10	30	25	B	4	MET
UNIT 4 QUIZ Ch.11,12,13,14	30	20	D	2	UNMET
THEORY FINAL EXAM	100	87	B	4	MET
LAB FINAL EXAM	50	48	A	4	MET
TOTAL	270	233	B	4	MET

POLICIES FOR ALL PROGRAMS

ACADEMIC POLICY:

Grading scale

90-100 = A 89-80 = B 79-70 = C 69-60 = D 59-0 = F

Student must make a “C” or above to pass course. If student receive a “D” or below, they will be given extra credit work in hopes to pull their grades up to passing.

REFUND POLICY:

1. The school must refund all money paid, except registration fee, if applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. (Student enrolled in BLS or First Aid) refunds will not be granted the day of class.
3. Students who drop by the 5th business day after the day the contract is signed but not before classes start will receive a 100% refund, Except registration fee refund.
4. Students who drop during 1st week of class term will receive a 75% of tuition refund, but no registration fee refund.
5. Students who drop during 2nd week of class term will receive 50% of tuition refund with no registration fee refund
6. Students who drop between the 3rd week- 6th week will receive no tuition refund and no registration fee refund.
7. (Students with payment arrangements) If tuition is not paid on time and in full amount by the 3rd Friday of class term, student will be dropped from the program with NO refund.
8. Students who may acquire COVID-19 within the class term will receive a refund that depends on the last day of student's class attendance.
9. All refunds due will be paid within 30 days of the student's last day of attendance.
10. Books are purchased by the school and are considered the school's property. All books must be returned by the last day of class term. If books are damaged or lost there will be a \$75 fee that must be paid before Certificate of Completion is awarded.

If students complete this amount of training:	The student will be refunded:
If drop by the 5th business day of signing contract, but before classes start	100%
Prior to or during the first week	75%
During the second week	50%
During the 3rd through 6th week	0%

****All students MUST submit a written request for their refunds.**

PAYMENT PLAN POLICY:

I. TERMS OF REPAYMENT

A. Payments

Certified Nursing Assistant Payment

- a. Upon registering for class, there is a 33.34% down-payment of the tuition
- b. The unpaid balance shall be payable in 3 weekly installments of \$333.34; beginning on (the “initial Payment Date”) and ending (the “due Date”) at which time the remaining unpaid balance of the tuition shall be due in full
- c. While implementing the payment plan system, there will be no refund reimbursement once class has started.
- d. All monies shall be paid before student is able to take certification exam.

Phlebotomy Technician

- a. Upon registering for class, there is a 33.34% down-payment of the tuition
- b. The unpaid balance shall be payable in 3 weekly installments of \$350; beginning on the “initial Payment Date”) and ending (the “due Date”) at which time the remaining unpaid balance if the tuition shall be due in full
- c. While implementing the payment plan system, there will be no refund reimbursement once class has started
- d. All monies shall be paid before student is granted their Certificate of Completion.

B. Acceleration of Debt

If any payment obligation under this agreement is not paid when due, the remaining unpaid balance shall become due immediately and will result in immediate removal of student from the program and student will not be eligible to sit for the certification exam.

II. PREPAYMENT

The student reserves the right to prepay this payment (in whole or in part) prior to the Due Date with no prepayment penalty.

III. SIGNATURES

This agreement shall be signed by the student and Debrina Hill, on behalf of D. Hill School of Healthcare Services. LLC.

BEHAVIOR/DISCIPLINARY POLICY:

Disruptive behavior during class time will not be tolerated. If student is being disruptive during class, they will be asked to leave and will receive a zero for any missed assignments. Instructor will have a point system between 1 day-3 days. If student is disruptive 3 days in a term they will not be allowed to come back to class and tuition will not be refundable.

COVID-19 POLICY:

Student's temperature will be taken every day at front door before entrance to class. If temperature is over 100.0F, student will not be allowed in class and will be advised to go to local hospital/ clinic to get COVID-19 test. Students must show a negative test result form for reentry into class. If student test positive for COVID-19 they must relay the results immediately to the instructor. Students will not be allowed to class for the continuing term and tuition refund will depend on the last day student attended class. Students will have an option to be placed in the following class term and will need to continue payments if money is due from previous class term. Masks are mandatory and will be provided by staff. Student desks will be 6 feet apart from each other.

COMPLAINT/GRIEVANCE POLICY:

Complaints will be handled in a chain of command system. Students who have a complaint should first consult with their instructor. The consult may be done orally in an informal discussion. If the student's informal attempt to resolve the matter is not successful, the student may implement a formal grievance process. The student should send an email or letter to the instructor with supporting documents of the matter at hand. The letter and supporting documents should be submitted within 1 week from when the grievance was made. If student do not submit the grievance within the 7-day period, they will waive their right to assert it. The instructor will respond in writing within 7 days following receipt of the grievance. If grievance is still not settled, then student may contact the school's Department Head through email, within 3 days of grievance not being settled with instructor. Within 7 days of formally receiving the receipt of the student's grievance, the Department Head will meet with student in person to discuss their grievance. In meeting with Department Head students must bring documents supporting the complaint. The Department Head will then provide a written response to the student's grievance within 7 business days following the date of the meeting. If the student is not satisfied with the response of the Department Head, they may submit their grievance to Private School Licensure Division-Alabama Community College System at <https://www.accs.edu/about-accs/private-school-licensure/complaints> and <https://psl.asc.edu/External/Complaints.aspx>

ATTENDANCE POLICY:

Not attending a scheduled class that's unexcused is a violation to the school's policy. Students who miss more than 3 days in a 6- week term will be withdrawn from the program. Once the student has been withdrawn, there will be no tuition reimbursement. If an emergency occurs, student must aware the instructor and bring an excuse in order to re-enter class. Students will need to communicate with the instructor if they will be tardy for class. 3 consecutive tardies equals 1 absent. Our students are expected to be present and on time for their scheduled class day.