**Return Registration Form to:**
14225 University Ave. Suite 130
Waukee, IA 50263
Fax: 515-276-5506
Phone: 515-252-0000

# 75-Hour Nurse Aide Training Registration Form

## Section A - Personal Information:

First Name:_____ Last Name:_____

Home Telephone: (_____)_____ Cell Phone: (_____)_____

Address:_____
Street

_____
City State Zip

E-mail Address:_____

Emergency Contact Name:_____

Telephone Number: (_____)_____ Relationship to Student:_____

## Section B - Admission Information:

I would like to enroll in the class which begins:_____ ☐ Day FAST Track ☐ Night / Weekend

Payment Method: □ Personal Check □ Cash □ Money Order □ On-Line Payment
□ Facility (name):_____

**Tuition and Other Expenses:**

A registration fee of $25.00 must be submitted with the application and is non-refundable.

Tuition for the program is $475.00 which includes books, lab supplies and clinical time. Documentation of a TB skin test (within 12 months) is required by the 1st day of class. Students who fail to provide documentation will not be allowed to attend clinical sessions. Full tuition is due within 7 days prior to the start of class. Seats are limited and reserved by full payment. Failure to pay the full tuition within 7 days prior to the start of the course results in an additional $50.00, pending seat availability. Personal Checks are not accepted less than 7 days prior to the start of class.

Students must fill out a criminal background request form for Signature Healthcare. Completion of criminal background checks may take as long as three weeks to process. Students will not be allowed to attend clinical sessions until full background checks have been approved and all other required documents have been turned in.

NOTE: Tuition paid by the applicant will be refunded up to 72 hours prior to the start of the course with an exception of a $35.00 administration fee in addition to the $25.00 non-refundable registration fee. No refunds will be made after 72 hours prior to the start of the course. Refunds requested prior to 72 hours to the start of the course will be dispersed no more than 21 business days after verbal request.

If you are unable to finish the course or do not pass the course, you will be charged an additional fee to retake the course. If you miss more than 7.5 hours of this 75 hour course, you will not pass.

*Note: Any nurse aide who is employed by or who has received an offer of employment by a facility on the date on which the aide begins a nurse aide training and competency evaluation program may not be charged for any portion of the program. This includes any textbook fees, other required evaluations or course materials.*

Signature of Applicant:_____ Date:_____