

Saad Education

*CNA School • Phlebotomy School • Certified Medical Assistant School
Continuing Education for Healthcare Professionals • Special Programs*

SAAD PHLEBOTOMY SCHOOL

GENERAL RULES AND GUIDELINES

1. **Tuition & Fees:**

Saad Phlebotomy School Fee Schedule

Class Tuition	\$515.00	REQUIRED: All Students
CPR Training & Certification	\$40.00	REQUIRED for all students who are not yet CPR Certified
Textbook	\$70.00	REQUIRED for all students
TB Skin Test	\$10.00	REQUIRED unless have proof of current test. (see #6 below)
Testing Fee	\$140.00	REQUIRED for all students

2. Unless sponsored by your employer or an agency, **tuition is \$515.00**. Tuition and CPR fees can be paid by cash, money order or credit card (Visa, MC, Discover, Amex) and **must be paid in full at the time of registration**. The **Certification Exam fee is \$140** and must also be **paid in full**, by all students, at the time of registration. Students must purchase the class textbook, **Phlebotomy Handbook, 9th Edition by Diana Garza and Kathleen Becan-McBride**. This publication can be purchased here at Saad Healthcare for **\$70.00 (New)**.
3. **Class Schedule:** Each class is for three (3) weeks (15 days), Monday through Friday from 8:00 a.m. to 5:00 p.m.
4. **Late Policy:** You must be on time each day and not miss a day. If you miss a day of class or if you are more than 15 minutes late on any day, you may make it up in the next cycle (usually the next month). Your Certificate of Completion will be issued when the class is completed. **Please notify instructor in advance by email if you will be late for class or will be absent.** (Victor.walton@SAADHEALTHCARE.COM).
5. **School Refund Policy:** If you decide to cancel your enrollment within 72 hours after enrollment, all money paid will be refunded to you. If you decide to cancel from a class after 72 hours of enrollment date, but before classes begin, we will refund your monies except for a **\$30.00** processing fee. If you cancel after classes begin, you will have the option to enroll in the next available class without penalty, should space allow. If you request a refund and you have not attended any classes, you may receive a refund except for the \$30.00 processing fee. If you decide to withdraw after attending classes, you will be afforded a prorated refund of the prepaid fees except for the \$30.00 processing fee. A full refund is only available as defined in Ala. Code #16-46-1(7) and (8) (1975).
6. **Certification Exam:** Satisfactory completion of the Saad Phlebotomy Course will qualify you to apply to take the Certification Exam. Upon completion of the Phlebotomy Course, you will be given an examination application to complete. **To take the exam, you must be at least 18 years of age. The cost of the exam is \$140 and must be paid in full at the time of Registration.** **NOTE: If you have ever been convicted of a FELONY you are automatically ineligible to take the Certification Exam and you may want to reconsider taking the Phlebotomy Course.**
7. **Physical Requirements:** All Phlebotomy students must have evidence of a current **TB Test** or a recent **Chest X-Ray** before starting class. TB Tests can be obtained at Saad Healthcare for a charge of \$10.00 upon request. The TB skin test will be administered during the first week of class. **PLEASE NOTE: If you are PREGNANT or think you may be pregnant, a physician's note is required to allow you to have the TB skin test, or you must have an X-Ray report showing you are currently free of the disease. A physician note is also required in order to participate in classroom and hospital clinicals. This must be carefully considered before signing up for the course.** Students must also submit to **Pre-Drug Screening** at the start of class and agree to **random drug testing** throughout the course to maintain a drug-free school and workplace.

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8. **Supplies:** Please bring your own supplies (pen/pencil, notebook, highlighters).
9. **Lunch & Parking:** Lunch is to be taken off premises or out back at the picnic table. There is absolutely no smoking or eating allowed on the side stairs. Reserved student parking is on the **South** side of the building, in the farthest two lanes.
10. **Cell Phone Usage:** **POSITIVELY NO CELL PHONES OR PAGERS MAY BE USED INSIDE THE BUILDING.**
11. **Dress Code:** **Solid color scrubs with matched top and bottom; leather tennis shoes or nursing shoes only.** No open toe or open heel; absolutely no crocs with holes (See additional information about **Dress Code** attached).
11. **ADMISSION POLICY:** Saad Healthcare is a private organization and admission to the school is at the sole discretion of the Administration. Saad Healthcare hereby retains the sole right to grant or deny admission to any applicant for any reason including, but not limited to, safety, liability, health, educational environment, or other concerns relating to normal class participation and attendance.

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PHLEBOTOMY CLASS

DRESS CODE FOR CLASS PARTICIPATION

1. Clean, solid color scrubs are required for all classes.
2. Leather tennis shoes or nursing shoes are acceptable footwear. No open toe, open back, or open heel shoes; no crocs with holes.
3. No Perfume is allowed in the classroom or in the clinical setting.
4. All clothing must fit properly. Overly tight scrubs, or scrubs that are too loose, are not permitted.
5. Nails should be short, smooth and clean with no polish. Hair should be one color and must not be dyed in conspicuously unnatural colors (ex: rainbow colors, blue, pink, green, etc.). Hair style should be professional, worn pulled back or pinned up. Jewelry is limited to your wedding band, a clinical watch with second hand, and earrings (limited to **one pair of stud (post) earrings** no larger than 3mm).
6. No visible body piercings or tattoos are allowed, including but not limited to nose rings, eyebrow rings, tongue studs and earlobe spacers. Tattoos on the face, scalp, legs, feet, arms, torso and neck must be covered.
7. Lab Coats (either fabric or disposable) are to be worn when performing venipunctures. Lab coats will be buttoned up at all times.
8. If in doubt, DON'T.

GENERAL CODE OF CONDUCT

1. I understand that I must attend the entire three (3) weeks of classes.
2. I further understand that I can not be absent from any class time or clinical experience time.
3. I understand that all personal electronics, such as cell phones and pagers, must be turned off in the building.
4. I further understand that personal electronics are not to be taken to the clinical experience facility.
5. I understand that I must have a watch with a sweep second hand.
6. I understand that if I wear or need eyeglasses, I will bring same to class and the clinical experience setting so that I may fully participate.
7. I understand that the class will perform venipuncture exercises on one another, and I agree to participate, including having venipuncture performed on me.