



**Tri-Cities**  
**Regional Occupational Program**  
10800 Ben Avon St., Unit E, Whittier, CA 90606  
(562) 698-9571

**Certified Nurse Assistant Continuing Education Units  
(CNA CEU)**

**Student Enrollment Agreement**

**Enrollment:** The entire course fee of \$30.00 for each 4 hour class must be paid upon enrollment.

**Refund Policy:** Class fees are non-refundable. Refunds will not be granted except when the class is cancelled. Notice: Classes may be cancelled if the minimum number of enrollments is not attained.

**Late Arrivals:** Students will not be admitted late. Once the door closes and class begins, no admittance will occur. Late arrivals will not be eligible for a refund.

**Attendance Policy/Course Completion:** A Certificate and eligibility for renewal for State certifications will only be issued to the student if they attend and complete all course hours, course assignments, and the required exam. No credit will be given for partial attendance.

**Issuance of Certificate Policy:** A Certificate of Completion signed by the instructor and listing the class title, length, date, student's name, and their CNA/HHA certification number will be mailed within two weeks of class date.

**Expediting Fee:** Students may pay an expediting fee of \$10.00 (cash or money order) to receive their certificate faster than stated in the policy above. They must come to the ROP Office during regular business hours to request the certificate and pay the expediting fee to obtain the certificate within 48 hours of payment.

**Statement of Agreement:** I have read the Student Rules of Conduct form and understand and agree that if I am dismissed from class for violation of any of the stated rules I will not receive a refund of any monies I have paid to Tri-Cities ROP.

**Further Statement of Agreement:** I have also read and understand the above payment, refund, late arrival, attendance/course completion, issuance of certificate, and expediting fees policies and agree to all the terms stated.