

Phlebotomy Prerequisite Checklist

FINAL DEADLINE FOR THE FOLLOWING ITEMS IS DAY 1 OF THE PROGRAM. ENROLLMENT MAY BE IN JEOPARDY IF THE FOLLOWING ITEMS ARE NOT RECEIVED

You can send us this form and the following documents in two ways:

1. Email: CPT1@projectheartbeat.com
2. in person: 333 Hegenberger Rd, Suite 855, Oakland CA 94621

- | | |
|---|--|
| <input type="checkbox"/> California Drivers License | <input type="checkbox"/> Varicella |
| <input type="checkbox"/> HS diploma or GED | <input type="checkbox"/> Seasonal Influenza Shot |
| <input type="checkbox"/> Negative TB | <input type="checkbox"/> Signed Enrollment Agreement |
| <input type="checkbox"/> MMR | <input type="checkbox"/> BLS Certification (only AHA accepted) |
| <input type="checkbox"/> TDAP | <input type="checkbox"/> School Performance Fact Sheet |
| <input type="checkbox"/> Hepatitis B | |
| <input type="checkbox"/> COVID vaccine | |

Additional Required forms:

- | | |
|---|---|
| <input type="checkbox"/> Disclaimer | <input type="checkbox"/> Promissory form |
| <input type="checkbox"/> Release of Liability | <input type="checkbox"/> Denial and Revocation form |
| <input type="checkbox"/> Photo Release | <input type="checkbox"/> Clinical Externship form |

PROJECT HEARTBEAT PHLEBOTOMY STUDENT ENROLLMENT AGREEMENT

Project Heartbeat – Oakland
333 Hegenberger Rd, Suite 855
Oakland, CA 94501

Project Heartbeat - Sacramento
2033 Howe Ave, Suite 150
Sacramento, CA 95825

Please Print Clearly or Type

Applicant Full Legal Name: _____

Phone #: _____ **Email:** _____

Mailing Address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Ca Driver's Lic # _____

Program Name: Phlebotomy Training Program

Program Start and End Date: _____ Total Clock hours: 80 hours. Total # of weeks: 5 wks

Course Location (Circle one) :

- A. Project Heartbeat Oakland Campus, 333 Hegenberger Rd, Suite 855, Oakland CA 94621
- B. Project Heartbeat Sacramento Campus, 2033 Howe Ave, Suite #150, Sacramento CA 95825

A: ITEMIZATION AND TOTAL TUITION FEES

Registration fee (non refundable)	\$100
Tuition	\$2250
Liability Insurance (non refundable)	\$100
Student Tuition Recovery Fund (non refundable)	\$0
Lab Supplies Fees and equipment (non refundable)	\$50
Uniform scrubs and lab coat (non refundable)	\$100
Textbooks (non refundable)	\$200
TOTAL TUITION AND CHARGES PAID TO PROJECT HEARTBEAT	\$2800

Estimated Additional Fees:	
Background Check and Drug Screen Fees	\$125
Immunizations	\$150
NCCT Exam	\$100
County CPT1 Licensing Fee (costs vary by county)	\$100
Tutoring (if needed)	\$40/hour
ADDITIONAL FEES TOTAL	\$475

(5,CCR §71800(e) through (f))

ESTIMATED TOTAL FOR ENTIRE EDUCATIONAL PROGRAM: \$3275

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3275

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$2800

B. CATALOG AND SCHOOL PERFORMANCE FACT SHEET

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

(CEC §94911(i)(1)(2))

_____ School Catalog
 initial

_____ School Performance Fact Sheet
 initial

C. BINDING CONTRACT

I, _____, am enrolling in the Phlebotomy training program provided by Project Heartbeat. I understand the course requirements set forth by Project Heartbeat and the procedures to obtain a CPT-1 license through the California Dept of Public Health, Lab Field Services. I understand that this course is 80 hours, and that I must achieve an 80% on the Final Exam along with successfully completing all skills required by the state with a passing score in order to achieve course completion. I understand that only after receiving a course completion I am eligible to take the NCCT (National Center for Competency Testing) Exam, which I must successfully pass in order to apply for a State CPT-1 License. This Enrollment Agreement is legally binding when signed by the student and accepted by the institution and is valid for a period from the first day of class (**Start date**) _____ through the last day of class (**End Date**) _____. (CEC §94911(d))

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institutions cancellation and refund policies have been clearly explained to me.”

(CEC §94911(k))

Student Name _____

Student Signature: _____ **Date:** _____

School Administrator Name: _____

School Administrator Signature: _____ **Date:** _____

(CEC §94902(a))

ESTIMATED TOTAL FOR ENTIRE EDUCATIONAL PROGRAM: \$3275

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$3275

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$2800

Signatures

_____ I AM RESPONSIBLE FOR THIS AMOUNT AND AGREE TO THE TERMS OF THE TUITION AGREEMENT. IF I CHOOSE THE INSTALLMENT PAYMENT OPTION, I AM RESPONSIBLE FOR MAKING ALL PAYMENTS AS NOTED IN THE FINANCIAL AGREEMENT TO REMAIN IN SCHOOL.

_____ I have reviewed the Phlebotomy Program description and prerequisites. I agree to the terms of the Prerequisite Requirements and acknowledge understanding of the Phlebotomy Program Requirements

D. UNDERSTANDINGS

Initials

1. **CATALOG:** Information about Project Heartbeat is published in a school catalog that contains a description of certain policies, procedures and other information about the school. Project Heartbeat reserves the right to change any provision of the catalog at any time. Notice of change will be communicated in a revised catalog, an addendum or supplement to the catalog or other written format. Students are expected to read school catalog, any revision, supplement, and attended to catalog, and with all school policies. By enrolling in Project Heartbeat's program, the student agrees to abide by the terms stated in the catalog all school policies.
2. **TRANSFERABILITY OF CREDITS:** The transferability of credits you earn at PROJECT HEARTBEAT is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the PHLEBOTOMY PROGRAM COMPLETION *certificate* you earn in PROJECT HEARTBEAT is also at the complete discretion of the institution to which you may seek to transfer. If the PHLEBOTOMY PROGRAM COMPLETION *certificate* that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending PROJECT HEARTBEAT to determine if your PHLEBOTOMY PROGRAM COMPLETION *certificate* will transfer."
Project Heartbeat is a private institution and has not entered into an articulation or transfer of credit agreement with any college or university. The course does not provide the student with any collage credits towards any degree. This includes any credit for prior "experiential learning". (CEC §94911(h) and §94909(a)(15))
3. **FINANCING:** The Student understands that if a separate party is financing his or her education, the Student and the Student alone is directly responsible for all payments and monies owed to the school listed on this agreement.
4. **LOAN:** If a Student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - a. The federal or state government or a loan guarantee agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - b. The Student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
5. **SCHEDULE CHANGES:** The School reserves the right to cancel or postpone a scheduled class. Students who do not wish to change start dates are eligible to receive a refund.
6. **ENGLISH AS A SECOND LANGUAGE:** Project Heartbeat does not offer English as a Second Language (ESL) courses. All programs of study are conducted in English.
7. **CONFIDENTIALITY:** During the course of study, students may come in contact with confidential information. You agree not to share, in any way, any personal information about a patient or client with any individual or group, including family, friends and coworkers, inside or outside of the establishment

8. **TECHNIQUES REQUIRING SUPERVISION:** Certain programs involve venipuncture, skin puncture, or other techniques that must be performed under the supervision of a licensed instructor. You agree to follow all directions of the instructor during skills practice.
9. **BOOKS/EQUIPMENT:** All supplies (not to include uniforms, unless stated in the Tuition and Fees Table) for the program selected will be provided by the School at the stated charge. Lost, modified, or stolen items will be replaced at the expense of the Student.
10. **EXTERNSHIP PLACEMENT:** Project Heartbeat guarantees that all students in good standing will be placed at a clinical site after the completion of their didactic completion. The School strives to place students in a location that is convenient to, and meets the needs of, the individual student; however, in some cases the appropriate assignment will be a significant commute (up to 100 miles) from campus. The school does not guarantee that student preference will be met. Externship placement priority is based on receiving all necessary documents including necessary immunizations and a cleared drug screening; the student must not be past due on any financial payment due to be eligible for externship.

Externships must start no later than 90 days from the student's last didactic course. If a student does not begin externship within this timeframe, they will be dropped from their program of study and will need to repeat their course in its entirety to receive a certificate of course completion. The student will be financially responsible for all fees and tuition associated with the new enrollment.

All students are expected to submit required documents and immunization records and complete a drug screen before they are assigned an externship. **Students will only be placed in the queue for externship placement after all required documents have been received and validated.**

Students will have up to 3 (three) months after the last day of didactic training to submit the documentation. Failure to provide these requirements within this time frame will result in the student being withdrawn from the course.

If, after being withdrawn, the student chooses to complete the program, he or she will be responsible for re-enrolling in the program and completing it again, in its entirety. The student will be responsible for the program tuition at the rate it is offered at the time of re-enrollment.

If a student requests an extension of the initial 3 (three) months due to extenuating circumstances, he or she must do so within the initial timeframe, and in writing. This extension must be approved by the Director of Operations. If the student is granted the extension, an additional three months will be given to produce the required documents.

If the student meets the document requirements within the extension, he or she must take the course written final examination and be successful with no less than 70% after turning all documentation, and before the commencement of the externship. Students who do not successfully pass the retake of the final written exam or skills will be officially withdrawn from the program. If, after being withdrawn, the student chooses to complete the program, he or she will be responsible for re-enrolling in the program

and completing it again and its entirety. The students will be responsible for the program tuition at the rate it is offered at the time of enrollment

11. **SATISFACTORY PROGRESS:** A student may be terminated from Project Heartbeat under the following conditions: failure to maintain passing grades; failure to abide by the rules and regulations of the institution, as enumerated in the school catalog; excessive absences as set forth by the institution; and/or failure to meet financial obligations to the school.
12. **GRADUATION:** You understand that you will be awarded a Certificate of Course Completion when you have completed all of the program requirements. You must have a 2.0 GPA, met the attendance requirement, and satisfied all financial obligations.
13. **CAREER RESOURCES:** As students complete training and begin looking for employment, Project Heartbeat provides career resources to help them get started. Please keep in mind that job placement is never guaranteed, and there may be a limit to the amount of time spent with any individual student. This service is free of charge. A variety of services exist including general resume and cover letter formatting assistance, common interview questions, and job search tips and leads.
14. **QUESTIONS:** Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, 888.370.7589 (phone), 916.263.1897 (fax).
15. **COMPLAINT:** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov

E. ATTESTATIONS

Initials

Attestation of Age Requirement (Student or Guardian Initials Required)

_____ I am 18 years old or have documentation that I am an emancipated minor -OR-

_____ I am the guardian of a minor who is 16-18 years old.

Attestation of Education Requirement (Student or Guardian Initials Required) Documentation Presented

_____ **High School Graduate:** I am a graduate of a United States or US Territory High School -
OR-

_____ **GED:** I have received a General Equivalency Diploma or General Education Diploma (GED) from the American Council on Education -OR-

_____ **Foreign High School/College:** I have provided foreign High School transcripts, evaluated by an approved agency-OR-

_____ **Admissions Representative MUST initial** - Student has provided documentation of current enrollment in a program of study which will produce either a High School Diploma or GED and such enrollment's expected graduation date does not extend beyond the expected graduation date of this agreement.

_____ **Attestation of Education Requirement (Student or Guardian Initials Required - Documentation Not Presented)**

_____ I hereby confirm under penalty of perjury that I have successfully completed all requirements set forth by the US Department of Education AND have received a High School Diploma. I further confirm that I am in the process of producing a copy for the School record.

_____ **Attestation of General Requirements (Student or Guardian Initials Required):**

_____ I affirm that I have not been convicted of any crime that is violent or sexual in nature. I understand that continued enrollment is contingent on a clear Background Check verifying this affirmation.

_____ I understand that if my program of enrollment provides a flash drive with the program curriculum, and I wish to have a hard copy of the materials, I must print it off of the flash drive I will be provided.

_____ I understand that I must maintain a minimum of 70% in my coursework and attend all scheduled courses to successfully complete my Program of Study. I further understand that the School will withdraw me if I fall below these requirements.

_____ I understand that if I am unsuccessful on a final exam, I will have only one opportunity to retake the final

_____ I understand that if I have to repeat the program, I am responsible for the program tuition at the rate it is offered at the time of enrollment

_____ I understand that the School may place me in an externship up to 100 miles from the School. I further understand that I will not be eligible for externship until all immunizations, clean drug screen and other requirements have been submitted to the School and verified, I may not find my own externship

_____ I understand that the School does not guarantee employment after graduation

STUDENTS RIGHT TO CANCEL

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys paid from federal student financial aid programs. If you choose to cancel this agreement during the cancellation period, Project Heartbeat will refund any money that you paid minus the non-refundable registration fee. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in your program through the last day of attendance.

(CEC §94911(e)(1)(2)(3))

Cancellation shall occur when you give written notice of cancellation addressed to CE Program Director and sent by US certified mail, facsimile, or hand delivered. The written notice of cancellation is effective on the date received by Project Heartbeat. The refund will be issued within 45 days of the notice of cancellation.

Written notice must be mailed or hand delivered to:

Allan Bulda
333 Hegenberger Rd, Suite 855
Oakland, CA 94621

Project Heartbeat follows refund guidelines set by the California Bureau for Private Postsecondary Education in accordance with 5 CCR 71750. You have the right to withdraw from a course of instruction at any time. If you withdraw from a course of instruction after the period allowed for cancellation of the agreement set forth above, Project Heartbeat will issue a pro rata refund based on the amount owed for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: total institutional charge divided by the number of hours in the program, multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal, less the amount paid by the student. All amounts paid in excess of what is owed as calculated above shall be refunded within 45 days of the student's withdrawal or cancellation.

The refund will be prorated if the student withdraws after the first class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

(CEC §94911(e)(1)(2)(3))

(CEC §94911(f))

REFUND POLICY FOR WITHDRAWAL AFTER COURSE COMMENCES:

Project Heartbeat calculates refunds according to BPPE guidelines. Refunds are calculated as follows:

Tuition divided by Program clock hours = Cost per Clock Hour
Cost per clock hour x classroom hours scheduled = Cost of Instruction
Total Tuition Costs - Cost of instruction = Total Refund Amount

PROCEDURE

Students who are eligible for a tuition refund must first notify the school in writing of their intent to cancel the agreement or withdraw from the program.

Notification shall be made in writing and must be signed by the enrolled student.

All requests shall be mailed by US certified mail or hand delivered to:

PROJECT HEARTBEAT
333 Hegenberger Rd, Suite 855
Oakland, CA 94621
(CEC §94911(e)(1)(2)(3))

WITHDRAWAL

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences or tardiness in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the program.

The student has failed to attend class for more than 3 days.

The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance.

If the refund conditions are met, Project Heartbeat will refund the amount paid for institutional charges, less the Non-Refundable Registration Fee listed below. (CEC §94911(b))

Project Heartbeat EMT Program Non-Refundable Registration Fee - \$100

Insurance – \$100

Textbooks - \$200

Uniforms - \$100

Lab supplies - \$50

Student Tuition Recovery Fee - \$0

As of seven days prior to the start date of the program, Project Heartbeat shall not refund any portion of the amount paid for institutional charges.

If you are eligible for a refund under the conditions above, it will be granted to you within 45 days after the school receives your written Intent to Withdraw Notice.

STUDENT TUITION RECOVERY FUND

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of

STUDENT TUITION RECOVERY FUND (CONTINUED)

the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.
(5,CCR §76215(a) and 5,CCR §76215(b))

QUESTIONS AND COMPLAINTS

Any questions a student may have regarding this Enrollment Agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education
1747 N. Market Blvd, Suite 225, CA 95834
PO box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 574-8900
Toll Free: (888) 370-7589



PROJECT HEARTBEAT

333 HEGENBERGER RD, SUITE 855 | (510)452-1100 |
WWW.PROJECTHEARTBEAT.COM

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2018 & 2019

5-WEEK PHLEBOTOMY TECHNICIAN PROGRAM, OAKLAND CA

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting.

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program was approved by the Bureau on 03/27/2018. As of 03/27/2020, two full years of data for this program will be available.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2018	0	0	0	0
2019	58	58	58	100%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2018	0	0	0	0	0
2019	58	58	58	55	95%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. **(this information can be obtained by calling (510) 452-1100)**

Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2018	0	0	0
2019	0	55	55

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2018	0	0	0
2019	55	0	55

Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2018	0	0
2019	0	55

Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2018	0	0
2019	0	55

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information



PROJECT HEARTBEAT
333 HEGENBERGER RD, SUITE 855 | (510)452-1100 |
WWW.PROJECTHEARTBEAT.COM

License Examination Passage Rates *(includes data for the two calendar years prior to reporting)*

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2018	0	0	0	0	0
2019	58	21	18	3	86%

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from 0 graduates.

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information



PROJECT HEARTBEAT
333 HEGENBERGER RD, SUITE 855 | (510)452-1100 |
WWW.PROJECTHEARTBEAT.COM

Salary and Wage Information (includes data for the two calendar years prior to reporting)
Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2018	0	0	0	0	0	0	0
2019	55	55	0	0	0	0	55

A list of sources used to substantiate salary disclosures is available from the school. **(Students can obtain this information by calling (510) 452-1100, ext 302)**

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information

Cost of Educational Program

Total charges for the program for students completing on-time in 2018: \$2,600. Additional charges may be incurred if the program is not completed on-time.

Total charges for the program for students completing on-time in 2019: \$2,600. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information



PROJECT HEARTBEAT
333 HEGENBERGER RD, SUITE 855 | (510)452-1100 |
WWW.PROJECTHEARTBEAT.COM

PROJECT HEARTBEAT DOES NOT PARTICIPATE IN FEDERAL FINANCIAL AID PROGRAMS:

Students at **Project Heartbeat** are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, suite 225, Sacramento, CA 95834, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name - Print

Student Signature

Date

School Official

Date



PROJECT HEARTBEAT
333 HEGENBERGER RD, SUITE 855 | (510)452-1100 |
WWW.PROJECTHEARTBEAT.COM

This program is new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary you can earn after finishing the educational program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data. This program was approved by the Bureau on **3/27/2018**. As of **3/27/2020**, two full years of data for this program will be available.

Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.



PROJECT HEARTBEAT
333 HEGENBERGER RD, SUITE 855 | (510)452-1100 |
WWW.PROJECTHEARTBEAT.COM

- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



PROJECT HEARTBEAT
333 HEGENBERGER RD, SUITE 855 | (510)452-1100 |
WWW.PROJECTHEARTBEAT.COM

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you choose to cancel this agreement, Project Heartbeat will refund any money that you paid less specified non-refundable fees. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 50 percent or less of the scheduled days in the current payment period in your program through the last day of attendance.

(CEC §94911(e)(1)(2)(3))

Cancellation shall occur when you give written notice of cancellation addressed to CE Program Director and sent by US certified mail, facsimile, or hand delivered. The written notice of cancellation is effective on the date received by Project Heartbeat. The refund will be issued within 45 days of the notice of cancellation.

Written notice must be mailed or hand delivered to:

Allan Bulda
333 Hegenberger Rd, Suite 855
Oakland, CA 94621

Project Heartbeat follows refund guidelines set by the California Bureau for Private Postsecondary Education in accordance with 5 CCR 71750. You have the right to withdraw from a course of instruction at any time. If you withdraw from a course of instruction after the period allowed for cancellation of the agreement set forth above, Project Heartbeat will issue a pro rata refund based on the amount owed for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows: total institutional charge divided by the number of days in the program, multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal, less the amount paid by the student. All amounts paid in excess of what is owed as calculated above shall be refunded within 45 days of the student's withdrawal or cancellation.

The refund will be prorated if the student withdraws after the first class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

(CEC §94911(e)(1)(2)(3)) (CEC §94911(f))