

# **Northeast Medical Institute's Policies**

## **Placement Policy**

Northeast Medical Institute LLC cannot guarantee placement after completing any of the programs offered at Northeast Medical Institute.

## **Employment Barriers**

There may be some employment barrier including, but not limited to; Criminal conviction may prevent employment in some medical facilities. Also, to procure employment, a high school diploma or GED may be required based on the facilities requirements.

## **Room and Board**

Not Available

## **Attendance Policy**

1. Attendance is crucial.
2. Students must arrive to class 10 minutes before the class starts. If students are late they must notify the instructor. If they are late more than 2 times the students will have to make up the entire class day.
3. Students may not miss any clinical days. If a student misses a clinical day they will have to make up the entire program unless a medical or family emergency is presented to teacher. (This requires students to go through the whole program) (Required for CNA PROGRAM ONLY)
4. If a student misses more than 1 class day they will have to start the entire program over and will not be refunded unless student has a medical or family emergency, which is presented to teacher.
5. Students must call the school to notify if they are going to be missing class whether it is a medical or family emergency.

## **Code Of Conduct**

Northeast Medical Institute expects students to be professional and courteous to each individual involved throughout their training. We require all students to be weapon free and drug-free as soon they enter the premises of Northeast Medical Institute.

The Five Core Principles that govern our Conduct policy are as follows:

- A safe and orderly school environment is essential to learning.

- Students, staff, and visitors will be held responsible for their own actions.
- School partnerships are critical to success.
- School rules and their enforcement should be fair, just and non-discriminatory.
- Respect must be given to each person's unique needs.

Any Student who does not abide by Code of Conduct will be dismissed from Northeast Medical Institute without a refund.

### **Grading Policy**

Each program will require at least a grade of 80%. Grading criteria is based on quizzes, homework, tests, skills check off list and a final examination.

90-100     A  
 80-90       B  
 79- below (Failing)

### **Progress Policy**

Students will be allowed 1 make up quiz or test to satisfy the 80% or higher grading policy. Students who do not satisfy the grading policy after the make up will need to retake the specific module on the next available class. Students are allowed 1 make up class, if they do not satisfy the 80% after the make up class they will have to pay to retake the entire program again.

### **Withdrawal by Student**

Students may withdraw from their program at anytime, but are not guaranteed to receive any tuition reimbursement. Please refer back to Refund Policy to see if you are eligible for a refund of any kind

### **Cell Phone Policy**

Cell phone use is prohibited during clinical hours and students may be asked to leave if clinical director feels it is necessary. Cell phone can be used during class in emergencies only. Students are asked to be excused and leave the room to use the cellphone. If either of these cellphone policies are broken the student may be terminated under the discretion of the director.

### **Disclosure Policy**

Northeast Medical Institute will not disclose any information regarding the student to a third party with a signed release.

### **Academic Integrity Policy**

All academic work, ideas and contributions of others must be appropriately acknowledged and all work turned in must be original ideas. Violations of the Academic integrity policy include, but are not limited to; Plagiarism, cheating on a exam, copying assignments, falsification of data or records, dishonesty or inappropriate conduct.

**If any of these violations are broken can result in immediate termination.**

### **Termination Policy**

Students must comply with Code of Conduct & Attendance Policy. If the student does not comply with these policies they may be terminated by the Director or Owner of Northeast Medical Institute and given no refund. Northeast Medical Institute reserves the right to dismiss any student on the following grounds:

1. Failure to meet financial obligations
2. Failure to meet the minimum grade requirements
3. Failure to comply with; Code of Conduct Policy, Attendance Policy, Cell Phone use policy, Code of Conduct in the clinical setting and Academic Integrity Policy

### **Refund Policy**

A student may cancel his/her Enrollment Agreement 20 days before the first day of the program without any tuition and fee charges, except for the Non-Refundable Registration Fee. No refunds will be provided if less than 20 days remain prior to class start. The student will receive a full tuition refund before the date listed above (except for the Application Fee, if any). Refundable tuition is defined as the total tuition excluding the Non-Refundable Registration Fee.

An applicant rejected by the school is entitled to a refund of all tuition paid.

A student may petition for a withdrawal status and receive a refund of paid tuition based on the following scale:

To receive a tuition refund, a student should contact Northeast Medical Institute during business hours either by a phone call and notify the Director of the withdrawal. Tuition refund calculation shall be based on the day the Academy receives the withdrawal request notice from the student. Northeast Medical Institute will mail the requested tuition refund within 30 days from the date of the official withdrawal/dismissal or refund request.

### **Refund Status**

<b>Refund Status</b>	<b>Refund Due</b>
20 Days Prior to the start of the Instructional Time	100% Tuition Refund
Anytime after 20 day prior to start time	0% Tuition Refund

### **Complaint Policy**

Northeast Medical Institute recommends that students bring any questions or complaints regarding the operational policies and procedures of Northeast Medical Institute to the School Director, either in writing or in person. If these concerns can not be resolved by the Director of the school the student will be referred, without prejudice, to the Owner of Northeast Medical Institute. If the Owner can not resolve the issue the student should contact:

**Executive Director  
Office of Higher Education  
450 Columbus Blvd.**

**Suite 510  
Hartford, Ct 06103  
860-947-1816**

Northeast Medical Institute does not have any policy which deters or prohibits the filing of inquiries or complaints regarding the school's operation with the Office of Higher Education.

**Code of Conduct in the Clinical Setting**

Students are expected to follow the Northeast Medical Institute code of conduct while they are in the clinical setting. Northeast Medical Institute reserves the right to dismiss any student who may be harming the health or safety of any of the residents during the clinical days.

**Dress Code**

Students must adhere to the following;

- No perfume of any kind during clinical days
- Hair that is longer than shoulder length must be pulled back
- No hats, or caps are allowed.
- Scrubs should be clean
- Maintain professional hygiene