



COMPASSIONATE CARE INSTITUTE OF NJ

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STUDENT'S HANDBOOK

Revised Year 2023



TABLE OF CONTENTS

Administrators and Staff	4
Office Hours:	4
School Calendar	4
Observed Holidays:	4
Class Schedules	4
Program Start Dates	4
Registration Requirements	5
School Policies	5
Entrance Requirements	5
Attendance Requirements	5
Leave of Absence	6
Class Cuts	6
Make-Up Work	7
Tardiness	7
Code of Conduct	7
Conditions for Dismissal	8
Re-entry Policy	9
Credit for Previous Training	9
Student Complaint or Appeal Process	9
Grading System	10
Incomplete Grades	11
Probation for Below Average Grades	11
Student Evaluation Techniques	12
Instructor Evaluation Techniques	12
Withdrawing from School	12
Student Records	12
Refund Policy	13
Reimbursement Scale	13
Tuition and Additional Costs	14
Grants, Student Loans and Scholarships	15
Payment Plan	16
Credit Disclaimer Statement	16
Facilities	16



Job Placement	16
Student's Handbook Acknowledgement Form	17



Administrators and Staff

Angela Vaughan Chief Executive Officer, Director of Nursing

Princess Wong Office Administrator

Office Hours:

Monday to Friday

8:00 am to 4:00 pm

School Calendar

The following holidays will be observed by the school and classes will not be held on the said days.

Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

Observed Holidays:

- New Year's Day
- Martin Luther King Day
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Class Schedules

- Classes are scheduled Monday through Friday
- Morning Class: 9:00 am to 1:40 pm; Evening Class: 4:00 pm to 8:40 pm
- Make-up sessions are scheduled. Refer to the school schedule

Program Start Dates

Additional Dates: TBD and will be listed on the website, www.ccinj.org



Registration Requirements

Students may register for courses up to four weeks (business days) prior to the start of classes.

Students must make a down payment at the time of registration.

Please prepare to send the following:

- Identification (current driver's license, birth certificate or passport)
- Highschool diploma or G.E.D. Certificate
- Initial payment for administrative and tuition fees (we accept cash, certified check, money order and all major credit cards)

School Policies

Entrance Requirements

1. All students must be eighteen (18) years of age on or before the first day of class.
2. Required Attire: Clean **Lavander/Purple** uniform, nursing shoes/sneakers and watch with a second hand for clinicals.
3. All students are required to complete a health history and receive an examination performed by a physician, advanced practice nurse or NJ licensed physician assistant.
4. Each student is **required** to have an updated 2-Step PPD/T-Spot/Chest X-ray (within the last 6 months) **2 WEEKS BEFORE** the student's reporting to the first day of classroom instruction.

Attendance Requirements

Compassionate Care Institute of NJ records the daily attendance of each student in accordance with state guidelines. Records of student's attendance will be kept on file and are available for student review. This school requires students to be in attendance for 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school Director of Nurses with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence.



Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the attendance officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. Leaves of absence will be honored within the student's Enrollment Agreement Contract and will not extend beyond the contract. Should a leave request take the student beyond the contracted completion date, the student may be subject to re-entry under a new contract or an amended contract. If the student does not reenter within the contracted schedule and does not arrange for a contract amendment then the student's contract will be terminated. When appropriate the student may be entitled to a refund in accordance with the school's refund policy.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. Meeting with the attendance officer before returning to class will be necessary. Leave of absences that extends beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

Class Cuts

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up classwork and assignments. Missed lessons must be made up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the C.E.O. designee before returning to class.

Make-Up Work

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences or a leave of absence need to be made up. The student must make up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments.



Tardiness

Developing good work ethics is an important part of the training at Compassionate Care Institute of NJ. Students arriving late for class are interrupting the instructor and other students.

The following recording system will be used for tardiness:

- 1 to 15 minutes late will be considered as 15 minutes late.
- 16 minutes and additional late time will be counted as actual minutes

It is the responsibility of the student to make up missed assignments. Compassionate Care Institute of NJ encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Code of Conduct

The following code of conduct is unacceptable and will not be tolerated:

1. Any form of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment includes creating a hostile environment or coercing an individual to perform sexual favors in return for something.
3. Any type of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Any form of abuse, physical, mental or emotional towards any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Any form of insubordination.
8. Violation of the law on school premises that affects the school community's pursuit of its proper educational objectives. This includes but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.
9. Violation of dress code
 - a. Classroom Attire:



- **Nails:** Clear or light-colored fingernail polish, clean and trimmed; no artificial fingernails
 - **Facial hair:** neat and trimmed
 - **Clothes:** neat and professional business casual; No T-shirts with profanity or racial innendos or cut off shorts
 - **Footwear:** no slippers, sandals, flip flops, or open toe shoes.
- b. Clinical Attire
- **Nails:** Clear or light-colored fingernail polish, clean and trimmed; no artificial fingernails
 - **Facial hair:** neat and trimmed
 - **Clothes:** nursing uniform/scrubs clean, ironed, Purple/Lavander scrubs
 - **Footwear:** nursing shoes or clean sneakers (non-skid); no boots, flip flops, open-toe shoes, or heels

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20% of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Re-entry Policy

Students who have been dismissed from the school and are requesting re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns, it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then



reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with a review panel before re-entering the school. The decision of the review panel is final, and the student will receive a letter within five business days from the school director stating the decision of the panel.

Credit for Previous Training

Compassionate Care Institute of NJ is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace, we will give recognition for previous training only after the student has taken and passed a program proficiency test. The minimum passing grade is 75 percent proficiency on the tested information. Students wishing to receive recognition for previous training must show proof of previous training. The eight (8) hour online course during covid-19 will not be used for credit.

Student Complaint or Appeal Process

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name, last four digits of their social security number (or student number), and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director and/or appeal panel. These dates should be within ten (10) business days of the complaint.

The school Director of Nurses will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals.



The student will be notified in writing within five business days of the outcome of the meeting. The decision of the Director of Nurses and/or appeal panel is final. Should the contract be canceled by either the student or the school, the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy.

Grading System

The competencies taught in each program offered at Compassionate Care Institute of NJ will be evaluated using written examinations and skill development tests. The minimal grade for graduation is 75%. Students who achieve lower than 75% will not be awarded a Certificate of Completion and may be dropped from the program.

Letter Grade Percentage Description

Letter Grade	Grade Percentage
A	93-100
B	92-93
C	84-75
D	74-70
F	BELOW 69

F	Failure
INC	Incomplete
WD	Withdraw
WP	Withdrawn Passing
WU	Withdrawn Unsatisfactory



A student's Grade Point Average (GPA) is based on the sum of all grades received through testing divided by the total number of tests.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems and valid excuses. An incomplete grade may also be given when through negligence or procrastination. Students fail to turn in work or take examinations. **NO MAKE UPS.**

A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangements to take missed examinations, then failure grade will be given (**ZERO GRADE**).

Students who withdraw and are passing the program will be given a WP (withdrawn passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU (withdrawn unsatisfactory) grade.

Probation for Below Average Grades

Students who fail to maintain the minimum grade point average of 75% required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program. *Refunds will be given in accordance with the school's refund policy.*

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study or tutoring. Tests will be both cognitive and psychomotor, with the psychomotor skills being measured against industry standards.

This allows students to keep a record of their progress. Other methods of evaluation may include verbal quizzes, skill development tests, hands-on skill evaluation, and individual or group projects.



Instructor Evaluation Techniques

Instructor evaluations are conducted at the end of every program. Evaluations are reviewed by the Director and used to improve instructor quality.

Withdrawing from School

Students must fill out a withdrawal notification and submit it to the school Director of Nurses. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school.

Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

Student Records

Student records will be maintained by the school for 2 years. In the event that the school closes, any records less than 2 years old will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records as a one-time courtesy. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records
2. Academic progress and grades
3. Financial records
4. Placement data
5. The Enrollment Agreement
6. The Ability to Benefit (where applicable)
7. Record of credit given from previous training
8. Record of meetings, appeals, disciplinary actions and dismissals
9. A copy of the graduation certificate(s) from this school
10. Medical Records (where applicable)



Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to send via certified letter or email the withdrawal letter and have a copy signed by the admissions officer.
2. All money will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first class, results for a refund of any amount paid, with the exception of the Administrative Fees.
4. For courses of 90 hours or less, the school may retain the Administrative Fee, plus a pro-rata portion of the tuition calculated on a weekly basis.



Reimbursement Scale

Time of Withdrawal:	Student's Responsibility:
Within three business days of signing this contract	0% of total tuition plus registration fee
During the first week	10% of the tuition plus the registration fee
Weeks two and three	20% of the tuition plus the registration fee
After three weeks and prior to 25%	45% of the tuition plus the registration fee
After 25% of the program and before 50%	70% of total tuition plus the registration fee
After 50% of the program is completed	100% of total tuition plus the registration fee

A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. Compassionate Care Institute of NJ encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter to the Director of Nurses must be the same date as on the letter to the loan institution.

Tuition and Additional Costs

Certified Nurse Assistant (CNA)

Tuition	\$ 1,100.00
Registration Fee	\$ 261.00
Textbook	\$ 72.00
Skills Test and Written Exam	\$103.00



Tool/Supply Fees	\$ 64.00
Total	\$ 1,600.00

The Registration Fee of \$261 is non-refundable. \$739 are due on the first day of class. Private tutoring on an hourly basis. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

Grants, Student Loans and Scholarships

Compassionate Care Institute of NJ does not award grants or scholarships currently. We do honor grants and scholarships that our students have been awarded from outside organizations.

Students who complete the Certified Nursing Aide program may be eligible to receive reimbursement for program fees through the long-term care facility that hires them. The program coordinator will provide payment verification to each student who satisfactorily completes the program and terms of payment.

Currently, we do not assist our students with obtaining student loans. Strongly recommend students to work with One-Stop Career Center/Workforce for tuition assistance.

Note: Students who have obtained a school assisted loan and withdrawn from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. Compassionate Care Institute of NJ will reimburse the loan institution for balances due in accordance with the school's refund policy. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan for received instruction.

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at Compassionate Care Institute of NJ. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.



Payment Plan

Compassionate Care Institute of NJ believes in helping students by advising them about the right choices. Payments can be made via: cash, certified check, money order or all major credit cards. Please note that while making payments to Compassionate Care Institute of NJ, there will be NO interest charged for the payment plan. However, there will be a 3% credit card transaction fee.

1. Full payment by the last day of class
2. \$261 at time of application, then \$739 deposit on or before the first day of class.
3. Payment plan (\$1600 - \$1000 = \$600 then \$120 weekly x 5 weeks equal \$1600)

STUDENTS WILL NOT BE ALLOWED TO COMPLETE THE PROGRAM IF FULL TUITION PAYMENT IS NOT RECEIVED BY THE LAST DAY OF CNA COURSE.

Credit Disclaimer Statement

Compassionate Care Institute of NJ does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. Compassionate Care Institute of NJ is not approved to offer college credits. Compassionate Care Institute of NJ is a state-approved private career school.

Facilities

The Certified Nurses Assistant course requires in-class instruction of 50 hours and 40 hours of clinical time at Cedar Grove Respiratory and Nursing Care Center. This preparation will allow students to sit for the state exam to become a Certified Nurses Aide.

Job Placement

Students who need assistance with job placement may contact the Director of Nurses. The placement service provides the students with employment information and advises and assists students with employment information, resume writing, and completion of job applications. Compassionate Care Institute of NJ does not guarantee interviews or placement of any student.



Student's Handbook Acknowledgement Form

I hereby acknowledge that it is my responsibility to read the contents of this handbook and become familiar with the policies and procedures of Compassionate Care Institute of NJ.

Student's Full Name

Student's Signature

Date Signed