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**Nursing Assistant**

 **Certificate of Proficiency**

**2017-2018**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COURSE** | **TITLE** | **TERM** | **GRADE** | **COMMENT** | **CREDIT** |
| **NA1001** | **Introduction, Ethics, and Legal Aspects** |  |  |  | **1** |
| **NA1201**  | **Clinical Practicum** |  |  |  | **1** |
| **NA1202**  | **Nursing Arts** |  |  |  | **2** |
| **NA1301** | **Restorative Care** |  |  |  | **1** |

This program is ineligible for financial aid.

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Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature Date

**As mandated by Act 472 of 2007, I have been informed of the Arkansas Course Transfer System, and how to determine which courses will transfer to other Arkansas public institutions. Website** [**http://acts.adhe.edu**](http://acts.adhe.edu)

**Prior Learning Assessment**

**For more information concerning Prior Learning Assessment (PLA) contact the Registrar’s office (870) 248-4015**

**Refunds**

**Tuition Refund**

Students must claim tuition refunds through the Finance Office at the time of withdrawal. Claims must be made

within one year of the occurrence of the credit or no refund will be made.

**Refund for Credit Courses- Fall or Spring Semester**

Before semester begins ....................................................................................................................................100%

Second week of semester .................................................................................................................................70%

Third week of semester ....................................................................................................................................50%

**Refund for Credit Courses - Summer Session**

Before semester begins ....................................................................................................................................100%

Fourth day of class ...........................................................................................................................................50%

Fifth day of class ..............................................................................................................................................0%

**Refund for Intersession and Accelerated Classes**

Before classes begin ........................................................................................................................................100%

Second day of class ..........................................................................................................................................0%

**Refund for Short Duration Classes (1 to 7 days)**

Before classes begin ........................................................................................................................................100%

Start of class ....................................................................................................................................................0%

**Refund for Non-Credit Courses**

Before first class meeting ................................................................................................................................100%

After first class meeting ...................................................................................................................................0%

**Bookstore Refunds**

Bookstore refunds will be made only during the first two weeks of the Fall and Spring semesters; the first two days

of Intersession; and the first week of the Summer I and Summer II terms. Book charges made to financial aid are

allowed during the first week of the Fall and Spring semesters; the first day of Intersession; and the first two days of

the Summer I and Summer II terms. Financial aid returns may be made during this time only. All book returns are

subject to the following conditions:

**New Books**

Book has defect from publisher

Book is still in same condition as it came from publisher; e.g. shrink-wrap plastic intact

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Book has not been written/marked in and spine is not broken

**Used Books**

Purchased for the wrong class

**SERVICES FOR THE DISABLED**

Black River Technical College’s coordinator of services for the disabled is also the compliance coordinator for

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The coordinator can arrange

for academic adjustments, work place accommodations, and auxiliary aids for qualified students. BRTC will provide

auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If

necessary, BRTC will provide appropriately trained service providers. Concern about physical access to facilities

should be addressed to the coordinators, Bridget Guess, BRTC Student Services, P.O. Box 468, Pocahontas, Arkansas,

72455, 870-248-4000 ext. 4014 or Jenny Weaver, P. O. Box 1565, Paragould, Arkansas, 72450, 870-239-2050 ext. 5020.