Estelle Medical Academy

Medical Assisting

2021 COURSE CATALOG

4905 Old Orchard Center, Suite 710
Skokie, IL 60077
Office: (847) 673-7595
Fax: (847) 329-0806

Web Site: www.estellemedical.edu

Welcome to the Estelle Medical Academy!

*Thank you for your interest in the **Estelle Medical Academy (EMA)**. I hope this catalog will answer many of your questions and that you will feel free to contact the school for any additional information you may need.*

Estelle Medical Academy is dedicated to assisting you in becoming a competent and successful health care practitioner. Our goal is to provide you with the best possible education, which includes a healthy learning environment, a well-planned curriculum, and a professional and dedicated staff and faculty.

We hope you will take advantage of this great opportunity to become a healthcare practitioner. This catalog will answer your questions and assist you in making a very important decision regarding you future. If you wish to visit our school, please call us at (847) 673-7595. You can also e-mail us at danny@estelle.edu or visit our website at www.estellemedical.edu.

Thank you again for your interest in EMA.

Sincerely,

Danny Canales

Danny Canales BA, MA
Director

About This Catalog

Estelle Medical Academy certifies that the information contained in this publication is current and correct. The information contained in this catalog became effective on January 1st, 2015. The purpose of this Catalog is to familiarize applicants and others with the programs and policies of the Estelle Medical Academy (EMA). If changes are made to the information in this Catalog, an update will be made available.

From time to time, it may be necessary or desirable for EMA to make changes to this catalog due to the requirements and standards of the school's accrediting body, state licensing agency or U.S. Department of Education, or due to market conditions, employer needs or other reasons.

Estelle Medical Academy is not responsible for any statement of our policies, job placement activity, and references to our curriculum or the facility that is not directly discussed in this School Catalog.

EMA reserves the right to add, delete or improve upon any class or program. An ensuing change in tuition rates will not affect students already enrolled in a program, and who have been continuously enrolled since signing an Enrollment Agreement.

The catalog version that is current at the time of the student's enrollment is the governing document for that student, providing enrollment has been continuous.

Accreditation

Estelle Medical Academy is institutionally accredited by:
Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043, 703-917-9503, a national accrediting agency recognized by the United States Department of Education. However, the programs listed in this catalog have not yet been approved, evaluated or accredited by ABHES or any other accrediting agency.

Approvals and Memberships

Estelle Medical Academy is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education."

Approvals and Memberships continued

Illinois State Board of Higher Education. EMA has a Certificate of Approval to operate as a Private Business and Vocational School. This approval is renewed annually.

Department of Veterans' Affairs (VA) EMA has an approval to operate from the State of Illinois Department of Veterans Affairs.

History

The School first opened its doors in October of 1997 in Skokie, Illinois. EMA started with just two instructors and the first class consisted of eight students. The School's commitment to excellence in education was immediately recognized by the community, and the School grew and became a thriving educational center. In 2006 EMA opened a non-main campus in Las Vegas, Nevada.

In the last 16 years the School graduated over 2000 healthcare professionals. Between the two campuses EMA employs fourteen instructors and eight members of staff.

Ownership and Legal Control

Estelle Medical Academy is a private company incorporated in Cook County, Illinois. The principal and controlling shareholder is Oleg Vologin, who serves as the Chairman of the Board and President of the School.

Officers

Mr. Oleg Vologin, LMT, President, Secretary/Treasurer

Mission, Purpose and Objectives

Estelle Medical Academy is a postsecondary institution dedicated to providing affordable career-focused training in healing arts. The School is committed to staying abreast of the changes and trends in the healthcare field, and offers instruction in various modalities to ensure that graduates have a wide range of occupational skills, techniques and knowledge with which to

begin their careers. The School is intricately involved with creating an atmosphere conducive to the interchange of ideas while instilling a high degree of ethics and professionalism in the student.

Philosophy and Goals

The Estelle Medical Academy values the inherent worth of each individual, whether he/she is a student, an employee or a graduate. EMA believes in intellectual freedom and respect for individual belief systems as well. We encourage self-expression and creativity, and assist students in their personal and professional growth. Our approach to healthcare education reflects the physical, intellectual and spiritual components of holistic development.

School Highlights

- Graduates of ***EMA*** have entered into secure and unsubsidized employment.
- Since 1997, more than 2000 students have graduated from EMA.
- The School provides job placement services to graduates with follow-up conducted at regular intervals for twelve months following program completion. Graduate and Employer satisfaction is evaluated as part of the School's commitment to continuous improvement.

School Location, Facilities and Equipment

Estelle Medical Academy (EMA) is located at 4905 Old Orchard Center, Suite 710, Skokie, IL 60077. The school occupies a modern office space at the Old Orchard Professional building, that is conveniently located just $^{1}/_{3}$ mile from I-94 Expressway (exit Old Orchard Road East) and walking distance from the bus station. Free student parking is available.

EMA provides students with modern, well-lit, climate-controlled and spacious classrooms conducive to learning. The school facility encompasses almost 3000 square feet of space. There are three large classrooms to accommodate both lecture and laboratory.

There is a student lounge, with a refrigerator, a water cooler, a coffee maker, and a microwave.

This institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

Office Hours

Estelle Medical Academy's office is open from 9:30 am to 8:00 pm, Monday through Friday. Saturday and Sunday hours are from 10:00 am to 2:00 pm. The School is closed during the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas.

Library

The EMA library offers students the opportunity to do research for course assignments, investigate career opportunities, and keep abreast of current issues through the use of electronic resources and professional publications such as periodicals, books and newspapers. The library contains over 150 books, and a number of videotapes and DVDs on the subjects of anatomy and physiology, healthcare, and fitness and wellness. There are periodicals and references, and books are available for check out on a daily basis. A personal computer with broadband internet connection is available to students for research purposes.

Faculty

The faculty members are the keystone of Estelle Medical Academy's quality. Members of the faculty have industry or professional experience, together with appropriate academic credentials. The faculty brings a high level of professionalism to the classroom and is recognized by their academic and industry peers. Through the guidance of the faculty, theoretical, practical and creative applications are addressed in the curricula and reinforced by interaction with professionals in the industries.

Faculty members are dedicated to academic achievement, to professional education, to individual attention, and to the preparation of students for their careers in health care. In essence, the faculty practices what they teach. It is through personal attention that students reach their potential, and it is the dedicated faculty who provide the individual guidance necessary to assure every student that his/her time in class is well spent.

Admissions Requirements

General Requirements

- Applicants must be at least 18 years of age.
- Candidates for enrollment in ***EMA must be high school graduates,*** and possess a high school Diploma or the recognized equivalent (i.e., a General Education Development "GED" Certificate) prior to enrollment. A Statement of High School Graduation may be accepted when an actual copy of transcript or diploma is not available and cannot be obtained due to certaincircumstances.
- Candidates must satisfactorily ***complete all admissions requirements***, including submitting ***accurate and complete Application for Admission and other required documentation*** (i.e***. proof of high school graduation, or transcript, copy of valid driver's license or other form of identification, or a copy of Social Security Card***). Such records and documentation become the property of ***EMA,*** and will not be returned to the applicant. Applicants who fail to provide accurate information may not be considered foradmission.
- Specific requirements must be met for programs funded by the State or private industries.
- Prior to signing the application for Admission or Enrollment Agreement, each Candidate must meet with a representative of the Administration of ***EMA***, and must ***tour the facility and view the textbooks beforeenrolling***.
- Due to the nature of the training, all applicants must be in good health, and capable of effectively meeting the physical demands of working in the healthcare environment. Upon acceptance and prior to beginning classes, the student is required to provide a signed ***Statement of General Health.***
- All applicants must successfully pass a Pre-Entrance Oral Interview, conducted by the Administration of ***EMA***.
- Applicant must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the School, and acknowledges the applicant's understanding of the contents of the School'sCatalog.
- Applicant must pay a $100.00 Registration Fee.
- A former student, who did not complete the program of study and/or has been terminated or withdrawn from the program, is required to reapply for admission. The readmission policy is included in this catalog. A readmitted student is governed by the catalog current at the time of thereadmission.
- The applicant must display a genuine desire to become part of a learning atmosphere with the ability and aptitude to succeed in the classroom.

Admissions Process

The enrollment of applicants, who have satisfied the admission requirements, will be on a first come, first served basis. Should there be more applicants than space available, the remaining applicants will be placed on a waiting list for the next class.

Interested applicants must schedule an appointment for an interview with the Administration of the School, and a tour of the facility. The applicant must pass the interview by demonstrating that he/she has the maturity and ability to successfully complete the program and become employed in an entry-level position..

Proof of high school graduation, and other documentation, as described in the Admissions Requirements, must be provided at the time of the oral interview, or before.

EMA offers admission to its programs to applicants who qualify in accordance with published admission standards. Admission is contingent upon the evaluation of proof of high school graduation, an interview with the Administration, and meeting all published admission standards.

The applicant must complete an Application for Admission, and submit it on or before the date of the scheduled interview with a representative of the School. The applicant may request an Application by contacting the School at the address listed in this Catalog.

Prior to signing the Enrollment Agreement, the applicant must read and be familiar with the contents of the School Catalog.

The following items must be submitted and satisfactorily completed prior to the start of the program:

1. Applicant must complete an ***Applicationfor Admission***.

2. Applicant must provide ***evidence of high-school graduation*** or a copy of ***scores on General Education Development*** (GED) Test that demonstrate the exam was passed.

3. Applicant must sign an ***Enrollment Agreement***.

4. Applicant must pay a ***Registration Fee.***

5. Applicant must complete and sign a ***Statement of General Health.***

6. Applicant must complete an ***Emergency Medical Care Form***.

The selection of students is based on satisfactory completion of all the admissions requirements. Students, who are accepted for enrollment, as well as those who are not accepted, will be notified prior to the start date.

Equal Opportunity Statement

Estelle Medical Academy does not discriminate on any basis, including sex, age, race, national origin, creed, religion, disability or sexual orientation. EMA complies with the provisions of Title 1 of the Civil Rights Acts of 1964 and 1974, the Rehabilitation Act of 1973, the American Disabilities Act and all amendments therein.

Transfer of Credit

EMA may accept credits from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). EMA will consider the transfer of credits for completed coursework from such institutions, provided such credit is substantiated by a transcript, and is submitted for evaluation at least five (5) days prior to the start of the program.

To be eligible for transfer of credit to the School, students must have successfully completed the coursework within the past five years, and have earned at least a grade of 'C' in each course being transferred. If the coursework of the completed credit is found to be obsolete, the applicant may be required to update the credit. Coursework content of the completed credit must be considered comparable to the level of the coursework of EMA' programs. Some coursework at EMA may have requirements that cannot be satisfied by examination or transfer credit.

No more than 25 percent of coursework from another institution may be transferred into EMA. The Director has the final authority in determining which coursework can be satisfied by transfer of credit.

Transfer credit will be considered for related previous education completed in:

- Accredited vocational or licensedHealth Careers Schools.
- Other related courses, e.g. Medical Terminology, Anatomy andPhysiology.

Applying students may be required to take a written examination and/or perform specific procedures to demonstrate the required knowledge and skill, in order to be granted

transfer credit. EMA may grant the student advanced standing in his/her selected program as a result of acceptance of transfer credit.
If course requirements are satisfied by transfer credit from another college, tuition will be adjusted accordingly, and advanced standing will be granted to the student.

The School does not award credit for experiential learning.

Challenge Credit

Prior to a student beginning a course, Estelle Medical Academy will consider giving credit by examination, for certain courses, to those applicants that have relevant knowledge and/or skills acquired through prior training and education. Students may challenge a maximum of two courses.

Credit shall be determined by successful completion of a comprehensive written and/or practical examination. Successful passing of examinations requires a grade of 'B' or better, and demonstration of the requisite practical skills. Interested students should contact the Director for scheduling of examinations. The Director will determine applicability on an individual basis, and will evaluate prior coursework, and grades received. If course requirements are satisfied by an examination, a student will be entitled to a tuition credit.

Transfer of Credit from Estelle Medical Academy

Transfer of credit from EMA to another institution is entirely up to the receiving institution. EMA does not guarantee that another school will accept any of its credits. EMA will provide academic information, in the form of a transcript, to the receiving school at the written request of the student. Students wishing to transfer credits to another school should contact the school to determine its policy of accepting credits from the Estelle Medical Academy.

Requirements for Graduation

EMA' students will qualify to graduate when they meet the program requirements as listed in this catalog. Graduates will receive the appropriate Diploma if the following requirements have been met:

1. All required courses in thestudent'sprogram have been satisfactorily completed and all program requirements have been satisfactorily fulfilled; and

2. A minimum grade of 70% (grade point average of 2.0) has been earned in all theory and clinical and laboratory coursework;and

3. All 730 clock hours of the program have been completed within the maximum time frame allowed: 150% of the normal programlength, and the Standards of Satisfactory Academic Progress, as described in the Catalog, have been met by student; and

4. Attendance of at least 85% of allscheduled classes has been attained for the total program;

5. All financial obligations due the School have been satisfied and tuition is paid in full. If a student's account is sent to collections for non-payment, the student will not beeligible to receive a Certificate, transcript or school completion form; and

6. All meetings and requirements with the various Administrative Departments (Financial Services, Placement) havebeen completed satisfactorily; and

Diploma Awarded Upon Graduation

When all requirements for graduation are successfully completed, and all financial obligations have been met, EMA' graduates will be awarded a "Diploma" in their program of study.

Transcripts

Current or former students may request one free copy of their official transcript by submitting a written request to the School with the name and address where the transcript is to be mailed. A fee of $ 8.00 will be charged for additional copies and must be paid in advance before the transcript request is processed. Transcripts sent directly to the student will be marked to indicate that they

are unofficial copies. Official transcripts will not be released to students who have past due accounts with the School.

Student Responsibility

It is the student's responsibility to read and understand the provisions of this catalog. Any questions regarding the School's policies should be addressed and satisfied prior to starting class.

Retention of Student Records

It is the policy of EMA to maintain all records at its primary administrative location for a minimum of five years. **Additionally, it is the policy of the School to maintain student transcripts indefinitely**. After five years, student transcripts may be retained on site or may be moved to another location, and may take a longer period to access.

Notice of Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Students should submit to the Director or other appropriate official, written requests that identify the record(s) they wish to inspect. The School official will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the School Official for whom the request was submitted, that official shall advise the student of the appropriate official to whom the request should be addressed.

2. The right to request an amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the School to amend a record that they believe is inaccurate or misleading. In such cases, the student should write the School Official responsible for the record, clearly identify the part of the record they are requesting be changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the student, the School will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrative, supervisory, academic or research, or support staff person (including law enforcement unit, personnel and health staff); a person or company contracted (such as an attorney, auditor, funding agency, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks.

4. School official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5. Parental access to a student's records will be allowed without prior consent if the student is a dependent as defined in Section 252 of the Internal Revenue Code.

6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Estelle Medical Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Dress Code and Personal Hygiene Policy

In order to prepare for a health care career, students are expected to maintain high standards of personal hygiene and cleanliness, both in the classroom and when working with clients.

Students should utilize good judgment in determining their dress and appearance. Neatness and cleanliness are absolutely necessary at all times. Clothing must be clean and in good repair. The students nails must be clean and trimmed short (no nail polish), and all hair that is shoulder length or longer must be pulled back off the shoulders. No perfume or cologne ispermitted while at school.

The instructor will advise the student of inappropriate dress or appearance. When there is a difference of opinion related to appropriateness of dress, the final decision is the responsibility of the Director.

Failure to comply with the dress code will lead to progressive disciplinary action.

Housing

EMA does not have on-campus housing nor does it assist students in finding housing. Students needing housing information should contact the Director.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Estelle Medical Academy is the date indicated in written or telephone communication by the student to the Director's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.
Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

Last Day of Attendance

The last day of attendance for refund computation purposes is the last date of actual physical attendance by a student in classes.

ACADEMICS

EMA has adopted the following academic standards for its programs, and these standards are applied to all full-time and part-time students.

Academic Standards

Academic standards have been established which are to be met by the student for satisfactory progress throughout the educational program. Refer to the Satisfactory Academic Progress Evaluation Points in this catalog. Students are allowed up to 150% of the normal program length in which to satisfactorily meet the requirements; this is the ***maximum program length*** in which students are allowed to complete the program.

Students are evaluated at the 50%, 100% and 150% (the maximum program length) periods. For courses graded on the basis of Pass or Fail, the minimum standard is "Pass" at each evaluation point. In addition, a minimum grade of "C" is required to successfully pass each course. Students must repeat courses in which a grade of "D", "F", "I" or "W" are earned.

Attendance is vital to academic progress. Students are expected to attend all classes and clinical learning experiences. The student must adhere to the Attendance Policy, specifically as it relates to "Make-Up" of theory and/clinical coursework. In order to earn a satisfactory grade in a course, the student must complete 85% of the hours of instruction offered in all theory, laboratory and clinical coursework. Refer to the Attendance Policy for additionalinformation. Refer to the **Satisfactory Academic Progress Evaluation Points Paragraph**, contained in this catalog, for additional information.

Academic Advising

The Director is available to provide academic advising as requested or needed to assist students in meeting satisfactory academic progress

standards, and successfully completinggraduation requirements. Contact the School Director for academic advising services.

Definition of a Clock Hour

A "clock hour" is defined as 50 minutes of class, lecture, or clinical session, with a ten minute break between sessions.

Grading System and Grading Scale

The school's grading scale is as follows:

Percentages	Letter Grade	G.P.A.	Description
90% - 100%	A	4.00	Excellent
80% - 89%	B	3.00	Good
70% - 79%	C	2.00	Average
* 65% - 69%	D	1.00	Unsatisfactory
* 64% - Below	F	0.00	Failure
	P		Pass
	V		Incomplete
	W		Withdrawal
	TC		Transfer Credit

**** Failed courses must be repeated***

For certain Clinical/Technique Performance Evaluations The following grading system is used: **Pass or Fail.**

A student who fails to achieve a passing grade in the clinical or laboratory course, cannot progress to the next course level of clinical or laboratory.

- ***Satisfactory (Pass) -*** The student has met the clinical objectives based on course requirements.
- ***Unsatisfactory (Fail) -*** The Student has not met clinical objectives based on course requirements. Students must demonstrate overall satisfactory performance during the clinical assignments for each content area. ***Students who receive a marginal rating during the course may be placed on probation during the clinical course.*** Failure to improve performance to Satisfactory will result in an **Unsatisfactory** rating. A student who fails a clinical course is subject to dismissal from the program.

The Instructor has the final authority for determining the student's grade for a course. Grades may not be changed by anyone other than the instructor. A student may appeal a final grade to his/her instructor. The scholastic progress of the student is reported at the end of each course and grades are recorded on the student's permanent record (transcript).
Performance evaluations in Clinical and Laboratory courses are based on evidence of student achievement in meeting the competencies of the course. Clinical objectives will be measured, in part, through direct observation of actual performance. Students have the opportunity to practice clinical skills and behaviors prior to being evaluated.

The ***Competency Checklist,*** used in assessment of student achievement of the course's clinical objectives, evaluates a composite of skills, which must be satisfactorily demonstrated in order for the student to receive credit. Regular evaluations are conducted and deficiencies will be reviewed with the student.

Satisfactory Academic Progress

EMA has specific standards which students are expected to achieve in order to maintain Satisfactory Progress in their program of study. These standards are based on grades and the completion of program requirements within a maximum time frame. In addition, the student's progress will be reviewed at the end of each course.

At EMA, satisfactory progress for ALL students is defined by the following criteria:

1. Students are allowed up to 150% of the normal program length in which to satisfactorily meet the requirements. This is considered the ***Maximum Program Length.***
2. Students must successfully complete 66.7% of hours attempted at each evaluation period. This is considered the minimum completion requirement
3. Students must successfully meet or exceed the minimum Cumulative Grade Point Average (CGPA) of course completion standards set forth below. The evaluation points are based on the percentage of clock hours attempted.

All students must meet the following minimum standards of academic achievement and successful course completion while enrolled at EMA. The student's progress will be reviewed at the end of each period. Students must meet or exceed the

minimum CGPA and course completion standards set forth below.

Evaluation Periods

Students' compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- At the end of the first payment period (the point at which 50% of the courseis scheduled to be completed)
- At the end of the second payment period (The point at which 100% of the courseis scheduled to be completed)
- At the end of the Maximum Program Length.

Maximum Program Length

Federal regulations require that students complete their program within a maximum time frame of 150% of the published length of a program. Students may not exceed a maximum time frame measured by scheduled hours equal to 150% of the length of the program.

CGPA Requirements

Students must meet minimum CGPArequirements at specific points during their enrollment in order to be considered making satisfactory academic progress. These will be reviewed at the end of each evaluation period after grades have been posted to determine if the student's CGPA is in compliance. EMA students must achieve a Cumulative Grade Point Average (CGPA) of at least 2.0 at each evaluation point.

Academic Probation

Students who do not maintain satisfactory progress for any evaluation period, will be placed on probation for the next evaluation period. If the student fails a course while on probation, the student may be withdrawn at the Director's discretion, even though the next evaluation point may not have been reached. The student's progress will be evaluated at the end of the probationary period, and if the student's CGPA meets or exceeds a 2.0, the student will be allowed to continue, and the probationary status will be removed. Students who are on academic probation are not permitted to take a leave of absence. Students will be allowed only one period of academic probation.

If at any point it can be determined that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the School.

Notification of academic dismissal will be in writing. The **Student Conduct** section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons.

As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

During the Probation period students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Appeal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Director within 10 calendar days of receiving notification of his/her dismissal.

The student should explain what type of circumstances contributed to the academic problem and what plans the student has to eliminate those potential problems in the future. The decision of the Director is final and may not be further appealed. Students may appeal academic dismissals no more than two (2) times.

Reinstatement

A student who has been academically dismissed may appeal for reinstatement after one term has passed following withdrawal. Students who are allowed to reinstate will be placed on academic probation for at least one evaluation period. All grades previously earned will remain on the transcript, and the maximum time for program completion will apply based on the original start date of the first enrollment.

Incomplete grades

An "I" Incomplete grade is awarded if the student has failed to complete the required course work. Students receiving a grade of Incomplete ("I") will be allowed two weeks in which to complete the required work and submit it to the instructor of the course in which the grade was earned. The student will be allowed to continue attending while completing the required coursework of an Incomplete grade. If an Evaluation Point occurs during the time a grade of "I" is issued, the student's progress will be evaluated at the required evaluation point and again at the end of the two-week period in which the student was allowed to complete the coursework. If, at the end of the two-week period allowed to complete the coursework, the student has not completed the required work, a final grade of "F" will be recorded and posted to the transcript and will affect the student's CGPA. EMA reserves the right to extend the time needed to fulfill the Incomplete. If the coursework is completed, a final grade will be computed and posted to the transcript. The total course hours scheduled will be used in academicprogressdetermination.

Course Repeats (Failing Grades)

Students must repeat any course in which a grade of 'D' or 'F' is earned. Failed courses may cause delays in training and may result in withdrawal from the program. If the failed course is a prerequisite, the student's training may be interrupted until the course is offered again. If the student's training is interrupted, the student will be required to withdraw until the course isoffered again. At a minimum, the student will not graduate as originally scheduled. The failing grade will be posted to the transcript, and all scheduled course hours will be used in the student's academic progressdetermination.

Course Withdrawals

A student may voluntarily withdraw from a course if he/she has not yet exceeded the attendance policy contained in this catalog. If a student voluntarily withdraws, according to the attendance policy, a grade of 'W' is posted to the transcript. If a student has been absent for more than 15% of the hours in the course, the student has exceeded the attendance policy and will be withdrawn from the course and the final grade will be 'F'. The total hours in the course are used in the student's academic progress determination for 'W' and 'F' grades. However, a grade of 'W' is not used in the determination of the Cumulative Grade Point Average.

Pass/Fail Courses

Courses graded with Pass/Fail are not used in the determination of the Cumulative Grade Point Average; however, if the student receives a failing grade (Fail), the course must be repeated. The total course hours will be used in the student's academic progress determination.

Remedial Courses

There are no remedial or developmental courses offered at EMA. Students needing developmental education are referred to other educational facilities.

Non-Punitive Grades

Grades of Pass, Fail, and Withdrawal are not used in the calculation of the grade point average. However, all hours attended are used in the student's academic progress determination.

Make-up Policy

Any class work, assignments or exams missed as a result of any excused or unexcused absence must be made up. The following policies apply:

Written Tests

1. A student who misses a regularly scheduled test may make arrangements for a make-up test. Pop quizzes may not be made up. The grading policy on make-up tests is asfollows:
    A. If the student receives a grade on a make-up, which is higher than the class mean (average), the student shall receive a make-up grade no higher than the class mean(average). If it is lower, the student will receive the grade earned
2. The student must contact the instructor on the student's first day returning to school to request a make-up test. The instructor will schedule the time for the test to be madeup. If the student does not keep the make-up appointment as scheduled, the studentwill

receive a zero score and failing grade for the test.
3. A student who is aware, in advance, that an absence will occur on a scheduled test day, must notify the instructor and take the exam on the date assigned. In some cases, the date assigned may be prior to the scheduled test day.
4. Any student who does not take a test in accordance with the terms of this policy shall receive a score of zero (failing grade) on the test.

Clinical/Technique Objectives

1. Achievement of clinical or technique objectives may be demonstrated by successfully performing, under supervision, those objectives missed in the clinical training, and must be documented by the instructor.
2. Students must make up missed clinical objectives in the clinical and/or skills lab as outlined by the instructor.
3. Students will not be given credit for hours of make-up time and/or work

Add/Drop Policy

Students may drop from or be added to the program without academic penalty within thefirst two weeks following the beginning date of the module if the student has not attended the course. All schedule changes must be processed by the Student Affairs Coordinator.

Attendance Policy

Purpose

1. To establish acceptable standards of attendance and punctuality for all students attending EMA.
2. To encourage students to pre-schedule absences in order to maintain adequate operations and minimize disruptions within the classroom.
3. To enable the student to meet required programobjectives.

Policy

1. All students are expected to adhere to the standards for attendance and tardiness.
2. Students are expected to attend theory, clinical and laboratory classes asscheduled.
3. Students should call the School at least 30 minutes before class to report anabsence.
4. Tardiness is defined as any time a student is not at his/her seat and ready to study as scheduled. Students are expected to be ready to commence and end school on schedule. Accordingly, arriving late or leaving early in connection with starting, ending, meal and break times is tardiness. Incidents of tardiness, which exceed the School's standards, will result in disciplinaryaction.

A. Tardiness Policy:

1. Students arriving late for a class or leaving early are considered tardy. Tardiness disrupts the learning environment and is discouraged. Continued excessive tardiness or absences in any class could lead to disciplinary action up to and including expulsion
2. Students may not enter or exit class except during break without express permissionfrom the instructor.
3. Students who arrive late for an exam may be admitted at the instructor's discretion, but the grade earned on the exam maybe marked down up to 10%.
4. Students who arrive more than 15 minutes late to a scheduled clinical or laboratory assignment will not be admitted, and will be marked absent.

B. Attendance Standard

1. Each student is expected tomaintain a level of attendance, which is at or above 85% of all scheduled hours.
2. When a student is at 10% absence (unscheduled time off), a written warning will be issued. Continued absence above the 15 % level will result in progressive disciplinary action up to and including termination.
3. Students absent from theory or clinical classes are responsiblefor

obtaining missed materials and information, and for meeting the course objectives.

4. Student may schedule an appointment with an instructor to get missed lecture materials or handouts, and receive a remediation plan.
5. Homework must be completed and turned in on the first day thestudent returns to school. Credit may be given at the instructor's discretion with the approval from theDirector.
6. Excessive absences can result in the student being unable to satisfactorily demonstrate required achievementof the course objectives; if such a result occurs, the student will not be allowed to advance to a higher level in the program. The student may petition to retake the course according to policy, and on a space available basis.
7. The school may require medical clearance for any communicable disease, health condition and pregnancy.
8. Students who are absent for seven (7) consecutive days may be dropped from the program, at the Director's discretion.
9. **Clinical Internships: Students are required to complete 100% of their clinical hours**. If students miss any clinical time, arrangements for make-up time must be made with the clinical site supervisor. Students will not be considered to have completed their clinical internships until the site supervisor has certified all required attendance hours and documentation has been received.
10. Termination from the program will occur for any student withabsences in excess of 20% in each course the student is currently enrolled.
11. For students who are receiving Veterans benefits, the Department of Veterans Affairs will be notified whenever students are placed on attendance probation or are terminated for failure to meet attendance requirements. The Department of Veterans Affairs will also be notified if a student re-enters following such termination.

Leave of Absence (LOA)

An approved Leave of Absence (LOA) is a temporary interruption in an active student's program of study. LOA refers to the limited time period during a program when a student is not in attendance. The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member or unexpected medical care offamily)
- Military Duty
- Jury Duty

A student may be granted a Leave of Absence (LOA) if LOA request is submitted in writing, which includes the reason for the request, prior to the leave of absence. If unforeseen circumstances prevent the student from providing a prior written request, the institution may grant the student's request if the institution documents its decision and collects the written request within 35 days of the student's last date of attendance. The total time requested off must not exceed 180 days (cumulative) in a consecutive 12-month period.

Failure to return from an approved leave of absence will result in termination and may have an impact on loan repayment, including exhaustion of some or all of the grace period. The Financial Aid Office will provide an explanation of the possible impact on loan repayment if an approval for an LOA is issued.

Students receiving an LOA may not receive further financial aid disbursements until returning to active status.

Withdrawal and Readmission

Withdrawal

A student has the right to withdraw from a course at any time. When a student withdraws from any program, the student must give written notification of withdrawal. The student is required to clear all obligations in order to receive a withdrawal in good standing.

Failure to comply with this policy means that EMA may not honor any request for transcripts, letters of recommendation, request for information, and/or readmission. Upon a student's withdrawal from the program, the School will perform appropriate refund

calculations. However, if a student owes any tuition to the school, it is due immediately.

Readmission

A student who has withdrawn from a program, and is interested in returning, may apply for readmission. Readmission is dependent upon fulfillment of all conditions set forth at time of withdrawal. Applications are reviewed and the student is informed in writing of readmission eligibility. Readmission will be on a space available basis.
A student who has been terminated from a program for unsatisfactory academic progress and/or violation of the attendance or conduct policy may apply for re-admittance. A fee of $100.00 will be charged for readmission. If readmitted, the student's satisfactory progress status will be the same as it was upon leaving the School. Therefore, if a student was on probation, he/she would continue on probation when readmitted.

Student Services

Student Guidance

EMA' staff and faculty members strive to maintain close communication with our students. As deemed appropriate, a staff or faculty member may refer the student to the Director.
Student Guidance is considered one of theSchool's most important and valuable services. Vocational and personal guidance begins at the time a prospective student indicates an interest in attending EMA, and continues throughout and beyond the completion of the program. The goal of the School is to support and guide students,and assist them in reducing or eliminating barriers that may interfere with their studies and ultimately theirsuccess.
Should the student become aware of a drug or alcohol problem, or experience emotional or personal challenges affecting performance, the school will attempt to provide referrals to appropriate community services.

Orientation

Prior to beginning classes at the Estelle Medical Academy, all new students attend anorientation program. Orientation facilitates a successful transition into EMA. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The director and the administrators explain the ways in which they assist students and clarify students' rights and responsibilities. Student Handbooks are distributed and explained at this session. Students are introduced to the educational system, services, policies and procedures.

Student Activities

EMA plans for and encourages student participation in a variety of activities including the following:

- Community HealthFairs
- Social & CulturalEvents
- Job Fairs
- Activities relating to graduation

Job Placement and Career Services

Estelle Medical Academy offers lifetime placement services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the "Graduation Requirements" section of this catalog. Many students desire self-employment, and establish an independent practice.
The School's Placement Services Department will assist students in their job search. Placement services include assistance with resume writing, interviewing techniques, identifying job openings, and other job search activities. In addition, students are provided guidance in completing licensure applications.
It should be understood that placement services offered by the School do not represent a guarantee of employment. Graduates requesting placement services will be required to attend scheduled interviews, participate in workshops, develop a professional resume, and comply with the placement policies in order to receive services.
The School cannot guarantee a job upon completion of the program. The School does not make any claims of salaries available in this field.
Each student acknowledges that EMA, its agents and/or employees, make no representations or warranties that successfully completing our classes or programs will make the student eligible for employment or any municipal, county, state or other government license which may be required for employment.

Each student acknowledges that he or sheis aware that some municipalities, counties or states require that their own testing procedures and other requirements be completed to their satisfaction as a prerequisite to obtaining a license to be employed in a healthcare field in their jurisdiction.

Student Conduct

The Conduct Guidelines are designed to protect the interests of EMA its students, on-site clinics, clients, faculty and staff. All students at EMA are expected to conduct themselves in a professional manner suitable to the employment fields they intend to enter. Students must act in a manner that is non-disruptive and is conducive to their learning and the learning of others.

EMA reserves the right to suspend or dismiss any student whose conduct, in the opinion of the Administration, is disruptive or in any way interferes with the learning process of other students. The School further reserves the right to terminate the enrollment of any student not abiding by the policies and regulations in this Catalog or as set forth in writing by the School. Since there are a wide variety of unpredictable and individual situations, the following is a list of examples of unacceptable conduct. This list is not meant to be all-inclusive:

- Insubordination.
- Willful abuse of the clinical site's building, equipment or other property.
- Smoking in unauthorizedareas.
- Excessive absenteeism or tardiness.
- Absence without proper notification or adequate explanation.
- Leaving assigned workwithout permission.
- Violation of the clinical site's safety rules.
- Engaging inhorseplay.
- Failure to report an accident involving a client, visitor, student or self.
- Theft, regardless of value.
- Dishonesty in dealing with EMA or clinical site.
- Reporting to the School underthe influence ofalcohol.
- Possessing or using alcohol while at the School or clinicalsite.
- Use, sale, solicitation, unauthorized possession of, or being under the influence of illegal drugs, including narcotics and/or controlled substances, on EMA', clinical site property, or anywhere on the School campus.
- Falsification of information on the Application for Admission or other records.
- Discourteous treatment or abusiveness toward fellow students, associates, clients, staff, visitors or guests of clinical site.
- Physical violence or threats toward any students, client, visitor or guest of the clinical site.
- Unauthorized possession of firearms, explosives, knives or other lethal weapons on EMA' or clinical site property.
- Indecent conduct on School or clinical site's premises.
- Conviction of any crime which renders a student unsuitable for employment.
- Gambling on School, clinical site property.
- Violation of the no-solicitation rule.
- Failure to conform to dressand appearance standards.
- Failure to notify the School when absent from either clinical or theory.
- Removal of School, clinical site's equipment for personaluse without approval.
- Violation of the EMA' sexual harassment policy. Sexual advances, repeated innuendoes, or sexual activity on school premises or any health care setting regardless oflocation.
- Refusal to cooperate in an investigation of suspected wrongdoing when cooperation is requested and the request is a reasonable one.
- Misusing the availability of, or the access to, confidentialinformation.
- Cheating on any given examination.
- Disruptive, boisterous, vulgar or obscene behavior, or any behavior inconsistent with the Code of Ethics set forth by the healthcare professional organizations or professional conduct standards of Illinois State Law.
- Violationof EMA' safety regulations.
- Violation of draping standards or violation of appropriate touch as taught in class.

The following are some examples of actions which constitute cause for immediate termination:

- Endangering life, safety or health of others.
- Deliberate damage to client, other students, associate, school or clinical site's materials and/orproperty.
- Conduct unbecoming a student of the clinical site, i.e., discourteous treatment of a client or fellow student, sexual harassment.
- Falsifying, altering, removing, destroying or the unauthorized disclosure of confidential records or information pertaining to a client or clinical site.
- Falsifying personal or clinical site records, including School application and physical or examinationquestionnaire.
- Unauthorized possession of EMA' property.
- Failure to maintain satisfactory academic progress as outlined in the Standards of Satisfactory Academic Progress.
- Unauthorized possession, use, or being under the influence of liquor, narcotics, hypnotics, hallucinogens or other chemical agents while on the premises of EMA or clinical site.
- Unauthorized possession of any firearms or weapons (pistol, revolver, rifle, shotgun, ammunition, explosives, incendiary devices, knife, etc.) on School or clinical site, including the parking areas.
- Convictionof a criminal offense committed on Schoolproperty.
- Willful or repeated violation of School or clinical site's policies and procedures.
- Willful disregard of the School's or clinical site's welfare; interference with operations or relationships with patients or associates.
- Unauthorized disposition of School or clinical site's assets or equipment.
- Failure to comply with theAttendance Policy.
- Sexual Harassment.
- Fighting or use of foul language.
- Violation of any conditions as set forth in theEnrollment Agreement.
- Failure to meet all financial obligations.

Disciplinary Action and Termination

It is the policy of ***EMA*** to engage all of its representatives in the process of monitoring student conduct. This combined effort is designed to provide continuous, consistent and supportive services that are intended to inform and guide the student in all aspects of their educational experience.
Through well-established professional standards of conduct for its representatives, ***EMA*** holds equally high expectations of its students.
Procedures regarding Disciplinary Action and Termination are uniformly administered based on the degree of seriousness and nature of the misconduct.
In all cases, the Director will participate in the review and decision making process of all incidents of unacceptable conduct, and will take the appropriate action.
Students who engage in misconduct are subject to a verbal warning with a memo placed in their academic file. The student may be placed on disciplinary probation for the second offense which will require the student to be monitored for the remainder of his/her academic career at the school. The Director reserves the right to terminate the student immediately if the offense is severe. Based on the severity of the misconduct, the student may not receive a written warning. If, after receiving a third written warning, student's behavior is not corrected (misconduct is repeated), the student will be terminated.

Important: Multiple infractions (misconduct) of differing School or Clinical site policies may also constitute grounds for termination. In such instances, the student may be terminated immediately or will be advised of his/her immediate suspension pending investigation.

Grievance Procedures

It is the policy of ***EMA*** to have a procedure and operational plan for handling student complaints, including decisions regarding suspension and termination.
A Student Complaint Procedure is available to any student who has not had a complaint resolved.
The purpose of this procedure is to provide a prompt and equitable process of resolving student complaints.

Informal Complaint Process

1. Students with grievances should first meet with the Instructor. If the complaint is not related to the educational program, the Instructor will advise the student to contact the appropriate School representative.
2. After meeting with the Instructor, if the student believes that the concern has not been appropriately resolved, the student should then contact the School Director. If the School Director is the Instructor for the course, the student can contact the School Owner.

Formal Complaint Process

If, after following the above policy, the student still has concerns, he/she is directed to continue the Grievance Procedure:

1. Prepare a written statement of complaint, that is signed, dated, and includes a clear and concise statement of the facts including pertinent dates.
2. Submit the written statement of complaint to the Director within10 working days of the incident.
3. The student may be required to meetwith School representatives to discuss the grievance.

The student may appeal a grievance decision, made by the School if he/she believes it is unsatisfactory.

1. The student must request an appeal in writing, and submit it to the Director.
2. The Director may consult with theSchool Representatives and the student, and a decision will be made within 30 days.
3. The Director will inform the studentof the appeal decision within 30 days of receipt of appeal. Notice will be in writing.

If the dispute is not solved by the Director, the student has the right to file a complaint with the Illinois Board of Higher Education.

Illinois Board of Higher Education 1 N. Old State Capitol Plaza, Suite 333 Springfield, Illinois 62703 / (217) 782-2551
https://complaintsadmin.ibhe.org/

Buyer's Right to Cancel

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted into the program (i.e., the date the school has co-signed the enrollment agreement). The "Buyer's Right to Cancel" information is stated in the enrollment agreement.

To cancel the contract (Enrollment Agreement) with *EMA*, mail or deliver a signed and dated written notice, to Estelle Medical Academy, 4905 Old Orchard Center, Suite 710, Skokie, IL 60077, or call the Director at (847) 673-7595.

If ***Buyer's Right to Cancel*** is not given to the applicant at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within ten days of cancellation.

A Cancellation will become effective on the date the **written notice** is postmarked, or, if hand delivered, on the date of receipt by the School. A student has an option of notifying the School by telephone of his/her intention to withdraw from the school. A refund of all tuition, fees, and costs will be made if:

a. Student is not accepted by the School;
b. Student is enrolled in a course which is cancelled or discontinued;
c. Student does not receive a copy of the enrollment agreement;
d. Student cancels within five calendar days after acceptance of the EnrollmentAgreement prior to the first day of class.

Cancellation Policy

Any applicant who is not accepted by the School shall be entitled to a refund of the entire $ 100.00 Registration Fee.

Uponregisteringatthe Estelle Medical Academy, the student and the School enter a contractual arrangement, which is known as the ***Enrollment Agreement.*** The Enrollment Agreement incorporates the assurances and conditions listed throughout this catalog, as well as the following **REFUNDPOLICY:**

1. A student may cancel the Enrollment Agreement before instruction has begun by notifying the school via written notice within five calendar days after the signing of the Agreement. By doing so, all tuition fees paid will be refunded.
2. If a student cancels the Enrollment Agreement after five calendar days of signing the Enrollment Agreement but prior to entering into instruction, the School will retain a $ 100.00 administrative fee or 10% of the contract price, whichever is less.

All refunded monies will be returned within 30 days following EMA' receipt of the student's cancellation notice. But, if EMA gave the student any equipment, the student must return the equipment within 30 days of the date the School received the student's written notice of cancellation. If the student does not return the equipment within this 30-day period, EMA may keep an amount of what was paid that equals the cost of the equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The School shall have the burden of proof to establish the equipment's fair market value.

School's Right to Cancel

The School has the right to cancel/terminate the Enrollment Agreement upon grounds of misrepresentation, prior convictions, failure to perform according to the School's Satisfactory Academic Policies and Standards, and/or violations of student policies as specifically detailed in this Catalog. The cancellation procedures initiated by the student for refunds are also applicable to the refund procedures initiated by the cancellation/termination by the School.

Withdrawal or Termination Refund Policy

After the end of the cancellation period, the student has the right to stop school at any time, and has the right to receive a refund based on the Refund Policy. EMA shall calculate a refund by the following method to be paid within 30 days of cancellation, withdrawal or termination. Your refund rights are discussed below:

For the purposes of computing refunds, the student's scheduled hours of attendance up to the last day of actual attendance is used to determine the percentage of the program completed.

The refund will be calculated as follows:

This policy addresses the calculation of a student's refund and the amount of money owed to the School should a student not complete his/her program of study.

1. EMA will, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
    a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student;
    b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application registration fee which may not exceed $100 or 5% of the cost of tuition, whichever is less;
    c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges or $300, whichever is less, and, subject to the limitations of paragraph 12 below, the cost of any books or materials which have been provided by the school.
    d. When notice of withdrawal is given after 5% of the program is completed but within the first four weeks of classes, EMA shall refund 80% of the tuition.
    e. When notice of withdrawal is given after the end of the fourth week before completion of 25% of the course, EMA shall refund 55% of the tuition.

f. When notice of withdrawal is given after 25% of the program has passed but before 50% of the program is completed, EMA shall refund 30% of the tuition.

g. When notice of withdrawal is given after 50% of the program is completed, EMA shall retain full tuition and no refund shall be provided.

2. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the Enrollment Agreement is signed, is notsubject to the cancellation provisions of thisSection.
3. Applicants not accepted by the School shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance ismade.
4. Application registration is chargeable atinitial enrollment and does not exceed $100 or 5% of the cost of tuition, whichever isless.
5. Deposits or down payments shall becomepart of the tuition.
6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such writtenacknowledgementis not necessary if a refund has been mailed to the student within the 15 calendar days.
7. Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.
8. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student'scancellation.
9. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation thedate shall be the last day ofattendance.
10. The School may make refunds which exceed those prescribed in this Section. If the School has a refund policy that returns more money to a student than those policies prescribedin this Section, that refund policy must be filed with the Superintendent.
11. A school shall refund all monies paid to it in any of the following circumstances:

a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;

b. the School cancels or discontinues the course of instruction in which the student has enrolled;

c. The School fails to conduct classes on days or times scheduled, detrimentally affecting the student.

12. The School must refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and the student has provided the school with a noticeof cancellation.

Calculation of Refund Amount

1. Divide the cost of tuition for the Program, by the hours in the program, to determine the hourly charge for the tuition.
2. Determine the total hours of scheduled attendance, up to the last actual day attended, and determine the percentage (%) period based on the above chart.
3. Multiply the percentage (as determined in step # 2 above), by the total cost of tuition to determine the amount of tuition owed bythe student.
4. Add to this the cost of supplies received, lab fee, plus the Registration Fee of $100.00.
5. Subtract this figure from the total paid by the student or on the student's behalf.

The result is the refund amount.

In accordance with Illinois Compiled Statute 425.15.1a, no refunds will be made after the student completes more than 50% of the instructional program.

All refunds will be issued or paid to the student within 30 calendar days of the date after receipt of the cancellation notice or the date of termination.

- The student should notify the School in writing immediately following discontinuation of the program. If the student exceeds the attendance policy, before the School receives the Notice of Withdrawal, the student will receive a grade of 'F' in courses in which he/she is currently enrolled.

- If the student fails to notify the School ofthe intent to withdraw, the 15th day following discontinuation of the program will be considered the withdrawal date.
- If the school fails to fulfill its obligation to complete any program of instruction after the training of student has begun, the student is entitled to a refund of all tuition and feespaid.

Note: Fees for books and supplies, which were received by the student, and liability insurance will be charged as incurred and will not be refunded.

Health, Safety & Controlled Substance Policies

TheEstelleMedicalAcademymakeseveryeffortto provide a secure and safe learning environment. Classrooms, labs and clinical sites comply with all requirements of federal, state and local safety codes, and Fire Marshall and OSHA regulations. A Safety Program is in effect at EMA. Please seek the assistance from a faculty member or the Administration if you wish to report a hazard or accident. All students and others are directed to immediately notify a school employee of any crimes that are witnessed, or that the student has been made aware of. Statistics regarding crimes on campus may be obtained through the Director.

Students must take responsibility for their own security and safety. Consideration of the security and safety of others is also expected. The School is not responsible for personal belongings, which are lost, stolen or damaged on campus or during an off-campusactivity.

Students must notify a School employee of an injury or illness either experienced or witnessed. In addition, students are to advise a faculty member or other School employee, if they have seen or are aware of any comprises in security matters.
In case of an emergency, students are directed to immediately notify a School employee. Employees have been instructed in how to obtain the services of the appropriate professional help in the most expedient manner.

Controlled Substance Abuse and Awareness Policy

As a matter of policy, Estelle Medical Academy prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity. Any violation of these policies will result in appropriate disciplinary action up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

EMA supports the "Drug-Free Schools and Communities Act" of the U.S. Congress. On request, the School will provide students with information on the facts of substance abuse. Information may include facts about drug awareness programs, penalties for violations, and references to local resources. Information on the School's drug-free awareness program and drug and alcohol abuse prevention program is available through the admissions office during regular business hours.

Sexual Harassment Policy

It is intent of EMA to provide an environment that is free from sexual harassment and from the fear that it may occur. Sexual harassment in this organization will not be allowed and is against state and federal law. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances.

Should a student feel that he/she has been sexually harassed; the student should immediately inform the Director or Students Affairs Coordinator. Any complaint of sexual harassment will be taken seriously, promptly and fairly investigated, and appropriate action taken if warranted. Corrective action may involve probation and/or termination, depending upon the seriousness of theoffense.

Crime Awareness and Campus Security

The School distributes to all current and prospective students and employees, upon request, the School policies and procedures for maintaining campus security. This information provides the student with details of measures for preventing crime, instructions for reporting crimes or suspected crimes, and a record ofcrimes that have occurred on campus.

Prior to enrolling, prospective students may contact the School's admissions office to request a copy of the Campus Safety Plan, which includes crime statistics.

Infectious Conditions Policy

The School strongly advises anyone with an infectious condition to consult with the School Director and/or with a physician for the purpose of clarifying the personal risk(s) and special precautions to assess the risk to the school community.

Other Information

Class Size

The size of classes at EMA will be a maximum of 20 students per clinical/technique class, and 30 for a theory/lecture class. Generally, one instructor will be assigned to each class.

School Closure Statement

In the case of inclement weather, EMA may close if government offices or city colleges are closed. This information is broadcast on major radio stations such as AM 720 and 780 or can be found at www.emergencyclosings.com. The school personnel may also choose to open late or close the school early in this situation. If there is any doubt, students may call the school. Please note that cancellation of day classes does not automatically extend to the evening program.

Catalog Statement

This catalog is not a contract. The contractual agreement made at EMA with students is in the form of an Enrollment Contract. This catalog is published once a year, with frequently updated supplements.

Academic Programs

MEDICAL ASSISTING

Program Description:

The Medical Assistant is an integral part of the medical team; thus the job demands the samehigh caliber of ethics, attitude, confidentiality and performance that the public has come to expect of the medical profession. Opportunities are many and varied, depending upon such factors as personal ability, experience andeducation. Medical assistants work directly with doctors, nurses, and patients in many health care settings, including medical offices, clinics, labs, x-ray facilities, hospitals, and insurance companies.

Program Objectives:

Upon completion of the Medical Assisting Program students will demonstrate the knowledge of:

- Basic human anatomy and physiology and disease processes along with medical terminology.
- Administrative office skills that includes medical charting and filing, basic word processing and computer information and other routine medical office procedures.
- Good interpersonal and customer service skills that consist of oral and written communication, including telephonecommunication.
- Skills in taking patient vital signs, assisting with examinations, sterilizing instruments and equipment, administering medications, performing hematology procedures andEKGs.
- Basic knowledge of first aid procedures.

Upon completion of the program, the student should be prepared to work in entry-level positions in a physician's office, clinic or other medical setting.

Medical Assisting Training Program

Course No.	Course Title	Hours
MA 101	Introduction to Medical Assisting	10
CSH 101	Customer Service in Healthcare	10
MLE 101	Medical Law and Ethics	10
MT 101	Medical Terminology	10
AP 101	Human Anatomy and Physiology I	20
AP 102	Human Anatomy and Physiology II	20
PAT 101	Pathology I	20
PAT 102	Pathology II	20
PHA 101	Basic Pharmacology	20
IJC 101	Injections	36
PHH 101	Phlebotomy and Hematology I	40
PHH 111	Phlebotomy Lab	80
PHH 102	Advanced Phlebotomy	60
CS 101	Clinical Skills I	40
CS 102	Clinical Skills II	70
MAE 101	Medical Assisting Externship	240
CD 101	Career Development	4
MAR 101	Medical Assistant Certification Exam Review	20
	Program Total:	**730**

Medical Assisting Program Course Descriptions

MA 101
Introduction to Medical Assisting
10 hours
This course is designed to provide students with a thorough understanding of the Medical Assisting profession and the skills necessary to be successful both in the Medical Assisting program and profession. During this course, students will complete a Programmatic Orientation and be exposed to basic Medical Assisting skills such as professionalism, vital signs and CPR/First Aid.
Prerequisite: none

CSH 101
Customer Service in Healthcare
10 hours
This will prepare students to deliver outstanding customer service in a healthcare setting by providing them with an understanding of the factors that influence the perceptions of external and internal customers. Topics covered in this course include; the psychology of patients, customer service in a diverse world, listening skills and effective communication techniques.
Prerequisite: none

MLE 101
Medical Law and Ethics
10 hours
A study of the impact of the United States legal system and various healthcare regulations and ethics on the health information management environment. Fraud and abuse, patient privacy and confidentiality, protected health information, release of information, and professional practice law and ethics will be explored.
Prerequisite: none

MT 101
Medical Terminology
10 hours
This is a basic medical vocabulary-buildingcourse. An emphasis will be placed on the most common medical terms based on prefixes and suffixes, Latin and Greek origins, and anatomic roots denoting body structures. All body systems will be covered with a focus on word parts, terms built from word parts, abbreviations, and basic disease and surgical terms. Students will be expected to focus on spelling and pronunciation.
Prerequisite: none

AP 101
Human Anatomy and Physiology 1
20 Hours
In this course students will begin their study of the structure and function of the human body. They will examine topics including basic chemistry and cell biology, tissues, and the integumentary, skeletal, muscular, nervous, sensory, and endocrine systems of the body, and will learn medical terminology.
Prerequisite: none

AP 102
Human Anatomy and Physiology II
20 hours
In this course, students will continue their study of human anatomy and physiology begun in Human Anatomy and Physiology I. They will examine the circulatory, lymphatic and immune, respiratory, urinary, digestive, and reproductive systems, as well as fluid and electrolyte balance, acid-base balance, and nutrition and metabolism. Students will complete laboratory exercises coordinated with course content and including microscopic observation, experimentation, study of anatomical models, and dissection activities.
Prerequisite: Human Anatomy and Physiology 1

PH 101
Pathology I
20 hours
Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.
Prerequisite: Human Anatomy and Physiology I

PH 102
Pathology II
20 hours
Continuation of studies of the basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology, and treatment and prevention of common diseases of selected human body systems. Students will learn basic concepts and terminology related to diseases and disorders of the human body. Focus is on the structure, nature, causes, diagnostic procedures, pharmacology and treatment of common diseases of selected human body systems.

Prerequisite: Pathology I

PHA 101
Basic Pharmacology
20 hours
This course provides the student with an introduction to basic pharmacology. Students will be presented with the major drug classifications as they relate each body system. Along with general drug actions, common adverse reactions, contraindications, precautions, and interactions will be covered. Emphasis is placed on ways to promote an optimal response to therapy, how to monitor and manage adverse reactions, and important points to keep in mind when educating patients about the use of these drugs. Special consideration for pediatric, obstetric, andgeriatric patients will be emphasized. Students will understand patient rights, patient education and patient safety.
Prerequisite: None

IJC 101 Injections
36 Hours
4 hour Lecture, 16 hours Laboratory, 16 hours externship
Teaches allied health students and current health care employees the correct procedures for administering intramuscular, intradermal and subcutaneous injections.
Prerequisite: none

PHH 101
Phlebotomy and Hematology I
20 hours classroom, *20 hours externship*
Basic phlebotomy course teaching proper collection of blood specimens, choice ofproper equipment, venipuncture techniques, patient care, safety, tests, and quality assurance. This course also provides instruction and practice for venipuncture. Course content includes practicum how to obtain blood specimens, equipment maintenance, and safety issues. Routine specimen collection and laboratory functions are also explored. The student will also be introduced to hematology and basic lab procedures used in hematology studies including blood chemistry and microscopic examinations. This course is designed for all beginning students and for phlebotomists with experience.
Students have to complete 20-hour externship in the approved medical facility.
Pre-requisite: none

PHH 111
Phlebotomy Lab
15 hours Laboratory, 65 hours externship
Provides the skills for beginning phlebotomy students .Students will perform approximately 35 venipunctures and 2 skin punctures, learning clinical and hospital procedures. A 60 hours externship is also required.
Student skills must demonstrate compliance to safety instructions or students may be dropped from course. Students have to complete a **20-hour externship** in the approved medical facility.
Prerequisite: Phlebotomy I

PHH 102
Advanced Phlebotomy
15 hours Lecture, 45 hours externship
Teaches phlebotomy equipment, techniques, patient care, safety, tests, advanced infection control and bio-hazards, quality assurance and communications.
Pre-requisite: Phlebotomy I,2

CS 101
Clinical Skills I
40 hours
They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill development and performance objectives.
Prerequisites: Introduction to Medical Assisting; Medical Terminology

CS 102
Clinical Skills II
70 hours
Students will continue their study of the essential and basic core of back-office medical assisting skills. They will master knowledge and skills including patient examination and assessment, performing electrocardiography, performing venipuncture, performing medication administration, minor surgical procedures, procedures for medical emergencies, first aid and CPR, and behaviors influencing health. They will also learn basic steps for finding employment and advancing in their careers.

Students will follow applied-learning approaches to all skill development and performance objectives.
Prerequisite: Clinical Skills I

MAE 101 Medical Assistant Externship
240 hours
In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician's office/clinic or medical center. While on the clinical site, the extern will perform medical assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills.
Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Phlebotomy 102

CD 101
Career Development
4 hours
The students will be developing main requirements for employment such as resume writing, effective interviewing, dressing professionally and following up appropriately. Students will be able to demonstrate professionalism by exhibiting dependability, punctuality, and a positive work ethic, show positive attitude and a sense of responsibility, be able to maintaining confidentiality at all times and conducting work within the scope of education, training, and ability.
Prerequisites: None

MAR 101
Medical Assistant Certification Review
10 hours
The purpose of this course is to help prepare students for the recommended Medical Assistant certification examinations. An overall review of theory, administrative and clinical course work is included. Practice examinations are part of the course.
Prerequisite: Successful completion of all courses.

Estelle Medical Academy
CATALOG ADDENDUM

Catalog 2021

Catalog Publication date:April 2021
Addendum publication date: April 2021
Addendum Revision Date: April 2021

1. **Tuition and Fees**
2. **Methods of Payment**
3. **Validity of High School Credentials**
4. **Academic Calendar**
5. **Faculty**
6. **Administrative Staff**
7. **Institutional Disclosures Reporting**

Estelle Medical Academy
CATALOG ADDENDUM

Tuition and Fees

Medical Assistant Training Program

Registration Fee	$ 100.00
Tuition	$ 4900.00
Books & Supplies	$ 200.00
Total Program Cost	**$ 5200.00**

Methods of Payment

EMA has set up several ways to make payments on student accounts. In addition to the methods of payment listed below, students can also sign up for the Payment Plan.

Payment by Mail:
Estelle Medical Academy 4905 Old Orchard Center, Suite 710 Skokie, IL 60077

Payment in Person: The student can make a payment in person with a check, cash, or a credit card in the office of the Director.

Payment Options

Option One – *Payment in Full*

Registration Fee	$ 100.00
Tuition	$ 4900.00
Books & Supplies	$ 200.00 (estimated cost)
Other Fees	$ 0.00

Upon acceptance, the registration fee of $ 100.00 is required to hold your place in the class. Complete payment of the remaining $ 5100.00 is due on or before the first day of class.
Books and Supplies Fees must be paid at time of purchase. Other Fees are paid when incurred.

Option Two – *Monthly Payment Plan*

8-Month Installment Plan and Terms

Registration Fee	$ 100.00
Total Tuition	$ 4900.00
Books & Supplies	$ 200.00 (estimated cost)
Financing Fee	$ 300.00 (one-time fee)

Upon acceptance, a Registration Fee of $ 100.00 is required to hold your place in the class. On or before the 1st day of class, a deposit of $ 673.50 is due. The remaining tuition due is $ 5100 and payable in 7 equal monthly installments of $673.50 thereafter on the 1st day of each month for seven (7) months. Payments must be mailed or delivered to the School.

Books and Supplies Fees must be paid at time of purchase. Lab Fees are paid when incurred.

Estelle Medical Academy
CATALOG ADDENDUM

DETERMINING THE VALIDITY OF HIGH SCHOOL CREDENTIALS

All students must provide evidence that they possess a high school diploma, GED, a home study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the state of issuance.
In the event the validity of the high school diploma is in question, EMA will use the following methods to determine validity:

- EMA Admissions Office will cross check the diploma with a list of "diploma mills" provided to the school by the United States Department of Education. If the name of the school issuing the diploma appears on this list the high school diploma will not be considered valid and the applicant will have to attain their GED or a valid high school diploma.
- If the diploma is not from the United States or Puerto Rico and is not in English, the applicant shall have the diploma translated and notarized to verify the authenticity. If this cannot be done, the applicant will have to attain their GED or a valid high school diploma from the United States.
- If a student is unable to produce a high-school diploma due to unusual circumstances (e.g. a student is a refugee from a war-torn country), then the student must complete an Attestation Letter stating the name of the High School, City, State and the year of graduation. The Attestation Letter must be signed, dated andnotarized.

EstelleMedicalAcademyCATALOG ADDENDUM

2021 ACADEMIC CALENDAR (CLASS SCHEDULE)

Medical Assisting Program

Day	Time
Monday	10AM – 3PM
Tuesday	10AM – 3PM
Wednesday	10AM – 3PM
Thursday	10AM – 3PM
Friday	10AM – 3PM

The following dates are available for the Evening and Daytime Class Schedule:

Start Date	Final Exam Dates*	Graduation Date
May 2021	TBA	TBA
September 2021	TBA	TBA

The school observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Estelle Medical Academy
CATALOG ADDENDUM

FACULTY (ALL PART-TIME) AND ADMINISTRATIVE STAFF

Faculty:

Name	Position	Credential	Awarding Institution
Stella Frenkel	Science Adjunct Faculty	BA	University of Wisconsin-Madison
Antoinette Houma	Medical Assisting Adjunct Faculty	CMA	Olympia College
Roza Vologin	Medical Assisting Faculty	RN	Odessa, Ukriane

Staff:

Administrative Staff Listing	
Daniel Canales	**Director/ Career Services Coordinator**

Per Section 1095.200 of 23 Ill. Adm. Code 1095:
The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

Institution Name: Estelle Medical Academy

Program Name/Course of Instruction[1]	Massage Therapy	Medical Assisting	Vocational ESL		
CIP Code[2]	51.3501	51.0801	13.0202		
SOC Code[3]	31-9011	31-9090	N/A		
Disclosure Reporting Category					
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.	41	6	3		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	68	7	3		
b) Re-enrollments	0	0	0		
c) Transfers into the program from other programs at the school	0	0	0		
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	109	13	6		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0	0	0		
b) Completed or graduated from a program or course of instruction	38	3	3		
c) Withdrew from the school	12	0	0		
d) Are still enrolled	59	10	3		
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	21	3	0		
b) Placed in a related field	0	0	3		
c) Placed out of the field	17	0	0		
d) Not available for placement due to personal reasons	0	0	0		
e) Not employed	0	0	0		
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	25	3	N/A		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	22	3	N/A		
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	0	N/A		
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	43,620	34,800	N/A		