

## **Refund Policy**

- Refunds requested 5 business days or more prior to the start date/time of class will have the \$400.00 non-refundable fee deducted- if tuition has been paid in full.
- Refunds requested less than 2 business days prior to the start date/time of class or during days 1-2 of class will have a \$150.00 fee deducted, plus the non-refundable deposit of \$400.00.
- No refunds will be granted after the 2nd day of class.

## **Transfer Policy**

- Transfers to another Nurse Assistant Training class will only be accepted if notification is given a minimum of 3 business days or more prior to the start date/time of class. All transfers are subject to a \$50.00 MINIMUM processing fee.
- If notification is less than 2 business days before class starts or on the first day of class will have to pay \$150.00 processing fee for transferring.

## **Tuition Reimbursement**

Minnesota requires nursing homes to reimburse a nursing assistant, who has completed training and testing, for the actual costs of tuition and reasonable expenses for testing. “The nursing assistant shall be reimbursed 90 WORKING days after the start date of employment or upon completion of the approved training program whichever is later.” Nurse Assistants have one year from the date they pass the state exam to turn in receipts and receive reimbursement. They may work at more than one facility during the year but will be reimbursed by the first facility that employs them for 90 days within the allowed 12 month period. \*\*It is the nursing assistants responsibility to pursue reimbursement.\*\*

## **Other**

- Registration confirmations are mailed out 7-14 days prior to the class start date.
- Upcoming classes can be found on our web site @ [www.redcrosstc.org](http://www.redcrosstc.org)
- This course is a State approved course and meets the requirements for students who need nurse assistant certification prior to enrollment in a nursing program.
- Call Melissa at (612) 872-3252 for more information or email [mkiehl@redcrosstc.org](mailto:mkiehl@redcrosstc.org)

## **Locations**

**Minneapolis location: Minneapolis Red Cross (by the MetroDome or 35W & Washington)**

**1201 West River Parkway  
Minneapolis, MN 55454**

**St. Paul location: St. Paul Red Cross (near the Xcel Energy Ctr or the Science Museum)**

**176 South Robert Street  
St. Paul, MN 55107**

**Updated 9/8/2009**