



## Class Provision Guidelines

**Keep a Copy for Your Files**

**Your initials & signature indicate your agreement with these guidelines.**

### JMA Nursing Consultant agrees:

- To provide the class or classes as approved by the Texas Board of Nursing (BON) including:
  - Handout material for use during the class
  - Breaks
  - Verification of Course Completion upon successful completion of the class or classes, sent to the BON, given to you and one retained in your file.
- To maintain records of your attendance for five (5) years.
- To **strictly enforces** all aspects of Privacy and Confidentiality of the services provided by JMA Nursing Consultant.
- To allow one gratis change of class date upon written request. Each subsequent change requires a \$25.00 fee assessment.

### The Participant agrees to:

- SUBMIT** accurate and complete registration information including residential address and phone number of record with the BON. Contact using other data exposes your information to breaches of confidentiality.
- NOT** ask nor divulge information relating to your or another participant's attendance at JMA Nursing Consultant.
- NOT** to copy, reprint or otherwise transmit or reproduce or distribute any PowerPoint material used for class presentation under penalty of \$25,000.00 per copy, reproduction and or distribution.
- Bring your picture identification.
- Attend and actively participate all class activities.
- Provide JMA Nursing Consultant with payment of the class fees. **Payment failure**—insufficient funds, canceled payments, etc.—results in assessment of a \$60.00 service fee, and is unprofessional behavior subject to reporting to the Texas Board of Nursing.

### JMA Nursing Consultant Refund Policy for:

- All Courses
  - A 48-hour pre-class written cancellation notice is required to receive a refund.
  - Written cancellations after the 48-hour period do not qualify for refund. The enrollee may reschedule, **within TWO business days**, without additional fee assessment when written notice received as stated above.
  - There is **NO refund** when the client is a **no-show**. The client may register for another class by submitting another registration form and fee.
- Refund Schedule
  - Current Courses
    - A 48-hour written request for cancellation of a class requires the assessment of an administration fee of \$53.00.
  - Participant Specific Developed Courses
    - JMA Nursing Consultant assesses a fee of \$100.00 upon receipt of a 48-hour notice of cancellation of a course specifically developed for that client.

I agree with the guidelines and division of responsibilities described in this contract.

**Client Initials**

\_\_\_\_\_  
**Client Signature**

*Jeanette M. Anderson, MSN, RN*  
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Jeanette M Anderson, MSN, RN—JMA Nursing Consultant

\_\_\_\_\_  
Date

**Class Location: 7805 Acapulco Road, Fort Worth, TX 76112-6116**

**(Unless notified of relocation)**