

ADMISSION CHECK SHEET

www.wvact.net

390 Stanaford Rd.

Beckley, WV 25801

(304) 256-4615

Phlebotomy



1

Prerequisites

- Must be 18 years old within 6 weeks of the first day of school.
- Have a high school diploma or **WV approved** equivalent.

2

Start Here

- Visit our website @wvact.net.
- Request the TABE exam (FREE basic skills test). **AFTER July 1, 2026**
- Receive an email for day/time to test. (Check spam/junk folder)
- Financial Aid tab complete your **2026-2027** FAFSA application.
- Successfully complete the TABE exam and the online assignment given by Denise Harper.

3

PLEASE BE ADVISED

FAFSA applications take up to 10 business days to be processed by the Department of Education.

- If needed, you must supply any required documentation to verify your financial aid application.
- Schedule an appointment with Melani Hylton by email mhylton@k12.wv.us or call (304)256-4615 Ext. 302 to register for class.

4

Final Steps

Bring the following to your registration appointment:

- High school diploma or WV approved equivalent
- Social Security card
- Photo ID
- Non-refundable registration \$215 (**must be exact change/check**)
- **Proof of these vaccinations:** Hep B, MMR, Varicella, Meningococcal, Tdap, TB Gold blood test, Flu, Covid-19

During your registration appointment you will:

- Complete an Adult Registration form.
- Register for a background check.
- Apply for the ACE Advantage grant.
- Sign a cost sheet and agree to all school policies.

Financial Aid

The Phlebotomy program qualifies for ACE, VA, WIOA, and WV Vocational Rehabilitation.

Visit wvact.net/Financial Aid

Satisfactory Academic Progress

To meet SAP, a student must:

- Maintain a continuous "C" average.
- Attend at least 90% of the program hours for each grading period.
- Maintain a continuous 90% attendance rate for the program.
- Complete the course within the originally scheduled course hours.

Visit wvact.net/Policy

Refund Policy

There is no refund for fees after the start of class!

There is a 100% refund on tuition during the first week of the program!

There is a 50% refund on tuition during the second week of the program!

After the second week of the program there is No Refund!!

Visit wvact.net/Policy