

# ADMISSION CHECK SHEET

[www.wvact.net](http://www.wvact.net)

390 Stanaford Rd.  
Beckley, WV 25801  
(304) 256-4615

## Phlebotomy



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### Prerequisites

- Must be 18 years old (within 6 weeks of the first day of school)
- High school diploma or WV approved equivalent

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### Start Here

- **Required:** Go to [wvact.net](http://wvact.net) and click on "Request TABE Exam"
- **Required:** Complete your financial aid applications. Go to [wvact.net](http://wvact.net).
  - For Pell Grants visit: Click on "Financial Aid"  
Click on "Complete your FASFA application."
  - For HEAPS Grants:  
This paper application will be filled out at ACT
- **Required:** Go to [wvact.net](http://wvact.net) and click on "Financial Aid"
  - Complete and submit the form "I Have Applied"

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### Once Financial Aid Applications Are Received

- You will be contacted by ACT's financial aid office.
- You must supply any required documentation to complete financial aid.
- You should have completed your twelve hours with Adult Education.

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### Final Steps

- You've completed the required twelve hours with Adult Education.
- You've completed all requirements with financial aid.

You will be contacted by ACT's financial aid office to sign:

1. Cost Sheet

#### Bring the following with you:

1. High school diploma or WV approved equivalent
2. Social Security card
3. Photo ID
4. Proof of Hepatitis B injections (or the first of three)
5. Proof of flu shot
6. Proof of PPD (Tuberculin Test)
7. Copy of shot record (including proof of MMR)
8. Non-refundable registration of \$175 (must be exact change/check)

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**Start class** Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Financial Aid

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

Visit [wvact.net/Financial Aid](http://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](http://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 five days of the program!

There is a 50% refund on tuition during day 6 thru day 10 of the program!

After day 10 of the program there is No Refund!!

Visit [wvact.net/Policy](http://wvact.net/Policy)