

# ADMISSION CHECK SHEET

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

390 Stanaford Rd.  
Beckley, WV 25801  
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## Phlebotomy



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### Prerequisites

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

### Financial Aid

The Phlebotomy program qualifies for Part-Time HEAPS, ACE, VA, WIOA, and WV Vocational Rehabilitation.

Visit [wvact.net/Financial Aid](http://wvact.net/Financial Aid)

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### Start Here

- Visit our website @[wvact.net](http://wvact.net).
- Request the TABE exam (FREE basic skills test). **AFTER July 1, 2023**
- Receive an email for day/time to test. (Check spam/junk folder)
- Go to the Financial Aid tab complete your 23-24 FAFSA application.
- Submit "I Have Applied" at the bottom of the financial aid page.
- Successfully complete the TABE exam.

### 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)

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### Once Financial Aid Applications Are Received by ACT

**BE ADVISED** FAFSAs 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 to register for class.

### 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, PPD, MMR, Varicella, Meningococcal, Tdap, Flu, Covid-19,

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#### During your registration appointment you will:

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

**Before you can attend class, you must bring your background check receipt from IdentoGO to ACT!**

### 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)

Class Starts Date: \_\_\_\_\_ Time: \_\_\_\_\_