



**Surgical Assistant Program Enrollment Agreement**

ACE Surgical Assisting, Inc.

**Approved and Regulated by the Colorado Department of Higher Education,  
Private Occupational School Board**

**Agents licensed by the Colorado Department of Higher Education,  
Private Occupational School Board**

From your computer, type your information in **ALL** required fields (\*) on pages 1 and 2 , then print out your form and sign.

Mail your form and check to the ACE mailing address: 4950 S. Yosemite St., F2 #343, Greenwood Village, CO 80111. **OR**  
For faster service, fax enrollment form and copy of your check to: 303-221-4747, (check must then be mailed immediately)

Physical address: 8592 E. Oxford Dr., Denver, CO 80237. The school's hours of operation are  
8am to 5pm Mountain Standard Time. The school is closed on all major holidays.

**\*General Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ MI \_\_\_\_\_

Medical Title \_\_\_\_\_ Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Home Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Your Email Address \_\_\_\_\_

Employer \_\_\_\_\_

Work Address \_\_\_\_\_ Suite. # \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Manager Name \_\_\_\_\_

Work Fax \_\_\_\_\_ Manager Email Address \_\_\_\_\_

I will attend the Surgical SkillLab™ in \_\_\_\_\_ on \_\_\_\_\_  
(Location: Type Undecided if you don't know yet) (Date)

Program Start Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Program End Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(For use by school only)

**Surgical Assistant Certificate Program**

<b>SurgiNet™</b>	Clock hrs	615	Semester Credits	41.0
<b>Surgical SkillLab™</b>	Clock hrs	48	Semester Credits	2.2
<b>SurgiEdge™</b>	Clock hrs	400	Semester Credits	8.8
<b>Total</b>	<b>Clock Hours</b>	<b>1063</b>	<b>Semester Credits</b>	<b>52.0</b>

## \*Academic Requirements

The School does not discriminate based on race, sex, religion, ethnic origin, or disability. To assure you have completed the required basic sciences prior to participating in the Surgical Assistant Program, you must provide one of the following. 2 years of Operating Room experience is required for anyone checking 'Nursing Program' or selecting Option 2. All students must be over the age of 18 or must have the permission of their parents. Any requested exceptions to the academic requirements listed below will be reviewed by the Program Director to assure that the academic requirements are up to standard. **Please check off the diploma and official transcripts you will be providing.**

**Option #1:** One of the following...

- CAAHEP accredited Surg Tech Program
- Military Surg Tech Program (just need diploma and DD214)
- Nursing Program
- Physician Assistant Program
- Medical School or Osteopathic School

**Or**

**Option #2:**

- High school, GED, or higher **plus** completion of all these post-secondary basic sciences courses...
- ✓ Medical Terminology
- ✓ Anatomy & Physiology
- ✓ Microbiology
- ✓ Pathophysiology
- ✓ Pharmacology

## \*Payment Options and Schedule: Please read payment choices carefully.

**Payment Method**       Check       Credit Card

**Check the boxes below that apply**

- Enroll Me Now! I'm making a payment of \$2,550 for payment in full which includes \$1,500 Surgical SkillLab tuition, \$1,000 Distance Learning tuition, and a \$50 non-refundable application fee.
- Enroll Me Now! I'm making a down payment of \$440 (this includes a \$50 non-refundable application fee and a \$15 administrative fee). I also agree to pay 5 monthly installments of \$440 starting the month after making my down payment and ending 5 months later. The terms for paying the \$2,175 financed include 0% A.P.R. financing and a \$15 administrative fee on each payment processed. The total finance charge over the length of the loan is \$0 and the total amount of administrative fees is \$90 making my total payment \$2,640 including the down payment.
- Enhanced Access: Sign me up for Enhanced Access! I understand that a fee of \$445 will be added to my full payment for a total of \$2,995 or to my down payment for a total down payment of \$885. My monthly payments will not be affected by adding Enhanced Access to my program.

THE COST OF CREDIT IS INCLUDED IN THE PRICE QUOTED FOR THE GOODS AND SERVICES

## Clinical Affiliation

Although ACE Surgical Assisting is happy to help in a consulting capacity, you are solely responsible for arranging your own clinical experience. That includes 1) obtaining a **Clinical Affiliation Agreement** with your clinical facility(ies) for your clinical experience before the experience starts (most often your facility will be in the hospital you are currently working in) and 2) locating qualified surgeons with privileges in the clinical facility who will sponsor you through your required and elective surgical rotations. You must have each of your sponsoring surgeons sign the school's **Physician Sponsor Form**.

If your current employer doesn't allow you to use the hospital for your clinical experience, if you can't get all your clinical experience at your hospital, or if you are not currently employed at a suitable clinical facility, you are still personally responsible for finding another willing clinical facility and surgeons at the facility who are willing to help you complete your clinical requirements. Any expense in doing so is your responsibility. NOTE: If you are unable or unwilling to arrange for your clinical experience yourself, you may not be able to complete the Surgical Assistant Program.

## National Certifying Exam

Upon successful completion of the Surgical Assistant Program, you will qualify for 2 national certifying exams – the CSFA exam (Certified Surgical First Assistant) and the SA-C exam (Surgical Assistant – Certified). As a condition of our accreditation and therefore a condition of the program, we require you to take the CSFA exam as an outcomes assessment tool. You may take both exams if you choose, however you are required to take the CSFA exam before you can graduate from the program. For the purposes of our outcomes assessment, you are only required to take the exam not pass it. ACE Surgical Assisting will pay the fee for taking the test **ONLY THE FIRST TIME**. If you pass, you receive the CSFA credential – no charge. If not, you are responsible for any retake fees.

## Tuition and Fees

**Standard Tuition:** \$2,500 plus a \$50 non-refundable application fee for a total of \$2,550.

**Payment Plan:** If you choose the payment plan, you agree to pay ACE Surgical Assisting the total tuition and any fees pursuant to the loan agreement. You further agree to make the monthly payments on time every month. If payments are received more than 5 business days late, a \$35 late fee will be charged. An additional \$35 fee will be charged for bounced checks. If your account is more than 15 days late, your training will be put on hold and you may lose your reserved seat in a scheduled 6-day lab until the account is brought current. In addition, at ACE Surgical Assisting discretion, you may be required to pay your account in full before resuming training. Due dates for payments are not postponed by postponement of start date or other interruptions or delays in training.

**Other costs:** Other costs are incurred by the student that are not paid to the School and which may vary from student to student. These costs include books, estimated \$200; student Surgical Assistant malpractice insurance, between \$29 and \$89 per year; the cost of a computer and Microsoft Word if not already owned or otherwise accessible; and the cost of email and internet service if not already subscribed to. The student may also incur travel expenses if the 6 day **Surgical SkillLab™** is not presented locally. These costs may include airfare, car rental or other ground transportation, hotel sleeping room, meals, and any other anticipated or unanticipated travel related expense. Though rare, the School reserves the right to cancel a

scheduled **Surgical SkillLab™** due to insufficient enrollments or for other unforeseen reasons. The School is not liable for travel expenses incurred by the student due to rescheduling. The student may also be subject to cancellation fees if the student cancels their reservation to attend the lab. If the student needs a 6-month extension to complete the program, the extension fee is \$350. The prices quoted above for textbooks, malpractice insurance, etc. are subject to change without notice. Books are not provided by ACE Surgical Assisting so the cost of books are non-refundable. If you are getting your clinical experience in a hospital(s) other than the one you work in, you may be required to cover other costs, which may include a background check, drug screening, and any supplies that may be required for you to learn some fundamental skills at the facility.

**Required Textbooks:** *Surgical Technology for the Surgical Technologist A Positive Care Approach – 3rd Edition*, ISBN: 10:1-4180-5168-3; *Current Surgical Diagnosis & Treatment – 13th Edition*, ISBN: 978-0-07-163515-8; *Clinically Oriented Anatomy – 6th Edition*, ISBN: 10:0-7817-7525-6

## Lifetime Access for Skills Mastery

The Lifetime Access for Skills Mastery is included in the program. We want you to receive the absolute full value of the 6-day, hands-on Surgical SkillLab. If for any reason you feel you didn't learn everything you needed to learn from the lab, you can retake the lab as many times as you feel necessary at no extra charge. You may do so for a lifetime as long as you are a graduate of the program or a student in good standing including, but not limited to, currency with your tuition payments.

## Enhanced Access

With the Enhanced Access option, you'll have instant access to all online studies instead of waiting for the scheduled monthly course to become available. There is an extra fee for this option but here are 2 reasons you may choose it. 1) You want to finish the course as quickly as possible, or 2) you want greater freedom than the monthly schedule allows. You can complete some courses faster and take your time with others – whatever works best for you. You never have to wait for the next course. For fees and enrollment in Enhanced Access, check the box below in addition to your payment option.

## Program Objective

Provide the opportunity for students to acquire the advanced surgical skills and knowledge that will help them become gainfully employed as Surgical Assistants and function successfully within their scope of practice as defined by the American College of Surgeons. This is accomplished by fully completing all portions of the ACE Surgical Assistant Program including SurgiNet™, Surgical SkillLab™, and SurgiEdge™.

## Occupational Objective

Graduates will have the skills and knowledge necessary to obtain employment as certified Surgical Assistants in a variety of settings. They will be qualified to work as independent contractors, for private surgeons, or be employed by medical facilities as Surgical Assistants. The ACE Surgical Assistant Program is an eligibility requirement that must be met before students are eligible to sit for the NBSTSA national certifying exam to become a CFA (Certified First Assistant) and the ABSA national certifying exam to become a SA-C (Surgical Assistant – Certified).

## Program Description

**Surgical SkillLab:** This is a 6 day hands-on lab where you learn the skills you need to perform at the highest levels as a Surgical Assistant. This is held at different times around the country in hospital and hotel conference rooms. Available dates and locations of labs are updated regularly on the website and the lab could possibly be presented at your hospital as well. This lab is a prerequisite to starting your clinical internship.

**Fundamental Skills Lab:** This is a lab conducted by your Surgeon Sponsor to learn some basic operating room skills. This lab is of variable length depending on the availability of your surgeons and the level of your current skills. This lab is also a prerequisite to starting your clinical internship.

**SurgiNet Distance Learning:** These distance learning studies are geared to help you learn the procedures, surgical anatomy, and other advanced sciences needed to be scholastically prepared for the rigors of the Surgical Assistant. They are delivered online and in 9 modules plus 2 written assignments. Each module starts at the beginning of the month and is a month long in duration. This part of the program can be completed in as little as 9 months.

**SurgiEdge Clinical Internship:** After you have fully completed the Surgical SkillLab and the Fundamental Skills Lab and all the necessary paperwork has been completed, you are eligible to start your clinical internship. 35 General Surgery cases are a requirement. Then you select a specialty of your choice (this could also be General Surgery). You have to complete 50 cases in your chosen specialty. Then you finally have to complete another 50 cases in one or more elective rotations. These rotations cannot be in General Surgery or your chosen specialty.

## Satisfactory Progress Policy

In order to pass a SurgiNet™ Course, students must score 76% or greater on all the Course's Unit Tests. If they fail a Unit Test, they can retake it the next month between the 11th and the 20th. This is a one-time-only chance to improve their score. If they fail again, their grade stands and they failed the Course. Option 1: The student can retake the Course for free the next time it opens up in 9 months and credit will be given for exams already passed. Or Option 2: for a fee of \$60, we will manually open the test and the student won't have to wait. Student grades are recorded in a secure student page on the School's web site. This updates students on their progress on a consistent basis as long as they are in good standing.

Students will receive a pass/fail grade for their participation in Surgical SkillLab™. This grade is based on the student's ability to learn and practice the skills taught and the on-site instructor's evaluation of the student. If students receive a poor evaluation from the on-site instructor and don't learn the necessary skills in the time allotted, they may be required to repeat the Surgical SkillLab™ training at another location at their own expense.

Students will be given a pass/fail grade for participating in the SurgiEdge™. This grade is based on the student's ability to apply the skills taught at the 6-day Surgical SkillLab™ and the Clinical Sponsor's mid-point and end of rotation evaluations of the student. If students receive a poor evaluation from a clinical sponsor, they may be required to repeat that particular surgical rotation with the same or different clinical sponsor or may be terminated from their program.

## Grading System

92-100	A	Excellent
85-91	B	Above Average
76-84	C	Average
Less than 76		Unacceptable

### Test Make Up Policy

Should a student miss or fall short of the required 76% on any given Unit Test(s), they can make it up by retaking said exam on the 11th – 20th of the following month.

### Academic Probation

The student who fails any Course will be notified via email of their placement on academic probation. Upon successful completion of the next course with an average of 76% or higher, the student will be notified via email of their removal from academic probation. Should a student fail the same Course twice, they may be terminated.

### Student Conduct

All students are expected to act professionally and to respect staff and employees of the clinical affiliate, other students, faculty members of the School, and other School employees they come in contact with in person, on the phone, or through other means of correspondence. In addition to adhering to the School's conduct policy, students must also adhere to the code of conduct required by the clinical affiliate while on their premises. Some of the violations that may lead to dismissal from the program are, but not limited to, possession of weapons, illegal drugs, or drinking alcohol during either the scheduled Surgical SkillLab™ or SurgiEdge™ portion of the program. Any violation of School policies may result in permanent dismissal from the School.

### Dismissal

Any student may be dismissed for violations of the rules and regulations of the School. A student may also be terminated from the program if he does not prepare sufficiently, neglects assignments, or progresses unsatisfactorily. The Program Director, after consulting with all the parties involved, makes the final decision.

If the student's conduct is unacceptable during the 6-day Surgical SkillLab™ and the on-site instructor is unable to reach the Program Director, the on-site instructor will use their professional judgment to determine whether or not the student's behavior warrants dismissal from the lab.

In addition to the Program Director, the clinical affiliate may dismiss the student from their clinical facility for behavior that is in violation of their code of conduct or for any behavior they deem is not in the best interest of their facility and/or patients.

The Program Director may temporarily suspend a student whose conduct is disruptive or unacceptable. Students who demonstrate a genuine desire to learn and can conform to School's and other necessary standards of conduct may, upon written request, be allowed to resume their program. The Program Director will review each case and his decision is final.

### Refund Policy

Students not accepted into the School and students who cancel the enrollment contract by notifying the School in any manner within five (5) business days are entitled to a full refund of all funds paid. Students who withdraw after five (5) business days, but before participating in any of the program, are entitled to a full refund of the tuition paid, minus the maximum cancellation charge of \$150.

In the case of students who withdraw after their participation in the program begins, the School will retain the cancellation charge plus a percentage of the total tuition, which is based on the number of segments of the program the student participated in, although not necessarily to completion segment.

**SkillLab Segment Table (refund calculated on segments – not clock hours)**

Number of Learning Segments in the Lab	Total % of Lab
Surgical SkillLab™ Classes, 6 segments, each segment is 16.67% of SkillLab	100%

**Distance Learning Segment Table (refund calculated on segments – not clock hours)**

Number of Distance Learning Segments	Total % of Distance Learning
Online Courses, 11 segments, each segment is 6.25% of Distance Learning	68.75%
Surgical Rotations, 5 segments, each segment is 6.25% of Distance Learning (Gen. Surg. Is 1 segment, Chosen Specialty is 2 segments, and Elective Specialty is 2 segments)	31.25%

**Refund Table (lab and distance learning calculated independently and separately from each other)**

Student is entitled to upon withdrawal / termination	Refund
Within 10% of the lab or distance learning	90% less cancellation charge
After 10% but within first 25% of the lab or distance learning	75% less cancellation charge
After 25% but within first 50% of the lab or distance learning	50% less cancellation charge
After 50% but within first 75% of the lab or distance learning	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	No refund

The student may, at their sole discretion, refuse the refund and keep all student materials related to the training including, but not limited to, access to their student web page up until the date their program was scheduled to end. In this case, the student will not receive a diploma and transcripts will not be kept.

Students who withdraw or who are terminated from the program and are on the School's payment plan may still owe the difference between the amount they have paid and amount due to the School for services rendered. Non-payment of the calculated amount owed based on above formula may result in legal action to include, but is not limited to, all appropriate collection procedures.

- 1) Applicable refunds will be made only to the individual or organization paying the tuition. This may or may not be the students themselves.
- 2) All refunds will be made within 30 days of the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
  - a) The date on which the School receives notice of the student's intention to discontinue the training program; or
  - b) The date on which the student violates published School policy, which provides for termination; or
  - c) Should a student fail to continue the program after an excused leave of absence, the effective date of termination is the earlier of the dates between the date the School determines the student will not be returning or the day following the expected return date.
- 3) The student will receive a full refund of tuition if the School discontinues the program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the School ceases operation.
- 4) If a student complaint cannot be resolved between the student and the School, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at <http://higherred.colorado.gov/dpos> or by requesting a complaint form at (303) 866-2723. All student complaints to be received by the Division must be in writing. There is a two year limitation of Division action on student complaints.

### Postponement of Start Date

Students may start the distance learning portion of the program as early as the month after enrolling or may postpone their start date for as long as 3 months without written notice. If there are extenuating circumstances, a postponement may be granted but it requires a written agreement signed by the student and the School. The agreement must set forth:

1. Whether the postponement is for the convenience of the student or the School, and...
2. A deadline for the new start date, beyond which the start date will not be postponed
3. The student then has 16 months from their new start date to complete program.

If the student does not start, or fails to start, by the new start date set forth in the agreement, the student is entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the enrollment agreement, determined in the School's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

### Student Complaints

Student complaints should be brought to the attention of the Program Director. If a satisfactory resolution cannot be reached between the student and the School, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at <http://higherred.colorado.gov/dpos> or by requesting a complaint form at (303) 866-2723. All student complaints to be received by the Division must be in writing. There is a two year limitation of Division action on student complaints.

By signing below, you agree that you have read and understand all of the eligibility requirements as set forth in the version of the Surgical Assistant Program Catalog that was valid as of the date this agreement was signed ("School Catalog") and that you are in full compliance. It further signifies that you agree with and will abide by all of the terms of this Enrollment Agreement.

If you are paying your tuition through the ACE Surgical Assisting payment plan and you withdraw from this program or are terminated, you may still owe money for services already rendered in accordance with this agreement. You agree to pay said monies in full and that all disputes shall be settled by binding arbitration to be held in Denver, CO. You also agree to pay all costs of collection including reasonable attorney's fees.

ACE Surgical Assisting agrees to provide the occupational training in accordance with the provisions of the School Catalog. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations have been met including payment of the tuition in full, ACE Surgical Assisting will award the Certificate of Completion to the student. ACE Surgical Assisting does not award CEUs but professional organizations not associated with ACE Surgical Assisting may do so at their own discretion and upon inspection of the agenda, semester credits, and other documentation. The student and ACE Surgical Assisting understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

***I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT. I ALSO RECEIVED A SCHOOL CATALOG EITHER BY DOWNLOADING IT FROM [www.acesatrainig.com](http://www.acesatrainig.com) OR THROUGH EMAIL OR MAIL.***

\_\_\_\_\_  
Student's Signature / Date

\_\_\_\_\_  
School's Licensed Agent Name (Print)

\_\_\_\_\_  
Program Director's Signature / Date

\_\_\_\_\_  
School's Licensed Agent's Signature / Date