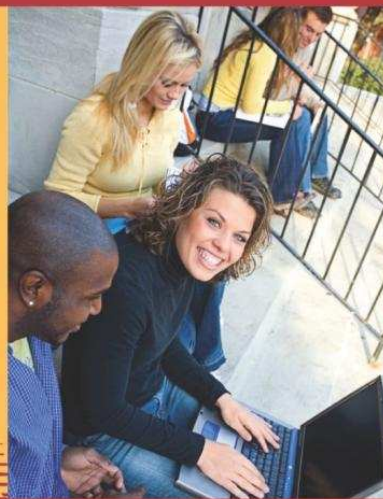


BOSTON REED COLLEGE

The Future You Can Afford



STUDENT HANDBOOK



www.BostonReedCollege.com

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Welcome Letter

Dear Boston Reed Student:

Welcome to Boston Reed College! Included in this handbook is everything you need to know to make this a successful training program. Please take the time to read through all materials. Included within you will find:

Contact Information: A listing of contact numbers, general fax number and website addresses.

Student Guidelines: Please read and keep with you for reference. You are responsible for knowing and complying with all Boston Reed guidelines, policies, and procedures.

Assumption of Risk Form: Read and sign this student agreement form and bring it to class. Your instructor will collect these forms. Keep a copy for your records.

Boston Reed College Marketplace: The Boston Reed College Marketplace is an online student store where you can purchase items to enhance your learning experience.

Referral Rewards Program: Use your student ID to participate in our rewards program. When you refer a student to a Boston Reed Program your name is placed in a drawing for a getaway and you earn a \$25. Visa gift card. See our website for complete details.

Upon successful completion of the program you will receive a certificate of completion. If licensure or registration is necessary in your State you will learn more about that process during the program.

Enjoy the program!

Boston Reed College

Contact Information

Enrollment Questions.....	800-201-1141, Extension 0
General Questions.....	800-201-1141, Extension 0
Reporting Absences	800-201-1141, Option 3
Tuition Questions	800-201-1141, Extension 5022
General Fax Line.....	707-307-5017
Course Resources	www.bostonreed.com/students
Career Garden	www.bostonreed.com/careergarden
Boston Reed College Marketplace.....	www.bostonreedcollege.com

Student Guidelines

It is the responsibility of each student to read and abide by the Student Guidelines.

Contact Information: Be sure to make Boston Reed aware of any change of address or telephone number immediately. Your continuing status in the program can be dependent upon our ability to reach you for important matters as they arise.

Program Completion Requirements: To obtain a certificate of completion, students must successfully pass the classroom portion of the program.

Grading Policy: An overall final grade of 80% is required to pass the program. Students' class grades will be based on homework assignments, quizzes, midterm exam(s) and final exam. Students must achieve a minimum of 80 percent average on quizzes and a minimum of 80 percent on midterm(s) and final to pass the course. Homework assignments will account for 10 percent of the overall grade. Quizzes will account for 30 percent of the overall class grade. Midterm(s) and/or final exams will account for 60 percent of the overall class grade. Quizzes shall be administered for most modules. Quizzes will not be made-up; however, any student who misses a quiz due to an absence will be given a copy of the quiz for studying purposes upon his/her return. Students are encouraged to meet the required guidelines for absences in order to maintain a passing average quiz score of 80 percent.

Absences: You will need to notify Boston Reed of absences by calling our toll-free student line at 800-201-1141 and choosing option 3. Leave a message, including your full name, class location and a phone number where you can be reached including area code. If calling to report an absence, do not expect a return call.

Attendance: Students attending partial day classes that meet less than 7 hours per session will be allowed a maximum of four absences (three excused absences and one un-excused absence) for the duration of the course. Students attending classes that meet 7 hours or more per session are allowed a total of two absences (one excused and one unexcused.) An un-excused absence is any absence for which the student has not contacted the toll-free student line in advance of the class that is missed. More than the allowed number of absences may result in the student being dismissed from the program. Students will be required to make-up any work that is missed as a result of an absence. In addition to making up assigned work, the student will be required to complete additional work assigned at the instructor's discretion. Unexcused tardiness (late more than 10 minutes without giving prior notice) or missing of class time (i.e., not returning after the break) will be tracked and three unexcused tardies or misses will count as one absence.

Rules of Student Conduct: Be courteous and respectful to all persons at all times, including but not limited to fellow students, instructors, school personnel and clients; be on time; give advance notice to Boston Reed of any absence or late arrival; be conscientious and diligent in the performance of all assignments and conduct yourself as a professional at all times regardless of the circumstances. Students are expected to avoid behaviors that could be perceived as sexual harassment including but not limited to unwelcome touching, language or inappropriate images.

Background Check/Drug Testing: You may be asked to undergo drug testing and or a background check at your own expense. If you have any criminal convictions or conflicting information on your form of identification it is possible you may be prevented from completing the program. Refunds will not be awarded to those who fail to determine their own eligibility. A positive drug test may result in dismissal from the program.

Policy on Dishonesty: Dishonesty includes but is not limited to cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to instructors or school personnel. When a student is charged with plagiarism or cheating related to a class and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

1. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
2. Issue a failing grade of a "0" for the assignment in question.
3. Issue a failing grade for the course.
4. Refer the student to the Class Manager for disciplinary action, which may include dismissal from the program.

Student Grievance Procedure: The student is advised to attempt to resolve an issue with the instructor first, if applicable. If that is unsuccessful, the student should put the grievance in writing and submit it by mail or fax to the attention of the Class Manager:

Boston Reed College
2799 Napa Valley Corporate Drive
Napa, CA 94558
Phone: 800-201-1141
Fax: 707-307-5017

Grounds for Dismissal: Boston Reed may permanently dismiss any student who:

1. Exhibits disruptive behavior and/or a lack of a common courtesy and respect for the instructor and/or fellow students.
2. Exhibits behaviors that could be interpreted as sexual harassment, including but not limited to unwelcome touching, language or pictures.
3. Uses profanity with an instructor, fellow student, or school personnel.
4. Does not meet the attendance requirement.
5. Fails to meet financial obligations. \$20.00 service charge for all returned checks.
6. Fails to abide by any or all of the terms of the registration agreement or Boston Reed policies, procedures and guidelines.
7. Results positive to a drug test.
8. Academic dishonesty.

Procedure for Dismissal: The Program Instructor will notify the Class Manager if a student is not meeting the requirements of the Student Guidelines. The Class Manager may contact the student by telephone or in writing to obtain further information. The Class Manager will then make a decision and inform the student by telephone and in writing. The student then has the option to appeal the decision.

Assumption of Risk Form

Students of Boston Reed Medical Training Programs may be required to learn and practice invasive procedures. The undersigned agrees that he/she understands that students learning and practicing these skills may be accompanied by potential dangers as identified below:

- I understand and acknowledge that as a part of the training program, I will be required to learn skills necessary for practice in the field.
- I understand that these skills may include, but not be limited to, finger sticks and injections for Clinical Medical Assistant Training.
- I understand that these skills may include, but not be limited to, finger sticks and venipuncture for Phlebotomy Training.
- I understand that these skills may include, but not be limited to, needle-syringe technique in preparation of medications for Pharmacy Technician Training.
- I understand that students will practice invasive procedures on each other.
- I understand that, prior to the skill practice, students will receive instruction from the Boston Reed instructors regarding the skills to be practiced including information on safety and the potential dangers inherent in such procedures.
- I understand and acknowledge that such activities by their very nature can be very dangerous and involve the risk of serious injury/illness and/or death.
- I understand that the risk of injury/illness may include, but is not limited to blood-borne pathogen infections, phlebitis, thrombophlebitis, septicemia, hemorrhage, tissue sloughing, nerve damage and loss of limb.
- I understand that I may be subject to drug screening during the course.

I agree to assume liability and responsibility for any and all potential risks, which may be associated with participation in such educational activities. Moreover, I understand and agree that I will indemnify and hold harmless Boston Reed, its Board of Directors, Instructors, Employees, the Adult School, or site or facility hosting the class, Clinical Affiliates and that other students shall not be held liable for injury or illness which is incidental to or associated with the preparation for and the participation in these learning activities and which may be sustained by me.

I have received (by downloading a copy and printing it out from www.bostonreed.com) a personal copy of the Student Handbook containing rules and regulations relative to the Boston Reed Training Program. The Program Instructor has reviewed the content with all members of the class and time was made available to the student for questions and clarification of content. The student agrees to follow the outlined guidelines of the program.

Date: _____

Student's Printed Name: _____

Student's Signature: _____

BOSTON REED COLLEGE

\$25 Gift Card

Referral Rewards Program

Win a gift card for \$1000!

How It Works

Your Student ID number is the key.

1. When you enroll in a class you are issued a Boston Reed Student ID number. You will find it in your confirmation letter or you can call us to get your number. This is the number you will use to keep track of your referrals and when you can redeem your reward.
2. When you tell your friend about Boston Reed, give the friend your Student ID number. Your friend will put this number on the course application form.
3. When you and friend are both 60% through the classroom portion of the course and have both paid fees in full, you have earned your \$25.00 gift card and your entry into our annual drawing!

The more referrals you make the more entries and rewards you receive.

•The drawing for the \$1000 gift card will be held on August 1, 2009

**YOU could
be the next
big winner!!**

If Boston Reed College has helped you get your career in gear, tell a friend!

While helping a friend to gain a valuable education you can earn a **\$25.00 Gift Card** for yourself as well as a chance to win a Gift Card for **\$1000!!**

Boston Reed College

2799 Napa Valley
Corporate Drive
Napa, CA 94558

Phone: 800.201.1141
Fax: 707.307.5017

E-mail: contact@bostonreed.com





Boston Reed College Marketplace

Get the gear you need

We are excited to offer our students the opportunity of a one-stop shopping experience for all their back to school needs. Simply go to BostonReedCollege.com, scroll to the bottom of the screen, and click on the link that says Boston Reed College Marketplace.

Back to School Deluxe Set

Get your back to school supplies at once: Boston Reed College binder, notepad, highlighter, pencil case with a ballpoint pen and 2 pencils, cassette recorder, calculator, leather ID pouch, and rolling backpack.

Clinical Medical Assistant Tools of the Trade

Recommended by former students and instructors, these items will aid your success in the Clinical Medical Assistant Program and in your future career.

Medical Assistant Deluxe Set

Enhance your gear by adding: lightweight stethoscope, Pocket Pal, and Nurses Watch, Pocket Guide to Medical Assisting, PDR Nursing Drug Handbook and Rescue Breather.

Pharmacy Technician Tools of the Trade

Recommended by former students and instructors, these items will aid your success in the Pharmacy Technician Program and in your future career.

Pharmacy Technician Deluxe Set

Enhance your gear by adding: PDR Nurse's Drug Handbook, Med Notes, and a CPR pocket mask.



BOSTON REED COLLEGE

For customer service call
1 800 201 1141 extn 5034