



Elle Sait Learning dba E. S. Learning

106 Straube Center Blvd;

Suite F - 108

Pennington NJ 08060

School Catalog

We Know Learning Takes Time

Mission Statement:

Our mission is to empower individuals to deliver compassionate and proficient nursing services while serving with dignity, respect, and professionalism. Our program, founded on ideals that respect all faiths and cultural origins, creates a loving environment in which every student is encouraged in their personal and professional development. Through hands-on training, ethical practice, and holistic care, we prepare students to offer great care to individuals, families, and communities in a variety of healthcare settings.

Guided by Hebrews 11:1 — “Now faith is the substance of things hoped for, the evidence of things not seen” —

We encourage our students to pursue their calling with hope, resilience, and trust in the journey ahead.

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Administrators

Administrator/ Chief Executive Officer..... Gigi Athey RN BSN

Admission and Placement Officer

Placement Officer Gigi Athey RN BSN

Student Advisement

Advisor Gigi Athey RN BSN

Buspar Office

Officer Gigi Athey RN BSN

School Secretaries and Attendance Staff

Secretaries/Attendance Operator..... Gigi Athey RN BSN

All inquiries can be made during the daytime

Monday – Friday from 8:00am to 4:30 can call: 1800 784 5182.

Questions after hours or on the weekend can sent to gathey@eslearn.org

School Calendar

The following holidays will be observed by the school and classes will not be held.

Holidays are not counted as part of the contracted time schedule and are not calculated into your required time.

Observed Holidays

- New Years Day
- Martin Luther King Day
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving
- Christmas

Class Schedules

The total hours of each program vary and are dependent upon the curriculum.

Hours for day and Evening Course:

Daytime: Monday - Thursday: 9:00am-2:00 pm (These times will vary)

Evening: Monday - Thursday: 5:00pm – 10:00pm (These times will vary)

Make-up sessions are scheduled Friday (These times may vary depending on the program)

The student will be notified of the hours and schedule before the start of class. The student is expected to attend all classes or courses may be marked incomplete.

Program Starting Dates

- **Certified Nursing Assistant Course**

October – Fall Term 2025 April – Spring Term 2025

January – Winter Term 2026 July – Summer Term 2026

The start and end date depends on the course’s requirements, holidays and make-up time typically, the daytime is 4 -6 weeks but evening could be 12-16 weeks.

“In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendars days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

Registration Requirements

Students may register for courses up to one week (5 business days) prior to the start of classes. Students requesting Financial Aid/ Education Assistance will need to register for one month (20 business days) prior to the start of classes. Students must register in person with the admissions officer. Please bring the following with you:

1. Identification (current driver's license, birth certificate or passport)
2. High school diploma or G.E.D. certificate
3. Initial payment for administrative and tuition fees (we accept cash, personal checks and all major credit cards.) Students receiving financial aid or who have a student loan should bring documentation of such when registering.
4. 2 Step PPD or Quantiferon (No more than 6 months old)
5. Recent Flu (No more than 6 months old)
6. Basic Physical (Clearing student for patient care) (No more than 6 months old)
7. Pass Criminal Background Test and Finger Printing (Paperwork will be provided)

Students can be required to take a drug test if they appear under the influence of school personnel or at an approved facility within 24 hours.

School Policies

Entrance Requirements

1. All students must be at least seventeen (17) years of age on or before the first day of class.
2. Students must have a High School Diploma or a General Education Degree (G.E.D.)
3. The minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
 - Ninth (9th) grade reading and math level as measured by the **Tests of Adult Basic Education** (TABE) or another test approved by the USDOE.
 - An interview with admissions to review the TABE scores of the student and discuss any prerequisites needed for enrollment.

Attendance Requirements

Elle Sait Learning dba E. S. Learning records the daily attendance of each student in accordance with state guidelines. Records of students' attendance will be kept on file and are available for student review. This school requires students to be in attendance for 100 percent of the program. All missed time / days must be made up at the students cost 40.00 per hour / per day. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director with the likelihood of being dropped from the program. Students realize that their absence will extend beyond 20 percent of the course the student has the option of requesting an official leave of absence.

Leave of Absence

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

- The request for a leave of absence must be submitted to the Director Gig Athey in writing.
- The request must have the date that the student will begin the leave and the expected date of return to classes.
- Leaves of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract.

Should a leave request take the student beyond the contracted completion date, the student may be subject to reentry under a new contract or an amended contract. If the student does not reenter within the contracted schedule and does not arrange for a contract amendment, then the student's contract will be terminated.

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up lessons lost prior to reentry into the program.

Class Cuts

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up class work and assignments. Missed lessons must be made up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the director/ Instructor before returning to class.

Make-up Work

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences, or a leave of absence need to be made up. The student must make up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. Students who do not take advantage of the school's make-up policy may need to arrange for private instruction at an additional cost for the student. Private instruction will incur additional fees at the rate of \$40 per hour. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the school director for a change in completion date and may result in a contract amendment.

Tardiness

Developing good work ethics is an important part of the training at Elle Sait Learning dba E. S. Learning. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

It is the responsibility of the student to make up missed assignments.

The center encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Code of Conduct

The following conduct is unacceptable and will not be tolerated:

- All forms of bias include race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
- Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
- All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
- Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives.

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- **This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises. Students can be required to drug test if they appear under the influence with school personnel or at an approved facility within 24 hours.**

Conditions for Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school
5. Positive results for illegal drug or substance not allowed in the Medical Field for New Jersey

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or receive financial aid.

Re-entry Policy

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct the student may have to meet with a review panel / director before re-entering the school. The decision of the review panel is final, and the student will receive a letter within five business days from the school director stating the decision of the panel.

Credit for Previous Training

Elle Sait Learning dba E. S. Learning is committed to helping students reach their educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a proficiency test. The minimum passing grade is 80 percent proficiency on the tested information. Students wishing to receive recognition for previous training must show proof of previous training.

Student Complaint/Appeal Process

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name, last four digits of their social security number (or student number), and current address: must be addressed to The Director Gigi Athey
2. A statement of concern including dates, times, instructors/ students, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director and/or appeal panel. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the

concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals. The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be cancelled by either the student or the school the date on the letter of the complaint will be used as the date to calculate any refund in accordance with the school's refund policy.

Grading System

The competencies taught in each program offered at Elle Sait Learning dba E. S. Learning will be evaluated using written examinations and skill development tests. The minimal grade for Graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion and may be dropped from the program.

Letter Grade	Grade Percentage	Description
A	93-100	Excellent
B	92-87	Above Average
C	86-75	Average
F		Failure
INC		Incomplete
WD		Withdraw
WP		Withdraw Passing
WU		Withdraw Unsatisfactory

A student's Grade Point Average (G.P.A.) is based on the sum of all grades received through testing and divided by the total number of tests.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations then a failure grade will be given.

Students who withdraw and are passing the program will be given a WP (withdrew passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU (withdrew unsatisfactory grades).

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program.

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements

for additional practice, independent study or tutoring. Tests will be both cognitive and psychomotor with the psychomotor skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation, and individual and group projects.

Instructor Evaluation Techniques

Instructor evaluations are conducted at the end of every program. Evaluations are reviewed by the Director and used to improve instructor quality.

Withdrawing from School

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number or Social Security Number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

Student Records

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records
2. Academic progress and grades

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3. Financial records
 4. Placement data
 5. The Enrollment Agreement
 6. The Ability to Benefit (where applicable)
 7. Record of credit given for previous training
 8. Records of meetings, appeals, disciplinary actions and dismissals
 9. A copy of the graduation certificate(s) from this school
 10. Medical Records (where applicable)

Student records are maintained by the school and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality. Students may request copy of records as long as All financial portion are up-to date.

Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. **This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week.** Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the director or mail the letter by Certified Mail.
2. **All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, and before instruction has begun.**
3. **Cancellation after the third (3rd) business day, but before or on the first class, will result in a refund of all monies paid, with the exception of the Administrative Fees.**
4. For courses of 300 hours or less, the school may retain the Administrative Fee plus, a pro-rata portion of the tuition calculated on a weekly basis.

5. Withdraw after attendance has begun is based on the following refund policy for all programs of 10 instructional hours or more. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction, project set up and clean up.

Reimbursement Scale

If Withdrawal or Cancellation Occurs:	The School Will Retain
During the first Week	10% of the Tuition
During the second and third week	20% of the Tuition
After the third week but prior to completion of 25 percent of the course	45% of the Tuition
After 25 percent but not more than 50 percent of the course has been attended	70% of the Tuition
After completion of more than 50 percent of the course	100% of the Tuition

A student who has a student loan and withdrawals from the program is responsible for notifying the loan institution of withdrawal from the school. This notification should be done in writing. It should include the date of withdrawal, the student's social security number and signature. Students should maintain a copy of this letter for their files. Elle Sait Learning dba E.S. Learning encourages the development of good business practices in their students. It is to this extent that we remind the withdrawing student that the date of withdrawal on the letter **to the director must be on the same date as in the letter to the loan institution.**

Tuition and Additional Costs

Program Title	Hours	Tuition	Administrative fee	Books & Supplies	Licensing	Total
Certified Nursing Assistant	90	2100.00	160.00	135.00	85.00	2480.00
Home Health Aide	76	500	150.00	90	85.00	825.00

The administrative fee is non-refundable after the first day. Additional costs are due on the first day of class. Private tutoring on an hourly basis is availability. Students who withdrew from the program may be able to sell the textbook back to the school if it is in excellent condition. The student workbook is not returnable. Students who carelessly damage school property or equipment may be required to pay the repair or replacement costs. The student must meet all financials' responsibilities before a Certificate of Completion, documentation or correspondence of enrollment will be issued.

Grants, Student Loans and Scholarships

The Elle Sait Learning dba E. S. Learning does not award grants or scholarships at this time. We do honor grants and scholarships that our students have been awarded from outside

organizations. We do assist our students with obtaining student loans.

Note: Students who have obtained a school assistance loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. Elle Sait Learning dba E. S. Learning will reimburse the loan institution for balances due in accordance with the school's refund policy. The student will be responsible for any balances due on the student loan. Students are responsible for repaying their loan for receiving instructions.

It should be noted that student loans with the bank must be satisfied regardless of success or lack of success at Elle Sait Learning dba E. S. Learning. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student have full responsibility for managing the loan and its repayment.

Credit Disclaimer Statement

The Elle Sait Learning dba E. S. Learning does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. The Elle Sait Learning dba E. S. Learning is not approved to offer college credits. The Elle Sait Learning dba E. S. Learning is a state-approved private vocational school.

Facilities

The Elle Sait Learning dba E. S. Learning features a fully air conditioned, well-lit facility with break rooms, conference rooms, sitting room and training classrooms. The school has a break room for students with a coffee pot, refrigerator, vending machines, sink, tables and chairs, and bottled water. Both male and female lavatories are available. We do not employ a nurse or have any medical staff available. There is parking available in a well-lit parking lot. This is a handicapped accessible facility with handicapped ramps, and handicapped lavatories. This is a Non-Smoking Grounds.

Programs Offered at Elle Sait Learning dba E. S. Learning

Tuition support

Tuition support may be available for the unemployed. Call One-Stop at 609.989.6824 for more information. All students must complete the application process prior to registering for these courses. Class size is limited. Attendance at all sessions is mandatory.

Certified Nurse Aide (C.N.A.)

Requirements:

- Understanding of written and spoken English.
- High School Diploma or Proficiency Equivalent (GED)
- Scrubs, Personal Medical Insurance
- Recent (Less than 6 Month): 2-step PPD/ The QuantiFERON-TB Gold Flu, Physical
- Pass Criminal Background Test and Fingerprinting (Paperwork will be provided)
- State examinations are all required and have additional costs.
- **Random Drug Screening**

In order to complete this program, participants must pass a criminal background check with fingerprinting, which is through the state of New Jersey. This 90-hour course is approved by New Jersey Department of Health and Senior Services consists of 50 classroom hours and 40 hours of clinical instruction. You will be prepared to take the NJ State Certified Nursing Assistant Exam. The high-demand occupation of CNA (Certified Nurse Aide) involves caring for patients in long term care facilities, assisted living, rehabilitation centers, pediatric care, and hospitals. Upon successful completion of the program, students are eligible to apply this course

towards becoming a Certified Medication Aide or Home Health Aide.

Cost: 2480.00 (including textbook) 75.00 deposit not included with cost.

Home Health Aide (H.H.A)

Requirements:

- Understanding of written and spoken English.
- High School Diploma or Proficiency Equivalent (GED)
- Scrubs
- Recent (Less than 6 Month): 2-step PPD/ The QuantiFERON-TB Gold, Flu, Physical
- Pass Criminal Background Test and Fingerprinting (Paperwork will be provided)
- State examinations are all required and have additional costs.

In order to complete this program, participants must pass a criminal background check with fingerprinting, which is through the state of New Jersey. This 76-hour course is approved by Board of Nursing of New Jersey, consists of 60 online instructional hours and 16 hours of hands- on instruction. Participants must have computer access and an internet connection. This course allows individuals to work in patients' homes and assist them with daily living activities such as ambulation, feeding, toileting, bathing, foot and nail care. Students will have the option of tutoring or 1:1 access to help with challenging areas.

Cost: 825.00 (including textbook) 75.00 deposit not included with cost.



