



PA Location

300 W. Trenton Ave. Ste 200, Morrisville, PA 19067
Tel: 267-799-4486 - Fax: 267-799-4512

NJ Location

100 Overlook Center, 2nd Floor. Princeton, NJ 08540
Tel: 609-375-2159 Fax: 609-375-2160

Our School Policy

Refund Policy

Infinity HCS reserves the right to cancel the CHHA classes and refund all fees in the event of insufficient registration or rollover to next class. Students who cancel their registration will receive a 90% refund if a one week notice is given. This does not include the fees to the board of nursing.

A student is eligible for a full (100%) refund if the class in which he/she is officially registered fails to “make” due to insufficient enrollment and if the student cannot wait for the next scheduled class. If a student is already enrolled in a class, but fails to complete the course and wishes to continue to the next month class there will be a \$50 additional charge to hold a spot. No refunds will be issued once you have already completed the first week of classes.

Note: All application/registration fees are non-refundable.

LEGAL HOLIDAYS OBSERVED:

- New Year’s Day
- Martin Luther King Birthday
- Easter
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

Attendance Policy

- In order for a student to attain completion of each respective program, he/she must attend all classes as scheduled.
- If a student misses a class due to illness, the said student will be required to present a sick leave paper from a physician to be able to continue the program.
- The student upon resuming classes will have the responsibility of obtaining the missed taught material, studying the material and ensuring that he/she understands the subject missed.
- A student who misses a class and did not make it up by the due date as assigned by the instructor will be dropped from the group and will be allowed to join the next group whenever the classes are scheduled. (See refund policy)

Missing a class includes being late 30 minutes to an hour late to a classroom lecture, laboratory or clinical lecture. Therefore, students must complete the required instructional hours of classroom, laboratory and clinical work.

Tardy means 10 minutes – 30 minutes late to any class.

Absence – 1 hour missed from any part of class (leaving early or coming in late). Three tardies will count as one absence.

Uniform:

All students are required to be in uniform for both days of clinical. Always maintain a professional look at all times.

Missed Laboratory

all missed laboratory time must be made-up on open lab days, which will be announced. Failure to complete the required number of course hours for any program will result in the student’s inability to take the competency exam and be recommended for certification with the next group testing. (Charges will be applied for makeup days)

Missed Clinical

Each student must attend all clinical rotation days and should not be any later than 30 minutes. There will be a charge for clinical days missed. If a student will be 30 minutes late, that student must notify the instructor. If a student did not call and show up for clinical, it will be assumed that the student has dropped the course and he/she may not return to the course.