

NAT Healthcare Academy
699 Strander Blvd
Tukwila, WA 98188
(206) 799-4988
Info@nathealthcareacademy.com
January - December 2026
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STUDENT POLICIES

OWNER, PERSONNEL, LICENSURE

Owner: Hadra Hassen

Administrator: Hadra Hassen MSN, RN

Instructors and qualifications: Hadra Hassen, RN, MSN; Terry Scarnecchia, LPN; Betty Rogers, RN; Leti Gebrekidan, RN; Tessa McCray, LPN

NAME AND ADDRESS OF THE COMPANY

NAT-Healthcare Academy

699 Strander Blvd Tukwila, WA 98188

Office Hours 9:00 am - 3:00 pm Monday through Friday

Phone Number 206-799-4988

www.nathealthcareacademy.com

This school is licensed under 28C. 10RCW. Inquiries or complaints regarding this private vocational school may be made to:

**The Workforce Training and Education Coordinating Board,
128- 10th Avenue SW
Olympia Washington. 98504
(360)709-4600
Pvsa@wtb.wa.gov**

The Nursing Assistant Training Program offered by NAT Healthcare Academy is approved and regulated by the Washington State Nursing Care Quality Assurance Commission and follows the requirements of:

- WAC 246-841A-430 – Nursing Assistant Training Program Approval
- WAC 246-841A-440 – Nursing Assistant Training Program Requirements
- WAC 246-841A-443 – Nursing Assistant Training Program Curriculum

These regulations require nursing assistant training programs to follow the Washington State Nursing Assistant Common Curriculum, which includes classroom instruction, skills laboratory training, and supervised clinical experience.

SCHOOL CALENDAR AND CLASS SCHEDULE

- **Business Hours:** Monday–Friday, 9:00 a.m.–3:00 p.m.
- **Weekday Class Hours:** 8:30 a.m.–3:00 p.m.
- **Weekend Classes (as scheduled):** 8:00 a.m.–4:30 p.m.

Class dates and times are subject to change. Students should refer to the school brochure for the most current schedule.

The following holidays will be observed, and classes will not be held: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Day after Thanksgiving, Christmas, and New Year's Day. Observed holidays are not counted toward the contracted schedule.

TRAINING PROGRAMS

Program	Classroom Time	Laboratory	Clinical	Total Hours	Registration Fee	Tuition	Books	Select
Phlebotomy Technician	35hours	15hours	hours	50 hours	\$100	\$900	\$50	<input type="checkbox"/>
Nursing Assistant Certified	35 hours	34hours	40 hours	109 hours	\$100	\$1100	\$0	<input type="checkbox"/>
Home Care Aide	59hours	16hours	---	75 hours	\$75	\$600	\$50	<input type="checkbox"/>

All payments require 10% sales tax. If you pay using a credit or debit card, an additional 3% card fee will be applied.

FACILITIES AND EQUIPMENT

The school is near public transit, and the facility includes accessible bathrooms. There is a break room with a microwave, refrigerator, table, and chairs. Both male and female bathrooms are available. There is parking in a well-lit lot. The maximum class size for the skills class is 10, and the student-to-teacher ratio is 10:1. We use standard medical equipment found in a health care setting, such as hospital beds, over-the-bed and bedside tables, wheelchairs, walkers, mannequins, teaching and regular stethoscopes, blood pressure cuffs, balance beam scale, basins, tubs, catheters, gait belts, classroom tables, chairs, and audiovisual equipment.

REQUIREMENTS FOR ADMISSION

- Students must be at least 18 years old to apply.
- Pass the pre-registration quiz.
- Complete background inquiry form. Must pass DSHS and Washington state criminal background check. Any record of crimes against a person or financial exploitation will prevent an individual from working in this field.
- Have no physiological factors such as inability to lift 50 pounds or weight-bearing deficits.
- Provide documentation of a complete tuberculosis test on the first day of the second week of class. A blood test or chest X-ray is preferred. The TB test is valid for only one year

PROGRAM STRUCTURE AND CURRICULUM COMPLIANCE

In accordance with WAC 246-841A-443 – Nursing Assistant Training Program Curriculum, the NAT Healthcare Academy Nursing Assistant Program includes the following components:

- Classroom Instruction (Theory)
- Skills Laboratory Training
- Supervised Clinical Training

Students must successfully complete each training component and demonstrate competency before progressing to the next phase. The program must be completed within the scheduled time frame.

PROGRAM COMPLETION AND GRADUATION REQUIREMENTS

- Attendance at all scheduled classes
- Minimum score of 80% on theory exams and 90% skills evaluations
- Completion of all required clinical 40 hours
- Pass the National Skills exam

CLINICAL TRAINING

Clinical training is conducted at healthcare facilities that are not owned or controlled by the school. As a result, **clinical dates, times, and locations are subject to change** based on circumstances beyond the school's control.

Such circumstances may include, but are not limited to:

- State regulatory surveys or inspections conducted at the clinical facility
- Infection control issues, outbreaks, or facility restrictions
- Facility operational needs or staffing limitations
- Emergency situations affecting the clinical site
- Decisions made by the clinical facility regarding student placement

If a clinical facility cancels, reschedules, or limits student placements, the school will make reasonable efforts to find an alternative clinical schedule or location. However, the school cannot guarantee that clinical placements will happen on the originally scheduled dates or at the originally assigned facility. Students must be available for rescheduled clinical dates to fulfill the required clinical hours.

Failure to attend a rescheduled clinical assignment may lead to delays in program completion or dismissal from the program, in accordance with the school's attendance, academic progress, and refund policies.

PHYSICAL ABILITY REQUIREMENTS

Students enrolled in healthcare training programs must be physically able to safely perform the duties required of entry-level healthcare workers.

Students must be able to perform the following physical tasks:

- Lift, transfer, and reposition patients weighing 50 pounds or more with assistance
- Stand, walk, and move for extended periods of time
- Bend, reach, and assist patients with mobility and personal care
- Perform clinical tasks that require manual dexterity and coordination

Students who are unable to safely perform these physical requirements may not be able to complete program objectives or clinical training requirements.

If a student has an illness, injury, or other medical condition that affects their ability to perform required tasks safely, they must get medical clearance from a licensed healthcare provider before continuing in the program.

Failure to meet the physical ability requirements may result in withdrawal or dismissal from the program, in accordance with the school's academic progress and attendance policies.

CLINICAL DRESS CODE

Students must present a professional appearance during their clinical training at healthcare facilities.

Students are expected to wear the following:

- Clean Ceil Blue scrubs
- Transfer Belt/ Gait belt
- Closed-toe shoes/Tennis shoes (no Crocs)
- A watch with a second hand

For infection control and patient safety, the following are not permitted during clinical training:

- Artificial nails or nail extensions
- Excessive jewelry
- Strong perfumes or fragrances
- Clothing that does not meet professional healthcare standards

Students who do not follow the dress code may be sent home from the clinical site and may be recorded as absent for that day.

CLINICAL ELIGIBILITY AND GRADE: No student will be allowed to start the clinical portion of training until all classroom and laboratory requirements are met and the necessary competencies are demonstrated to the instructor's satisfaction, in accordance with the school policy and applicable state regulations.

An Incomplete (I) grade may only be assigned when a student cannot finish course requirements due to documented illness or other serious circumstances beyond their control within the specified time frame. A Failing (F) grade may be given if a student does not complete required clinical hours within sixty (60) days of the last scheduled training day or fails to complete required examinations or permitted retests within sixty (60) days.

RELIGIOUS ACCOMMODATION

The school will make sincere efforts to provide reasonable religious accommodations to students who's sincerely held religious practices or beliefs conflict with scheduled courses or programs. Students requesting religious accommodation should submit the request in writing directly to their instructor as early as possible. The student will work with the instructor to establish a schedule for completing missed work. Being absent from class or other educational responsibilities does not excuse students from staying current with any information shared or expectations set during the missed class. Students are responsible for obtaining any materials and information distributed during any class they miss.

STUDENT EVALUATION TECHNIQUES AND STUDENT RECORDS

Students will be graded on homework, tests, participation, and skills evaluation. A test will be administered after each chapter of the lesson, the final exam, and the skills exam to assess the level of learning achieved. The student's test score will be released within 72 hours. Test scores below 80% indicate that the necessary lessons for completion were not acquired. The student should decide on additional practice and independent study. Other evaluation methods may include quizzes and hands-on skill assessments. Administration may provide progress reports at predetermined intervals throughout the program. A progress report will be provided weekly. Students should decide on additional practice, independent study, or tutoring. After completing the entire course, students will receive the certificate of completion within 5 business days of the program's last day. Students must pick up the certificate from the school during business hours, Monday through Friday.

The school will maintain a student record for fifty years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a completion certificate. Students may request copies by writing to the school. Student records are available for the student to review at any time.

EDUCATIONAL CREDENTIAL

After completing the course and passing the National Skills exam, students will receive their certificate of completion within five business days. Students must pick up the certificate from the school during business hours, Monday through Friday.

UNSATISFACTORY GRADES AND REQUIREMENTS FOR RE-ENTRY

If a student does not meet the school's minimum requirements for passing the theory portion of the program, the instructor or Administrator will initiate a meeting with the student. This meeting will include a formal review of academic progress and a discussion of any additional academic assistance or remediation that may be provided. No additional charges will be assessed for this initial academic intervention.

RETESTING

Retesting is permitted only for students who fail up to four (4) quizzes during the course. No exceptions will be made to this policy. No retest is allowed for students who fail all quizzes and the final exams. The retest fee is \$20.00 for each written or skills quiz retest conducted during the course. Retesting of the final written examination is strictly prohibited. Any student who fails the final written exam will be considered to have failed the program's theory portion, with no opportunity to retake it. Students must achieve a minimum score of 80% on all required written examinations and 90% on skills evaluations to pass the program. An Incomplete (I) grade may only be given if a student cannot complete course requirements due to documented illness or other serious circumstances beyond their control within the specified time frame, and a refund will be issued in accordance with school policy. A Failing (F) grade may be assigned if a student does not complete required clinical hours within sixty (60) days of the last scheduled training day or fails to complete required examinations or permitted retests within sixty (60) days.

TIME LIMITS AND DISMISSAL

Students who are unable to complete program requirements within two (2) months after completing scheduled coursework, or who fail to achieve an 80% passing score on required written examinations within the allowed attempts, may be dismissed from the program. No extensions beyond this timeframe will be granted.

Students who are unable to pass the required **skills examination after three (3) attempts** and the **written exam on the second attempt** will be dismissed from the program.

All permitted second examination attempts must be completed within **two (2) months** of the original examination date.

MISSED EXAMINATION AND PROBATION

A student who misses a final examination must notify the instructor within **twenty-four (24) hours** of the scheduled examination to request a make-up exam. Failure to do so may result in a failing grade. Students who fail to maintain the minimum required grade point average of **80%** for graduation or who fail to demonstrate required skills at a competency level below **90%** will be placed on academic probation. During probation, students will be scheduled for instructor-led academic assistance. Students who fail to demonstrate satisfactory improvement during probation will be dismissed from the program. Any applicable refunds resulting from withdrawal or dismissal will be issued strictly in accordance with the **Tuition Reimbursement and Refund Policy** outlined in this catalog and **WAC 490-105-130**.

TARDINESS, ABSENCES, MAKE-UP WORK, AND UNSATISFACTORY ATTENDANCE

Class and lab sessions will begin at the scheduled time. Tardiness, defined as arriving more than 10 minutes after the start of a class or lab session, will not be tolerated. Tardiness disrupts coursework and other students' learning. If a student is 30 minutes late, they will not be allowed to join the class for the day and will make up the day. Any student with two tardy incidents will be required to complete corrective actions or withdraw from the program. The school records each student's daily attendance. Records are available for student review. Absenteeism exceeding 20 percent of the total program constitutes grounds for dismissal. A student with more than 20 percent absences will have their case reviewed by the school director, who is likely to drop the student from the program. If a student is absent, they must contact the instructor in advance. Students must complete the state-required minimum number of coursework hours, and any student who does not meet these standards will not pass. If a student misses a class unexpectedly, they must make it up before completing the training. Only one make-up for clinical or class time is allowed. Missing another class after the first make-up results in dismissal. Students must meet with instructors to complete any missed assignments. Missing two or more classes results in automatic withdrawal. All make-up work must be completed within 60 days of the program's end; otherwise, no completion certificate will be issued, and the student will be dismissed from the program. To receive a COC, all clinical hours must be completed within two months of the last class. A no-call, no-show during clinicals results in immediate dismissal.

TUITION AND ADDITIONAL COSTS

Program	Classroom Time	Laboratory	Clinical	Total Hours	Registration Fee	Tuition	Total cost
Phlebotomy Technician	35 hours	15 hours	hours	50 hours	\$100	\$950	\$1050
Nursing Assistant Certified	35 hours	34 hours	40 hours	109 hours	\$100	\$1100	\$1200
Home Care Aide	59 hours	16 hours	---	75 hours	\$75	\$600	\$725

Tuition does not include the 10% sales tax and a 3% card fee for credit or debit payments. Students might also face extra costs for the National exam, licensing fees, uniforms, and other supplies needed for the program.

FINANCIAL AID AND PLACEMENT ASSISTANCE:

NAT Healthcare Academy does not currently offer financial aid or placement assistance.

WITHDRAWING FROM THE SCHOOL

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations for the school and the student will be calculated based on the last recorded attendance date.

TUITION REIMBURSEMENT POLICY

According to WAC 490-105-130, the refund policy of NAT Healthcare Academy will be: -

The school must refund all money paid if an applicant is not accepted. This includes instances in which the school cancels a scheduled class. The school must refund all payments if the applicant cancels within five business days (excluding Sundays and holidays) after the contract is signed, or within five business days of the initial payment if the applicant has not begun training.

The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if an applicant cancels after the fifth business day following the contract signing or initial payment. A "registration fee "is any charge by a school to process student applications and a student record system.

If training is terminated after the student enters classes, the school may retain the registration fee plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10%, whichever is less but less than 25 %	25%
25% but less than 50%	50%
More than 50%	100%

When calculating refunds, the official date of a student's termination is the last day of recorded attendance:

- a. When the School receives notice of the student's intention to discontinue the training program.
- b. When the student is terminated for a violation of a published school policy that provides for termination; or,
- c. When a student, without notice, fails to attend classes for 30 calendar days.

All refunds must be paid within 30 calendar days of the student's official termination date.

The school must refund all money paid if the applicant is not accepted. This includes instances in which the school cancels a scheduled class.

POLICY RELATING TO STUDENT CONDUCT

Disruptive behavior interferes with instruction for other students. The following is not tolerated and will result in termination:

- Verbally or physically threatening or abusing any person
- Loud or disruptive behavior during lectures and demonstrations
- Theft or damage to the property of the school, any affiliated facility, or other students
- Interfering with the learning environment through indecent conduct
- Making inappropriate demands on the instructor's time or attention
- Sexual harassment of any person or persons
- Using electronic devices, cell phones, or iPods during class and lab sessions
- All forms of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the school, forgery, and alteration or use of school documents with intent to defraud
- All forms of bias, including race, religion, ethnicity, gender, disability, national origin, veteran status, and creed, as demonstrated through verbal and written communication and physical acts

The instructor may, at the instructor's discretion, remove a disruptive student from class, lab, or clinical facility by requesting that the student leave. The student is free to return to the next scheduled meeting; however, if the behavior continues, the student will be terminated. If it is obvious that the student poses a threat to themselves or any other person, the instructor retains the right to contact local law enforcement or instruct another person.

POLICY RELATING TO SEXUAL HARASSMENT AND NON-DISCRIMINATION

NAT Healthcare Academy provides equal opportunity in admissions. The school does not discriminate based on race, gender, national origin, age, sexual orientation, creed, marital status, or disability, including physical disabilities or the use of a trained guide dog or service animal by a person with a disability. NAT Healthcare Academy recognizes that information about an applicant’s disability is voluntary and confidential and will be considered on a case-by-case basis. Upon request, NAT Healthcare Academy will offer reasonable accommodation to qualified applicants. All accommodation inquiries should be directed to the admissions administrator during program registration. To qualify, an individual with a disability must meet the basic skills, education, training, and other requirements for the relevant job or vocational program and be able to perform the essential functions of that job. program, either with or without Reasonable accommodation; the employment and academic standards are the same for all individuals enrolled. The school will provide an environment free of sexual harassment. Any complaints should be directed first to the instructor or Program Director, then to the Registrar, then to the Administrator, or, if you are still not satisfied that your complaint has been properly addressed, to the company's owner.

REPORTING PROBLEMS OR REGISTERING A COMPLAINT OF ANY KIND

If you have a concern or need to register a complaint, you can do so by calling our 24-hour, confidential voicemail on (206) 799-4988. Please refer your concern (in order) to the following: Program director and owner

Hadra Hassen, RN, BSN, MSN
206-799-4988
hadra.hassen@nathealthcareacademy.com or Natschool01@yahoo.com

Instructors' names and phone numbers must be provided on the first day of class. Students can contact the Workforce Board at 360-709-4600 with any questions or complaints at any time. Inquiries or complaints regarding this private vocational school may be directed at:

The Workforce Training and Education Coordinating Board,
128- 10th Avenue SW
Olympia Washington. 98504
(360)709-4600
Pvsa@wtb.wa.gov

Washington State Department of Health
Nursing Care Quality Assurance Commission
Attn: Education Unit
P.O. Box 47864
Olympia WA 98504-7864
Fax: (360) 236-4738
Nursing Assistant Training Program Complaint Form

EFFECTIVE DATE OF ACCEPTANCE

I certify that I have read and understood the cancellation and refund policy and the complaint procedure. I have received a copy of the school brochure, and I am entitled to an exact copy of this Enrollment Agreement, the school brochure, and any other documents I sign. I now agree to abide by the conditions set forth herein.

DISCONTINUED PROGRAMS

Suppose the school discontinues instruction in any program after students enter training. If the school changes its location, students must be notified in writing of the change and are entitled to a prorated refund of all tuition and fees paid, unless the school arranges comparable training, as agreed in writing by the student. A written request for such a refund must be made within ninety (90) days of the date the program was discontinued or relocated, and the refund must be paid within thirty (30) days after receipt of the request.

TERMINATION BY THE SCHOOL

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is disruptive, is absent from class or clinical, is under the influence of alcohol or drugs, or fails to make timely tuition payments is subject to immediate action termination.

CANCELLATION OF CLASSES

The school reserves the right to cancel the class if the minimum enrollment is not met. Such cancellation will be treated as a rejection by the school and will entitle the student to a full refund of all payments, unless an alternative start date/time is offered.

CANCELLATION OF CONTRACT

If you have not started training, you may cancel this contract by submitting written notice of cancellation to the school at the address shown on the contract. That notice must be submitted no later than midnight of the fifth business day (excluding Saturdays, Sundays, and legal holidays) following your signing of this contract and agreement. The written notice may be personally delivered to the school within that time. In a dispute over timely notice, the burden of proving service rests with the sender.

UNFAIR BUSINESS PRACTICES

If it is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory notes without the signed written consent of the student or the student's parent or guardian, if the student is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.