

# ADMISSION CHECK SHEET

[www.wvact.net](http://www.wvact.net)

390 Stanaford Rd.  
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(304) 256-4615

## Practical Nursing



- 1** **Prerequisites**
- Must be 18 years old. (within 6 weeks of the first day of school)
  - High school diploma or WV approved equivalent and include transcript

- 2** **Start Here**
- **Required:** Go to [wvact.net](http://wvact.net) and click on "Request TABE Exam"
  - **Required:** Complete your financial aid applications. Go to [wvact.net](http://wvact.net).
    - For Pell Grants visit: Click on "Financial Aid"
    - Click on "Complete your FASFA application."
    - For HEAPS Grants visit: Click on "Financial Aid"
    - Click on "Complete your HEAP's application."
  - **Required:** Go to [wvact.net](http://wvact.net) and click on "Financial Aid"
    - Complete and submit the form "I Have Applied"

- 3** **Once Financial Aid Applications Are Received**
- You will be contacted by ACT's financial aid office.
  - You must supply any required documentation to complete financial aid.
  - Schedule the TEAS exam at ACT's office. (After obtaining required scores)
    1. The LPN Coordinator will schedule the interview.
    2. Wait to receive the results of the interview in the mail.
      - Follow any and all instructions detailed in the letter.

- 4** **Final Steps**
- You've completed the required math class.
  - You've been accepted into the LPN program.
  - You've completed all requirements with financial aid.

You will be contacted by ACT's financial aid office to:

    1. Complete ACE Advantage Application
    2. Sign Award Letter (If Awarded)
    3. Sign Cost Sheet
  - Attend the **Mandatory** orientation on Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Bring the following with you:**

    1. High school diploma or WV approved equivalent
    2. High school transcript or WV approved equivalent
    3. Social Security card
    4. Photo ID
    5. Non-refundable registration of \$175 (must be exact change/check)

- 5** **Start class** Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Financial Aid

The LPN program qualifies for Pell, HEAPS, ACE, VA, WIOA, and WV Vocational Rehabilitation.

Visit [wvact.net/Financial Aid](http://wvact.net/Financial Aid)

### Satisfactory Academic Progress

To meet SAP, a student must:

- Maintain a continuous "C" average.
- Attend at least 90% of the program hours for each grading period.
- Maintain a continuous 90% attendance rate for the program.
- Complete the course within the originally scheduled course hours.

Visit [wvact.net/Policy](http://wvact.net/Policy)

### Refund Policy

During first enrollment period  
1 to 675 hours

There is no refund for fees after the start of class!

There is a 100% refund on tuition during the first five days of the program!

There is a 50% refund on tuition during day 6 thru day 10 of the program!

After day 10 of the program there is No Refund!!

During second enrollment period  
676 to 1350 hours

There is No Refund once the second enrollment period starts!

Visit [wvact.net/Policy](http://wvact.net/Policy)