

ADMISSION CHECK SHEET

www.wvact.net

390 Stanaford Rd.
Beckley, WV 25801
(304) 256-4615

Phlebotomy



1

Prerequisites

- Must be 18 years old (within 6 weeks of the first day of school)
- High school diploma or WV approved equivalent

2

Start Here

- **Required:** Go to wvact.net and click on "Request TABE Exam"
- **Required:** Complete your financial aid applications. Go to wvact.net.
 - For Pell Grants visit: Click on "Financial Aid"
Click on "Complete your FASFA application."
 - For HEAPS Grants:
This paper application will be filled out at ACT
- **Required:** Go to 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.
- You should have completed your twelve hours with Adult Education.

4

Final Steps

- You've completed the required twelve hours with Adult Education.
- You've completed all requirements with financial aid.
You will be contacted by ACT's financial aid office to:
 1. Complete Part-Time HEAPS application
 2. Complete ACE Advantage Application
 3. Sign Cost Sheet

Bring the following with you:

1. High school diploma or WV approved equivalent
2. Social Security card
3. Photo ID
4. Proof of Hepatitis B injections (or the first of three)
5. Proof of flu shot
6. Proof of PPD (Tuberculin Test)
7. Copy of shot record (including proof of MMR)

5

Start class Date: _____ Time: _____

Financial Aid

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

Visit 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

Refund Policy

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!!

Visit wvact.net/Policy