

Standards for Admission
Phlebotomy Education Program
Saint Luke's Hospital of Kansas City

References

Reference forms are included with the application packet. Please have two **non-family** individuals who have knowledge of your education and/or work experience fill out and return the forms. The Phlebotomy Education Program will only consider applicants with completed reference forms on file for admission.

Selection Standards

Students must be recommended for admission into the Phlebotomy Education Program by at least 2 members of the PEP Admissions Committee after interview, based upon objective evaluation of these factors considered in assessing the applicant's probability of success to career entry level:

- Communication skills (written and oral)
- Attention to detail
- Motivation and career expectations
- Ability to work/interact with others
- Professional demeanor

Students who meet established selection criteria for whom we have received **ALL REQUIRED APPLICATION MATERIALS** are invited to the Hospital for interview when openings exist. Reminders that application materials are incomplete are not sent. It is the applicant's responsibility to follow directions and ensure that materials requested are sent. Students who do NOT have complete application packets on file, or who do not meet minimum selection criteria, will not be invited for interview.

English as a Second Language

Students must be able to demonstrate effective written and oral communication skills in the primary language of the sponsoring institution to the satisfaction of the PEP interviewer.

Refund Policies

Students who voluntarily withdraw or are dismissed from the Program within the first week after paying full tuition will receive a 40% tuition refund. No tuition will be reimbursed after that time. Book costs are not refundable, but will remain the property of the student.

Student Withdrawal

No student who leaves the program before completing it in its entirety will be eligible for a certificate of completion.

<p>It is the policy of Saint Luke's Hospital not to discriminate in admissions or access to, or treatment or employment in, its programs or activities, or in the granting, maintaining, upgrading and withdrawal of physician staff privileges for any unlawful reason, such as race, color, national origin, sex, age, or handicap, in violation of Section 504 of the Rehabilitation Act and applicable regulations. Responsible employee: Administrative Director of Civil Rights, telephone (816) 932-2105.</p>
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