



Thank you for your interest in the Reading Hospital School of Health Sciences and choosing our school to meet your educational needs. It gives us great pride to share with you our long standing commitment to providing educational programs that develop competent and compassionate professionals capable of providing high-quality healthcare services to individuals, families, and communities.

Our school's faculty, staff, and administrators are committed to helping students assess their abilities, meet their educational goals, and plan their professional futures. The supportive partnership encourages students to grow both professionally and personally. Working together, we hope to guide you to success!

In the pocket of this booklet you will find your official acceptance letter, applicant follow-up letter with your specific deadlines, business reply envelope, and health information packet. In the booklet you will find instructions relating to all of our programs including background check clearances, financial aid, and student services. **Not everything included in this booklet may apply to your specific program, so please read your acceptance letter, applicant follow-up letter, and the booklet thoroughly to make sure you are completing all post-acceptance requirements needed to complete your enrollment in your program.**

Please be aware that all background check clearances must be uploaded to CastleBranch in order to be accepted. Clearances that are mailed or handed in to the admissions office will not be accepted. We've made sure to include the step-by-step process for obtaining and uploading background check clearance forms to CastleBranch.

If you have any questions about your acceptance or the post-acceptance process, please feel free to contact admissions at 484-628-0109. We look forward to seeing you on campus!

Sincerely,  
Office of Admissions

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES

## DISCLOSURE OF

# DUAL ENROLLMENT ADMISSION

Applies to the following programs:

Diagnostic Medical Sonography • Medical Imaging • Nursing • Surgical Technology

Accepted students will be automatically enrolled in the Dual Enrollment Program.

**DUAL ENROLLMENT ADMISSION**, where through a dual-enrollment affiliation, an accepted student will be simultaneously enrolled in the hospital-based program offered at Reading Hospital School of Health Sciences and Alvernia University's Associate of Science degree.

Dual Enrollment Admission was structured to provide a seamless career mobility pathway while providing our graduates with the knowledge, skills, and credentials to sit for national certification or licensure exams. With Dual Enrollment Admission, an accepted student will be eligible to receive two credentials as follows:

#### Medical Imaging:

- Certificate in Medical Imaging
- Associate of Science Degree from Alvernia University

#### Nursing Program:

- Diploma in Nursing
- Associate of Science Degree from Alvernia University

#### Surgical Technology:

- Diploma in Surgical Technology
- Associate of Science Degree from Alvernia University

#### Diagnostic Medical Sonography:

- Certificate in Diagnostic Medical Sonography
- Associate of Science Degree from Alvernia University

Achievement of the Associate Degree is required to be eligible to sit for national certification for some of the dual enrollment programs.

If you need clarification on the Dual Enrollment Admission, please call admissions at 484-628-0100.

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES CONFIRMATION OF ENROLLMENT FORM

**\*\*Please read this section before completing this form.\*\***

In order to enroll in the program, you must meet all post-acceptance requirements according to your established deadlines. Please be aware that the school reserves the right to cancel admissions cohorts or scheduled courses due to insufficient enrollment or as a result of programmatic changes. Admission offers may be revoked if you fail to meet the requirements as requested.

## All accepted students must show proof of the following:

1. Confirmation fee and this form to secure a seat in the class or you may use the online form at [reading.towerhealth.org/health-sciences/admissions/confirmation-of-enrollment-form/](http://reading.towerhealth.org/health-sciences/admissions/confirmation-of-enrollment-form/)
2. Completed and approved Background Check/PA State Police Clearance from [castlebranch.com](http://castlebranch.com)
3. FBI Fingerprint clearance.
4. Completed and approved Pennsylvania Healthcare Fraud and Abuse Search, and Child Abuse History Clearance.
5. Valid two-year BLS for Healthcare Provider CPR certification (if applicable).
6. Documentation of health insurance, including hospitalization benefits.
7. Healthcare provider confirmation of required health screenings, tests, and immunizations.

**Please call admissions at 484-628-0109 to discuss post-acceptance requirements.**

There is a non-refundable confirmation fee to accept the offer of admission. Acceptable forms of payment: Checks or money orders payable to "RHSHS" (please do not mail cash). You may pay by card if you use the online form found at [reading.towerhealth.org/health-sciences/admissions/confirmation-of-enrollment-form/](http://reading.towerhealth.org/health-sciences/admissions/confirmation-of-enrollment-form/).

You have been offered admission to the following program: (Please make a selection)

### \$300.00 Confirmation Fee Required

- |   |   |
|---|---|
| <input type="checkbox"/> Diagnostic Medical Sonography<br>- Dual Enrollment | <input type="checkbox"/> Medical Lab Science                      |
| <input type="checkbox"/> EMT (Emergency Medical<br>Tech)                    | <input type="checkbox"/> Nursing - Dual Enrollment                |
| <input type="checkbox"/> Medical Imaging -<br>Dual Enrollment               | <input type="checkbox"/> Paramedic Education                      |
|   | <input type="checkbox"/> Surgical Technology -<br>Dual Enrollment |

### \$100.00 Confirmation Fee Required

- |  |
|--|
| <input type="checkbox"/> Phlebotomy Technician |
|--|

**Yes!** I intend to enroll at Reading Hospital School of Health Sciences. I accept your offer of admission and will meet all post-acceptance requirements and deadline to enroll in the program.

I understand that the confirmation fee is required and is NOT refundable.

**\*Please note\* residence housing is NOT a guarantee.**

**No!** I do not intend to enroll in Reading Hospital School of Health Sciences.

### PLEASE PRINT CAREFULLY

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address1: \_\_\_\_\_ Phone: \_\_\_\_\_

Address2: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Parent Name: \_\_\_\_\_

\*Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Required if applicant is under 18 years.

Detach and mail using the enclosed business reply envelope.



# READING HOSPITAL SCHOOL OF HEALTH SCIENCES

## ACCEPTANCE REQUIREMENTS

### CHECKLIST/DEADLINES FORM

REQUIRED DOCUMENTATION	DEADLINE	NOTES
Non-Refundable Confirmation Fee and Enrollment Form	TWO WEEKS from date of acceptance letter	<u>Non-refundable fee.</u>
The following three different background checks are required:  1. Criminal Record Check and Healthcare Fraud and Abuse Search  2. PA Child Abuse History Clearance  3. FBI Fingerprint	TWO WEEKS from date of acceptance letter  TWO TO FOUR WEEKS from date of acceptance letter  FOUR TO SIX WEEKS from date of acceptance letter	Please be aware that, per policy 324, all clearances must be uploaded to CastleBranch. <b><u>Any clearances that are handed or mailed into admissions will not be accepted and will not meet Post-Acceptance requirements.</u></b> Please see the CastleBranch Student Instructions packet for information on obtaining and uploading your clearances. More information on the policy can be found at: <a href="http://reading.towerhealth.org/app/files/public/198/324-student-background-checks-shs-392010.pdf">reading.towerhealth.org/app/files/public/198/324-student-background-checks-shs-392010.pdf</a>
Completed health forms, including health insurance documentation and UDS Appointment  *Personal <u>health insurance coverage</u> is required!	Please see deadline on your applicant follow-up letter.	Follow the <b><u>Occupational Health Services step-by-step instructions form</u></b> located in this packet.  Remember, all forms must be completed and accompany you to your UDS appointment. Do not turn any health information into admissions!
Final High School Transcript (current HS seniors)	DUE JULY 1	All final transcripts must show final grades and required cumulative GPA for admission.
College Transcripts (transfer students)	AUGUST 17 – Nursing and Surgical Technology DECEMBER 18 – Medical Imaging and Diagnostic Medical Sonography JUNE 1 – Medical Laboratory Science <i>*Not applicable to Phlebotomy Technician.</i>	All final transcripts must show final grades and no in-progress coursework.
The only acceptable documentation/course is American Heart Association-Basic Life Support (AHA BLS) CPR certification.	DUE PRIOR TO THE START OF "CLINICAL" SEMESTERS <i>*Not applicable to Medical Laboratory Science, Phlebotomy Technician, or EMT students.</i>	The CPR requirement applies only to nursing students who are approved to start in year 2 of the nursing curriculum.

ANY CONCERNS OR QUESTIONS, CALL ADMISSIONS NOW AT 484-628-0109.

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES

## INSTRUCTIONS FOR ORDER PLACEMENT FOR BACKGROUND CHECKS

When you place your initial order, you will be prompted to create your secure account. From within your Profile, you will be able to:

- View your order results.
- Manage the requirements specific to your program.
- Complete tasks as directed to meet deadlines.
- Upload and store important documents and records.
- Place additional orders as needed.

To place your order, go to <https://mycb.castlebranch.com>

In the "Place Order" field, enter the following package code specific to your school and program:

RE66 – Background Check, PA Fingerprinting & PA Child Abuse Package

During order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for your Profile and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit card, electronic check, money order, and installment payment.

### TO DO LIST

You can respond to any active alerts or To-Do List items now, or return later by logging into your Profile. You will receive alerts if information is needed to process your order. Access your Profile anytime to view your order status and completed results. Authorized users at your school will have access to view your compliance status from a separate portal.

### Additional Information

#### PA Child Abuse Clearance

The online order process will guide you through the steps to complete a Child Abuse Clearance through the Department of Human Services (DHS). PLEASE NOTE: You will be required to pay a separate fee to the DHS for your Child Abuse Clearance.

You must submit your application for Child Abuse History Clearance by mail or electronically.

#### Electronic Submission

1. Visit the following website: <https://www.compass.state.pa.us/cwis/public/home> and complete the online application in its entirety.
2. Submit electronic application and payment by credit card.

### Mail Submission

1. Download the three-page Child Abuse History Clearance application and complete it entirely. For purpose of clearance on the form, please select: Individual 14 years of age or older applying for or Holding a Paid Position as an Employee with a Program, Activity, or Service.
2. Mail completed form with money order to Childline and Abuse Registry, Department of Human Services, PO Box 8170, Harrisburg, PA 17105-8170. When application has been submitted by mail or electronically, check the box to confirm.

### FBI Fingerprint Clearance

The online order process will guide you through the steps to complete a fingerprinting through the Department of Human Services. You will be required to pay a separate fee at the enrollment center.

### Fingerprint Registration (Cogent)

1. Visit <https://uenroll.identogo.com> to register for your fingerprint scan and location.
2. Enter your service code 1KG756 and click on "schedule or manage appointment".
  - Fill out all areas with a \* to register for your fingerprint scan.
  - You must bring your driver's license and method of payment to the enrollment center. Payment is made at the center at the time of your scan.

## READING HOSPITAL SCHOOL OF HEALTH SCIENCES FBI CLEARANCE

To register and obtain the clearance, please follow all instructions. The cost of the clearance is \$22.60 and is paid at the Enrollment Center at the time of your scan. You may pay using a business check, money order, or debit/credit card. Any method of payment must have your name on it and match the name on your ID and registration. All registrations must be done online.

Register through Idemia at <https://uenroll.identogo.com/>

- In the box at the top that says "enter code" please enter the service code **1KG756** and click "go".
- The top of the page should say "1KG756- Pennsylvania DHS-Employee ≥14 Years Contact w/ Children". If it does not please go back to the main page and reenter the service code.
- Click on "schedule or manage an appointment".
- Make sure the box labeled "Name/method of contact" is highlighted.
- Fill out all information marked with a red \* and fill out all pages and then submit.
- Please note: the phone number or email address you provide will be used to retrieve your information during your in-person scan.

### Visit an IdentoGO Enrollment Center

- Have your payment method, ID, and email address/phone number ready when you arrive.
- Appropriate forms of ID can be found at <https://uenroll.identogo.com/workflows/1KG756/documents/citizenship>
- The Enrollment Center you will be visiting is chosen at the time of your registration. You may either select a specific appointment time or choose to be a "walk-in". Please note that appointments take priority over walk-ins.



## READING HOSPITAL SCHOOL OF HEALTH SCIENCES TIPS AND STRATEGIES FOR SUCCESSFUL COMPLETION OF POST-ACCEPTANCE REQUIREMENTS

We hope the following tips and strategies will help you achieve post-acceptance compliance in a timely manner. Please feel free to reach out to the Admissions Team for assistance.

- Please refer to the Acceptance Packet for instructions to complete enrollment requirements, including your Health Packet, background checks, photo submission (if applicable) and parking form.
- Carefully review the Applicant follow-up letter with your specific due dates.
- Concerning background checks, set up your CastleBranch account upon receipt of your packet. The clearance process may take up to 6 weeks to complete or longer during peak processing months. The PA State Police Record Check will be received through your CastleBranch account. The PA Child Abuse History Clearance will be sent to your personal email address. The FBI Fingerprint results will be sent to the physical address that you provided at the time of processing. You will need to upload the PA Child Abuse History Clearance and FBI Fingerprint report to your CastleBranch account when you receive your reports.
- Concerning Health Clearance/Urine Drug Screening, follow the instructions that came with your health packet. Contact your health care provider to schedule a physical and lab work, if needed. Gather all your immunization records, including COVID vaccination documentation. Once completed, contact Employee Health Services to schedule your screening appointment.
- If you happen to upload the wrong document or an older report, you may see that your document was rejected. If this occurs, you will need to contact CastleBranch support at 1-888-666-7788 or visit <https://mycbcastlebranch.com/support> to remove the document and to have your account reset. Once your account has been reset, you will be able to upload your current report.





## READING HOSPITAL SCHOOL OF HEALTH SCIENCES **ADMISSIONS DEPARTMENT**

This completes the admissions section of the booklet. We are delighted that you chose our school to meet your educational needs. We look forward to seeing you on campus and want to thank you for tending to your post-acceptance requirements thus far.

We just wanted to take this opportunity to remind you to keep working on your Post-Acceptance Requirements and remember the deadlines. We strongly encourage you to act swiftly and resolve any outstanding information or missed deadlines as they occur.

By completing your post-acceptance requirements you will have achieved enrollment in the program. This status demonstrates to us that you are "prepared and cleared" for class.

We are here to help you with anything you may need. Please do not hesitate to contact any of us at the numbers below with any questions or concerns you may have. Thank you and welcome to our school once again!

**Janelle Adams Ervin, BS**

Enrollment Assistant

Phone: 484-628-0109

email: [Janelle.AdamsErvin@towerhealth.org](mailto:Janelle.AdamsErvin@towerhealth.org)

**Carolyn Konas, MEd**

Enrollment Director

Phone: 484-628-0115

email: [Carolyn.Konas@towerhealth.org](mailto:Carolyn.Konas@towerhealth.org)

**Cathy James**

Program Secretary to EMS, Surgical  
Technology, and Medical Imaging

Education Admissions Process

Phone: 484-628-0200

email: [Cathy.James@towerhealth.org](mailto:Cathy.James@towerhealth.org)

**Jacqueline Strenkoski, BA**

School Receptionist

Phone: 484-628-0100

email: [Jacqueline.Strenkoski@towerhealth.org](mailto:Jacqueline.Strenkoski@towerhealth.org)



## READING HOSPITAL SCHOOL OF HEALTH SCIENCES **FINANCIAL INFORMATION**

The decision to attend a post-secondary school involves an important monetary investment. The Financial Aid and Student Accounts staff are available to provide assistance to students and their families as they work to finance their education. We understand that the financing process can appear to be confusing and overwhelming – we are here to help you!!

We look forward to having you as a student at Reading Hospital School of Health Sciences!

### **Contact Us:**

Reading Hospital School of Health Sciences  
Financial Aid Office (or Student Accounts Office)  
P.O. Box 16052  
Reading, PA 19612  
Fax: 484-628-0134

### **Staff:**

**Robin L. Hall, MBA**  
Director of Financial Aid and Budget  
Phone: 484-628-0105 or email: [Robin.Hall@towerhealth.org](mailto:Robin.Hall@towerhealth.org)

**Linda Ross, BA**  
Financial Aid Officer  
Phone: 484-628-0106 or email: [Linda.Ross@towerhealth.org](mailto:Linda.Ross@towerhealth.org)

**Steve Swan**  
Student Accounts Officer  
Phone: 484-628-0102 or email: [Steven.Swan@towerhealth.org](mailto:Steven.Swan@towerhealth.org)

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES BILLING AND PAYMENT INFORMATION

All billing and payments are processed by the Student Accounts Office (SAO) located on the ground floor of Reading Hospital's School of Health Sciences (RHSHS).

Approximately 30 days prior to each semester, all students receive an email notification to their official RHSHS email account when new charges for the semester are posted to their **WebConnect** account, the online student portal for RHSHS students. New students will be sent their billing notification to their personal email address while subsequent notices will be delivered to their school email. No paper bills will be mailed.

## Billing Schedule

Fall Semester Charges	Spring Semester Charges	Summer Semester Charges
<b>Bills Emailed:</b> July 15 <b>Due Date:</b> August 15	<b>Bills Emailed:</b> November 15 <b>Due Date:</b> December 15	<b>Bills Emailed:</b> March 15 <b>Due Date:</b> April 15

## Viewing Your Charges

Upon receipt of the billing email, students may view their current academic charges via **WebConnect**. Included will be the amount due for courses enrolled, fees, expected aid (grants, accepted loans, or other financial assistance) that is **available at the time charges are prepared**. To view up-to-date account information, log in to **WebConnect** and select "Account Info" from the top menu and click "Account Balance." The next screen will display your "Expected Balance" which is the current amount owed.

## Payment Information

- Each semester, students are expected to pay their tuition in full OR sign up for the RHSHS Payment Plan Option (PPO) and make the first payment by the due date. The PPO provides an opportunity for you to pay your charges with interest free installments each semester.
- Students can make their payments online, in person, or by mail. All major credit cards are accepted.
- For additional Information, please refer to school Policy 601 Tuition Payment.
- You may also contact Steve Swan by email at **Steven.Swan@towerhealth.org** or call the Student Accounts Office at 484-628-0102 if you have any questions.

**NOTE:** Students must complete the **Authorization for Release of Information** form on page 13 (and return it to the Financial Aid Office) if you authorize your financial information to be discussed with any named family member or other person(s).







# READING HOSPITAL SCHOOL OF HEALTH SCIENCES FINANCIAL AID AUTHORIZATION FOR RELEASE OF INFORMATION

Reading Hospital School of Health Sciences is committed to protecting the rights of students who are attending or who have attended the school. The Family Educational Rights and Privacy Act (FERPA), is a federal law designed to protect the privacy of a student's educational records.

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution. All FERPA rights transfer from the parent to the student when a student attends a postsecondary institution - regardless of parental information that may have been required when applying for financial aid. Therefore, Financial Aid and Student Accounts Office employees are unable to discuss matters with members of the student's family or other persons without the express written consent from the student. If applicable, please complete this form and return it to the Financial Aid Office so your file can be notated accordingly.

**In accordance with the Family Educational Rights and Privacy Act, I authorize the release of my financial information to the individual(s) named below:**

Student's Name Providing Authorization: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Last 4 Digits of Social Security #: \_\_\_\_\_ DOB: \_\_\_\_\_ Program: \_\_\_\_\_

Name of Individual(s) to Receive Information	Relationship to Student	Email Address	Phone Number

**NOTE:** Please create your password (no symbols or special characters) and be sure to inform the individual(s) listed above what your password is. When calling in, the authorized individual(s) will be asked to provide the password on your account. No information will be shared if the password given is incorrect.

Account Password: \_\_\_\_\_ (ex. pet's name, favorite food, etc.)

I understand that this authorization for release of my financial information will remain in effect until I graduate, withdraw, terminate, or I personally request from RHSHS in writing that this authorization be nullified or changed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Return Form to:</b>	Reading Hospital School of Health Sciences Financial Aid Dept. PO Box 16052 Reading, PA 19612-6052	<b>Or Fax Form to:</b> 484-628-0134 <b>Questions:</b> 484-628-0106
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# READING HOSPITAL SCHOOL OF HEALTH SCIENCES FOR NURSING AND MEDICAL IMAGING PROGRAM STUDENTS ONLY

## Financial Aid Information Packet

Congratulations on your acceptance into the Reading Hospital School of Health Sciences (RHSHS)! The following information is designed to help assist you in applying for financial aid if needed.

Financial aid consists of various federal, state, private, and institutional programs that may contribute to the funding of a student's education.

Types of financial aid our students may be eligible to apply for include:

- Federal Pell Grant
- PA State Grant (nursing program only)
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct PLUS (Parent Loan for Undergraduate Students) Loan

## STEP 1 – How to Apply - Filing the Free Application For Federal Student Aid (FAFSA)

1. Go to the <https://studentaid.gov> website to complete your FAFSA application for FREE. This will be your "one-stop shop" to complete the required applications and forms needed for financial aid.
2. When you create an account at [studentaid.gov](https://studentaid.gov), the username and password (your "FSA ID") you create will be used to log into and sign the FAFSA. If you are a dependent student (see the FAFSA instructions, but typically under the age of 24 and unmarried), one of your parents must also sign your application. To sign the FAFSA, your parent must also apply for their own FSA ID. Hint: Create a FSA ID as soon as possible. Due to processing time, it is recommended you apply at least three days BEFORE filing the FAFSA.
3. **To apply for financial aid, you must complete and submit a FAFSA application each year.** We strongly encourage all Nursing and Medical Imaging students to complete the FAFSA each year, even if you feel you may not be eligible for assistance. After you log into your account at <https://studentaid.gov>, follow the instructions to "**Complete the FAFSA Form**" under the "**APPLY FOR AID**" tab.

If you plan to attend college from	Complete the correct FAFSA application	Using income and tax information from	FAFSA admission dates
July 1, 2023 to June 30, 2024	2023-2024	2021	October 1, 2022 to June 30, 2024

4. It is highly recommended that you use the IRS DRT (Data Retrieval Tool) to automatically import Federal tax information from the IRS into your FAFSA for yourself, spouse, or parent(s) as applicable, if you can. While using the IRS DRT is optional, it's still a more streamlined way to file the FAFSA because many manual entry errors are eliminated.

The school code for Reading Hospital School of Health Sciences is **014104**.

5. **For Nursing program students to be considered for PA State Grant eligibility, RHSHS must be listed as your first school choice on your FAFSA application and be submitted by May 1st.**
  - a. The easiest way to file your PA State Grant application is right from the link on your FAFSA confirmation page. It will be at the bottom of the page and says **“Start your state application to apply for Pennsylvania state-based financial aid.”** If you miss this link, you will need to wait approximately 3 to 4 days after your FAFSA is submitted and apply at PHEAA.org.
6. Submit your FAFSA application with all required signatures. You will be notified that your FAFSA has been processed and you can view or print your Student Aid Report (SAR) from your My FAFSA page. If you did not provide an email address, you will receive your SAR by mail. Your FAFSA will be shared with the schools that you listed on the FAFSA and with PHEAA to determine eligibility for the PA State Grant.

## STEP 2 – Entrance Counseling

Financial aid that you borrow (a student loan) has serious obligations with specific responsibilities. Completing Loan Entrance Counseling prior to obtaining your Federal Direct loan disbursement is required by federal regulations. This will enable you to fully understand your rights and obligations as a student loan borrower before making the decision if you want to borrow a loan and an investment in your future.

1. Log into your account at <https://studentaid.gov>.
2. Follow the instructions to complete **“Loan Entrance Counseling”** under the **“Loans and Grants”** tab.
3. There will be questions that you will be required to answer involving information about the student loans. Please read the information carefully - it may take about 15 to 20 minutes to complete the entire session. Note: You can estimate your award and potential income to get through the exercises – you don’t have to use exact numbers!

## STEP 3 – Master Promissory Note (MPN)

The MPN is a binding legal document that you sign agreeing to repay your student loans. The MPN must be signed before RHSHS and the Department of Education disburses loan funds. **Please note that the completion of any of these forms does not obligate you to take out a student loan. You will have the opportunity to accept or decline any loan when you receive your Award Letter from RHSHS.**

1. Log into your account at <https://studentaid.gov>.
2. Follow the instructions to complete a **“Master Promissory Note (MPN)”** under the **“Loans and Grants”** tab. Choose the **“I’m An Undergraduate Student”** link. Use Reading Hospital School of Health Sciences as the school choice.
3. Complete all information on the Master Promissory Note and make sure your electronic signature is submitted to complete the process.

**The Financial Aid Office at RHSHS will receive electronic notification that you have completed the FAFSA, Loan Entrance Counseling, and the MPN. Once you have confirmed your seat in the Nursing or Medical Imaging program class, we will then put together your financial aid award package and mail it to you at your home address.**

**If you have any questions, please contact the Financial Aid Office by calling 484-628-0106.**



# READING HOSPITAL SCHOOL OF HEALTH SCIENCES FOR NURSING AND MEDICAL IMAGING PROGRAM STUDENTS ONLY FINANCIAL AID/HOUSING PLANS

PLEASE COMPLETE THE FRONT AND BACK OF FORM.

Name: \_\_\_\_\_  
(please print)

**1. Financial Aid Plans:**

- I do **NOT** plan to apply for any Financial Aid (grants or student loans).
- I **ONLY** want to apply for grants.
- I want to apply for all Financial Aid applicable. **(Be sure to read thoroughly all the steps and instructions included in the Financial Aid Information packet.)**

**TO DO Checklist:**

FAFSA Completed Date: \_\_\_\_\_  
Master Promissory Note (MPN) Completed Date: \_\_\_\_\_  
Entrance Counseling Completed Date: \_\_\_\_\_

**2. Potential Transfer Credits:**

Please list below all coursework you are taking prior to starting the program and the school you are taking them at.

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Please return this form to the Financial Aid Office when completed (and page 13, if applicable). You may use the enclosed financial aid business reply envelope or send it with your post-acceptance materials in the admissions office business reply envelope.

Thank you!  
The Financial Aid Office

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES HOUSING STATUS FORM

This form is being required for financial aid purposes in order to accurately determine your Cost of Attendance. Failure to complete the form timely will delay the awarding of your financial aid at Reading Hospital School of Health Sciences (RHSHS). Please complete all sections applicable. Be sure to contact the Financial Aid Office if your housing status changes after completing the form.

## Permanent/Home/Mailing Address

\_\_\_\_\_  
Street City State Zip Code

## Housing Status

Check the box that applies to you:

- I will live and **commute** from home, where I reside with my parents and/or guardian.
- I will live **on-campus** at the Delta Apartments.
- I will live **off-campus**. Off-campus housing refers to a room, apartment, or house (not with a parent and/or guardian) that I am renting or own.

If you checked the **off-campus housing** box above, you must provide below the address where you are living while attending RHSHS:

\_\_\_\_\_  
Street City State Zip Code

## Signature and Acknowledgment

By signing below, I confirm that all the information provided is accurate and complete to the best of my knowledge.

\_\_\_\_\_  
Student Name (please print) Date

\_\_\_\_\_  
Student Signature

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES WEBCONNECT ONLINE STUDENT PORTAL

Registering with our WebConnect Student Portal allows you to access and track your billing and payment information, grades, and course schedules in your personal and secure online student record.

## STEP 1

### WebConnect Invite

You will receive an email from the school when you make your confirmation payment which secures your seat in your selected program. The email will instruct you to set up your WebConnect account by selecting Set New Password. This link will take you to the registration screen (see below) to establish your account.

**Note:** The email subject line you receive will read: Automated Password Set/Reset for: your name will appear here. Your Set New Password link will only remain active for seven days so if your link expires or you're having problems registering your account, please call the Student Accounts Office at 484-628-0102.

## STEP 2

### Registration

1. Click the Set New Password button or the link provided in the email.
2. Enter your last name and student ID (seven-digit number located on your Applicant Follow-Up Letter included in your Accepted Student Packet.).
3. Create your password following the requirements listed on the form.
4. Click the Submit button.

\*Once registered, you can access your WebConnect account at: <https://rhshs.readinghealth.org/authenticate.php>.

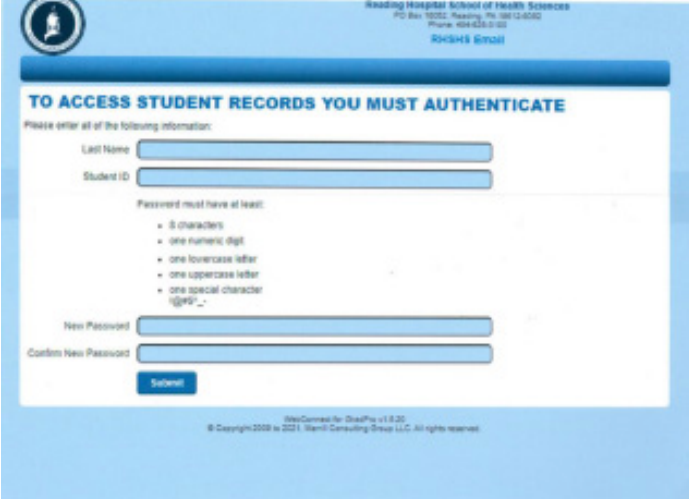
### Make an Online Payment

1. Log on to WebConnect.
2. From the top menu, select Account Info.
3. Click Pay Your Bill Online.

### Check or Money Order

Payable to RHSHS and mailed to:

RHSHS  
Student Accounts Office  
PO Box 16052  
Reading, PA 19612-6052



The screenshot shows the registration page for the WebConnect Student Portal. At the top, it says "Reading Hospital School of Health Sciences" and "RHSHS School". The main heading is "TO ACCESS STUDENT RECORDS YOU MUST AUTHENTICATE". Below this, it asks the user to "Please enter all of the following information:" and provides input fields for "Last Name", "Student ID", "New Password", and "Confirm New Password". A "Submit" button is located at the bottom of the form. To the right of the password fields, there are password requirements: "Password must have at least:" followed by a bulleted list: "• 8 characters", "• one numeric digit", "• one lowercase letter", "• one uppercase letter", and "• one special character (!@#%&\*\_~)". At the bottom of the page, there is a small copyright notice: "© Copyright 2009 to 2011, Health Careway Group, LLC. All rights reserved."

### Payment Plan Option (PPO)

We know that paying your bill all at once can be difficult for some families so establishing a payment plan provides an opportunity for students to pay with interest-free monthly installments. Visit the Payment Options webpage for more information about payment plans at: <https://reading.towerhealth.org/student-accounts-payment-options/>.



## READING HOSPITAL SCHOOL OF HEALTH SCIENCES **REGISTRAR'S OFFICE**

Congratulations once again on your acceptance into the Reading Hospital School of Health Sciences! The Registrar's Office is located around the corner from the main lobby of the school. I can help you with transcripts, class schedules, and grades. Your semester schedule will be available on WebConnect about 6 to 8 weeks prior to the start of each semester.

I am here to assist you and look forward to seeing you on campus!

**Nancy D. Wunderly, M.Ed.**

Registrar

Phone: 484-628-0142

Email: [Nancy.Wunderly@towerhealth.org](mailto:Nancy.Wunderly@towerhealth.org)

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES POST-ACCEPTANCE CHECKLIST

This checklist is designed to keep you on track with all of your post-acceptance requirements.

- Confirmation Fee and Form (page 3).
- Criminal Record Check and Healthcare Fraud and Abuse Clearance (page 6).
- PA Child Abuse History Clearance (page 6).
- FBI Fingerprint Results (page 7).
- Health Clearance (see packet in the pocket of this booklet).
- Final High School Transcript (if you are a high school senior).
- Parking Registration (page 24).
- Photo ID (page 24).
- Accessed **WebConnect** to verify account information and orientation dates (page 19).

**Greetings from Student Government Association (SGA)!** Students who complete the checklist by the deadline can send this form into the school to receive a "School Spirit" prize on behalf of RSHS Student Government Association. The SGA affords students the opportunity to take an active role in developing student activities and leadership skills. Be sure to learn more about SGA and how you can serve as a role model for future admission classes!

This form is to certify that you have successfully completed all post-acceptance requirements by the deadline listed below in order to receive a "School Spirit" prize.

Please select your program:

- |   |   |
|---|---|
| <input type="checkbox"/> EMT due one week prior to the start of class   | <input type="checkbox"/> Phlebotomy (Spring) due March 15th |
| <input type="checkbox"/> Diagnostic Medical Sonography due December 1st | <input type="checkbox"/> Medical Imaging due December 1st   |
| <input type="checkbox"/> Medical Laboratory Science due June 1st        | <input type="checkbox"/> Nursing due August 1st             |
| <input type="checkbox"/> Paramedic due August 1st                       | <input type="checkbox"/> Surgical Technology due August 1st |

## PLEASE PRINT CAREFULLY

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address1: \_\_\_\_\_ Phone: \_\_\_\_\_

Address2: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# READING HOSPITAL SCHOOL OF HEALTH SCIENCES **TEXTBOOK** INFORMATION FOR DUAL ENROLLMENT PROGRAM STUDENTS ONLY

Students are responsible for purchasing textbooks. These textbooks can be purchased from the Alvernia University Bookstore, Barnes and Nobles, [www.half.com](http://www.half.com), [www.amazon.com](http://www.amazon.com), and the list goes on. When ordering your textbooks please be sure the ISBN Number and Edition are accurate.

## Textbooks for Alvernia University Courses

Please follow the below process to purchase or retrieve the ISBN Number for your required textbook.

1. [www.alvernia.bkstr.com](http://www.alvernia.bkstr.com).
2. Scroll down to Find Textbooks.
3. Select term and find courses.
4. Follow the prompts to select your term (Fall, Spring, Summer) campus location (RHSHS), department (BIO), course (107), and section (AH1).

### **\*\*PLEASE NOTE\*\***

- Your class information can be found on WebConnect.
- Only PELL eligible students with expected credit balances may “charge” their textbooks from their financial aid through the Alvernia Bookstore.

For questions concerning Alvernia University general education textbook information, please contact the bookstore.

### Contact Information:

The bookstore is located on the first floor of the Student Center on the main campus in Reading.

Bookstore Phone: 610-796-8252

Email: [alvernia@bkstr.com](mailto:alvernia@bkstr.com)

For store hours, please see [www.alvernia.bkstr.com](http://www.alvernia.bkstr.com).

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES ONLINE PARKING REGISTRATION FORM

Follow the following steps to complete your online Parking Registration:

1. Go to [www.RHSchoolofHealthSciences.org](http://www.RHSchoolofHealthSciences.org)
2. Select "Student Services".
3. Select "Parking Registration Form".
4. Complete the online Parking Registration Form and select "Submit".

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES PHOTO IDENTIFICATION

Tower Health requires all persons affiliated with Reading Hospital, including students, to carry proper company issued identification while on the hospital campus. In order to comply with this policy, you will be required to email a photo to [heather.phillips@towerhealth.org](mailto:heather.phillips@towerhealth.org).

There are a few select requirements that the photos must meet in order to get approval:

- No hats, sunglasses, or other obstructions to the photo.
- Individual must be facing front. Side or angled views are not acceptable.
- The photo will be of head and shoulders only.
- White background.
- Color photo, please do not add filters to your photo.

Once the photo is submitted, a Tower Health staff member will approve the photo as long as all the requirements outlined above are followed. If you have submitted your photo online prior to the deadline, you will receive your photo ID at your orientation session.



# READING HOSPITAL SCHOOL OF HEALTH SCIENCES DELTA APARTMENTS FAQs

The Reading Hospital School of Health Sciences housing option, the Delta Apartments, are Reading Hospital owned and maintained apartments located in the Wyomissing Borough. Each apartment has 2 bedrooms, 1 bathroom, a living area, full size kitchen, and a dining area.

## **How many students can live in one apartment?**

There will be 2 students assigned to each bedroom, with a maximum of up to 4 students per apartment.

## **Can I request a private bedroom?**

Private bedrooms may be available at the single occupancy rate. All private room requests will be considered but are not guaranteed.

## **What is included in the cost of each apartment?**

Included in the cost is electric, air conditioning, heat, water, trash removal, sewer, lawn maintenance, snow removal, and a security monitoring system.

## **What is not included in each apartment?**

Students are responsible for window treatments (mini blinds or curtains) cable, phone, and internet.

Please visit our Student Life Webpage <https://reading.towerhealth.org/health-sciences/for-students/student-life/> for the Delta Apartments Welcome Video.

# HOUSING/COMMUTER QUESTIONNAIRE

Follow the below steps to complete your online Reading Hospital School of Health Sciences Housing/Commuter Questionnaire.

1. Go to [www.RHSchoolofHealthSciences.org](http://www.RHSchoolofHealthSciences.org)
2. Select "For Student".
3. Select "Housing/Commuter Questionnaire Form".
4. Complete the online form and select "submit".

Thank you!

## **Heather Phillips**

System Manager of Academic Support Services

Phone: 484-628-0104

Fax: 484-628-0134

Email: [heather.phillips@towerhealth.org](mailto:heather.phillips@towerhealth.org)

# READING HOSPITAL SCHOOL OF HEALTH SCIENCES

## STUDENT SERVICES

Included in the Student Services section you will find information on registering your vehicle, a Commuter/ Resident Questionnaire form, and an envelope. When the form is completed, please return it in the enclosed envelope. Please make sure to carefully read all material and meet all deadlines. Additional program specific information will be sent to you once your enrollment is confirmed. We look forward to having you on campus!

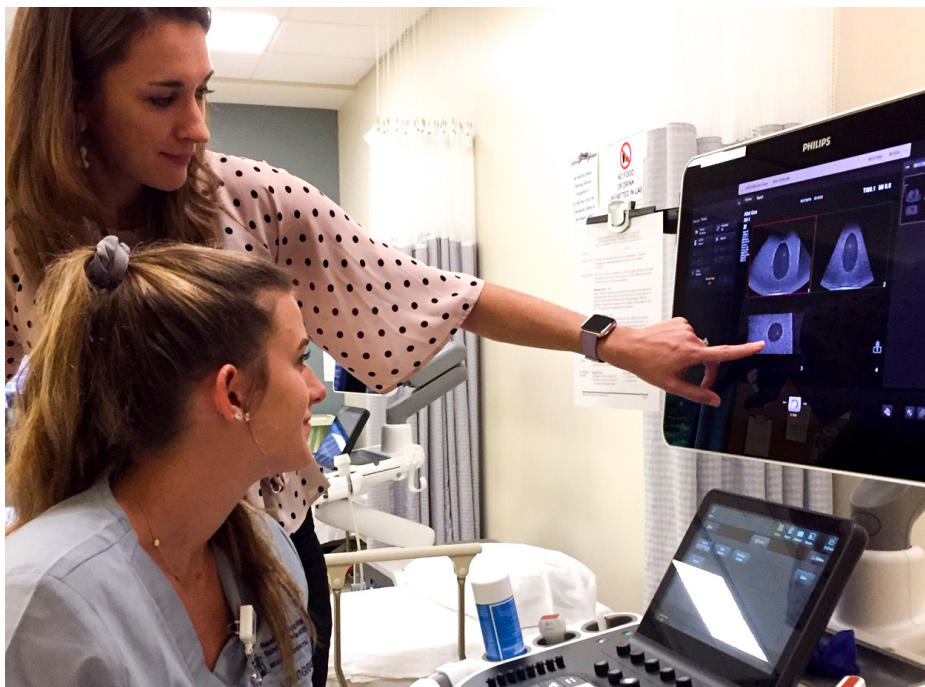
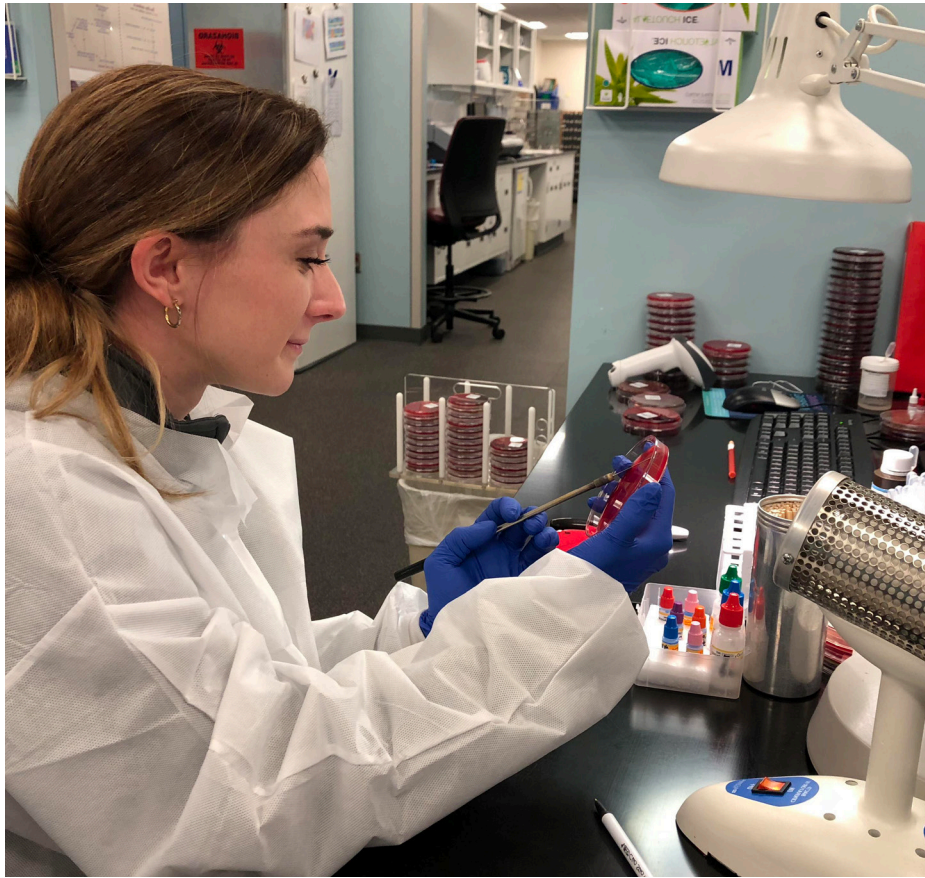
Best Wishes!  
 Student Services  
 484-628-0104

**PLEASE NOTE:** *Phlebotomy Technician students will participate in orientation activities as instructed by your Program Director. Information will be sent out by your Program Director at a later date.*

REQUIRED DOCUMENTATION	DEADLINE	NOTES
Security Parking Registration	<b>TWO TO FOUR WEEKS</b> from date of acceptance letter	Please refer to page 24 for directions on completing the Online Parking Registration Form.
Reading Hospital School of Health Sciences Housing/Commuter Questionnaire Form	<b>TWO TO FOUR WEEKS</b> from date of acceptance letter	Housing is not a guarantee. Please refer to page 25 for directions on completing the online housing/commuter questionnaire form.
Reading Hospital School of Health Sciences Photo Identification Badge	<b>TWO TO FOUR WEEKS</b> from date of Confirmation	Please refer to page 24 for directions on submitting your photo ID.
Personalized WebConnect Information	<b>N/A</b>	Please refer to page 19 for directions on accessing your <b>WebConnect</b> .
Instructions on how to order textbooks for the Alvernia University classes	<b>N/A</b>	<b>Contact information for the Alvernia University Bookstore:</b> Phone: 610-796-8252 Fax: 610-796-2869 Email: alvernia@bkstr.com
Academic Calendar	<b>N/A</b>	<a href="https://reading.towerhealth.org/health-sciences/school-policies/">https://reading.towerhealth.org/health-sciences/school-policies/</a>
Mandatory New Student Orientation Dates	<b>N/A</b>	Program specific orientation dates will be posted to your <b>WebConnect</b> account.

**ANY CONCERNS OR QUESTIONS, CALL THE SCHOOL NOW AT 484-628-0104.**







# DIRECTIONS TO READING HOSPITAL SCHOOL OF HEALTH SCIENCES

## **From Allentown**

Follow Route 222 South to Route 422 East. Exit at Penn Avenue/West Reading Business, heading west on Penn Avenue. Turn left at Fifth Avenue. Proceed to the fifth traffic light. RHSHS is on the left.

## **From Harrisburg and Lebanon**

Take the Pennsylvania Turnpike East to Exit 286 (Reading); then proceed on Route 222 North (Lancaster Pike) to Shillington. At the fifth traffic light, turn left on Museum Road. Proceed to the third traffic light. RHSHS is on the right.

## **From Lancaster**

Take Route 222 North (Lancaster Pike) to Shillington. At the fifth traffic light, turn left on Museum Road. Proceed to the third traffic light. RHSHS is on the right.

## **From Philadelphia**

Via the Pennsylvania Turnpike West, exit at Interchange 298 (Morgantown). Take I-176 to the juncture with Route 422 West. Take the Penn Avenue/West Reading exit to Penn Avenue. Turn left at Fifth Avenue. Proceed to the fifth traffic light. RHSHS is on the left.

## **From Pottstown**

Via Route 422, take the Penn Avenue/West Reading exit to Penn Avenue. Turn left at Fifth Avenue. Proceed to the fifth traffic light. RHSHS is on the left.

## **From Pottsville**

Via Route 61 South, exit at Route 222 South, and follow it until it merges with Route 422 East. Take the Penn Avenue/West Reading exit to Fifth Avenue, and turn left. Proceed to the fifth traffic light. RHSHS is on the left.

## **From Route 22/1-78**

Take Route 183 South. Exit at Route 222 South, and follow it until it merges with Route 422 East. Exit at Penn Avenue/West Reading. Turn left at Fifth Avenue. Proceed to the fifth traffic light. RHSHS is on the left.

## **Reading Hospital School of Health Sciences**

1025 Old Wyomissing Road

Reading, PA 19612

**Phone:** 484-628-0100

## **Attention Smart Phone Users with GPS!**

When looking for directions to the School of Health Sciences, it is recommended that you enter the following information into your GPS app: 601 Museum Road, Wyomissing, PA 19611.