

Enrollment Agreement

Inpatient Workshop



AE & ASSOCIATES, LLC
A Healthcare Company Providing You with Excellent Service

AE & Associates, LLC
Admissions Office
506 Queensland Circle
Corona, CA 92879

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PLEASE PRINT OR TYPE

New Student

Re-Entry Student

Applicant Legal Name _____

Social Security # _____ - _____ - _____ (First) _____ (Middle) _____ (Last) Date of Birth ____/____/____ Driver's License / ID No. _____

Home Telephone (____) _____ - _____ Work (____) _____ - _____ Cell (____) _____ - _____

Address _____ City _____ State _____ Zip _____

E-Mail _____ Fax No. _____

A. EDUCATIONAL SERVICE

Program: **Inpatient Workshop**

Enrollment Period: Program Start Date October 15, 2016 Anticipated End Date November 20, 2016

Total Clock Hours 96 Upon Completion Will Receive _____ Diploma X Certificate

B. ITEMIZATION & TOTAL TUITION FEES

Registration Fee \$ 250.00 Non-Refundable

Course Materials \$ 100.00

Tuition \$ 1,500.00

Non-Institutional Fees

Books & Supplies (Estimated) \$ 179.90 Textbook prices fluctuate depending upon recent book editions and pricing changes by publishers.

ESTIMATED DUE FOR THE ENTIRE PROGRAM \$ 2,029.90 *

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ 1,850.00

CHARGES DUE UPON ENROLLMENT \$ 500.00

***YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY AE & ASSOCIATES, LLC.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to the rights and responsibilities hereto, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student _____ Date _____

Signature of Student's Parent or Guardian (if student is under age 18) _____ Date _____

Signature and Title of Official Accepting Enrollment _____ Date _____

C. REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction *prior* to the the first scheduled class session. Cancellation of this agreement can occur up to: October 15, 2016
Date
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: AE & Associates, LLC, 506 Queensland Circle, Corona, California 92879. This can be done by mail, electronic mail, or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled AE & Associates, LLC will refund the student any money he/she paid, less a registration fee and course material fee not to exceed \$250.00, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the program at any time after the cancellation period (described above). However, the student shall be responsible for payment of the complete tuition fee, shall not receive any refund, and shall forfeit the registration, and course material. Withdrawal may occur when the student provides a written notice of withdrawal at the following address: AE & Associates, LLC, 506 Queensland Circle, Corona, California 92879. This can be done by mail, electronic mail, or by hand delivery.

D. COURSE MATERIALS, BOOKS, & SUPPLIES

1. **Course Materials:** As part of your enrollment into the Inpatient Workshop you will be required to pay the institution \$100.00 for course materials. The materials covered by this fee are:
 - a. Student Readers – Bound lecture notes, PowerPoint presentations, etc.
 - b. Course handouts (hard copies)
2. **Books & Supplies:** Books and supplies are listed as costs that are non-institutional and therefore are not paid to AE & Associates, LLC. The following table is for books and supplies needed as part of Inpatient Workshop Program that the student must obtain on their own. These items are not included in the Course Materials provided by this institution.

Inpatient Workshop Program- Required Books	
2016 ICD-10-CM: The Complete Official Codebook	\$89.95 est
2016 ICD-10-PCS: The Complete Official Codebook	\$89.95 est
Total Costs	\$179.90 est
Inpatient Workshop Program- Recommended Books	
<i>ICD-10-CM and ICD-10-PCS Coding Handbook, With Answers, 2016 Rev. Edition by Nelly Leon-Chisen</i>	\$110.00 est
Taber's Medical Dictionary	\$35.00 est
<i>Medical Abbreviations, 15th Edition by Neil M. Davis</i>	\$25.00 est
Total Costs	\$170.00 est

E. UNDERSTANDINGS

INITIAL

- 1. **Document Awarded:** I understand that upon successful completion of the program requirements I will be awarded a certificate for Inpatient Workshop. A graduate must have a 2.0 grade point average (70% or "C"), have met the attendance policy requirements, and have satisfied all financial obligations.
- 2. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn is not at the complete discretion of an institution to which you may seek to transfer. Acceptable of the certificate in the Inpatient Workshop is also the complete discretion of the institution to which you may seek to transfer. If the certificate of completion that you earn at this institution is not accepted at this institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AE & Associates, LLC to determine if your credits or certificate will transfer.
- 3. **Cancellation / Changes Policy:** AE & Associates, LLC may be required to cancel any course or program when necessary. In addition, courses or programs may not begin on their scheduled start dates in the event of certain circumstances, such as insufficient enrollment or faculty unavailability. In circumstances such as this, AE & Associates, LLC will work with the students in an effort to provide them with the opportunity to reschedule their course or program if available. Any payments made for cancelled courses that have not yet started or courses currently in process will be refunded less the registration fee. This Institution reserves the right, at its discretion, to make reasonable changes in program content, materials and equipment as it deems necessary in the interest of improving the students' educational experience. When size and curriculum permit, classes may be combined to provide better instruction and interaction amongst students.
- 4. **Employment:** AE & Associates does not provide any placement assistance and does not guarantee employment nor level of income or wage rate to any student or graduate upon program completion.
- 5. **Disciplinary History:** A felony or misdemeanor conviction may not disqualify you from attending AE & Associates, LLC, but may inhibit you from obtaining a license or prohibit you from securing employment in the specified field of study. Please disclose this information on your application for admission.
- 6. **Course Materials:** Any course materials, including textbooks, purchased by the student become the property of the student whether or not the student completes the course. A student can be dismissed at the discretion of the Program Director of AE & Associates, LLC for nonpayment of fees or insufficient progress. If a student is dismissed the fees owed will coincide with those of the withdrawal policy stated above.
- 7. **Early Registration Discount:** Students will receive a \$150.00 reduction in the tuition fee if fully registered prior to October 1, 2016 at 11:59 PM PST.
- 8. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.
- 9. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

FOR SCHOOL USE ONLY – DO NOT COMPLETE

I hereby certify that _____ meets all requirements for acceptance as a student in the Inpatient Workshop at AE & Associates, LLC. I acknowledge that we have reviewed all information stated on this enrollment agreement and I have answered all questions to the best of my ability. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

ADMINISTRATOR SIGNATURE _____ DATE _____

ADMINISTRATOR NAME _____ TITLE _____