

## Enrollment Agreement

Enrolling in Med-Line School is easy. Simply fill out the personal data requested below with payment information. Sign the Agreement, and email to [studentservices@medlineschool.com](mailto:studentservices@medlineschool.com) today. You will submit your GED or transcript later. As soon as we receive this Agreement and your first payment, you will be enrolled and given access to your first program. **If you require any further information, please call 423-790-1176.**

### Information about Yourself

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

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

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Do you have a high school diploma or GED?    Yes    No                      Last grade completed? \_\_\_\_\_

### Program

Healthcare Documentation Specialist

Career Advancement Course

Advanced Medical Transcription

Pharmacy Technician

Comprehensive Medical Coding

Administrative Medical Assisting

### Enrollment: Method of Payment

**Med-Line's subscription program requires setting up a monthly recurring payment**

Charge the Debit/Credit Card I have listed for my monthly subscription of \$125:

Visa                      MasterCard                      Discover                      Amx

\_\_\_\_\_  
Card Number                      Exp. Date                      Security Code

### Signature

The terms of this contract are contained on both sides of this Agreement. Your signature below indicates that you have read, understood and accepted the terms on both sides of this agreement, as well as the enclosed information describing the program selection, and course catalogue dated 06/10/2015. You are not bound by this Agreement until it is accepted by a representative of Med-Line School. If you are under the age of 18, please have a parent or guardian complete the "guarantors" section on the back of this agreement. **Approved and regulated by the Association for Healthcare Documentation Integrity (AHDI). Licensed by the Arizona State Board for Private Post-Secondary Education.**

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

As soon as we receive this Agreement and process your first payment we will enroll you in your program.

**Med-Line School**

17130 E Desert Vista Trail, Rio Verde, Arizona 85263  
423-790-1176 office 888-474-3076 fax  
studentservices@medlineschool.com

\_\_\_\_\_  
Med-Line Representative

\_\_\_\_\_  
Commencement Date

## Tuition Protection Agreement

Med-Line School provides a professional program, which meets and exceeds the industry standards for education and preparedness. The program cost is \$125 per month. The student will provide their own textbooks and materials. If for any reason your application is not accepted, Med-Line will provide a full refund of all monies paid within 30 days. In order to provide assurance of this, we offer the following cancellation and refund policy:

- *Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.*
- *Cancellation is accepted in written form.*
- *No refund will be given for partial months.*
- *The student will be unenrolled if the monthly tuition is not received by the end of the month.*
- *Students may re-enroll at a cost of \$50 for the first instance and \$100 for each additional instance, plus the normal monthly installment.*
- *Students enrolled in the subscription program cannot switch to the “regular” tuition program.*

*It is expected that each student will be submitting documents weekly for grading. A maximum amount of time allowed for completion of this course is 30 months, unless a specific request in writing for an extension of time has been received.*

*Your monthly installments will begin the following month on the 28<sup>th</sup> or 15<sup>th</sup> of each month. If you enroll between the 1<sup>st</sup> and the 15<sup>th</sup>, we will pull your payment on the 15<sup>th</sup>. If you enroll between the 16<sup>th</sup> and the end of the month, we will pull your payment on the 28<sup>th</sup>.*

### Submitting your Enrollment Agreement

This form can be filled out on your computer and emailed to [studentservices@medlineschool.com](mailto:studentservices@medlineschool.com). Please do not mail it as this will significantly delay your start date. We can process credit cards or debit cards. If you are have difficulty with the form, you can print it and fill it manually. You can then scan and email it or fax it to 888-474-3076

### Signing the enrollment agreement

Click on the signature line. Choose “A new digital ID” and follow the prompts. Occasionally, the digital signature will not work due to security settings. You can print the completed form, sign it, and fax it or scan and email it.

### Recurring payment

The recurring payment option is required. If you enroll between the 1<sup>st</sup> and the 15<sup>th</sup>, we will pull your payment on the 15<sup>th</sup>. If you enroll between the 16<sup>th</sup> and the end of the month, we will pull your payment on the 28<sup>th</sup>. Should you wish to cancel, you must give 3 days notice by email before your payment is due.

### Program Completion

The typical time of completion is 12 months for transcription and coding and approximately 18 months for healthcare documentation specialist. Students may progress as quickly as they meet competencies or take as long as 30 months. Students wishing to take more than 30 months will require permission from the director.

### Materials

The student will purchase their own textbooks and materials. Each course syllabus will provide ordering information. Most books are available via Amazon (link provided) as a new, used, or rental. The transcription CDs will be ordered through Med-Line from the vendor.