

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 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:

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
423-599-6159 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 30th or 15th of each month. If you enroll between the 1st and the 15th, we will pull your payment on the 15th. If you enroll between the 16th and the end of the month, we will pull your payment on the 30th.

Submitting your Enrollment Agreement

This form can be filled out on your computer and emailed to 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 1st and the 15th, we will pull your payment on the 15th. If you enroll between the 16th and the end of the month, we will pull your payment on the 30th.

Program Completion

The typical time of completion is 24-30 months. 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 from Med-Line.