

Student Contract and Application for Enrollment

Please check one course below.

- Clinical Medical Assistant
- Phlebotomy Technician
- Medical Administrative Assistant
- EKG Technician
- Electronic Health Record Specialist
- Pharmacy Technician
- Billing & Coding Specialist
- Medical Scribe/Transcription

Please fill in the form below. If on your computer, you can type in and save the file to email to elite-medical-training@outlook.com or fax to (866) 735-0518.

Personal Information

Full Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:	<input type="text"/>	<input type="text"/>	
	<i>Street Address</i>	<i>Apartment/Unit #</i>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Home Phone:	<input type="text"/>	Alternate Phone:	<input type="text"/>
Email	<input type="text"/>		
SSN or Gov't ID:	<input type="text"/>		
Birth Date:	<input type="text"/>	Marital Status:	<input type="text"/>

Education

High School:	<input type="text"/>	Diploma: Y/N	<input type="text"/>
College:	<input type="text"/>	Years/Degree:	<input type="text"/>
Trade School:	<input type="text"/>	Years/Cert:	<input type="text"/>
Other:	<input type="text"/>	Years/Cert:	<input type="text"/>

I understand that the School may terminate my training for insufficient progress, failure to meet financial arrangements, or violations of school rules as defined in the Training Catalog, Vol. II. I understand that should I terminate my training at any time, the refund policy (below) applies to all terminations.

FINANCIAL POLICY

Students are expected to keep the financial arrangements made at enrollment. Students unable to meet the agreements should contact the school immediately. Failure to keep financial arrangements agreed upon is grounds for student termination by the school.

Students who terminate (or are terminated by the school) are subject to the refund policy (see below). A \$32.50 service charge will be assessed if a check received as payment is returned by the bank unpaid, for any reason. In the event that an agreed-upon payment is more than 4 days late, a \$10.00 late fee will be charged. A 1.5% per month interest charge will be assessed accounts that are past-due in excess of 30 (thirty) days. A \$25.00 fee will be charged for re-financing. In the event that an account balance becomes 60 days past due, the school may pursue legal action in a court of law to collect the debt. The student will be responsible for payment for court costs and fees incurred by the school in the collection process.

For students who attend the course with a company voucher, where their employer has agreed to pay for their employee's training course, the following applies: Should the company default payment for any reason, it is the responsibility of the student to fulfill payment obligations.

REFUND POLICY

The tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the school. All refunds shall be returned within 30 days. An enrollment fee of \$150.00 is also charged at the time of registration and is non-refundable once the 3 business days have elapsed. This enrollment fee will be applied to the course tuition. Refunds for materials are subject to their return in "like-new" condition once the 3 business days have elapsed.

ENROLLMENT FEE

The enrollment fee portion of the tuition guarantees a class seat in a particular class, and is, therefore, not refundable or transferable to another class. The enrollment fee is required upon registration and is included as part of the tuition cost. The school, however, will not retain more than \$150.00 of enrollment fee charges if the student does not start training.

REFUND TERMS

Students requesting termination and refund must do so in writing, mailed certified mail to the School's address. No refund will be paid without a written request. The request should be postmarked on or before the 3-day period as noted in the refund policy above. All refunds will be paid by check and mailed to the requested address (or last address on file) within 30 days of receiving the request. Students who terminate because of prolonged illness, accident, death in the family, or other circumstances that make it impractical to complete the course, should request a "special cases" settlement with the reasons for termination clearly stated. This will be reviewed by administration for settlement.

E-Sign

Last Name, First, Middle Initial

Date

--	--