



**ENROLLMENT AGREEMENT**

1100 Cesery Boulevard  
 Jacksonville, FL 32211 (305)-278-0200

Student Name:			
Address:			
Email Address:			
Phone:	I SSN:	I D.O.B.:	

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as attest to receiving a copy of the school's rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with Education Law and Commissioner's Regulations.

<b>Program:</b>	Medical Assistant
<b>Hours:</b>	1300 Clock Hours / approximately 13 Months
<b>Program Start Date</b>	
<b>Program Expected Graduation Date</b>	
<b>Credential Awarded</b>	Diploma

<b>Program Schedule</b>	
<b>Monday – Friday</b>	Monday – Friday 8:00 AM – 1:00 PM (5 hours daily) 25 hours weekly
<b>Externship Schedule</b>	Externship hours may vary. Externship may be assigned on Monday - Saturdays in 4- 8-hour increments.

<b>Program Cost</b>	Medical Assistant
<b>Tuition</b>	\$6,800.00
<b>Books</b>	\$300.00
<b>Registration Fee (non- refundable)</b>	\$100.00
<b>Technology Fee</b>	\$300.00 (\$25.00 Per Online/ Hybrid Course)
<b>Total</b>	\$7,500

<b>Method of Payment</b>	
<b>Initial Down Payment (20% of program cost)</b>	\$
<b>Remaining Balance</b>	\$
Total payments of (add amount) until balance is paid in full.	
Payments are due on (add date)	
<b>Full Balance Payment</b>	\$

### **Cancellation and Refund Policy**

In the event a student does not enter a program for which he/she has enrolled, cancels enrollment, withdraws, or is dismissed from the school prior to the completion of the program, a refund calculation is made in accordance with the following refund policy:

1. Cancellation can be made in person, by electronic mail, or by Certified Mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. An assessment will be made for supplies, materials, and kits which are not returnable because of use.
4. Cancellation after the third (3rd) business day, but before the first class, results in a refund of all money paid, except for the registration fee (not to exceed \$150.00).
5. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
6. Cancellation after completing 50% of the program will result in no refund.
7. Termination Date: The termination date, for refund computation purposes, is the last date of attendance. Unless earlier written notice is received.
8. Refunds will be made within 30 days of termination of students' enrollment or receipt of cancellation notice from the student.

### **Date of Determination**

The Date of Determination (DOD) will be determined as the day the student officially notified the institution of the intent to withdraw. If a student fails to formally inform the institution, the Date of Determination (DOD) will be the last day the student had any educational activity.

### **Termination/ Dismissal Policy**

ASPATRIA INSTITUTE reserves the right to terminate a student's enrollment if the student's does not follow the Rules and regulations outlined in the schools' catalog, student handbook and enrollment agreement. Student's may be terminated due to academic dishonesty, unexcused/ excessive absences, use of foul/obscene language, behavior problems against a school employee, classmates, or any personnel at the externship site. In addition, a student's enrollment may be terminated is they refuse an externship site, failure to meet externship site requirements, leave externship site without notification, satisfactory academic progress, failure to meet financial obligations, consuming, transferring, selling or attempting to sell or transfer any form of illegal drug and not abiding by rules and regulations. \_\_\_\_\_ **initial**

### **Career Services**

ASPATRIA INSTITUTE offers career services to its students and graduates. Job placement is one of its most functional roles. A career services officer will provide job leads to students that are relevant to their training pathways. Career services will reach out students in course groups as well as by email to share tips on time management, organizational skills, information on job searching and numerous tips on resume building and interviewing. The student portal offers all students access to the career services team the email and through the portal dashboard. ASPATRIA INSTITUTE considers the career services department essential scope of its strategy for success for each and every student as well as Institute as a whole.

**Job placement is not guaranteed to any student. Career services is available to provide assistance in the job search however we cannot guarantee any student or graduate a job.** \_\_\_\_\_ **initial**

### **Graduation Requirements**

1. Successful completion of all program components meeting at a minimum the standard of 2.0 CGPA (C).
2. All financial obligations to ASPATRIA INSTITUTE are paid in full.
3. Upon meeting the aforementioned requirements, graduates will be conferred a diploma.

### **Changes to Academic Programs or College Policies**

ASPATRIA INSTITUTE reserves the right to make reasonable changes in program content, materials, schedules, sequences of modules in programs, or locations in the interest of improving the student's education, or were



deemed necessary due to industry changes, academic scheduling, or professional requirements. \_\_\_\_\_ **initial**

**Federal Truth in Lending Act Disclosure:** While ASPATRIA INSTITUTE is NOT a lender or creditor and the tuition payment plan is NOT a loan or extension of credit; to the extent that this Agreement is construed to necessitate a Truth in Lending Disclosure statement, the following is agreed to sufficiently apprise the student with all information required by the Federal Truth in Lending Act.

Methods of Payment

- Full payment at time of signing enrollment agreement.
- Registration fee at the time of signing enrollment agreement with balance paid prior to starting date
- Registration fee at time of signing enrollment agreement with balance paid prior to graduation by a payment plan.

**NOTE:** For School offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. (N/A, if not applicable or line through)

ANNUAL PERCENTAGE RATE  %	FINANCE CHARGE  \$	Amount Financed The dollar amount the credit provided to you or on your behalf.  \$	Total of Payment The amount you will have paid after you have made all payments as scheduled.  \$	Total Sales Price The total cost of your purchase on credit including your down payment of  \$
YOUR PAYMENT SCHEDULE WILL BE:				
Number of Payments	Amount of each payment	When payments are due		
	\$	Beginning on ___/___/___ and on the same day each (check one)      weekly or      bi-weekly thereafter		

All prices for program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of class is included in the price cost for the goods and services. There is no penalty to advance the full tuition balance at any time. No late fee if paid within (5) business days of deadline. After five (5) business days, a \$25 late fee will be charged. \_\_\_\_\_ **initial**

**NOTICE TO PROSPECTIVE STUDENTS: DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ**

*By my signature, I agree to the terms and conditions of this agreement, I also verify that I have read and received a copy of this agreement and the Institutional Catalog.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Admission Representative

\_\_\_\_\_  
Date