



school of  
**medical  
 technology**  
*excellence in medical education*

**ENROLLMENT AGREEMENT**

Date: \_\_\_\_\_

Student: \_\_\_\_\_ Social Security: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

**I AM ENROLLING IN THE FOLLOWING ACADEMIC TRAINING PROGRAM AND MY ENROLLMENT IS SUBJECT TO THE TERMS AND CONDITIONS STATED IN THE ENROLLMENT AGREEMENT**

Expected Program \_\_\_\_\_ Start Date \_\_\_\_\_

Expected Program Length \_\_\_\_\_ Clock Hours \_\_\_\_\_

This Program is normally completed in \_\_\_\_\_ Calendar weeks

**TUITION:**

Phlebotomy \$6500.00  
 Medical Assisting \$7775.00  
 Medical Front Office \$6700.00  
 Medical Billing/Coding \$7200.00

**FEES:**

Registration:.....\$125.00  
 Books:.....\$250.00  
 Lab Fee:.....\$300.00  
 Uniforms:.....\$ 50.00

*Tuition and fee charges are subject to change at the schools discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.*

**Cancellation and settlement policy**

This enrollment agreement may be cancelled within five calendar days after the date of signing provided that the school is notified in writing of the cancellation. If such cancellation is made, the school will refund in full all tuition paid and fees paid, pursuant to the enrollment agreement. The refund shall be made no later than thirty (30) days after cancellation. This provision shall not apply if the student has already started academic classes.



**Refund Policy**

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

1. A student who withdraws before the first class and after the 5 day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the first academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the first academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty(30) days of the date the school is able to determine that a student has withdrawn or has been terminated from a program . Refunds shall be based upon the last date of a students' attendance or participation in an academic school activity.

**Complaint or grievance procedure**

Student complaints should be first directed to the school personnel involved. If no resolution is forthcoming a written complaint shall be submitted to the Director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director State Board of Colleges and Schools 35 East Gay Street Suite 403 Columbus Ohio 43215 Phone 614-466-2752 toll free 877-275-4219.

**I ACKNOWLEDGE THAT I HAVE RECEIVED A SCHOOL CATALOG AND AGREE WITH THE SCHOOL POLICIES AND PROCEDURES AS STATED. I ACKNOWLEDGE THAT I HAVE RECEIVED AND READ A COPY OF THIS AGREEMENT.**

Applicants signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian (if applicable) : \_\_\_\_\_ Date: \_\_\_\_\_

MJS TECH Representative: \_\_\_\_\_ Date: \_\_\_\_\_