

# ENROLLMENT AGREEMENT

## Certified Professional Coder (CPC)

### MEDICAL CODING ACADEMY

PO Box 120325  
East Haven, CT 06512  
(203) 848-0496  
medicalcodingac@aol.com

**STUDENT NAME:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/TOWN:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**TELEPHONE/HOME:** \_\_\_\_\_ **CELL/WORK:** \_\_\_\_\_

Enrolled in the **Certified Professional Coder (CPC)** program starting on \_\_\_\_/\_\_\_\_/\_\_\_\_ and ending on \_\_\_\_/\_\_\_\_/\_\_\_\_ for a period of 20 weeks, meeting on \_\_\_\_ Thursday evenings, 5:30-8:00 pm. This course entails a minimum of 45 class hours and approximately 45 home study hours.

Definitions: In this agreement, the words "we", "our" and "us" refer to the MEDICAL CODING ACADEMY. The words "you" and "your" refer to the student.

- 1. COST**, includes \$100.00 non-refundable registration fee; \$500.00 non-refundable workbook/CPC coding book fee for CPC student.

\_\_\_\_ Certified Professional Coder-**CPC PROGRAM:** (90 Clock Hours)

Tuition: \$2,500.00 \*\*All tuition fees include \$100.00 non-refundable registration fee due with application submission. In addition, the student is responsible for the \$325.00 examination fee due 8 weeks prior to the national examination made payable to the AAPC. (45 Class Hours and 45 Home Study)

#### **2. PAYMENT AND COSTS:**

**CPC TUITION** = \$2,500.00 which includes a \$100.00 non-refundable registration fee and the non-refundable \$500.00 workbook cost and the **CODING TEXTBOOK COST.**

**THE NATIONAL EXAMINATION FEE** = \$325.00 student's responsibility due 8 weeks prior to the scheduled national exam date

- Payment is due two (2) weeks prior to the start of class unless the student and the director of the Medical Coding Academy have made other arrangements.
- The method of payment: \_\_Cash \_\_Check \_\_MC \_\_VISA \_\_DISCOVER  
(Please check one)

### **3. ATTENDANCE AND GRADUATION POLICY:**

Successful completion of the course requires the CPC student must meet the mandated 90 clock hours, not have more than two (2) absentees due to the condensed nature of the course and must earn a grade of 70% or higher on the midterm and final examinations. Upon successful completion, the student will receive a certificate of completion and will be eligible to sit for the AAPC National Exam. The required books that the student is responsible for are as follows and they must consist of the current calendar year: Professional Edition of CPT, Professional Edition of ICD-10, and HCPCS.

### **4. THE MEDICAL CODING ACADEMY DOES NOT GUARANTEE EMPLOYMENT FOR ANY OF THE ENROLLED STUDENTS.**

### **5. REFUND AND COURSE WITHDRAWAL POLICY:**

- If a student wishes to withdraw from the course, the student should provide notice in writing. A refund, except for the \$100.00 non-refundable registration fee and the non-refundable \$500.00 workbook/CPC coding books fee that comes out of the tuition, will be made at 50% of the tuition up to the second class and is non-refundable at the close of the second class. This refund will be made within 30 days, refund based on the last day of verifiable attendance.
- If an enrolled student wishes to retake the class, they can tackle within a year of initial enrollment and the course retake is at no charge except for books, if needed.
- If a student is terminated from the class for not following the school's conduct policy, the tuition is non-refundable.

### **6. STUDENT CONDUCT POLICY:**

The Director of the Medical Coding Academy reserves the right to dismiss any student whose conduct is deemed unsatisfactory. Unsatisfactory conduct is theft, carrying a weapon, use of alcohol or illegal drugs on the school/class premises; failure to abide by school regulations, assault upon another student or a staff member, destruction of property, insubordination to a staff member with physical harm or who willfully destroy school property will be immediately dismissed. Deliberate dishonesty, violating resident confidentiality, cheating, plagiarism, giving false information or altering institutional documents are grounds for dismissal. Non-payment is grounds for dismissal.

UPON SUCCESSFUL COMPLETION OF THE COURSE, MAINTAINING A 70% OR ABOVE GRADE AVERAGE, YOU WILL RECEIVE A CERTIFICATE OF COMPLETION FROM THE MEDICAL CODING ACADEMY. THIS WILL ALLOW YOU TO BE ELIGIBLE TO SIT FOR THE AMERICAN ACADEMY OF PROFESSIONAL CODER'S NATIONAL EXAMINATION, COST OF WHICH IS CURRENTLY \$300.00, AND IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE THE REQUIRED NATIONAL EXAMINATION APPLICATION AND FORWARD WITH THE EXAMINATION FEE TO THE INSTRUCTOR ON/BEFORE THE DESIGNATED DATE PROVIDED BY THE INSTRUCTOR.

**I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, RECEIVED AND COMPLETED THE ENROLLMENT AGREEMENT AND SCHOOL CATALOG.**

**I UNDERSTAND AND AGREE TO UPHOLD MY OBLIGATIONS AND RESPONSIBILITIES AS DESCRIBED IN THIS AGREEMENT.**

**DIRECTOR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Once you have completed the enrollment agreement,  
please forward to:**

**MEDICAL CODING ACADEMY  
PO Box 120325  
East Haven, CT 06512  
ATTN: SECRETARY**