

ENROLLMENT AGREEMENT

Certified Professional Coder (CPC)

MEDICAL CODING ACADEMY

PO Box 120325

East Haven, CT 06512

(203) 848-0496

medicalcodingac@aol.com

CLASSES HELD VIRTUALLY

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: \$3,200.00 **All tuition fees include \$100.00 non-refundable registration fee due with application submission. In addition, the student is responsible for the \$425.00 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 = \$3,200.00 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 = \$425.00 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

(Please check one)

3. ATTENDANCE POLICY:

- Due to the condensed nature and clock hour requirements, the student can not have more than two (2) absences for the CPC Curriculum. In addition, each time a student is tardy or leaves class early; 15-minute increments will be deducted from their attendance record.
- The student must make up the time that was missed at the convenience of the instructor.

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, with the exception of the non-refundable \$100.00 registration fee and the \$500.00 class book cost for the CPC student, which is included in the tuition, will be made at 50% of the tuition up to the second class and the tuition is non-refundable at the close of the second class. The refund will be made within 30 days, a refund based on the last day of verifiable attendance.
- If a student is terminated from class for not complying with the school's conduct policies, the tuition is non-refundable.
- If the director or teacher cancels a class for any circumstances, the instructor is responsible for making up this class.
- If a full semester of classes is canceled, the student may wait to begin in the next offered semester at no additional cost or receive a refund.
- If a student requests a leave of absence, the student may attend the next offered semester at no additional cost.
- If an enrolled student never attends the course or requests a leave of absence, the registration fee and workbook fees remain non-refundable, and the student may have the option of enrolling in a future class.

6. STUDENT CONDUCT AND TERMINATION POLICY:

- The Director of the Medical Coding Academy reserves the right to dismiss any student whose conduct is deemed

unsatisfactory. Unsatisfactory conduct is the use of alcohol and/or illegal drugs during virtual class, failure to abide by school regulations, or insubordination to a staff member. Deliberate dishonesty, cheating, plagiarism, giving false information, or altering school documents is grounds for dismissal. Non-payment is grounds for dismissal.

UPON SUCCESSFUL COMPLETION OF THE COURSE, MAINTAINING A 70% OR HIGHER ON THE PROFICIENCY TEST, THE MID-TERM AND FINAL EXAMINATIONS, 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 (AAPC) NATIONAL EXAMINATION, THE COST OF WHICH IS CURRENTLY \$425.00 AND IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE THE REQUIRED NATIONAL EXAMINATION APPLICATION AND SUBMIT IT WITH THE EXAMINATION FEE DIRECTLY TO THE AAPC 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
Or
medicalcodingac@aol.com**