

A+ Phlebotomy LLC

Registration Form

Student: _____ Date: _____

Address: _____ City: _____ State: _____
Zip: _____

Home Phone: _____
CellPhone: _____

S.S. Number _____
EmailAddress _____

I am hereby enrolling in the Phlebotomy Course with A+ Phlebotomy LLC and my enrollment is subject to the terms and conditions stated in this enrollment agreement. Financial aid and placement assistance are not available for this class.

Program Name: **Certified Phlebotomist** Start Date: _____

Expected program length: 32 Clock Hours. This program is normally completed in 4 calendar weeks and is held on Tuesdays from 4:00 p.m. to 6:00 p.m. and Thursdays 4:00p.m.- 6:00p.m.

Tuition and Fees:

Registration Fee \$125.00

Tuition/Supplies \$625.00

Total Cost \$750.00

Payment:

All tuition and fees are payable for one school term only. Payment is due prior arrangements can be made with the Admissions Office.

Additional Fees include purchase of the study guide at www.nhanow.com. You must create an account on that website to purchase the study guide and will also use that same website (www.nhanow.com) to take the National Registered Test at the cost of \$ 117.00. Prices may vary through the website of www.nhanow.com to which A Plus Phlebotomy has no control of.

Tuition and fee charges are subject to change at the school's discretion. Any tuition or fee increases will become effective for the term following student notification of the increase. The cost of the course does not include the National Exam Fees.

REQUIREMENTS: You must have a high school diploma or GED certificate prior to the application deadline and that you have no felony convictions in your past.

CLASS CANCELLATION POLICIES: A+ Phlebotomy LLC has the right to cancel a class due to insufficient enrollment. Students will be notified if a class, for which they have enrolled, is cancelled. If a student has not been notified, he/she may assume the class will be held.

ATTENDANCE: Each student is expected to attend every class session. In the case of absence, the student should immediately notify the instructor. Every student assumes the responsibility of completing assigned work whether present or not.

TERMINATION: If a student persistently fails to stay within the bounds of acceptable behavior, or does not meet tuition payment schedules, he/she may be terminated from the program.

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 of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

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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 the policies of A+ Phlebotomy LLC. There is one (1) academic term for this program that is 24 clock hours in length.

- (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 a class and withdraws before the 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 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.

A+ Phlebotomy LLC shall make the appropriate refund within thirty 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 student's attendance or participation in an academic school activity. The student's account is to be paid in full by the last class session. Any balance remaining after 30 days is subject to all legal remedies, including use of a collection agent.

TRUTH IN LENDING

Cost of credit is not included in the cash price of this program. NOTICE: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods and services obtained pursuant hereto with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by debtor. If a student is granted extended payments, said payments shall not be more than (3) installments. All student balances must be paid within 30 days of the last date of attendance as determined by the college. There will be no carrying charges or services charges connected with these payments other than the cancellation and withdrawal fees referenced above. Upon the end of the contract, we reserve the right to employ all legal remedies to obtain outstanding balances, including the use of a collection agent.

TELEPHONE CONSUMER PROTECTION ACT (TCPA)

You agree, in order for us to service our account or to collect any amounts you may owe, we/assigns may contact you by telephone at any telephone number associated with your account, including wireless telephone numbers, which could result in charges to you. We/assigns may also contact you by sending text messages or e-mails, using any e-mail address you provide to us. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

I/We have read this disclosure and agree that the Lender/Creditor/Assigns may contact me/us as described above.

APPLICANTS RIGHT TO CANCEL

You may cancel this agreement by mailing a written notice to A+ Phlebotomy LLC postmarked no later than midnight of the fifth business day after the date this agreement was signed. You may use this page as that notice by writing "I hereby cancel" at the bottom and adding your name and address. The notice must be emailed by midnight of the 5th day of class within the first week.

Signature of Applicant

Date

Signature of Parent

Complaint or Grievance Procedure

All student complaints should first be directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school.

I agree with the program policies and procedures as stated. I acknowledge that I have received and read a copy of this enrollment agreement.

Applicants

Signature: _____ Date _____

Parent or guardian (if applicable): _____

Date _____

School

Representative: _____ Date _____