

**Amarillo College of Hairdressing, Inc.**

**Milan Institute**  
7001 I-40 West  
Amarillo, TX 79106  
(806) 353-3500

**ENROLLMENT AGREEMENT**

Student Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Driver's License/ID Number: \_\_\_\_\_

Sex: \_\_\_\_\_ Birth Date: \_\_\_\_\_ U S Citizen: \_\_\_\_\_ E-mail address \_\_\_\_\_

Program Enrollment Period: Start Date: \_\_\_\_\_ Scheduled Completion Date: \_\_\_\_\_

Program Name: \_\_\_\_\_ Hours \_\_\_\_\_ Credits: \_\_\_\_\_ Admissions Representative: \_\_\_\_\_

Our goal is to provide quality education and training to motivated individuals whose career goals are best served by relevant, quality, short term training programs. We want you to succeed, and will assist you in the steps to achieving your goals.

1. This Enrollment Agreement and all pages contained therein as well as and Disclosures (i.e. uniform costs and/or externship information) specific to the program you are enrolling in, are the only agreement between the School and the Student. No other promises made by the School or any of its representatives or agents should be relied upon by the Student.

**Student Initials:** \_\_\_\_\_

2. The Student agrees to comply with all the School rules and regulations, including, but not limited to; attendance, grades, conduct, honesty and financial commitment. If you fail to follow the School rules and regulations you could be dismissed from the School. If you are dismissed, you may be entitled to a refund as described in the Refund Section on the back of this agreement.

**Student Initials:** \_\_\_\_\_

3. Upon your successful completion of the program and payment in full of all tuition and fees, you will receive a Certificate of Completion for the program and the School will then attempt to assist you in your job search. The School nor any of its representatives or agents' can guarantee or promise you employment, or a salary amount once you have completed your program.

**Student Initials:** \_\_\_\_\_

4. Your signature on this Enrollment Agreement acknowledges you have been given reasonable time to read and understand all of the information presented to you. *Your signature also indicates you have received and read all of the following.*
  - a) A current catalog with inserts and addenda (if applicable)
  - b) Graduation and Placement Information for your program of choice
  - c) A copy of the Enrollment Agreement

**TWC CSC**  
**JAN 21 2016**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Student Signature**

5. I hereby acknowledge by my initials and signature that this Enrollment Agreement becomes a legally binding document after I sign it and is accepted by the school. I understand the amount for the \_\_\_\_\_ program is \$ \_\_\_\_\_ (As presented in the Course Cost Outline).

**YOU ARE RESPONSIBLE FOR THIS AMOUNT IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT AND ANY INTEREST THAT IS INCURRED.**

**CRIME AWARENESS AND CAMPUS SECURITY**

The Campus Security Policy and crime statistics are available online at <http://milaninstitute.edu/consumer-and-clery-information/> and a printed copy can be requested through the office of the School Director.

**ETHNIC INFORMATION**

Each institution approved to operate by the Department of Education is required to report the following information for students in each course of instruction. This information is for statistical purposes only.

- Ethnicity: \_\_\_\_\_ For non-Hispanics only:
1. Nonresident Alien
  2. Race and Ethnicity unknown
  3. Hispanics of any race
  4. American Indian or Alaska Native
  5. Asian
  6. Black or African American
  7. Native Hawaiian or Other Pacific Islander
  8. White

**Be sure to read all pages of this agreement. They are part of your contract with the School. \_\_\_\_\_ (Initial)**

## CANCELLATION OF AGREEMENT

A full refund will be made to any student who cancels the Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the Enrollment Agreement is signed and a tour of the facilities and equipment is made by the prospective student. If the enrollment agreement is cancelled after the third calendar day, but within seven (7) days from the start of class, the school will refund the student any money he/she paid, less any deduction for equipment not returned in good condition (equipment seal cannot be broken, log-on occurred, or is marked or damaged in any way).

## REFUND POLICY

The refund will be the larger of the amount provided under Texas State Law, which states:

1. Refund computations will be based on the period of enrollment in the program through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following: (a) The last day of attendance, if the student is terminated by the school (b) The date of receipt of written notice of withdrawal from the student; or (c) Five (5) school days following the last date of attendance.
3. If tuition and fees are collected, in advance of entrance, and if after expiration of the 72-hour cancellation privilege, the student does not enter school, not more than \$100 shall be retained by the school.
4. For the student who enters a program and who withdraws or is otherwise terminated, the minimum refund of the remaining tuition and fees will be the pro-rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the program for which the student has been charged. A student may not collect a refund if the student has completed 75% or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - a. An enrollee is not accepted by the school;
  - b. If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - c. If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

### 8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  1. satisfactorily completed at least 90 percent of the required coursework for the program; and;
  2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination.

10. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Unsubsidized Stafford Loan; Federal Subsidized Stafford Loan; Federal PLUS Loan; Unsubsidized Federal Direct Stafford Loans; Subsidized Federal Direct Stafford Loans; Federal Direct PLUS Loans; Federal Pell Grant; Federal Supplemental Educational Opportunity Grant; any other Title IV assistance; and other federal, state, institutional, or private assistance to the student. If there is a balance due, the student is responsible for paying it.

**Be sure to read all pages of this agreement. They are part of your contract with the School.** \_\_\_\_\_ (Initial)

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**GENERAL TERMS**

1. The School reserves the right to change or modify, the program content, equipment, staff or materials and organization as necessary, with approval of the school's licensing agency if required. Such changes may be required to keep pace with the technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in any tuition changes for any currently enrolled student.
2. The student hereby releases, hold harmless and indemnifies the School and its agents, from and against all liabilities by or asserted against it or them by any reason of bodily injury, or property damage, which the student may suffer from any cause while a student at the School.
3. If any particular provision in this Enrollment Agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be constructed in all respects as if such invalid or unenforceable provisions were omitted.
4. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration in the accordance with the Commercial Rules of the American Arbitration Associations, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction.
5. The student will be charged a \$10.00 late fee for payments received 10-days after due date. Payments past 90-days will be turned over to collections. The student will be responsible for all costs associated with collections.
6. This Enrollment Agreement is binding when it is signed by both the Student and the representative of the School.

*My signature below certifies I have read, understand, and agree to my rights and responsibility and that the school's cancellation and refund policies have been clearly explained to me.*

Student Signature	Date	Parent, Spouse, Sponsor Signature	Date
Admissions Representative Signature	Date		

**APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION,  
CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS**

**NOTICE**

**ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.**

*Be sure to read all pages of this agreement. They are part of your contract with the School.* \_\_\_\_\_ (Initial)

**TWC CSC**

**JAN 21 2016**

**ENROLLMENT AGREEMENT  
ADMINISTRATIVE MEDICAL ASSISTANT**

Effective 01/03/16  
Amarillo

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

[ ] ADMINISTRATIVE MEDICAL ASSISTANT DAY PROGRAM		760 Hours/34 Weeks/53.50 Quarter Credits Certificate of Completion				
Breakdown of Costs	Length	Books with Tax {a}	Lab Fee {b}	CPR/First Aid Fee {c}	Tuition {b}	Total Charges
1st Payment Period	360 Hours/ 18 weeks	\$1,231.80	\$100.00	\$75.00	\$5,609.94	\$7,016.74
2nd Payment Period	400 Hours/ 16 weeks				\$6,233.26	\$6,233.26
<b>TOTAL CHARGES</b>		\$1,231.80	\$100.00	\$75.00	\$11,843.20	<b>\$13,250.00</b>

[ ] ADMINISTRATIVE MEDICAL ASSISTANT EVENING PROGRAM		760 Hours/41.5 Weeks/53.50 Quarter Credits Certificate of Completion				
Breakdown of Costs	Length	Books with Tax {a}	Lab Fee {b}	CPR/First Aid Fee {c}	Tuition {b}	Total Charges
1st Payment Period	360 Hours/ 22.5 weeks	\$1,231.80	\$100.00	\$75.00	\$5,609.94	\$7,016.74
2nd Payment Period	400 Hours/ 19 weeks				\$6,233.26	\$6,233.26
<b>TOTAL CHARGES</b>		\$1,231.80	\$100.00	\$75.00	\$11,843.20	<b>\$13,250.00</b>

{a} Refunded at fair market value, if in good condition. (equipment seal cannot be broken, log-on occurred, or is marked or damaged in any way.) Book charges are subject to change. Prices may increase or decrease and books may be added or deleted from program. You will be charged the price of the book at the time of receipt.

{b} Refund will be prorated upon withdrawal. You are liable for the charges in each payment period. Refer to Refund Policy provision within this Agreement

{c} Non-refundable, if received

**Please note that you will be charged by payment period and you are responsible for the amount of total charges. If you get a student loan, you are responsible for repaying the loan amount plus any interest.**

**SCHEDULE OF PAYMENTS (circle all that apply)**

- A. Financial Aid based payment  
Payments schedule based on receipt of Financial Aid and as stated per Award Letter.
- B. Non-Financial Aid based payment  
Payments schedule according to the agreed terms on the Promissory Note.
- C. Third Party Payment  
Name of third party: \_\_\_\_\_

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**The school accepts payments in cash, check, MasterCard and Visa.**

*I have read and understand the above and have received a copy.*

Signature: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_

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

PROGRAM DESCRIPTION

Amarillo

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**Course Title and General Information**  
**ADMINISTRATIVE MEDICAL ASSISTANT (Full-time)**

**Description of Instruction**

The Administrative Medical Assistant program prepares students to enter the health profession field as an administrative medical assistant. Students are trained in patient charts, medical record keeping, keyboarding, ten-key, medical terminology, medical transcription, professional development, medical laws and ethics, appointment scheduling, job search skills, medical coding, insurance forms, CPT-4 and ICD-9 use, office management, accounts payable and accounts receivables, banking procedures, invoicing, letters, word processing, spreadsheets, and human relations.

**Course of Study: Classroom**

Medical Office Basics, Anatomy and Physiology, Information Coding, Insurance Theory, Medical Billing, Computer Billing, Office Communications, and Externship

**Class Schedule**

All instruction occurs at 7001 I-40 West, Amarillo, TX. 79106. Day classes are offered Monday through Thursday from 8:00 a.m. to 1:00 p.m. Evening classes are offered Monday through Thursday from 5:30 p.m. to 9:30 p.m. Specific class times vary per module.

The program is modular and open-entry by module. Students may enter the program at the beginning of the module and progress through until all modules are completed.

At the completion of all modules, students will enter into an externship at an assigned facility. The extern hours must be completed prior to graduation from the program.

**Course Equipment**

Textbooks (see attachment)

**Exam Fee**

Milan Institute will pay for the CMAA exam by NHA (National Healthcare Association) within 60 days of the student's graduation date, or first available test date provided by the vendor.

**Course Completion and Placement Information**

To help you make a good decision about whether to sign up for the Administrative Medical Assistant program, Milan Institute wants you to review completion and placement information on form CSC005.

Milan Institute does not guarantee employment, but offers placement assistance to all eligible graduates.

*I have read and understand the above and have received a copy.*

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**JAN 21 2016**

\_\_\_\_\_  
Signature

**ADMINISTRATIVE MEDICAL ASSISTANT**Amarillo**BOOK LIST**

The following is a list of books and supplies, with titles and prices, used in the Administrative Medical Assistant program. Milan Institute is continuously reviewing its courses and updating its curriculum to provide its students with the most current and up-to-date materials available. Due to this fact, books may be added or deleted. You will be charged the price of the book at the time of receipt. Milan Institute reserves the right to make these changes in an effort to continually give you the best education possible in your chosen field.

Books are bundled and distributed by the school. Purchasing textbooks from outside sources is prohibited.

<b>Book Title</b>	<b>ISBN</b>	<b>Cost</b>
Medical Terminology for Health Professions (e-book)	9781285201603	\$48.74
Step-by-Step Medical Coding with ICD10 (e-book)	9780323389242	\$68.75
ICD-10-CM 2016	9781943009053	\$123.75
Medical Office Procedures (e-book)	73401986	\$92.71
From Patient to Payment (e-book)	007340201X	\$81.18
Writing Basics for the Healthcare Professional (e-book)	1323290109	\$61.95
The Paperless Medical Office Using: Optum PM & Physician EMR (e-book)	9781305707115	\$78.74
CMAA Online Study Guide	9781565334717	\$45.00
CMAA Online Practice Test	9781565334809	\$25.00
Mastering the Art of Success	9781930622302	\$93.75
	<b>Book Subtotal</b>	\$719.57
	<b>SalesTax</b>	8.250% \$59.36
	<b>Book Total</b>	<b>\$778.93</b>
<b>Supplies</b>		<b>Cost</b>
Backpack		\$19.38
Android Tablet		\$300.00
Stylus Pen		\$0.93
(3) Scrub Pants		\$39.54
(3) Scrub Tops		\$35.94
(1) Polo Shirt		\$16.36
Name badge		\$6.21
	<b>Supplies Subtotal</b>	\$418.36
	<b>SalesTax</b>	8.250% \$34.51
	<b>Supplies Total</b>	<b>\$452.87</b>
<b>Books/Supplies Total with Tax</b>		<b>\$1,231.80</b>

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*I have read and understand the above and have received a copy.*

\_\_\_\_\_  
Signature