

## MEDICAL ADMINISTRATIVE ASSISTANT ENROLLMENT AGREEMENT

Notice to the Student: Do not sign this agreement before you read it or if it contains any blank space. You are entitled to a completely filled-in copy of this agreement. This agreement is not binding until accepted by the Director of The Andrews School. Any student who is of minor age will require a guarantor who will be liable to The Andrews School for the fees, tuition, charges, and etc., agreed to if student should default in any payments thereof.

Complete and sign this enrollment agreement and submit it to the school by mail to the address below or as a .pdf file by email to [andi@andrewsschool.com](mailto:andi@andrewsschool.com). Books and materials will not be shipped until a completed and signed enrollment agreement is accepted by the school. A copy signed by the school will be returned to you for your records.

Total Number of Lessons: 80

Time to Complete the Course: 12 months

Student Name: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Total Cost: \$3,800.00

Down Payment: \$

Balance Due: \$

Student agrees to pay said monthly installments of \$ \_\_\_\_\_ beginning \_\_\_\_\_, 20\_\_\_\_ and all subsequent installments on the same day of each consecutive month until paid in full. In the event that the holder of this agreement prevails in any action to enforce the terms or provisions hereof, student agrees to pay reasonable attorney fees and actual court costs. The balance due school will be divided by 24 months to determine the monthly payments to be paid by student.

Course Policy: Students must submit work by the given deadlines and maintain grades of C or higher in order to remain in the course. Errors on exams may require remedial assignments, at the discretion of the Director.

Returns Policy: Defective items will be replaced if returned to us in the original packaging with accessories free from scratches, writing or wear. Items showing signs of misuse are excluded, according to the discretion of the Director. Defects after 30 days from purchase are no longer eligible for exchange. Items returned must be shipped via traceable and insured method.

Refund Policy: There is no refund for equipment, books, and materials, totaling \$400.00, upon receipt by student with the exception of defective items as noted above or for Termination of Course, Rejection, or Cancelled Class as noted below. Student will not be entitled to any refund after completion of 50% of course or 13 lessons.

Termination of Course, Rejection, or Cancelled Class: Applicant shall be entitled to refund of all monies paid. All equipment, books and materials must be returned to the school in the original packaging, in usable condition. School will pay cost of shipping and handling in the case of rejected applicant or discontinued class.

Three Day Cancellation: All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.

Other Cancellation: An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the course, but in no event may the school retain more than \$150.00.

First Week: For a student terminating training after entering school and starting the course of training but within the first week, the tuition retained by the school shall not exceed 10% of the contract price of the course plus \$150.00 but in no event more than \$350.00.

Withdrawal After 1 Week but Less Than 25% (13 Weeks or 20 Lessons): For termination of training (by student withdrawal or school for a proper reason) within 13 weeks or 20 lessons, a refund of 75% of tuition, minus \$150, will be made, not including cost of equipment, books, and materials received.

Withdrawal After 25% (13 Weeks or 20 Lessons) but Less Than 50% (26 Weeks or 40 Lessons): For termination of training (by student withdrawal or school for a proper reason) within 26 weeks or 40 lessons, a refund of 50% of tuition, minus \$150, will be made, not including cost of equipment, books, and materials received.

Withdrawal After 50% (26 Weeks or 40 Lessons) but Prior to Completion of Course: Student is responsible for paying the full course cost. For termination of training (by student withdrawal or school for a proper reason), student is not entitled to a refund.

I have read and understand the course catalog (online), this agreement, and have been advised that I will receive a copy of the agreement after it is signed by a school official.

Accepted By: \_\_\_\_\_  
Signature of School Official Date

The Andrews School  
5601 NW 72<sup>nd</sup> Street, Suite 167  
Oklahoma City, OK 73132  
405-721-3555

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

\_\_\_\_\_  
Phone Email

\_\_\_\_\_  
Shipping Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Mailing Address If Different

\_\_\_\_\_  
City State Zip

I understand that I am liable for amounts set out herein if student does not pay.

\_\_\_\_\_  
Guarantor Date

Any holder of this consumer credit agreement is subject to all claims and defenses 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.

Method of Payment (circle one):

Cashier's Check      Personal Check      Money Order      Visa      MasterCard      Discover

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3-Digit Security Code: \_\_\_\_\_