



**U.S. Career
Institute®**
Dream ▶ Learn ▶ Succeed™

Medical Coding Specialist

If name or address is not correct, please make necessary changes below.

Don't Wait to Start!
Enroll by Toll-Free Phone: 800-528-7907

0 Percent Financing

The U.S. Government requires these
TRUTH-IN-LENDING DISCLOSURES

1. Cash price of this contract.....\$1279
2. Payment to enclose now is.....\$59
3. Amount financed is\$1220
4. Annual percentage rate is 0%
5. Finance charge is.....\$0
6. Total number of payments is20
7. Amount of each monthly payment is\$59
with one final payment of\$40
8. Total payment-dollars you will pay is.....\$1220
9. Total sale price-including down payment is\$1279
10. Total shipping and handling.....\$29

Notice to Buyer (1) Do not sign this agreement before you read it or if it contains any blank spaces. (2) You are entitled to a completely filled-in copy of this agreement. (3) Under the law, you have the right to pay off in advance the full amount due without penalty.



A+ Rating



For office
use only

DT	DN	HN	OT	GF
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U.S. Career Institute • 2001 Lowe Street • Fort Collins, CO 80525
uscareerinstitute.edu

Enrollment Agreement

Getting Started is as easy as 1-2-3

Step 1 Tell us about yourself

Phone No. - -

Social Security # - -

Age

E-Mail Address

- ☐ Yes, I have completed high school or GED.
- ☐ I have not completed high school or my GED.
This is my last grade completed.
- ☐ I give permission to U.S. Career Institute to publish my name on the Dean's List.
- ☐ I am taking this course for personal interest only.

Step 2 Select your payment option

- ☐
- ☐ **Save \$50! Make First Payment Now and Monthly Automatic Payments by (select one):**
- ☐ Credit Card
- ☐ Check (attach a blank check with "void" written on it)
- ☐ Pay Down Payment Now
(Payment Coupons will be sent to you)

Step 3 Select your payment method

Charge to my: ☒ VISA ☐ M/C ☐ DISCOVER

☐ Visa ☐ Master Card ☐ Discover Card

Credit Card #

Exp. Date: /

- ☐ Check or Money Order Enclosed
- ☐ Check here if you have already enrolled over the phone or online
- ☐ Check here if you have a physical handicap or disability that could prevent you from successfully completing this course.

Your signature below shows that you have read and understand the terms outlined on both pages of this agreement. By submitting this enrollment agreement, I agree to be contacted by U.S. Career Institute or its agents, for example customer service and debt agents, via postal mail, email, texting and/or phone at the contact information provided on this agreement.

Date

If you are 16 or 17 years old, please list your age and have your parent/guardian sign here.

Age

Accepted by

Ann Rohr

Ann Rohr, President

Please enroll me in the course shown on page 1 of this enrollment agreement. I have enclosed my credit card number, check or money order (or made arrangements) for the first payment and agree to make monthly payments as outlined on this agreement. Unless I request an earlier due date, my next monthly payment will be due in one month (as little as 28 days). Thereafter, each payment will be due on the same day of the month. I have enclosed my payment in full or my initial payment along with my agreement to make regular payments as outlined on page 1. The total course price is for the tuition, registration charge, shipping and instructional and student support. Total course price does not include manuals or special equipment I may borrow or purchase to support my coursework. If you do not accept my enrollment, you will refund my initial payment. In the event I cancel my enrollment, any discounts or special offers are void and the cancellation will be based on the original tuition. I attest that I read and speak English fluently and that I am at least 16 years of age. By signing this enrollment agreement, I am attesting to the education level I have completed. I understand all exams/quizzes are completed through distance education, and that although the coursework is most efficiently completed in less than twelve months; however, the school will allow me to take up to twenty four months to complete this course without additional charge.* (*Note to CompTIA students: CompTIA revises its certification exams every three years, and USCI revises its course content accordingly. Depending on the timing of the CompTIA revisions, I will have a minimum of four months to complete my studies. If my course is not affected by revision and my account is current at that time, I may be allowed extra time to complete the course at no extra charge.) Upon successful completion of my coursework and payment obligations, I will receive a certificate. At that time, I will be eligible for graduate support. I understand this course prepares me for entry-level work in the field and it is my responsibility to verify whether the clock hours earned from USCI will transfer to another institution or meet specific federal, state, municipal or employee training requirements. Acceptance of transfer credit is determined by the receiving institution.

During my enrollment, the school will respond by telephone or in writing to any course-related questions I ask. U.S. Career Institute is approved and regulated by the Colorado Department of Higher Education, State Board of Private Occupational Schools. There is a two-year limitation for the Division to be able to take action on a complaint. I agree to follow the school grievance procedure in the school catalog. If I have any problems that cannot be resolved with the school, I may file a complaint online with the Division of Private Occupational Schools, at highered.colorado.gov/dpos, or by phone at 303.866.2723, or with its accrediting body, the DETC, at <http://www.detc.org/Student-Center/Complaint-Process.aspx>. Wisconsin residents may contact the Wisconsin Educational Approval Board, 201 W. Washington Ave., Third floor, Madison, WI 53703, (608) 266-1996, <http://eab.state.wi.us>. I agree that any dispute or claim arising out of or relating to this enrollment agreement shall be resolved by binding arbitration under the rules of the American Arbitration Association. Any award issued through arbitration may be made into a judgment of any court with jurisdiction to do so. This agreement, in addition to the school catalog (part number 0200000CT02), my course start date and the Student Protection Policy included with this agreement shall be considered a part of this contract. I acknowledge receipt of the school catalog via the school website.

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 or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

I have read the truth-in-lending disclosures on page 1 of this agreement. The school will send my first lesson materials electronically or by mail. If I do not make payments as outlined on this agreement or in alternative payment arrangements accepted by USCI, I agree to reimburse the school for the fees, costs and expenses of a collection agency, which may be based on a percentage of the outstanding tuition, up to a maximum of 33%.

Students receiving Veterans Education Benefits must complete a Certificate of Affirmation (VA Form 22-1999c) prior to submitting assignments.

Student Protection Policy

We are confident that you will benefit from our course just as thousands of others have. Because of this, we offer the following generous Student Protection Policy:

Students may withdraw from U.S. Career Institute® at any time by notifying us of their intent to cancel. If the student cancels within five (5) calendar days after receiving the materials, the student is entitled to a full refund. The tuition students owe upon withdrawal is determined by how many of the assignments they have completed, deducting all payments made. Upon cancellation, the amount due to the school or the amount refunded to the student is calculated according to the following schedule (except residents of Wisconsin):

1. If the student cancels after five (5) calendar days and has not submitted any assignments, the school is entitled to a non-refundable registration charge of 20% of the total tuition, not to exceed \$150. (For students receiving Veterans Education Benefits the registration charge will not exceed \$50)
2. If the student cancels after five (5) calendar days and has submitted an assignment, the school is entitled to the above non-refundable registration charge plus a charge calculated according to the following schedule:
 - a. If the student completes up to 10 percent of the assignments (), the school is entitled to 10 percent of the refundable tuition.
 - b. If the student completes between 11 and 25 percent of the assignments (), the school is entitled to 25 percent of the refundable tuition.
 - c. If the student completes between 26 and 50 percent of the assignments (), the school is entitled to 50 percent of the refundable tuition.
 - d. If the student completes between 51 and 75 percent of the assignments (), the school is entitled to 75 percent of the refundable tuition.
 - e. If the student completes more than 75 percent of the assignments (), the school is entitled to the full tuition.
3. If the student has not completed the course in 12 months, the school is entitled to the full tuition and no refund will be issued.
4. If the school cancels a course within 12 months of the student's enrollment date, the student is entitled to a full refund, except if the school ceases operation.
5. Any refund due will be issued within 30 days of our receipt of notice of cancellation.
6. Shipping and handling, and any books or other items or services purchased separately through the school are not refundable.
7. Credit granted for previous training will not impact the refund policy.
8. A \$20 NSF charge will be assessed on payments returned for insufficient funds.
9. A \$5 late charge will be assessed for payments not received by the due date.
10. If any delinquency is not covered within 40 days of the institution's notice, we reserve the right to call the total course price due immediately plus any related collection or attorney fees.
11. Note to CompTIA students: The CompTIA book charge will be refunded only if book is returned in new condition within 14 business days of cancellation.

INTERNATIONAL STUDENTS: Tuition payment must be in U.S. funds. Students in Canada, Mexico and other foreign countries are responsible for any applicable custom duties and/or GST.

WISCONSIN RESIDENTS:

After the five-day cancellation period, the following refund policy will apply: (1) The \$100 registration fee will be kept by the school. (2) If any quizzes have been submitted, the refund will be calculated as follows: (a) If the student withdraws after completing up to 60% of the quizzes in a course, the school will refund to the student a pro-rata portion of tuition paid. This pro-rata percent is determined by dividing the total number of quizzes in the course for which the institution has charged into the total number of such quizzes not submitted by the student, rounded down to the nearest ten percent. (b) If a student withdraws after completing 60% or more of the quizzes in the course, no tuition will be refunded. (3) Shipping and handling are not refundable after the five-day cancellation period. (4) All refunds shall be issued within 40 days after the effective date of termination or withdrawal.