



Professional Medical Coding Curriculum Enrollment Agreement

Coding Clarified LLC Headquarters

6848 N. Government Way Suite 114
Private Mail Box #193
Dalton Gardens ID 83815-7025
(833) MED-CODE

<https://CodingClarified.com/>

Contact@CodingClarified.com

Arizona location

P.O. Box 1021
Pine, AZ. 85544-1021

Texas Location

325 N. St. Paul Street Suite 3100 PMB#7901
Dallas TX. 75201

Commencement of Course Date _____

Student Name: _____

Telephone: _____

Date of Birth: _____

E-mail: _____

Student Present Address: _____

Start Date: _____

****If you are a workforce student, make sure this matches your voucher start date paperwork. ****

Professional Medical Coding Curriculum Information:

Program: Professional Medical Coding Curriculum, CPC

Program Length: 80 hours **(Specified in clock hours)****Course Cost:****Tuition \$3,200.00****Registration Fee \$200.00****Technology Fee \$300.00****Current year textbook, CPT, HCPC, ICD10 \$600.00****Certified Professional Coder Exam Voucher \$450.00****Practicode \$249.00****Total Cost \$4999.00****TUITION PAYMENTS:**

1. A payment of a minimum **\$1000.00** is due with signing of the enrollment agreement for financing option & \$4999.00 if purchasing in full. We have 4 payment options with different amounts due at time of purchase that you can review below. Payment methods include, Check, all major credit & debit cards.

2. Balance of Tuition Options:

Guaranteed Financing Options:

Denied for loans? Loan with guaranteed approval with a checking or savings account and as little as \$1,000.00 down and \$49.99 one-time setup fee that will be transferred from your account when the contract has processed. If paid in full prior to 90 days no interest is paid. Interest rate is 14.9%. The course is designed to start immediately upon receiving login. Be sure to E-Sign your loan documents when applying which will come via email. Once they are signed and contract is accepted, you will receive login within 24 business hours. If at any point you want to pay extra towards your account please do so at no additional cost.

Guaranteed Financing \$1,000.00 Down.

- **365.17/Month for 12 Months**
- **252.34/Month for 18 Months**
- **172.04/Month for 28 Months**
- **134.27/Month for 38 Months**
- **112.45/Month for 48 Months**

Guaranteed Financing \$2,000.00 Down

- **274.96/Month for 12 Months**
- **190.01/Month for 18 Months**
- **129.54/Month for 28 Months**
- **101.10/Month for 38 Months**
- **84.67/Month for 48 Months**

Guaranteed Financing \$1,500.00 Down

- **320.07/Month for 12 Months**
- **221.17/Month for 18 Months**
- **150.79/Month for 28 Months**
- **117.69/Month for 38 Months**
- **98.56/Month for 48 Months**

Guaranteed Financing \$2,500.00 Down

- **229.86/Month for 12 Months**
- **158.84/Month for 18 Months**
- **108.29/Month for 28 Months**
- **84.52/Month for 38 Months**
- **70.78 /Month for 48 Months**

Sweet Pay Financing

Apply for your loan through Sweet Pay and take advantage of the following promotions from their merchant partners. Get more information on our website <https://codingclarified.com>.

Please go to our school website <https://codingclarified.com> for Cart Checkout and Finance Information.

These options are available to all students

CANCELLATION AND REFUND POLICY:

If for any reason an applicant is not accepted by the school, the applicant is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 10 days of receiving the notice of cancellation, the school shall provide the 100% refund. **Wisconsin Addendum:** Can state verbally or by written notice of cancellation.

Refund after the commencement of course:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Administrative Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student. **Wisconsin Addendum:** Can state verbally or by written notice of cancellation.
 - B. A student will be determined to be withdrawn from Coding Clarified LLC if the student does not complete the course in 1 year from enrollment date.
 - C. All refunds will be issued within 10 days of the determination of the withdrawal date.

2. **Tuition charges/refunds:**
 - A. Before the commencement of the course, the student is entitled to a refund of 100% of the **tuition only**.
 - B. After the commencement of classes, the tuition refund is calculated by using the table below. **Books, Exam voucher, Registration, & Technology Fee are non - refundable.**

% Of the clock hours attempted:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	No Refund is required

The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date & time to the student's last day of attendance, by the total number of clock hours in the program. See catalog for formula and configuration examples.

Refunds will be issued within 10 business days of the date of student notification. Wisconsin Amendment: Wisconsin students don't have to notify school of refund request.

Holder in Due Course Statement:

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 (FTC Rule effective 5-14-76).

Below Refund Policy is for Indiana Residents ONLY _____

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the Office for Career and Technical Schools (OCTS). The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal. If a postsecondary proprietary educational institution utilizes a refund policy of their recognized national accrediting agency or the United States Department of Education (USDOE) Title IV refund policy, the postsecondary proprietary educational institution must provide written verification in the form of a final refund calculation, upon the request of OCTS, that its refund policy is more favorable to the student than that of OCTS. The following refund policy applies to each postsecondary proprietary educational institution as follows:

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
 0. (a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
 1. (b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
 2. (c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
 3. (d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund. Page 4 of 9 Student Initial _____
IN Student Protection Fund -IC 22-4.1-21-15 and IC 22-4.1-21-18 requires each educational institution accredited by the Office for Career and Technical Schools to submit an institutional surety bond and contribute to the Career College Student Assurance Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, or loss of accreditation by an institution. To file a claim, each student must submit a Page 4 of 9 Student Initial _____

completed "Student Complaint Form." This form can be found on OCTS's website at <http://www.in.gov/dwd/2731.htm>.

Texas Residents Addendum

CANCELLATION POLICY A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY 1. Refund computations will be based on scheduled course time of class attendance 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 from the student; or (c) Ten 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 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.

4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. 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 course or 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 course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent 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 are to 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. More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form CSC-1040R provides the precise calculation.

7. 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.

8. 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.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. 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 60 days after the effective date of termination.

UNDER TEXAS EDUCATION CODE, SECTION 132.061(f) A STUDENT WHO IS OBLIGATED FOR THE FULL TUITION MAY REQUEST A GRADE OF "INCOMPLETE" IF THE STUDENT WITHDRAWS FOR AN APPROPRIATE REASON UNRELATED TO THE STUDENT'S ACADEMIC STATUS. A STUDENT WHO RECEIVES A GRADE OF INCOMPLETE MAY REENROLL IN THE PROGRAM DURING THE 12-MONTH PERIOD FOLLOWING THE DATE THE STUDENT WITHDRAWS AND COMPLETE THOSE INCOMPLETE SUBJECTS WITHOUT PAYMENT OF ADDITIONAL TUITION FOR THAT PORTION OF THE COURSE OR PROGRAM

Wisconsin Residents Addendum

Chapter SPS 408.07 Withdrawal Policy please see: <https://dsps.wi.gov/Documents/EA408.pdf>

Chapter SPS 406.03 Cancellation Privilege: <https://dsps.wi.gov/Documents/EA406.pdf>

Page 6 of 9 Student initial _____

*****See Next Page for Agreement & Acknowledgement Form*****

THE STUDENT UNDERSTANDS:

1. The school does not accept credit for previous education, training, work experience (experimental learning), or CLEP.

2. The school does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The school will not be responsible for any statement of policy or procedure that does not appear in the school catalog.
4. The school reserves the right to discontinue the student's training for unsatisfactory progress, non-payment of tuition or failure to abide by school rules.

5. Transfer of Credits - It should not be assumed that any programs described in the school catalog could be transferred to another institution. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.

6. This document does not constitute a binding agreement until accepted in writing by all parties.

STUDENT ACKNOWLEDGEMENTS:

1. I hereby acknowledge receipt of the school's catalog dated **January 1, 2023** which contains information describing programs offered, grievance guidance policies and equipment/supplies provided. The School's **January 1, 2023** catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog. _____ Student Signature

2. Also, I have carefully read and received an exact copy of this enrollment agreement.

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the school. While enrolled in the school. I understand that I must maintain Satisfactory Academic Progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.

4. I also understand that this institution does not guarantee job placement to graduates upon course completion/graduation.

5. *I understand that Coding Clarified is registered with the State Board of Education in accordance with Section 33-2403, Idaho Code. I also understand that the State Board of Education has not accredited or endorsed any course of study being offered by Coding Clarified, and that these courses may not be accepted for transfer into any Idaho public postsecondary institution*
Student Signature _____

Page 7 of 9 Student initial _____

Student Complaints/Grievance Procedures

In the event a student has a complaint against the course program, operation, instructor, etc., the student will submit an email directly to the school owner & founder Janine Mothershed at Janine@CodingClarified.com describing the complaint. If your state is not listed below your default would be Idaho because that is our headquarters.

Please note students cannot question grading as this is at national level and not subject to change unless technical difficulties are experienced. In the event technical difficulty is experienced you would notify Sharon Lins by emailing: Sharon@CodingClarified.com

Complaints/grievances are required to be submitted within **30 days** of incident and/or course completion. Within **48 business hours** a response will be emailed back to the student with suggested resolutions.

Arizona

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is: 1740 W. Adams Street, #3008 Phoenix, AZ 85007 Phone: 602/542-5709 Website: www.azppse.gov

Idaho

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Idaho State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 650 W State Street Ste 307, Boise, ID 83720, phone # 208-334-2270, website address: <https://www.sde.idaho.gov/>

Indiana

This institution is regulated by: Indiana Department of Workforce Development Office for Career and Technical Schools 10 N Senate Avenue, Suite SE 308 Indianapolis IN 46204 OCTS@dwd.in.gov <http://www.in.gov/dwd/2731.htm>

Texas

*Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-0001
Phone: (512) 936-6959
<http://csc.twc.state.tx.us/>
Approved and Regulated by the Texas Workforce Commission, Career Schools & Colleges, Austin, Texas*

Wisconsin

*Educational Approval Program
Department of Safety and Professional Services
4822 Madison Yards Way
Madison, WI 53705
Phone: (608) 266-2112, option 8
Fax: (608) 264-8477
Email: DSPSEAP@wisconsin.gov
<https://dps.wi.gov/Pages/Programs/EducationalApproval/EAPFileAComplaint.aspx>*

Page 8 of 9 Student initial _____

[See Next Page for Agreement & Acknowledgement Form](#)

CONTRACT ACCEPTANCE:

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Coding Clarified LLC.

