



Enrollment Agreement

Time student will attend: Day Evening

ID.No.: _____

Date _____ **Student Number** _____ **Social Security Number** _____

IDENTIFICATION -- SEX: Male / Female Date of Birth: _____
Day / Month / Year

Complete Legal Name: _____
Last First Initial

Maiden Name (If Different) _____

Permanent Address: _____
Street Apt. #

Place of Employment: _____
City State Zip Company

MCC Admissions Representative: _____
City State Sarah M Zip

Student Classification:
 1. Agency _____
 2. Veteran _____
 3. Other _____

Phone Numbers:
 Home () _____

Work () _____

Cell () _____

Relative

Emergency () _____

Non-Relative

Emergency () _____

You agree to pay MCC:			
1. Tuition	\$ 14,470.00	Total Cost of Program:	\$ 15,000.00
2. Books & Supplies	\$ 390.00		
3. Uniforms	\$ Included	(Less Down Payment)	\$ _____
4. Certification Exam AMT	\$ 120.00		
5. Registration Fee	\$ 20.00		
6. Other (Specify) _____	\$ _____	Balance Due:	\$ 15,000.00

You hereby apply for the MCC (29 Credits / 30 Weeks) (Diploma / Certificate) program in Medical Assistant and you herein acknowledge receiving a copy of the catalog. The method of delivery for this program is residential / blended / full distance. Please reserve a place for me in the day / evening (mark as applicable) class starting, _____, 20____, and ending (anticipated) _____, 20____, from hours 8am to 12pm M-T-W-TH-FR-S (Circle). If accepted as a student by MCC, you agree to study diligently and to conform to the rules and regulations of MCC relating to class attendance and department and to follow MCC's established training procedures.

Mon-Fri

You further agree that:

- (a) Any educational loans or other financial aid procured will reduce the Balance Due only to the extent actually paid to MCC.
- (b) No modifications of or representations concerning this Agreement, except as expressed in writing, and signed by all the parties hereto, are binding on any party. Your rights under this Agreement shall not be assignable.
- (c) MCC is authorized to investigate your credit record and report to proper persons your performance of this Agreement.

In consideration of the Total Cost of the Program, MCC agrees to furnish and teach the course or courses you have selected and hereby reserves a place for you in a limited enrollment course of instruction beginning on or about the date requested by you; MCC reserves the right to make changes in course schedules and in content and the length of its courses when such changes are for the benefit of the student or are deemed appropriate by MCC and with the approval of the State Licensing Agency when required. You are obligated to pay the full Balance Due as shown above, either upon entrance or as otherwise arranged, subject in all cases to the "Tuition Refund Policy" set forth on the reverse side of this page.

I agree that the payment of program costs will be satisfied by (check all that apply):

- Will Apply for Financial Aid Cash Credit Card Third Party (e.g., VA, DVR, Employer)

NOTICE TO CUSTOMER

- (A) DO NOT SIGN THIS BEFORE YOU READ THE WRITING ON BOTH PAGES, EVEN IF OTHERWISE ADVISED.
- (B) DO NOT SIGN THIS IF IT CONTAINS ANY BLANK SPACES.
- (C) YOU ARE ENTITLED TO AN EXACT COPY OF ANY AGREEMENT YOU SIGN.
- (D) YOU HAVE THE RIGHT ANY TIME TO PAY IN ADVANCE THE UNPAID BALANCE DUE UNDER THIS AGREEMENT AND YOU MAY BE ENTITLED TO A PARTIAL REFUND OF THE FINANCE CHARGE.
- (E) THIS ENROLLMENT AGREEMENT, INCLUDING THE FACE AND REVERSE SIDE, WHEN FULLY EXECUTED BY MCC CONSTITUTES WRITTEN AND FINAL ACCEPTANCE AND IS A LEGALLY BINDING CONTRACT CANCELABLE PURSUANT TO THE TERMS SET FORTH ON THE REVERSE SIDE.

Signature of Parent or Guardian _____ Date _____
(If Student is under 18)

Student's Signature _____ Date _____

Address of Parent or Guardian _____

Admissions Representative _____ Date _____

City State Zip

MCC Representative _____ Date _____

TUITION REFUND POLICY

It is the policy of MCC to require full payment of tuition from students who remained enrolled in 60% or more of their scheduled classes. A student is considered enrolled at MCC through the last class session at which attendance was recorded. Refunds for cancellation, withdrawal, or dismissal from up to 60% of the scheduled classes, will be computed by MCC as follows.

Students may receive a partial refund after beginning the program. Refunds are not made for books or materials unless the returned materials/books can be used for other students. A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows: Less an application fee not to exceed \$100.00.

MCC will make any refund required under the above refund conditions within thirty calendar days after the school dismisses the student or receives notice of withdrawal. Students who do not attend classes for a period of seven consecutive class days and who do not give MCC, prior to or during that period, and explanation regarding their absences, will be considered therefore withdrawn from school.

At Least	But Less Than	Refund of Tuition
1 unit /	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	—	No refund

GROUND AND PROCEDURES FOR CANCELLATION OR TERMINATION

MCC reserves the right to cancel or terminate programs at its own discretion based on circumstances it may encounter in the future.

TREATMENT OF TRANSFER OF CREDIT

MCC has a policy and published criteria regarding financial treatment of transfer of credit, advanced placement and credit for experiential learning toward the cost of the program.

PLACEMENT SERVICES

MCC offers employment assistance services to its students in the form of a resume writing/job seeking skills seminar. MCC offers its graduates placement services in the form of referrals resulting from direct contact with prospective employers. MCC assumes no responsibility for, nor does it guarantee, successful placement of every graduate.

BACKGROUND DISCLAIMER

A history of criminal conviction revealed to a prospective employer in healthcare or related agency either by affirmative response or background check may be grounds to deny employment and/or externship placement. MCC advises the student that 1) entrance into any medical program, 2) assignment of an externship site, or 3) subsequent graduation is no guarantee, explicit or implied, that a student is employable

CHANGE OF ADDRESS

You must inform Milwaukee Career College of any address change while the payment schedule is in effect. Milwaukee Career College is authorized to deliver distance education in the state of Wisconsin. Milwaukee Career College determines a student's physical location at the time of enrollment. The basis for determining a student's physical location includes the completed application, enrollment agreement and/or government issued photo identification. Students should notify the institution of any change to physical location by contacting the school at mccinformation@mkecc.edu. Students will be asked to complete a contact information update form for their academic file. If a student chooses to relocate to a state in which the institution does not have approval to operate prior to program completion, this may adversely impact the student's ability to complete the program or gain in-field employment.

DEFAULT PROVISIONS

A customer shall be in default under this agreement if more than one full payment remains unpaid more than 10 days after the scheduled or deferred due dates when the interval between payments is two months or less, or when the first or last payments remain unpaid for more than 40 days after their scheduled or deferred due dates, or if customer fails to comply with any of the terms of this agreement if the failure materially impairs the customer's ability to pay the loan secured by this agreement.

In the event of a default under this agreement, after giving the customer notice of right to cure any default, if applicable, and waiting the appropriate number of days in accordance with sec. 425.105, Wis. Stats. creditor shall have the right to dismiss the student and declare the balance remaining unpaid hereunder due and payable and, under remedies provided by the Wisconsin Consumer Act, chapter 425, to commence legal action to reduce the claim to a judgment.

NON-DISCRIMINATION POLICY

Milwaukee Career College does not discriminate on the basis of race, sex, age, national/ethnic origin, handicap status, or sexual orientation in the administration of its admissions and educational policies, scholarships, loan and grant programs, hiring, and other school-administered activities.

NOTICE OF CANCELLATION

Date of Transaction

You may cancel this transaction, without any penalty of obligation, within three business days from the above date. (Saturdays, Sundays and holidays are not business days.) If you cancel, any property traded in, any payments made by the under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled. If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation. To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to

Milwaukee Career College

At 3077 N. Mayfair Road, Suite 300 Milwaukee, WI 53222

Not later than midnight of _____
(Date)

Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school, If the representative who enrolls you is authorized to grant written acceptance at the time you enroll, and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the third business day after the day you receive written acceptance by certified mail from the school. I hereby cancel this transaction.

Milwaukee Career College
3077 N. Mayfair Road, Suite 300
Milwaukee, WI 53222
(414) 257-2939

_____	_____	_____
(Buyer's Signature)		(Date)

(Buyer's Name – Print)		

(Street Address)	(City)	(State) (Zip Code)