



## Enrollment Agreement

Student Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Info:

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Program enrolling in: Phlebotomy Technician – Pharmacy Technician

Phlebotomy Technician:

Course Title	Area of Study	Hours of Training	Pass/Fail
Phlebotomy Technician	Lecture	60	80%/PASS
Phlebotomy Technician Lab	Lab(part of clinical lab)	10	PASS
Phlebotomy Technician Clinical	Clinical	10	PASS

Pharmacy Technician:

Course Title	Area of Study	Hours of Training	Pass/Fail
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Pharmacy Technician	Lecture	70	80%/PASS
Pharmacy Technician Lab	Lab	15.5	PASS
Pharmacy Technician Clinical	Clinical	29	PASS

**Clinical Medical Assistant:**

Course Title	Area of Study	Hours of Training	Pass/Fail
Clinical Medical Assistant	Lecture	120	80%/PASS
Clinical Medical Assistant Lab	Lab	20	PASS
Clinical Medical Assistant Clinicals	Clinical	20	PASS

**School Calendar:**

School Closures/Holiday:

New Year's Day

Martin Luther King Jr's Birthday President's Day

Good Friday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Juneteenth

Week of Thanksgiving

Winter Break Last Two Weeks of December **Tuition and Fees:**

**Application Fee:**

- There is a \$100 application fee. Once you have submitted an online/in person application, payment will need to be mailed or brought into the office. The application fee may be applied to your tuition total. Application fees are due within ten (10) days of your application.

**Tuition:**

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- Phlebotomy Technician:  
Total \$3,575.00 including Admission Application Fee
- Pharmacy Technician:  
Total \$3,540.00 including Admission Application Fee
- Clinical Medical Assistant  
Total \$4,245 including Admission Application Fee

(Please check below to Indicate your payment preference)

\_\_\_\_\_ I plan to pay a one (1) time payment (no interest)

\_\_\_\_\_ I plan to Finance through Square Credit

\_\_\_\_\_ I plan to get assistance through the Wisconsin Eligible Training Provider

Please note that you are responsible to buy your own State board fees for any re-take exams, licensing fees, Notebooks, and Pencils for the program. This is approximated at \$400. Please email, call or come to the school office with any questions or concerns.

\_\_\_\_\_ I acknowledge that I have provided the above information to the best of my (Initial)knowledge and accuracy.

### **Cancellation and Refunds**

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under SPS 406.03;
2. Accepted was unqualified and the school did not secure a disclaimer under SPS 409.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

Refunds will be made within 10 business days of cancellation. Refer to the Wis. Adm. Code SPS 408.04 (no refund - fixed class schedule for program)

## ***New Beginnings Adult Learning Center***

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:

### **Refund Table:**

Student is entitled to upon withdrawal/ termination	Refund
Within 10% of program	90%
After 10% but within 20% of program	80%
After 20% but within 30% of program	70%
After 30% but within 40% of program	60%
After 40% but within 50% of program	50%
After 50% but within 60% of program	40%
After 60%	No Refund

- As part of this policy, the school will retain the one-time application fee of \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40•days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.
- A written notice of withdrawal is not required.

### **Constructive Notice of Withdrawal**

Students are encouraged to withdraw by written notification or by directly speaking to the school administrator, but any mode of withdrawal will be recognized. Students will be administratively withdrawn after missing two weeks of consecutive classes/clinical. Should a student not attend two weeks of consecutive classes/clinical the student will be automatically expelled from the school and a refund per the refund policy will be applied if applicable.

### **Employment Services:**

New Beginnings Adult Learning Center does not offer job placement services. We will help you progress in your knowledge of and ability to locate a massage therapy position and offer mentoring on your career as you progress through the program. We will make all reasonable attempts to connect you with opportunities that come to our attention. We do not guarantee employment placement.

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**"This Enrollment Agreement is a legal and binding contract upon acceptance to the program (unless the contract is cancelled within 3 business days of school acceptance)."**

I acknowledge that I have provided the above information to the best of my knowledge and accuracy.

Printed Name: \_\_\_\_\_ Signature \_\_\_\_\_

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