**EMMI Enrollment Agreement**

Student Information

Student Name: ID #:

Address:

City/State/ZIP:

Phone Number:

Emergency Contact:

Relationship: Phone Number:

 **Program Information**

Program Name: Program Level:

Program Objectives:

Program Start Date: Scheduled End Date:

Full Time/Part Time: Day/Evening:

Days Class Meets: (circle) M T W Th F Sa Su

Schedule Notes:

Number of Weeks: Total Clock/Credit Hours:

 **Tuition & Fee Information**

Medical Assistant Program

Total Cost: $6000,00 (includes books, medical scrubs, lab material, National Exam, CPR, HIPAA, and OSHA certification)

Phlebotomy Program

Total Cost: $2500,00 (includes books, medical scrubs, lab material, National Exam, CPR, HIPAA, and OSHA certification)

**Refund Policy**

Refunds are based on tuition paid for segments of the instructional program as described by the institution in the enrollment agreement. Essential Medical and Mental Health Institute (EMMI) follows a module approach to instruction. Therefore, classes are designed and observed on a monthly basis. Refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up until 50% of the program; if a student withdraws after completing 50% of the program, no refund of tuition is required; this policy only applies to full withdrawals, and it is up to the institution to determine policies for refunds for partial (course) withdrawals.

***(Please Review Institutional Catalog for Full Refund Policy)***

**Attendance Policy**

Students who miss more than 20 percent of the total classroom hours scheduled for the program will be dropped. Absences may include tardiness or early departures. Students who are not in attendance for at least 51 percent of the scheduled class time will be considered absent for the day. Students who have been absent from all their scheduled classes for 10 consecutive school days will be dropped from the training program. Students who miss 15 percent of the total classroom hours will be advised that they are at risk of being dropped from the program. Students who miss 20 percent of the total classroom hours will be advised of the campus’s intent to terminate them from the program. If terminated, students must successfully appeal their termination within three school days to continue their training without interruption. If their termination is not successfully appealed, they will remain dropped from the program. Students are not permitted to make up absences for the classroom-training portion of their program. However, students must make up absences that occur during the externship to ensure that the required extern hours are completed prior to graduation. Students should be encouraged to schedule medical, dental, or other personal appointments after school hours. If a student finds that he/she will be unavoidably absent, he/she should notify the school.

***(Please Review Institutional Catalog for Full Attendance Policy)***

**Signatures**

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Student Signature Date

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Institutional Representative Signature Date