

**STUDENT ENROLLMENT AGREEMENT: Legacy Healthcare Careers LLC**  
 7505 Glenview Drive Suite I, N. Richland Hills TX 76180; Telephone (682)626-5266

**STUDENT INFORMATION**

Student Name: _____	Email: _____
Address: _____	City/State/Zip: _____
Phone Number _____	Emergency Name & Number _____

**COURSE and COURSE COST**

Course Name:	PHLEBOTOMY TECHNICIAN TRAINING PROGRAM		
Course Length:	60 Contact Hours	Date the training is to begin:	
Tuition:	\$700.00	Other Expenses: (list separately)	\$0.00
Books*:	\$0.00	Registration:	\$50.00
Supplies*:	\$0.00		
* Fee is estimated and based on current cost and subject to change.			
<b>TOTAL COST:</b>	<b>\$750.00</b>		

**METHOD OF PAYMENT**

Method of Payment (check one)			
Money Order/Check ( )	Debit/Credit Card ( )	Cash ( )	Payment Plan ( )
1 <sup>st</sup> Payment amount	\$	DUE DATE ___/___/___	
2 <sup>nd</sup> Payment amount	\$	DUE DATE ___/___/___	
3 <sup>rd</sup> Payment amount	\$	DUE DATE ___/___/___	
4 <sup>th</sup> Payment amount	\$	DUE DATE ___/___/___	
Legacy Healthcare Careers LLC allows students to pay their tuition balances upfront entirely or make monthly payments for the same amount. The following are financial payment plans that are available: 1. Payment in full with check, money order, debit/credit card or cash or before the first day of school. 2. Interest-free payment plan: Students may choose to make weekly payments by dividing the total balance in 4 payments. Payments will be made the first day of each week at the beginning of each class. A charge of \$35.00 will be made for selecting the payment plan option for administration, but no interest is charged.			
<b>CANCELLATION POLICY</b>			

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.

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## 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. 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.
7. 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 school representatives.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

### 8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

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:

