

B&DA INC
5309 N Lincoln Ave
Skokie, IL 60077
(847) 324-4019
(413) 254-8194
www.banddainc.com
banddainc@yahoo.com

ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ STUDENT ID #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____

PROGRAM / COURSE NAME: Medical Assistant _____

DESCRIPTION OF PROGRAM / COURSE: This course is designed to instruct the student in providing basic patient care, assisting patients in admission, discharge and helping for their examination and other office procedures. After the completion of the course, students will be able to draw blood in a professional manner with a fundamental knowledge of phlebotomy terminology, laboratory techniques, and utilization of universal precautions. During the course of the study students will learn the proper way of informing the patient on upcoming procedure, Electrocardiography, Hematology, assisting doctor and communicating with other health care professionals using appropriate terminology.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

Proof of High School graduation or GED or other equivalent and an interview.

PROGRAM / COURSE OBJECTIVES: After completion the course of Medical Assistant, students are articulate in the following:

- Managing a multi-line telephone system & scheduling appointments
- Helping patients prepare for examinations and other office procedures
- Assisting the doctor when requested to do so & taking the medical history
- Cleaning and sterilizing instruments and equipment
- Instructing patients regarding preparation for laboratory examinations
- Keeping the supply cabinet well stocked
- Principles of CPR and First aid

PROGRAM INFORMATION (CONTINUED)

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

FULL-TIME ☐ PART-TIME ☒ DAY ☐ EVENING ☐

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

NUMBER OF WEEKS: 16 TOTAL CLOCK HOURS: 150

FINANCIAL AID

The students who qualify for Financial Aid programs can apply for WIOA (Workforce Innovation and Opportunities Act) assistance with IDES (Illinois Department of Employment Security), CEDA, Department of VA, or through other Community Development organizations that are accepted by the school in order to provide equal career and educational opportunities for those in need.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

CONSUMER INFORMATION (July 1, 2022 through June 30, 2023, Per Section 1095.200 of 23 Ill. Adm. Code 1095):

1. The number of students admitted in the program as of July 1 of that reporting period	3
2. The number of additional students admitted in the program during the next 12 months and classified in one of the following categories:	
a) New starts	25
b) Re-enrollments	0
c) Transfers into the program from other programs at the school	0
3. The total number of students admitted in the program during the 12-month reporting period	28
4. The number of students enrolled in the program during the 12-month reporting period who:	
a) Transferred out of the program and into another program at the school	0
b) Completed / graduated from a program	28
c) Withdrew from the school	0
d) Are still enrolled	0
5. The number of students enrolled in the program who were:	
a) Placed in their field of study	26
b) Placed in related field	0
c) Placed out of the field	0
d) Not available for placement due to personal reasons	2
e) Not employed	0
6. The number of students who took	
a) State Licensing Examination	28
1) Pass	28
2) Fail	0
b) Professional Certification Examination	28
1) Pass	28
2) Fail	0
7. The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period	2
8. The average starting salary for all school graduates employed during the reporting period	\$17

TOTAL COST FOR Medical Assistant PROGRAM / COURSE: \$5,000.00

The cost of books, supplies, uniforms, registration and exam fees are covered by the school and the student will not be charged a separate fee for any of these items.

Appropriate books will be given to student before each class.

When necessary, B. & D.A. Inc. reserves the right to change tuition, fees, books, and curriculum without prior notice. Any changes in tuition or fees will not affect students already enrolled.

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REFUND POLICY

Student fees are not refundable. These include but are not limited to: applications, registration, change of class, late installment payment, late registration, transcript, and reinstatement. Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.

Any student applying for a program that is discontinued by the school shall receive a complete refund of all fees and/or tuition paid. It is the policy of **Billing and Doctor's Assisting Inc** to issue refunds of tuition and fees in a prompt manner. As a matter of courtesy, students should give written notification to **Billing and Doctor's Assisting Inc** (in person or by registered mail) of their intention to withdraw from a program. However, **Billing and Doctor's Assisting Inc** does not require written notification of withdrawal as a condition for making refunds.

If no notification of withdrawal is received, and a student has had an unexplained absence of more than fifteen (15) consecutive class days, **Billing and Doctor's Assisting Inc** shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance **Billing and Doctor's Assisting Inc** shall provide written acknowledgment of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal. In all instances, refunds shall be based on and computed from the last day of attendance. Any unused portion of a book fee shall be refunded.

1. If a student does not begin classes, and fees or tuition have been collected, a refund of tuition or fees shall be made within thirty (30) days of the start of the program, and an amount not more than \$100 may be retained for administrative and recruiting costs.
2. If a notice of withdrawal is given after the first day of classes but prior to the end of 5% of the program, **Billing and Doctor's Assisting Inc** shall retain 10% of the tuition and shall refund the 90% balance.
3. When notice of withdrawal is given after 5% of the program is completed but within the first four weeks of classes, **Billing and Doctor's Assisting Inc** shall refund 80% of the tuition.
4. When notice of withdrawal is given after the end of the fourth week before completion of 25% of the course, **Billing and Doctor's Assisting Inc** shall refund 55% of the tuition.
5. When notice of withdrawal is given after 25% of the program has passed but before 50% of the program is completed, **Billing and Doctor's Assisting Inc** shall refund 30% of the tuition.

When notice of withdrawal is given after 50% of the program is completed, **Billing and Doctor's Assisting Inc** shall retain full tuition and no refund shall be provided.

1. B&DA Inc will, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

- a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student;
- b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;

- c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the school may retain the application registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.
- d. When a student has completed in excess of 5% of the course of instruction the school may retain the application registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
2. A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
 3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non acceptance is made.
 4. Application registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
 5. Deposits or down payments shall become part of the tuition.
 6. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
 7. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
 8. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
 9. B&DA Inc may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.
 10. B&DA Inc will refund all monies paid to it in any of the following circumstances:
 - a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin;
 - b. the school cancels or discontinues the course of instruction in which the student has enrolled;
 - c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
 11. B&DA Inc will refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until (5 p.m., CT) of the (5th) business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within (10) days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

Student Initials _____

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

Student Initials _____

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. 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 or credential may be awarded.

Student Initials _____

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

Student Initials _____

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, B.&D.A. Inc must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

Student Initials _____

6. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials _____

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org.

Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood 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. The student and the school will retain a copy of this agreement.

Student's Signature

Date

Program Director's Signature

Date