

**ENROLLMENT AGREEMENT**

**Student Name:** \_\_\_\_\_ **Start Date** / /

<b>Present Address:</b>	<b>Permanent Address:</b>

<b>Home Phone:</b>	<b>Social Security No:</b>
<b>Work Phone:</b>	<b>Date of Birth:</b>
<b>Mobile Phone:</b>	<b>E-mail:</b>

**PROGRAM INFORMATION:**

(check one)  Master of Science in Oriental Medicine  Master of Science in Acupuncture  Undecided  
*MSOM Program Length: 3505 hours MSAc Program Length: 2935 hours*

*Estimated course length for the MSOM program as a full-time student with no transfers is four (4) years.*

Costs	MSOM	MSAc
Tuition	\$54,328.00	\$45,493.00
Administration/Registration Fee	\$2,000.00	\$2,000.00
Books/Supplies	\$3750.00	\$2,500.00
<b>Total Program Costs*</b>	<b>\$60,078.00</b>	<b>\$49,993.00</b>

*\* The total program cost will vary dependent on transfer of credit and course challenges.*

**PAYMENT OPTIONS:** Students are expected to make payment arrangements within 5-days of registration. Students can pay by cash, check, credit card or through financial aid (federal or private loans). Tuition and all fees must be paid in full by the end of the program. These options are available to all students

**CANCELLATION AND REFUND POLICY:**

**Rejection:** An applicant rejected by the school is entitled to a refund of all monies paid.

**Three-Day Cancellation:** An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid **minus an administrative/registration fee of \$200.**

**Refund after the commencement of classes:**

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. For a student who is on authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from the Leave and failed to do so.
  - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
  - D. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition charges:

Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program (**less the \$200 administrative/registration fee if applicable**)

Tuition refunds will be issued within 30 days of the date of student notification, of date of school determination (withdrawn due to absences of other criteria as specified in the school catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Tuition refunds are determined as follows:

1. Before the beginning of classes, the student is entitled to a refund of \$100% of the tuition (**less administrative/registration fee, if applicable**).
2. After the commencement of classes, the tuition refund amount, **minus the administrative/registration fee of \$200 (if applicable)**, shall be determined as follows:

<b>% of the clock hours attempted:</b>	<b>Tuition Refund amount:</b>
10% or less	At least a 90% refund
More than 10% and less than or equal to 20%	At least a 80% refund
More than 20% and less than or equal to 30%	At least a 70% refund
More than 30% and less than or equal to 40%	At least a 60% refund
More than 40% and less than or equal to 50%	At least a 50% refund
More than 50%	No Refund is required

3. **Books and Supplies:** There is no refund for equipment, books and supplies received by the student.

4. **Special Cases:** In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement which is reasonable and fair (optional language).

**Holder in Due Course Statement:**

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (A.R.S. §47-3302 - FTC Rule effective 5-14-76).

**THE STUDENT UNDERSTANDS:**

1. The School does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
2. The School does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. The School reserves the right to reschedule the program start date when the number of students scheduled is too small.
4. The School will not be responsible for any statement of policy or procedure that does not appear in the School catalog.
5. The School reserves the right to discontinue any students' training for unsatisfactory progress, nonpayment of tuition or failure to abide by School rules
6. The School's grievance policy is delineated in the school Catalog.
7. Information concerning other Schools that may accept the School's credits toward their programs can be obtained by contacting the office of the President. It should not be assumed that any programs described in the School catalog could be transferred to another institution. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credits and whether they should be accepted is the decision of the receiving institution.
8. This document does not constitute a binding agreement until accepted in writing by all parties.

**STUDENT ACKNOWLEDGEMENTS:**

1. I hereby acknowledge receipt of the School's catalog dated \_\_\_\_\_, which contains information describing programs offered, and equipment/supplies provided. The School's \_\_\_\_\_ catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.  
\_\_\_\_\_ **Student initials**
  
2. Also, 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 requirement or if I disrupt the normal activities of the School. 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 may be awarded.  
\_\_\_\_\_ **Student's initials**
  
4. I also understand that this institution does not guarantee job placement to graduates upon program/course completion or upon graduation.  
\_\_\_\_\_ **Student's initials**

**CONTRACT ACCEPTANCE:**

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed 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. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Phoenix Institute of Herbal Medicine & Acupuncture. I agree to conduct myself in a professional, courteous manner, while in class or at PIHMA. I will dress in neat, clean and appropriate attire. I agree to comply promptly and fully with the rules, regulations and policies of PIHMA as heretofore and hereafter announced or published by PIHMA. Failure to comply herewith or with any term of this agreement shall automatically terminate my right to attend further training. PIHMA reserves the right to change the curriculum, staff, location and cost per classroom hour as necessary, including the right to select which courses will be offered each semester and cancel or reschedule any class in which there is an insufficient number of students enrolled. Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective August 14, 1976). My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

Representative's certification: I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

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