

Phoenix Institute of Herbal Medicine & Acupuncture

COURSE REGISTRATION FORM

STUDENT REGISTRATION Fall 2010

Student Name (please print): _____

Address: _____
 Phone: _____
 E-Mail : _____

Date of Registration: _____

	MSAc	
Degree Track:	MSOM	
	Undec	

PLEASE CHECK HERE IF ANY OF YOUR CONTACT INFORMATION HAS CHANGED:

PLEASE INITIAL HERE TO VERIFY THAT YOU HAVE MET PRE-REQS FOR THESE CLASSES: _____

Course Code	Course Title	Credit	Hrs.	Cost (See Below)	Day / Time
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

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.

TUITION SUBTOTAL		\$
REGISTRATION FEE \$250		\$ 250
OTHER FEES (SEE BACK) ... explain		\$
TOTAL FOR SEMESTER/ TERM		\$
AMOUNT PAID		\$
BALANCE DUE		\$

Didactic Credit Hours	Clock Hours	Matriculated Tuition \$15.50 per hour	Non-Matriculated Tuition \$17.50 per hour
1	15	\$ 232.50	\$ 262.50
2	30	\$ 465.00	\$ 525.00
3	45	\$ 697.50	\$ 787.50
4	60	\$ 930.00	\$ 1,050.00
5	75	\$ 1,162.50	\$ 1,312.50
Clinic Credit Hours	Clock Hours	Matriculated fee \$15.50	Non-Matriculated Rate \$17.50
5.5	165	\$ 2,557.50	\$ 2,887.50
3.5	105	\$ 1,627.50	\$ 1,837.50
3.0	90	\$ 1,395.00	\$ 1,575.00

2.6	80	\$ 1,240.00	\$ 1,400.00
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BY SIGNING BELOW, I (THE STUDENT) HAVE AGREED TO ATTEND AND PAY FOR THE CLASSES LISTED ABOVE. IF FINANCIAL ARRANGEMENTS WERE NOT FINALIZED TODAY, I AGREE TO MEET WITH THE ADMINISTRATION TO ARRANGE FOR PAYMENT.

Student Signature _____ Date _____

Administrative Staff Signature _____ Date _____

Phoenix Institute of Herbal Medicine & Acupuncture

Chart of Fees Typically Paid At Registration

Type of Fee	Amount	When Due
Registration / Matriculation Fee	\$250	Paid at time of registration each semester
Application Fee	\$50	Paid with Application
Application Fee (Non-Matriculated Student)	\$25	Paid with Application
Assessment of Prior Learning	\$50 + \$15 per course	Paid at time of request
Challenge Exam	\$100 / course + \$50 credit student is challenging	\$100 Paid at time of request Balance (\$100 per credit) paid after exam
Late Registration	\$50	Paid at registration
Letter of Good Standing	\$25	Paid at time of request
Official Transcript	\$10 / transcript	Paid at time of request
Program Change	Up to \$500	Paid at time of request
Replacement Photo ID Card	\$15	Paid at time of request
Returned Check	\$30	Paid upon notification
Current SCNM Students Special Rates		
	Amount	When Due
Registration / Matriculation *	\$250	Paid at time of registration each semester
Application Fee	Waived	Paid with Application
Assessment of Prior Learning	\$150	One time fee
Challenge Course Exam	\$100 / course + \$50 / credit student is challenging	Paid at time of request

Refund Policies

An applicant who provides written notice of cancellation within 3 days (excluding Saturday, Sunday and federal or state holidays) of signing a Registration Agreement is entitled to a refund of all monies paid. **Other Cancellations:** An applicant requesting cancellation more than 3 days after signing an registration agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus a 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 Registrar or the Academic Dean. 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 withdraw 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 PIHMA if the student has not attended any class for 30 consecutive class days.

2. Tuition Charges: Tuition charges for the time period will be determined based upon the student's **last day of attendance** and the resulting percentage of the enrollment period completed. The percentage of the enrollment period completed is determined by dividing the total number of weeks elapsed from the student's start date to the last day of attendance, by the total number of weeks in the enrollment period. Tuition charges and refund amounts for the enrollment period are determined as follows:

A. If the student completes 10% or less of his or her registered classes, PIHMA may keep 10% of the tuition charged and will refund 90%.
B. If the student completes 10% and up to 20% of his or her registered classes, PIHMA may keep 20% of the tuition charged and will refund 80%.
C. If the student completes 20% and up to 30% of his or her registered classes, PIHMA may keep 20% of the tuition charged and will refund 80%.
D. If the student completes 30% and up to 40% of his or her registered classes, PIHMA may keep 30% of the tuition charged and will refund 70%.
E. If the student completes 40% and up to 50% of his or her registered classes, PIHMA may keep 50% of the tuition charged and will refund 50%.
F. If the student completes more than 50% of his or her registered classes, PIHMA may keep 100% of the tuition charged and no refund is due.