

Spring 2016
Class Registration Form
January 4th – May 29th, 2016



Name:

Date of Registration:

MY CONTACT INFORMATION HAS CHANGED

| |
|----------|
| Address: |
| Phone: |
| E-Mail: |

| | |
|----------------------|--------------------------------------|
| Degree Track: | <input type="checkbox"/> MSAc |
| | <input type="checkbox"/> MSOM |

_____ **INITIAL HERE TO VERIFY THAT YOU HAVE MET THE PREREQUISITES FOR THESE CLASSES**

| Course Code | Course Title | Credit | Hrs. | Cost (See Below) | Day / Time |
|--|--------------|--------|------|------------------|------------|
| <i>A Late Registration Fee of \$50 Will be Assessed for All Registration Forms Received After October 31st, 2016</i> | | | | | |
| <i>**Please use Clinic Registration Form for all Internship and Observation Shifts.</i> | | | | | |
| | | | | \$ | |
| | | | | \$ | |
| | | | | \$ | |
| | | | | \$ | |
| | | | | \$ | |
| | | | | \$ | |
| | | | | \$ | |
| | | | | \$ | |

****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 \$275 | \$ 275.00 |
| OTHER FEES (SEE BACK) | \$ |
| TOTAL FOR SEMESTER/ TERM | \$ |
| AMOUNT PAID | \$ |
| BALANCE DUE | \$ |

| Didactic Credit Hours | Clock Hours | Matriculated Tuition \$18.50 per hour | Non-Matriculated Tuition \$21.50 per hour |
|-----------------------|-------------|---------------------------------------|---|
| 1 | 15 | \$ 277.50 | \$ 322.50 |
| 2 | 30 | \$ 555.00 | \$ 645.00 |
| 3 | 45 | \$ 832.50 | \$ 967.50 |
| 4 | 60 | \$1110.00 | \$1290.00 |

| Clinical Credit Hours | Clock Hours | Matriculated Tuition \$18.50 per hour | Non-Matriculated Tuition \$21.50 per hour |
|-----------------------|-------------|---------------------------------------|---|
| 3 | 90 | \$1665.00 | \$1935.00 |
| 3.5 | 105 | \$1942.50 | \$2257.50 |
| 5.5 | 165 | \$3052.50 | \$3547.50 |

Method of Payment (Please Circle One): **Financial Aid** **GI Bill** **Cash** **Payment Plan**

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 CONTACT THE ACCOUNTING OFFICE TO ARRANGE FOR PAYMENT. I UNDERSTAND THAT MY REGISTRATION WILL NOT BE PROCESSED UNTIL PAYMENT IS CONFIRMED OR ARRANGEMNTS TO PAY ARE CONFIRMED THROUGH THE REGISTRAR. I ALSO AGREE TO CHECK MY PIHMA EMAIL ACCOUNT ON A WEEKLY BASIS.

Student Signature _____ Date _____

Administrative Staff Signature _____ Date _____

Chart of Fees Typically Paid At Registration

| Type of Fee | Amount | When Due |
|---|---|--|
| Registration / Matriculation Fee* | \$275 | Paid at time of registration each semester |
| Application Fee | \$50 | Paid with Application |
| Application Fee (Late) | \$100 | Paid with Application |
| Advanced Standing | \$100 / One time only | Paid at time of request |
| Challenge Exam | \$100 / course + \$50 credit student is challenging | \$100 Paid at time of request Balance (\$50 per credit) paid after exam |
| Clinic Training | \$50 | Paid at registration |
| Letter of Academic Standing | \$25 | Paid at time of request |
| Official Transcript | First free and \$10 thereafter | Paid at time of request |
| Program Change | \$250 | Paid at time of request |
| Course Drop (after first week of classes) | \$30 | Paid at time of request |
| Clinic Shift Drop/Add | \$30 | Paid at time of request |
| Returned Check | \$30 | Paid upon notification |
| Exam Retake | \$75 | Paid at time of request |
| Graduation | \$250 | Paid with Application for Graduation |
| Diploma Replacement/Duplicate | \$75 | 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 a registration agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the registration fee of \$275.

Procedure for Withdrawals:

- 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 leave and failed to do so.
- C. A student will be determined to be withdrawn from PIHMA if the student has not attended any classes for 30 consecutive class days.

Tuition Charges:

Tuition charges for the time period shall be determined based upon the student's actual course drop date of the class. If the student failed to attend any of the assigned classes and failed to officially drop the course in a timely period, the student will be charged the appropriate percentage of overall tuition for the course as noted in Refund Percentage Table below. 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 and/or official drop date, by the total number of weeks in the enrollment period. Tuition charges and refund amounts for the enrollment period are stated below in the Refund Percentage Table:

| |
|---|
| 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. |

*This fee includes malpractice insurance, student ID and services, library and technology resources and access, clinic treatment discounts, Board exam preparation, Career Services support, and Student Membership in AzSOMA