



Masters Enrollment Agreement

Student Name: _____ Start Date: _____

Present Address: _____

Permanent Address: _____

Home Phone:	Social Security No:
Work Phone:	Date of Birth:
Mobile Phone:	E-mail:

PROGRAM INFORMATION:

(check one) ☐ Master of Science in Oriental Medicine ☐ Master of Science in Acupuncture

Costs	MSOM	MSAc
Tuition	\$70,707	\$58,653
Credit Hours	199	165
Clock Hours	3,607.5	2992.5
Administration/Registration Fee	\$2,400	\$2,400
Clinic Fees	\$335	\$335
Technology Fee	\$600	\$600
Orientation Fee	\$85	\$85
Books/Supplies	\$1,840	\$1,140
Graduation Fee	\$250	\$250
Total Program Costs*	\$76,217.00	\$63,463.00

** The total program cost will vary dependent on transfer of credit, directed studies, 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.

Student Initials _____

I have read all of page 1.

Student Initials _____

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 after 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 the start of classes is entitled to a refund of all monies paid minus the registration fee of \$300.00.

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. 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 approved Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so or the date the student notifies the school of their intent not to return from the Leave of Absence.
 - C. A student who has missed 3 consecutive classes will be considered withdrawn and automatically dropped from the course. Tuition will be refunded based upon the guidelines in the section two. Full payment of tuition will be required when the course is repeated.

2. Tuition Charges:

Tuition charges will 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 the 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.

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 \$300 (if applicable)**, shall be determined as follows:

Course Completion	Refunds
If 10% or less of the time has elapsed of the student's registered classes;	PIHMA may keep 10% of the tuition charged and will refund 90%.
If more than 10% but less than or equal to 20% of the time has elapsed of the student's registered classes;	PIHMA may keep 20% of the tuition charged and will refund 80%.
If more than 20% but less than or equal to 30% of the time has elapsed of the student's registered classes;	PIHMA may keep 30% of the tuition charged and will refund 70%.
If more than 30% but less than or equal to 40% of the time has elapsed of the student's registered classes;	PIHMA may keep 40% of the tuition charged and will refund 60%.
If more than 40% but less than or equal to 50% of the time has elapsed of the student's registered classes;	PIHMA may keep 50% of the tuition charged and will refund 50%.
If more than 50% of the time has elapsed of the student's registered classes;	PIHMA may keep 100% of the tuition charged and no refund is due.

Upon the determination of the withdrawal or termination, PIHMA shall provide the student the applicable refund within 30 days.

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

I have read all of page 2.

Student Initials _____

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, PIHMA may make a settlement which is reasonable and fair.

Student Initials _____

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).

Student Initials _____

The Student Understands:

1. The School does accept credit for prior learning assessment. A maximum of 30 semester credits/45 quarter credits of admission requirements may be earned through prior learning assessment using a combination of the following assessment techniques: Credit by examination may be earned through successful testing and the recommended college equivalencies of the College Scholarship Service's AP (Advanced Placement) examinations, the College Scholarship Service's CLEP (College Level Examination Program) examinations, the American College Testing PEP (Proficiency Examination Program) examinations, PONSII (N.Y. State Department of Education Program on Non-collegiate Sponsored Instruction), the USAFI (U.S. Armed Forces Institute) program, and the DANTES (Defense Activity for Non-Traditional Education Support) tests.
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.
9. The Registrar will release transcripts upon written request from the student using the Request Regarding Student Records form. No official transcripts will be released until all financial and other obligations to PIHMA have been met. Requests will not be accepted from, or released to, third parties without a written release from the student.

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 [linked here](#) 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. Also, I acknowledge that I have read and received the linked [Accreditation-and-Disclosures](#).

Student Initials _____

I have read all of page 3.

Student Initials _____

4. 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 Initials _____

5. I also understand that this institution does not guarantee job placement to graduates upon program/course completion or upon graduation.

Student Initials _____

6. I also understand that I must abide by the Student Code of Ethics including (item #9): "Follow all laws regarding the practice of acupuncture and Oriental medicine including refraining from the independent, unlicensed practice of acupuncture." This means that students may not practice acupuncture outside PIHMA clinic or classes until they are licensed to do so.

Student Initials _____

7. I understand that I may be photographed. I do hereby give PIHMA, its assigns, licensees, and legal representatives the irrevocable right to use my name, picture, portrait, or photograph in all forms and media and in all manners, including composite, for advertising, for publication or any other lawful purposes, and I waive any right to inspect or approve the finished product, including written copy, which may be created in connection therewith. Such likenesses will not be sold to other parties. Promotional materials bearing these likenesses may be distributed freely to the public and posted on the PIHMA website. The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

Student Initials _____

8. I understand that the PIHMA Masters Programs are eligible for Title IV funding.

Student Initials _____

9. I understand that *I understand that the Master of Science in Acupuncture (MSAc) and the Master of Science in Oriental Medicine (MSOM) are accredited by The Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM).*

Student Initials _____

I have read all of page 4.

Student Initials _____

10. All the PIHMA computer and network users must comply with all applicable laws and Institute policies. PIHMA systems, administrators, and system users are obligated to maintain a secure computer environment. Successful security requires cooperation. PIHMA computer and network systems are not common carriers. PIHMA computer and network system administrators: Are not obligated to provide services secondary to their designated mission, Gain, restrict or deny access to recourses in a manner consistent with PIHMA policies, Will audit system usage without prior notification to users, After proper and timely notification, may remove any excess, unused or unauthorized data. Misuse of computer or network recourses can result in probation, expulsion, termination of employment, or civil litigation or criminal prosecution. PIHMA expressly disclaims liability for: Lost data or degraded service, Unauthorized use of any computing recourses, Lost access or other consequences resulting from computer or network failures, any type of virus or spy ware, or alleged unauthorized use. Users are ultimately responsible for the integrity of their data, their account(s) user ID(s) and electronic mail address(s). Unless properly authorized users must not: Use or attempt to use any PIHMA computer system or network address, Use or attempt to use any account, user ID, password or electronic mail address, Share user IDs, Attempt to disrupt or circumvent any computer or network security system, Use or possess any equipment or programs owned by PIHMA. PIHMA prohibits use of its resources, regardless of medium: For any illegal activity, For plagiarism, cheating, or any other activities contract to PIHMA policy, For harassment or intimidation, For individual profit, For the promotion of political or religious agendas, For the publishing of obscene, pornographic or in indecent materials, For chain letters, For the unauthorized distribution or reproduction of text, images, sounds, software, or other copyrighted materials without the express permission of the copyright holder.

Users agree to use virus protection while connected to PIHMA's wireless internet connection and will not hold PIHMA liable for any virus or spyware received while connected.

Student 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.

Signed this date: _____

Student Signature: _____

I have read all of page 5.

Student Initials _____

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: _____
Signature of School Official