## NEW STUDENT ENROLLMENT AGREEMENT 2023

## (PLEASE PRINT & SIGN)

**Student Information - Please Clearly Print the Date:**

**The following information is used for billing and identification only and will not be sold or used for any solicitation. HIPAA privacy policies secure your data.**

## STUDENT CONSENTS

I give permission to publish my name, phone number, and email address on the class roster.

* Yes ☐ No

Email address:

**How did you hear about Skillful Coding Techniques?**

* Online ☐ Friend ☐ Other

**Student Name:**

|  |  |  |
| --- | --- | --- |
| First | Middle | Last |

**Address:**

|  |  |  |  |
| --- | --- | --- | --- |
| Street Apt# | City | State | Zip |

|  |  |  |
| --- | --- | --- |
| **Date of Birth:** | / / |  |

**Contact Info:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Cell: | ( ) | Home: | ( ) | Work: | ( ) |

**Name and phone number of a person in case of an emergency:**

**Optional - The following questions could be helpful in case of an emergency. Are there any health-related illnesses we should be made aware of?** ☐ **N/A**

**Programs/ Courses Offered:**

Check the program registering for:

* **Live Virtual CPC Certification Program**

**CPC Certification Program Tuition Payment Plan Breakdown:**

Down Payment: $375.00

17 weekly payments: $125.00 (17X$125.00= $2,125.00)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$2,500.00

* **Live Virtual CEDC (Emergency Department) or CEMC (Evaluation & Management) Certification Program**

**CEDC or CEMC Certification Program Tuition Payment Plan Breakdown:**

Down Payment: $250.00

8 weekly payments: $142.85 (8 X $142.85= $999.95)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

$1,250.00

**\_\_\_\_\_\_ CEDC (Emergency Department) or \_\_\_\_\_ CEMC (Evaluation & Management)**

* **Live Virtual CEDC (Emergency Department) or CEMC (Evaluation & Management) Certification Program**

**CEDC or CEMC Certification Program Tuition Paid in full.**

Paid in full $1,000.00

**\_\_\_\_\_\_ CEDC (Emergency Department) or \_\_\_\_\_ CEMC (Evaluation & Management)**

**(Tuition for CPC paid using a payment plan** will include AAPC Student Membership but will not include fees: AAPC national certification exam or CPC, ICD-10, and HCPCS books)

**(Tuition for CEDC or CEMC paid using a payment plan does not** include AAPC Student Membership or the AAPC national certification exam or CPC, ICD-10, and HCPCS books)

**(Tuition for CPC paid in full (7) business days before the class start date** will include AAPC Student Membership and the current year coding book bundle, which includes CPT, ICD-10-CM, and HCPCS book. Fees for AAPC national certification exam **are not covered in the cost of tuition**)

## PAYMENT ARRANGEMENT FOR DISCLAIMER

All Payments received are **non-refundable and non-transferable**. All payments must be current within 14 business days of the national certification exam test date. Any student with an outstanding balance or unpaid fees cannot take the exam. All weekly payments are due before the start of class each week. All late payments will incur a fee of $25.00 on the first day the payment is late and $10 each additional day, not to exceed $100.00. A student’s access may be restricted on the first day of non-payment until payment of the outstanding balance has been resolved. A student’s inability to attend a class session does not alter or change the payment plan terms and conditions. Payment is due prior to the start of class whether the student is in attendance at that session or not. In that case, they are **still responsible for paying** for the missed course and, in return, will receive a webinar PowerPoint along with any handouts distributed for that session.

## REFUND AND PAYMENT POLICIES

By signing below, the student agrees to pay Skillful Coding Techniques Prep-Academy LLC, hereafter referred to as SCT Prep Academy; the total stated tuition and fees as outlined above. SCT Prep-Academy agrees to provide occupational training by the AAPC PMCC Curriculum. Payment of all monies due shall be a condition of continuing enrollment. Payments are due before the start of each class and can be made earlier without prior notice. After two weeks of non-payment, SCT Prep-Academy reserves the right to terminate the student from the course without the option of being reinstated.

Upon satisfactory completion of all academic and skill requirements and when all financial obligations to SCT Prep-Academy have been met (before the course end date), SCT Prep-Academy will provide each student with a certificate of completion.

The student and SCT Prep-Academy understand that this Enrollment Agreement, WHICH INCLUDES THE NO REFUND POLICY, NO TRANSFER OF CREDIT, OR NO CARRY OVER FROM ONE YEAR TO THE NEXT, may not be amended except in writing and signed by both parties.

**I have received a copy of this enrollment agreement and fully understand the terms of this student contract by signing below.**

|  |  |
| --- | --- |
| **Student Name (Print)** | **Date** |
| **Student Signature** | **Date** |

# COMPLETED STUDENT ENROLLMENT AGREEMENTS CAN BE RETURNED VIA:

**EMAIL:** [**info@skillfulcodingtechniques.com**](mailto:info@skillfulcodingtechniques.com)

# PAYMENTS OPTIONS:

**CASHAPP:** $SCTPREP

**ZELLE:** 678-789-7841