

AAPC MEMBER ID# _____

CERTIFICATE# _____



NEW STUDENT ENROLLMENT AGREEMENT 2025

(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

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Programs/ Courses Offered:

Check the program registering for:

- Live Virtual CPC Certified Professional Coder 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 CIC Certified Inpatient Certification Program**

CIC Certification Program Tuition Payment Plan Breakdown:

Down Payment: \$525.00
17 weekly payments: \$175.00 (17X\$175.00= \$2975.00)

\$3,500.00

- Live Virtual CEDC (Emergency Department) Certification Program \$1,000.00 if paid in full.**

CEDC Certification Program Tuition Payment Plan Breakdown:

Down Payment: \$250.00
4 weekly payments: \$250.00 (4 X \$250= \$1,000)

\$1,250.00

- Live Virtual CPMA (Evaluation & Management) Certification Program \$1,000.00 if paid in full.**

CPMA Certification Program Tuition Payment Plan Breakdown:

Down Payment: \$250.00
4 weekly payments: \$250.00 (4 X \$250= 1,000)

\$1,250.00

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CERTIFICATION TRAINING PROGRAM TUITION AND PAYMENT POLICY

Tuition and Inclusions

For CPC, CEDC, CPMA, and CIC Programs (Payment Plan):

Tuition paid through a payment plan includes:

- Access to class Groupme
- All homework assignments and link to recordings.
- Tip sheets

The following fees are NOT included in tuition:

- AAPC Student or Regular Membership
- AAPC National Certification Exam (\$499.00 for two attempts; subject to change without prior notice).
- Required coding books (CPT, ICD-10-CM, and HCPCS).

For CPC, CEDC, CPMA, CRC, and CIC Programs (Paid in Full):

Tuition paid in full at least seven (7) business days before the class start date includes:

- AAPC Student or Regular Membership.
- A current-year coding book bundle, which includes CPT, ICD-10-CM, and HCPCS books.

Note: The AAPC National Certification Exam fee is not included in tuition costs or in the paid in full price.

Payment Arrangement Disclaimer

All tuition payments, whether paid in full or via payment plan, are **non-refundable and non-transferable**.

Payments must be current at least **14 business days** prior to the national certification exam date. Students with an outstanding balance or unpaid fees will not be permitted to take the exam.

Payment Terms:

- Weekly payments are due before the start of each class session.
- Late payments will incur a **\$25.00 fee** on the first day of delinquency and an additional **\$10 per day** thereafter, up to a maximum of **\$100.00**.
- Students may have restricted access starting on the first day of non-payment until the outstanding balance is resolved.
- A student's inability to attend a class session does not alter or change the payment plan terms and conditions. Tuition remains due, regardless of attendance. Materials, including webinar PowerPoint slides and handouts, will be provided for missed sessions.

Refund and Payment Policies

By signing this agreement, the students agree to pay Skillful Coding Techniques Prep-Academy (SCT Prep-Academy) the full payment and fees as outlined above. SCT Prep-Academy will provide occupational training in accordance with the AAPC PMCC Curriculum.

- Tuition payments are due before the start of each class. Early payments are accepted without prior notice.
- If payment is overdue by more than two weeks, SCT Prep-Academy reserves the right to terminate the student's enrollment without the option for reinstatement.
- A certificate of completion will be issued only upon satisfactory completion of all academic and skill requirements and full payment of tuition before the course end date.

No Refund, No Transfer, and No Carry-Over Policy

This Enrollment Agreement, including the No Refund Policy, stipulates that tuition payments cannot be transferred to another student, credited toward future courses, or carried over from one year to the next.

This agreement may only be amended in writing and must be signed by both parties.

By signing below, the student acknowledges receipt of this enrollment agreement and agrees to the terms stated above.

Student Name (Print)

Date

Student Signature

Date

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COMPLETED STUDENT ENROLLMENT AGREEMENTS CAN BE RETURNED VIA:

EMAIL: info@skillfulcodingtechniques.com

PAYMENTS OPTIONS:

CASHAPP: \$SCTPREP

ZELLE: 678-789-7841