



MEDTEK HAYWARD

3524 Breakwater Avenue, Suite E, Hayward CA 94545
(866)770-3281
www.medtekcollegehayward.com

ENROLLMENT AGREEMENT

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	MAIDEN NAME	<input type="radio"/> MALE <input type="radio"/> FEMALE
STREET ADDRESS	CITY	STATE CA	ZIP CODE	
CONTACT NUMBER	EMAIL ADDRESS			
DATE OF BIRTH	SOCIAL SECURITY NUMBER		DRIVER'S LICENSE/ID #/STATE	

PROGRAM INFORMATION

PROGRAM STERILE PROCESSING TECHNICIAN	START DATE	SCHEDULED COMPLETION DATE
TOTAL CONTRACT HOURS 120	CREDENTIAL AWARDED UPON COMPLETION Certificate of Completion	
SESSION SCHEDULE WEEKENDS ONLY (Saturdays and Sunday)		

RELEASES:

I HEREBY GIVE MEDTEK COLLEGE THE PERMISSION TO USE MY NAME, PICTURE OR APPEARANCE TO SUPPORT EDUCATIONAL ACTIVITIES _____ STUDENTS INITIALS

I AUTHORIZE MEDTEK COLLEGE TO RELEASE ANY INFORMATION REGARDING MY ATTENDANCE AND PROGRESS TO:
_____ POTENTIAL EMPLOYERS _____ EMPLOYMENT AGENCIES _____ OTHER: _____ STUDENTS INITIALS

FINANCIAL

Fee		
APPLICATION/REGISTRATION FEE (Non-Refundable)	\$ <u>100.00</u>	_____ STUDENTS INITIALS
SUPPLIES FEE (Non-Refundable) INCLUDES: Textbooks, Uniform, ID, other supplies and materials	\$ <u>400.00</u>	_____ STUDENTS INITIALS
TUITION	\$ 3,500.00	
TOTAL	\$ 4,000.00	

I HAVE REVIEWED THE CHARGES ABOVE _____ STUDENTS INITIALS

ENROLLMENT AGREEMENT

The Student Understands:

1. This School does not guarantee job placement to graduates upon program/course completion or upon graduation, and does not guarantee a salary or salary range to graduates.
2. Although the course includes an off campus clinical externship by our clinical Preceptor at Hospital sites, outpatient centers and surgery centers, The School cannot guarantee a schedule and/or location that is preferable to the student.
3. The School will not be responsible for any statement of policy, placement assistance activities, curriculum or facility that does not appear in The School catalog.
4. The School reserves the right to discontinue the student’s education for unsatisfactory progress or failure to abide by School rules as stated in The School catalog.
5. This document is not binding until accepted in writing by all parties.
6. If I am unable to pay tuition in full on or before the start date of the period for which I have been charged, I understand that I must arrange a payment plan with The School for the balance. The terms of such payment plan will be disclosed on the application for the plan.
7. The School reserves the right to change instructors, textbooks, course curricula, accreditation, schedules, prerequisites and requirements, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. Should the start date as indicated in this Enrollment Agreement change, the student will be given the opportunity to negotiate a new Enrollment Agreement, and this Enrollment Agreement shall be null and void.
8. The School does not guarantee the transferability of credits to any school, university or institution. The student should contact a receiving institution regarding transfer of credit from The School prior to enrollment.
9. 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 5/14/76)
10. The applicant may cancel this contract and receive a full refund of all monies paid (except non-refundable fees) to date if cancellation is made in writing to The School and mail/delivered at the address stated herein within two (2) business days after the first day of class attended by the student.
11. The School reserves the right to verify all graduate employment information.
12. I acknowledge and consent to the sale/transfer of this enrollment agreement to a third party for collection if deemed desirable by The School.
13. The tuition indicated in this agreement is applicable through the indicated graduation date, provided the student remains in continuous classroom attendance through that date, except for regularly scheduled school breaks.
14. Do not sign this agreement before you read it or if it contains any blank spaces.


I hereby acknowledge receipt of The School catalog which contains information describing programs offered and equipment/supplies provided. Also, I have carefully read and received an exact copy of this Enrollment Agreement. I understand that my enrollment may be terminated if I fail to comply with attendance and academic requirements or if I disrupt the normal activities of The School. While enrolled at The School, I understand that I must maintain Satisfactory Academic Progress as described in The School catalog before a credential may be awarded and that failure to maintain such progress may be cause for loss of financial assistance and /or termination of enrollment.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.

Acknowledgment of Waiver of Jury Trial and Availability of AAA Rules

By my signature, I acknowledge that I understand that both I and The School are irrevocably waiving rights to a trial by jury and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. I understand that the award of the arbitrator will be binding, and not merely advisory. I also acknowledge that I may at any time, before or after my admission, obtain a copy of the Rules of the American Arbitration Association, at no cost, from The School Director.

SIGNATURES

SIGNATURE OF STUDENT	DATE	IF UNDER 18, SIGNATURE OF PARENT OR GUARDIAN	DATE
		PRINTED NAME Maricel Nguyen	DATE

TERMS AND CONDITIONS CANCELLATIONS

The Enrollment Agreement does not constitute a contract until it has been approved by an official of The School. If the agreement is not accepted by The School, all monies paid will be refunded. A student who has not visited The School prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of The School. A student has the right to cancel the Enrollment Agreement until midnight of the second business day following the first scheduled class session.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President/Director at the address shown on the first page of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

Please note that ONLINE PROGRAMS cannot be cancelled.

OFFICIAL WITHDRAWALS

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the second business day following the first class you attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$100.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the change for the equipment paid for you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any even you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list of the front of this page. IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REFUND POLICY

The student will receive the refund no later than 30 days following the date upon which the student's withdrawal has been determined. The student is entitled to a 100% of the amount paid for institutional charges, less the non-refundable reservation fee and supplies fee not to exceed \$500.00 if notice of cancellation is made prior to or at the end of the second day of instruction. REMEMBER: YOU MUST CANCEL IN WRITING ONLY. Notification by telephone or by not coming to class is not acceptable. A pro rate refund will be given to the student should he/she decides to withdraw before completing more than 50% of the course work. No refund will be given to the student who has attended more than 50% of the course work and is still liable for any tuition due. Later Program and have dropped from the class, you will still be financially responsible for the hours you have attended.

REFUND PROVISIONS DOES NOT APPLY TO THE "PAYMENT PLAN". If you withdraw from the course and have not paid the school for the time spent in the class, you will still be liable for the time in the class.

CALIFORNIA BUYER'S RIGHT TO CANCEL

The student shall have the right to cancel an agreement for a program of instruction including any equipment, until midnight of the second (2nd) business day after the day on which the student did any of the following:

- A. Attended the first class of the program of instruction that is the subject of the agreement or received the first lesson in a home study or correspondence course.
- B. Received a copy of the notice of cancellation as provided in Section 94868.
- C. Received a copy of the agreement and the disclosures as required by subdivision (a) of Section 94859, whichever is later.
- D. Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement.
- E. The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- F. The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.
- G. Except as provided in subdivision (f), if the student cancels the agreement, the student shall have no liability, and the institution shall refund any consideration paid by the student within 10 days after the institution receives notice of cancellation.
- H. If the School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may due to you. Once you pay for the equipment, it is yours to keep without further obligation.

REVISION OF PROGRAM AND TUITION

The School reserves the right to change or modify, without notification, the program content, equipment, staff, instructional materials, equipment and organization as necessary. Such changes may be needed to maintain a good footing with constantly evolving technological advances, legislation in the allied healthcare field and to improve teaching methods. No changes will be made to diminish the competency of any program, or result in tuition changes for students currently enrolled in a program.

The School reserves the right to cancel a class if there is no sufficient number of enrollees. You may be entitled to a full refund of all monies or apply the same to the next scheduled class. The school likewise has the right to modify a course as it sees fit to keep abreast of technological advances and improve teaching methodologies. This will in no way affect the program content nor will you incur additional charges.

REQUIREMENTS FOR GRADUATION

A student must:

1. Successfully complete the program with 2.0 (70%) cumulative grade point average within the maximum time frame for completion as stated in The School catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

SEVERABILITY

If any provision or provisions of this Agreement shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

MISCELLANEOUS

Nothing in this Enrollment Agreement shall be construed to be a restriction of venue.

_____ STUDENT INITIALS