

SCHEDULE

School Hours: 24 hours / 7 days per week online

Our online course room is asynchronous and accessible from Sunday to Saturday every week.

Mini Program:

NYS Mandated Child Abuse online: 2 hours

NYS Mandated Health Infection Control course online: 5 hours

Anatomy and Physiology online: 30 hrs - 6 weeks (3 days per week –5 hours per week).

Medical Terminology online: 30 hrs - 6 weeks (3 days per week – 5 hours per week).

Course Name: _____

Start Date: ___/___/___ Expected Graduation Date: ___/___/___

PAYMENT METHOD

Credit cards, cash, EIP checks, bank checks and money order are accepted methods of payment. Traditional classes/courses must be paid in full five business days prior to class date. Online class/course must be paid in full by start date of the online course.

MasterCard, Visa, and Discover are acceptable. All credit card transactions are processed through a secure website. You must provide the following information: your name, (include parent or guardian name if you are under 18), address, phone number, birth date, and an e-mail address.

REFUND POLICY - MINI Courses – (6 or less weeks in duration)

1. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins, receives all monies returned with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
 - the non-refundable registration fee plus
 - the cost of any textbooks or supplies accepted plus
 - tuition liability as of the student's last date of physical attendance.
3. Tuition liability is determined by the percentage of the program offered to the student.

If termination occurs, school may keep:

- 0 - 15% of the program 0%
- 16 - 30% of the program 25%
- 31 - 45% of the program 50%
- 46 - 60% of the program 75%
- After 60% of the program 100%

The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

If we are forced to cancel a class because of low enrollment or poor weather conditions, full refunds will be made. Refunds are only issued in the same tender used for payment. Refunds take approximately 7-10 days to process. *The failure of a student to notify the director in writing of withdrawal may delay a refund of tuition due to pursuant to section 5002 of the Education Law.*

We reserve the right to cancel any class for any reason including inclement weather and low enrollment, in which case participants will receive a full refund. Registrants will be notified by email and phone.

PLACEMENT ASSISTANCE

Students should review approved catalog for factual information. While placement service may be provided, it is understood that Elite Education and Training Services, LLC cannot promise or guarantee employment to any student or graduate.

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

Student Signature _____ Date _____

The agent who enrolled me was:

_____ Cert. #: _____

Student Signature _____

Date _____

I have received a copy of the Student Disclosure Material:

Student Signature _____ Date _____

Accepted for the school by _____ Date _____