



Student Right to Cancel and Refund Policy

Any student has the right to cancel this enrollment agreement at any time and may obtain a refund as follows: If the refund request is made more than 2 working days prior to the start of the course, the school will refund 100 percent of the amount paid less \$50 dollars processing fee. Refund requests made less than 2 working days prior to the start of the course or on the first day of instruction, are subject to \$100 dollars processing fee. You may substitute someone in your place prior to the first day of class without penalty. If this course is cancelled by Bay Area Medical Academy for any reason, the student is entitled to a full refund of all fees. All notices of withdrawal, cancellation, transfer or request for refund by a student must be in writing and sent by mail, e-mail or fax to Bay Area Medical Academy for consideration. Refunds are based upon the date the written request is received and are payable within 30 days of receipt.

The school refund policy for students who have completed 60 percent or less of the course of instruction is a pro rata refund. To calculate the refund, the school uses the following formula:

- (1) from the total tuition charge, deduct the \$50 dollars processing fee (\$100 dollars if refund request is made less than 2 days prior to the start of the course);
- (2) divide this figure by the number of hours in the program; the quotient is the hourly charge for the program;
- (3) the amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction calculated in [2], plus the amount of the processing fee specified in [1]; and
- (4) the refund will be any amount in excess of the figure derived from [3] that was paid by the student to the institution.

The following examples will determine the amount of refund:

Example 1: A student enters into the Full Phlebotomy Skills Course for tuition of \$2250 dollars. If the student withdraws after the first day of instruction (6 hours), the refund calculation will be as follows:

- (1) $\$2,250 - \$100 = \$2,150$
- (2) $\$2,150/100 \text{ hours} = \21.50 hourly charge for the program
- (3) $6 \text{ hours attended} * \$21.50 = \$129 + \$100 = \$229$ the money owed by the student (if the student did not pay full amount of tuition by the date of withdrawal, he/she will still be responsible to pay this amount to the school)
- (4) $\$2,250 - \$229 = \$2,021$ Total Refund (this amount will be returned to the student only if she/he paid the full tuition prior to the date of withdrawal)

Example 2: A student enters into the Basic+Advanced Skills course (50 hrs) for Experienced Phlebotomists for a tuition of \$1,000 dollars.

CASE A - If the student withdraws after the completion of 4 days (20 hours) of instruction, the refund calculation will be as follows:

- (1) $\$1,000 - \$100 = \$900$
- (2) $\$900/50 \text{ hours} = \18 hourly charge for the program
- (3) $24 \text{ hours attended} * \$18 = \$432 + \$100 = \$532$ the money owed by the student
- (4) $\$1,000 - \$532 = \$468$ Total Refund (this amount will be returned to the student only if she/he paid the full tuition prior to the date of withdrawal)

Case B - If the student withdraws after the completion of 6 out of 10 days of instruction, or 30 hours, there will be no refund because more than 60% of the program was completed.

Example 3: A student enters into the Medical Assistant Program for tuition of \$9,000 dollars.

CASE A - If the student withdraws after 4 weeks of classes, equivalent to 80 hours of training, the refund calculation will be as follows:

- (1) $\$9,000 - \$100 = \$8,900$
- (2) $\$8,900/900 \text{ hours} = \9.88 hourly charge for the program
- (3) $80 \text{ hours attended} * \$9.88 = \$790.4 + \100 (processing fee) = \$890.4 the money owed by the student (if the student did not pay full amount of tuition by the date of withdrawal, he/she will still be responsible to pay this amount to the school)
- (4) $\$9,000 - \$890.4 = \$8,109.6$ Total Refund (this amount will be returned to the student only if she/he paid the full tuition prior to the date of withdrawal)

CASE B - If the student withdraws after the completion of 5 modules of total 8 modules of instruction, or 540 hours, there will be no refund because more than 60% of the program was completed.

Example 4: A student enters into the 60 hrs ECG/EKG Technician Program for tuition of \$1,100. If the student withdraws after 4 days of classes, equivalent to 24 hrs of training, the refund calculation will be as follows:

- (1) $\$1,100 - \$100 = \$1,000$
- (2) $\$1,000/60 \text{ hours} = \16.66 hourly charge for the program
- (3) $24 \text{ hours attended} * \$399.84 = \$790.4 + \100 (processing fee) = \$890.4 the money owed by the student
- (4) $\$9,000 - \$890.4 = \$8,109.6$ Total Refund (this amount will be returned to the student only if she/he paid the full tuition prior to the date of withdrawal)

General Terms and Conditions

Enrollment Agreement:

The enrollment form and any other written contract or agreement signed by a prospective student and the authorized school official shall not become operative until the student attends the first class or session of instruction.

Enrollment:

Enrollment may be made by companies or individuals. Enrollments are accepted on a first-come, first-served basis. All classes require 2 week (14 days) advance registration, otherwise \$25 late fee will be charged.

Right to Withhold Certification:

If student is in default of their fee obligations, their certificate may be withheld until fees are paid.

Assumption of Risk:

I agree to assume liability and financial responsibility for any injury that I might receive in the classroom or in an externship as an enrolled participant in any listed programs. For this reason, Bay Area Medical Academy recommends students carry liability insurance in addition to having medical insurance.

Returned Checks and Replacement Certificates:

There will be a \$20.00 charge for returned checks and replacement certificates.

Tuition Transfer:

Tuition is not transferable to other courses.

Financial Aid:

Although Bay Area Medical Academy does not offer financial aid; students may be eligible for financial aid through other sources. Students eligible for CalWorks/WIA, JTPA, GAIN or State and Private Vocational Rehabilitation should have their counselors call Bay Area Medical Academy directly.

Grounds for Dismissal:

Permanent dismissal may be imposed upon any student for any one of the following: 1) disruptive behavior and/or a lack of common courtesy and respect for the instructor and/or his/her fellow students; 2) behavior that could be interpreted as sexual harassment; 3) behavior that could be related to alcohol or drug use, and; 4) failure to pay fees when due.

BPPVE:

We are registered with the State of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean that we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form.

NOTICE CONCERNING TRANSFERABILITY OF UNITS AT OUR SCHOOL:

Units you earn in any of our Training Programs and/or Courses in most cases probably will not be transferable to any other college or university in the future even though you earned units here at our school. In addition, if you earn a diploma or certificate in any of our Training Programs and/or Courses, in most cases it probably will not serve as a basis for obtaining a degree at a college or university.

Our Phlebotomy Program is approved by the State of California, Department of Public Health Laboratory Field Services Division and therefore our certificates of completion can be used to establish eligibility for state licensure as Phlebotomy Technician I.