



TRANSCRIPTION ASSOCIATES, INC.
ACADEMY OF MEDICAL TRANSCRIPTION & PROFESSIONS
14 REMINGTON WAY, BRUNSWICK, ME 04011
(207) 721-0714
www.transcriptionschool.net

PERSONAL SUPPORT SPECIALIST ENROLLMENT FORM

NAME: _____

ADDRESS: _____ STATE/ZIP: _____

TELEPHONE: _____ E-MAIL _____

START DATE: _____ LOCATION _____

PLEASE WRITE LOCATION

PAYMENT METHOD

- **PLEASE SEND ALL REGISTRATION FORMS TO BRUNSWICK, MAINE OFFICE**
- **150 Non-refundable Application Fee included in price.**
- **Payments include textbooks and course fees**

_____ SINGLE PAYMENT: \$2,000 for 16-Week Course

_____ PAYMENT PLAN #1: \$2,100 includes \$100 finance fee. \$300 down, \$50/week, \$950.00 at graduation.

_____ PAYMENT PLAN #2: \$2,200 includes \$200 finance fee. \$300 down, \$50/week, **continuing beyond**
16 weeks until paid off.

_____ VOUCHER PAYMENT: \$2,000

_____ CREDIT CARD PAYMENT: CC TYPE: _____ AMT \$ _____

CC #: _____ EXP: _____ SEC CODE: _____

CONTRACT AGREEMENT

I agree to the payment plan chosen above and **I have seen the refund policy for this course and agree to its terms.**

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

Information below needed only if using any of the payment plans, not needed if paying in full.

SOCIAL SECURITY #: _____ DRIVER'S LICENSE #: _____ STATE _____

REFUND POLICY

1. You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform us in writing. Termination will become effective upon receipt of the written notice.
2. If you terminate within three days of enrolling, provided you have not commenced training, you will receive a refund of money paid to Transcription Associates, minus \$300 for course books, unless they are returned unused. The \$150.00 application fee is nonrefundable. If no books are returned, the total subtracted from the refund will be \$450. If all materials are returned, only the application fee will be subtracted.
3. If you terminate within the first 3 weeks, you will receive a pro rata refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with start date of class, less the application fee of \$150.00, the book fee of \$300.
4. If you terminate any time after week 3, there will be no refund.