

Medical Terminology

LENGTH: 16 week curriculum.

START DATES: February 9th, 2009.

COURSE OUTLINE: This is an online program with an added 2 hour in-classroom lecture. You will be assigned an instructor for continued support during the week when not in class, from Transcription Associates, Inc. and the Academy of Medical Transcription & Professions, Inc. There are online tests as well as extra exercises and assignments. This program is designed for any student wishes to enter the medical field, brush up on their terminology or as part of any medical program offered through Transcription Associates, Inc. and the Academy of Medical Transcription & Professions, Inc.

COURSE DESCRIPTION: Basic medical terminology course covering all aspects of the medical vocabulary language.

COST: \$80.00, plus book cost of \$80.00. Book: Medical Terminology; A Programmed Learning Approach to the Language of Health Care.

Author: Marjorie Canfield Willis, utilizing online tools from The Point.

Call Transcription Associates, Inc. for any other questions or concerns.
207-721-0714.

Student Enrollment Agreement

THIS AGREEMENT TOGETHER WITH THE SCHOOL CATALOG, CONSTITUTE A BINDING CONTRACT BETWEEN THE STUDENT AND THE SCHOOL UPON ACCEPTANCE BY THE SCHOOL INTO THE **MEDICAL TERMINOLOGY COURSE**.

Transcription Associates, Inc.
Academy of Medical Transcription
14 Remington Way
Brunswick, Me 04011
207-721-0714
www.transcriptionschool.net

STUDENT INFORMATION

NAME: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

PROGRAM TITLE:

_____ LOCATION: _____

STARTING DATE: _____

CANCELLATION AND REFUND POLICY:

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in writing.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) Business Days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, less the registration fee, \$25.00
4. Cancellation after class has begun, but prior to 40% completion of the program, the student is entitled to a pro rata refund of hours attended and total program hours, less the registration fee, book fees and material fees.
5. Cancellation after 40% of the program will result in no refund.
6. Termination Date. The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of written Cancellation Notice.

A Student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with rules at any time

PAYMENT:

TUITION: \$160.00

A student may be granted a leave of absence for a reasonable amount of time as determined by the Director/President. A request for a leave of absence must be in writing and the date of expected return must be specified.

If the student does not re-enter within the specified time and has not notified the School, the Student's contract will be terminated and he/she will be granted a refund based on the Refund Policy.

A Student that has canceled or has been terminated and desires to re-enter the program of study must notify the School and follow the required admissions procedures. A Student that has terminated for any reason must have an interview with the Director and show cause why he/she should be re-instated. The decision of the Director is final.

A Student is not terminated for failure to learn the required skills. A Student that has not successfully completed the required course work to a satisfactory level at the end of the program is encouraged to attend additional class sessions for extra practice or acquire extra typing material issued by the school.

All prices for programs are printed herein. There are no additional carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to third party at any time. Cost of credit is included in the price costs for the goods and services.

Upon successful completion of the program, the school will assist each graduate with job placement; however, the school does not guarantee employment. A Certificate will be issued to each student who successfully completes the program and satisfies all requirements.
