



Superiorcodingacademy.com | (866)263-4646 | contact@superiorcodingacademy.com
Scottsdale, AZ

ENROLLMENT AGREEMENT

Student Name: _____

Address: _____

Phone Number: _____

Email: _____

Date of Birth: ____ - ____ - ____

Social Security: ____ - ____ - ____

*Commencement date of program will be 5-7 business days after payment received and enrollment agreement signed.

(Review all pages and components of this agreement)

PROGRAM: Medical Coding Training

PROGRAM LENGTH: 80 clock hours

TOTAL COST: \$3,200

- Registration Fee \$200* (**must accompany enrollment agreement to secure space in program*)
- CPC Exam & AAPC 1-year Membership \$450
- Tuition \$2,550 (*Books are included*)
- Extensions \$30 per month* (**Maximum extension 3 months*)

Period that tuition covers- 6 months. If a student extends, the maximum extension allowed is 3 months.

TUITION PAYMENT OPTIONS:

1. Registration fee of \$200 due with Enrollment Agreement. Within 72 hours of signed enrollment agreement the remaining balance of \$3,000 is due.
2. Students that enroll through their state workforce office with a WIOA grant: Official "Promise of Payment" voucher from workforce office on file will initiate enrollment process into program.
3. Payment plan: \$200 Registration fee due with signed Enrollment Agreement. Within 72 hours of signed Enrollment Agreement an initial payment of \$550 is due, with the balance paid in 5 installments of \$490. Tuition is to be paid in full by the end of the program.
4. Personal loan from third party partner, SweetPay, will follow process #1 on this list.



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REFUNDS AND CANCELLATIONS:

Refunds are issued to program, institution or person that supplied funding. Superior Coding Academy's online course may be cancelled for a refund within three days after enrolling, an applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, the school shall provide the 100% refund. Unopened books in good condition must be returned to receive refund for books, opened books may not be returned/refunded.

After three business days of signing the enrollment agreement and making payment but prior to entering the course, student is entitled to a refund of monies paid, minus registration fee \$200 and any fees for course materials/books. Unopened books in good condition must be returned to receive refund for books, opened books may not be returned/refunded.

After commencement of program, the tuition refund, minus fees for registration, materials and books, will be calculated as follows:

% of clock hours attempted:

- 10% or less = 90% tuition refund amount
- More than 10% and less than or equal to 20% = 80% tuition refund amount
- More than 20% and less than or equal to 30% = 70% tuition refund amount
- More than 30% and less than or equal to 40% = 60% tuition refund amount
- More than 40% and less than or equal to 50% = 50% tuition refund amount
- More than 50% = NO REFUND

The percentage of the clock hours attempted is determined by dividing the total number of hours elapsed from the student's start date to the student's last day of attendance, by the total number of clock hours in the program.

A student choosing to withdraw from the school is to provide written notice. Withdrawal and tuition refund requests must be submitted in writing to Superior Coding Academy for review and consideration. Refund requests must be submitted in writing to contact@superiorcodingacademy.com.

Holder in Due Course Statement:

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).



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STUDENT GRIEVANCE PROCEDURE:

Should a student have a complaint with the Institution, then the following steps shall be taken:

1. Student shall first attempt to address the grievance informally with the instructor or applicable staff member and try to resolve it. If unsuccessful, proceed to the written grievance procedure.
2. Student may state the grievance in writing to the Administrator - contact@superiorcodingacademy.com. Administrator or designee shall have fifteen (15) business days in which to investigate and address the grievance.
3. Grievance(s) must be submitted within 3 months of date of occurrence.
4. Should Administrator or designee fail to or unacceptably address the grievance within the time stated above and the grievance is within the 3 months' timeframe; the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

If the Student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board Address is:

1740 W. Adams Street, Suite 3008
Phoenix, Arizona 85007
602-542-5709 Website: www.azppse.gov

THE STUDENT UNDERSTANDS:

1. Superior Coding Academy does not accept credit for previous education, training, work experience (experimental learning), or CLEP.
2. Superior Coding Academy does not guarantee job placement to graduates upon program/course completion or upon graduation.
3. Superior Coding Academy reserves the right to reschedule the program start date when the number of students scheduled is too small, only when applicable.
4. Superior Coding Academy will not be responsible for any statement of policy or procedure that does not appear in the school catalog.
5. Superior Coding Academy reserves the right to discontinue the student's training for unsatisfactory progress, nonpayment of tuition or if student disrupts the normal activities of the school.
6. Transfer of Credits - It should not be assumed that any programs offered by Superior Coding Academy could be transferred to another institution. Superior Coding Academy does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the decision of the receiving institution.
7. This document does not constitute a binding agreement until accepted in writing by all parties.



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STUDENT ACKNOWLEDGEMENTS:

1. I have carefully read; I understand and agree to all aspects of this enrollment agreement and have received a copy.
2. I understand that the school may terminate my enrollment if I fail to comply with financial requirements or if I disrupt the normal activities of the school, while enrolled in Superior Coding Academy.
3. I understand that I must maintain my financial obligation to Superior Coding Academy and my balance must be paid in full before a certificate of completion may be awarded and exam voucher purchased.
4. I also understand that this institution does not guarantee job placement to graduates upon program/course completion or upon graduation.
5. I acknowledge that I have received catalog dated 08/21, which contains information describing programs offered, and equipment/supplies provided. The school's catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog and that I can find student grievance procedure in said catalog.

CONTRACT ACCEPTANCE:

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of Superior Coding Academy. I also understand that if I default upon this agreement, I will be responsible for payment of any collection fees or attorney fees incurred by Superior Coding Academy.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

Signature of Student _____ Date _____

Signature of School Official _____ Date _____

School Official Printed Name _____