



OFFICIAL ENROLLMENT AGREEMENT

GENTLE TOUCH PHLEBOTOMY EDUCATION, LLC

23300 GREENFIELD RD. SUITE 212

OAK PARK, MI 48237

OFFICE/FAX: (844) GENTLE-7

WEBSITE: gtpeducation.org

mswhite@gtpeducation.org

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE #'S: H: _____ C: _____ W: _____

E-MAIL: _____

SOCIAL SECURITY #: _____ DOB: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____

PROGRAM START DATE: _____ ANTICIPATED END DATE: _____

DAYS/EVENINGS CLASS MEETS: (*circle*) M T W Th F Sat Sun

TIME OF DAY/EVENING CLASS BEGINS: _____ TIME OF DAY/EVENING CLASS ENDS: _____

NUMBER OF WEEKS: _____ TOTAL CLOCK HOURS _____

TUITION/FEES

TUITION COST: **750.00**

REGISTRATION/DEPOSIT FEE: **\$ 375.00** (DEPOSIT GOES TOWARD TOTAL AMOUNT OF TUITION)

BOOKS: **Phlebotomy Simplified 3rd Edition**

Rental is **\$ 25.00** plus a \$25 deposit that is given upon return of textbook or order from Amazon.com or any book supplier

UNIFORM: Student must provide their own scrubs (any color)

CLINICALS: \$75 if using our clinical site

National CPT Exam: \$120 (optional)

There is an additional \$50.00 service fee for make-up clinical time. This must be paid up front at the time of service.

MISC. EXPENSES/SUPPLIES: All Laboratory supplies are included in tuition all other materials students must supply themselves

Tuition may be broken up into (2) two payments. Those who wish to utilize our payment plan must pay a \$375.00 deposit upon registration that reserves a students' place in the program and goes towards the full amount of the tuition. It is non-refundable after three (3) elapsed business days . The final payment of tuition in the amount of \$375.00 must be paid in full on or before the start date of the program. Certification of completion will not be issued unless the full payment of the tuition has been paid. There is a \$10.00 late fee added to each late payment more than 2 days. There is an additional \$50.00 service fee for make-up lab time. This must be paid up front at the time of service.

CANCELLATION REFUND POLICY

Rejection: An applicant rejected by the school may request a refund of all monies paid Three-Day

Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid.

Withdrawal Procedure:

A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance and return date to be signed and dated by the student.

If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. A student will be determined to be withdrawn from the program if the student misses (3) consecutive instructional days and all of the days are unexcused. The student may enroll in the next available course. If a student forfeits the program more than (2) times the student will have to pay the full amount of tuition for the next program. The student is still responsible for the tuition in its entirety regardless if the student decides to withdraw or is suspended from the program and or fails to return from their leave of absence. The student agrees to return any textbook that has been rented. ***"All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days." per the Michigan Laws, Rules and Regulations Governing Proprietary Schools, Act 148 of 1943, R 390.564(a)*** Students have up to (3) three business days after signing the enrollment contract and payment to request a refund. If no refund is requested after (3) three elapsed business days the school may retain payment.

I have read this enrollment agreement in its entirety and agree to the terms and conditions of them

Student

X_____ Date _____

