

Orientation Date: \_\_\_\_\_

Day/Night: \_\_\_\_\_



## Student Enrollment Agreement

### Entry-Level Training Program

855-432-2681

- |   |   |
|---|---|
| <input type="checkbox"/> Charleston: 2183 Ashley Phosphate Rd. Suite A<br>North Charleston, SC 29406<br><br><input type="checkbox"/> Columbia: 7001 St. Andrews Rd. Suite A5<br>Columbia, SC 29212<br><br><input type="checkbox"/> Greenville: 21 Orchard Park Dr. Unit H<br>Greenville, SC 29615 | <input type="checkbox"/> Myrtle Beach: 4999 - 10 Carolina Forest Blvd.<br>Myrtle Beach, SC 29579<br><br><input type="checkbox"/> Rock Hill: 2000 Cherry Rd.<br>Rock Hill, SC 29732<br><br><input type="checkbox"/> Savannah: 11215 Abercorn St. Suite 7<br>Savannah, GA 31419 |
|---|---|

I hereby apply for enrollment in Palmetto School of Career Development, herein after referred to as "PSCD," in the Entry-Level Training program. A representative has provided me with a catalog and explained the programs and terms of the Enrollment Agreement. Palmetto School of Career Development does not guarantee employment nor guarantee transfer of credits. I am 18 years or older or have permission from my parent or guardian.

STUDENT INFORMATION										
Last Name			First Name				MI			
Street Address						Apt/Bldg				
City			State		Zip Code		Sex			
Phone #			Alt. Phone							
SS#	XXX- XX -		DOB	/ /		Email				
MAILING ADDRESS (If different from above)										
Mailing Address						Apt/Bldg				
City			State		Zip Code					
STUDENT EDUCATION BACKGROUND										
Highest Level of Education	<input type="checkbox"/> High School Diploma			<input type="checkbox"/> Tech School/ Jr College			<input type="checkbox"/> Bachelor's Degree			
	<input type="checkbox"/> GED			<input type="checkbox"/> Some College						
Name and Location of High School/Institution that Issued Diploma/GED										Year Earned
Name and Location of College/Institution										Year Earned
						Degree Earned				
Name and Location of Program/Institution										Year Earned
						Certificate Earned				
STUDENT OCCUPATIONAL BACKGROUND										
Present Employer					Occupation					

EMERGENCY/ALTERNATE CONTACT							
Name					Relationship		
Address						Apt/Bldg	
City				State			Zip Code
Phone #				Alt. Phone			
COURSE & TUITION INFORMATION							
Program	<i>Entry-Level Training Program</i>			(Make Course Selection Below)			
<input type="checkbox"/> Dental Assisting Chairside	140 Hours	\$6000	Start Date:		End Date:		
<input type="checkbox"/> Pharmacy Technician	36 Hours	\$2100	Start Date:		End Date:		
<input type="checkbox"/> Medical Administrative Assistant	48 Hours	\$2100	Start Date:		End Date:		
<input type="checkbox"/> Medical Billing and Coding	72 Hours	\$3500	Start Date:		End Date:		
HOW DID YOU HEAR ABOUT US? If Social Media, Referral, or Other, please explain.							
<input type="checkbox"/> Flyer	<input type="checkbox"/> Search Engine	<input type="checkbox"/> Instagram					
<input type="checkbox"/> Craigslist	<input type="checkbox"/> Internet Ad	<input type="checkbox"/> Referral: Explain					
<input type="checkbox"/> Sign	<input type="checkbox"/> Facebook	<input type="checkbox"/> Other: Explain					
TERMS & CONDITIONS							

**Tuition**

**Chairside Assisting**

The total cost of the Chairside Assisting Course with Radiology and Dental Administrative Assisting is \$6000.00, excluding required text. Of that cost, \$200.00 is a deposit, due at the time Enrollment Agreement is submitted, \$100.00 of which is a retainable application fee three (3) business days after signing Enrollment Agreement. It is required that payment be made in full by or on the orientation date listed on student's Enrollment Agreement if no special payment arrangements have been made prior to that date. Cost subject to change without notice. Students must be 18 years or older to take the Radiation Safety course. Note: Due to recent updates in South Carolina law, students will need to take the Radiology Health and Safety Exam with the Dental Assisting National Board (DANB) following the course in order to obtain their Certification in Radiology. This is a national certification recognized in 22 states, including South Carolina. PSCD does not pay for this exam.

**Pharmacy Technician**

The total cost of the Pharmacy Technician course is \$2100.00, excluding required texts. Of that cost, \$200.00 is a deposit, due at the time Enrollment Agreement is submitted, \$100.00 of which is a retainable application fee three (3) business days after signing Enrollment Agreement. It is required that payment be made in full one (1) week prior to the first day of class if no special payment arrangements have been made prior to that date. Cost subject to change without notice. Of this cost, \$115 is a testing fee for the ExCPT or PTCB Exam. South Carolina students are encouraged to take the PTCB Exam as the ExCPT is not accepted at this time in South Carolina. This exam is not required to pass the course but is highly recommended to obtain employment in the field.

**Medical Administrative Assistant**

The total cost of the Medical Administrative Assistant course is \$2100.00, excluding required texts. Of that cost, \$200.00 is a deposit, due at the time Enrollment Agreement is submitted, \$100.00 of which is a retainable application fee three (3) business days after signing Enrollment Agreement. It is required that payment be made in full one (1) week prior to the first day of class if no special payment arrangements have been made prior to that date. Cost subject to change without notice. Of this cost, \$115 is a testing fee for the CMAA Exam. This exam is not required to pass the course but is highly recommended to obtain employment in the field.

**Medical Billing and Coding**

The total cost of the Medical Billing and Coding course is \$3500.00, excluding required texts. Of that cost, \$200.00 is a deposit, due at the time Enrollment Agreement is submitted, \$100.00 of which is a retainable application fee three (3) business days after signing Enrollment Agreement. It is required that payment be made in full one (1) week prior to the first day of class if no special payment arrangements have been made prior to that date. Cost subject to change without notice. Of this cost, \$115 is a testing fee for the Billing and Coding Specialist Exam (CBCS). This exam is not required to pass the course but is highly recommended to obtain employment in the field.

Initial here to indicate that you've read and understand the information presented on this page. \_\_\_\_\_

Below is a breakdown of what all is included in the total tuition:

Dental Assisting Chairside			Pharmacy Technician			Medical Administrative Assisting	
Retainable application fee	\$100		Retainable application fee	\$100		Retainable application fee	\$100
Remaining tuition	\$5900		Certification Exam	\$115		Certification Exam	\$115
Total Tuition	\$6000		Remaining tuition	\$1885		Remaining tuition	\$1885
			Total Tuition	\$2100		Total Tuition	\$2100
Medical Billing and Coding							
Retainable application fee	\$100						
Certification Exam	\$115						
Remaining tuition	\$3285						
Total Tuition	\$3500						

### **Plans Offered by PSCD**

PSCD accepts payment in full for any course as well as a special financing plan for those wanting to spread their payments out over the length of the course. PSCD is also approved to accept WIOA and VA Education Benefits for those who qualify. The student should refer to their career advisor to see if either of these options are available for them. All payments must be made at one of our office locations or online on or before the payment due date. PSCD accepts checks, money orders, credit cards, and PayPal payments. Students will not be allowed to attend class if payments are not remitted on time. If payment is made by check and the check is returned, the student will be charged a returned check fee of \$35.

### **Refund Policy**

The school shall adhere to the following refund policy in the event of notification of withdrawal by the student or termination by the school prior to completion of the course or program. All refunds will be made within 30 days of the cancellation or termination date (Date of Determination). The refund policy follows South Carolina Commission on Higher Education and Georgia Non-public Postsecondary Education Commission regulations.

Students that choose to withdraw from class after attending their first session, must notify their Career Advisor or the Business Office Administrator of their intent to drop. Students that do not attend any class and do not notify their Career Advisor or the Admin office of their intent to drop, will be considered cancels and drop paperwork will be initiated by the school. Refund calculations are made based on the following conditions:

#### **Within Three (3) Days of Signing Enrollment Agreement**

All monies will be refunded if the applicant is not accepted by the school or if the applicant cancels or is terminated by the school within three (3) business days of signing the Enrollment Agreement.

#### **Three (3) or More Days of Signing Enrollment Agreement, but Before Attending First Class**

Should a student be terminated or request cancellation three (3) or more business days after signing the Enrollment Agreement, but before attending the first class, all monies paid, less the retainable application fee of \$100.00, and the cost of any materials that are not reusable or equipment not returned to the administration office, will be refunded.

#### **If No Notification Made Prior to Program/Course Start Date**

An applicant not requesting cancellation by his/her specified program/course start date will be considered a student after attending the first class of that program/course. If no cancellation request is made prior to the start date of the program/course, and the student is absent for more than 4 hours of class without explanation, PSCD will then consider the student to have withdrawn from the program/course. All monies paid, less the retainable application fee of \$100.00 and the cost of any materials that are not reusable or equipment not returned to the administration office, will be refunded.

#### **After Attending the First Class**

If a student chooses to withdraw or is terminated from this program/course for any reason after attending the first class, refunds are based on the proration of tuition and percentage of program completed at withdrawal, up to 60% of the program, less the retainable application fee of \$100.00 and the cost of any materials that are not reusable or equipment not returned to the administration office. The cancellation or termination date for refund computation purposes shall be the date the student requested to withdraw/drop (Date of Determination) or the last date of actual attendance by the student if no request is made.

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**Class Times/Location**

Class times and locations vary according to PSCD location, course, and lecture/lab schedule. Students are issued location/class-specific schedule at orientation prior to the start of the selected course.

**Completion**

In order for a student to receive a Certificate of Completion, they must attend 90% of the course, pass the final exam with a 70 or above, and pass the overall course with a 70 or above.

**Textbooks**

Students will be required to purchase their textbooks, workbooks, and scrubs prior to the first day of class. Students will be given information on how to purchase the required course materials through a third-party vendor via the PSCD online bookstore. Students can also choose to purchase their textbooks and/or workbooks through another third-party vendor of their choice, as long as they are the current materials being used in the class. Students will be solely responsible for the cost of the materials.

**Computers**

Student attending the Dental Assisting Chairside or Medical Administrative Assisting classes are encouraged to bring their personal computers to each class. These classes offer simulation software that the students can utilize to practice and gain more experience/understanding in a dental/medical office. Students will be provided the simulation software during orientation and will be walked through how to install it on their computer. If a student is unable to procure a laptop for use during the class, PSCD will provide a laptop or desktop for the student to use while on campus.

**Other Terms and Conditions**

A student may be terminated for creating a safety hazard to faculty or other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct or behavior, failure to remit payments when due, cheating, falsifying records, breach of the Enrollment Agreement, entering any PSCD premises while under the influence of alcohol, drugs, or narcotics of any kind, carrying a concealed or potentially dangerous weapon, or harassment, including sexual harassment of any kind. A student that is terminated for any of these reasons is not subject to receive a refund.

PSCD cannot guarantee job placement or employment although we make every effort in working with our students to increase their chances of finding employment.

Student has been issued a copy of, and agrees to abide by or adhere to all additional policies and terms contained in, the Program/Course Listing and Information Catalog.



Notice to Buyer: Do not sign this Enrollment Agreement before you read it or if it is not filled out completely. You are entitled to an exact copy of this signed Enrollment Agreement. Keep all documents regarding enrollment and financial obligations for your records.

*I have read the terms and conditions contained in this Enrollment Agreement and the current PSCD Program/Course Listing and Information Catalog, a copy of which I can review on the Palmetto School website. I further understand that, with my or my guardian's signature, this agreement constitutes a binding contract after written acceptance by PSCD. Contract changes may be made only with written consent of both parties. By signing this Enrollment Agreement, I acknowledge that I will be held financially liable for all monies owed.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Guardian (If student is less than 18 years old)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of PSCD Official

\_\_\_\_\_  
Date