

Refund Policy, Standards of Progress, and Attendance Policies



ATTENDANCE POLICY

Due to the intensity of this course, the attendance policy set forth by the Academy of Medical Professions is strongly enforced. If you are taking live local classes, you will be required to watch all missed lectures online before graduating. Please be aware that if you choose to take this program all together and complete it in 16 weeks, it is considered full-time and will require a number of study hours and homework time per week. MOST STUDENTS choose to take the terminology course first and then the CMAA portion which will take you on average 36 weeks to complete. Should you decide to complete the program all together and find that it is too difficult, we allow a student to stop the CMAA portion until they complete the Terminology aspect. There are no financial penalties for going longer, and this is encouraged. OUR GOAL: NO STUDENT LEFT BEHIND.

STANDARDS OF PROGRESS

Students whose academic average drops below 70% will be placed on academic probation. We will work with the student to develop an action plan for success, to include specific goals and target dates. If the student is unsuccessful in meeting the goals and target dates of the action plan for success, the student will be subject to academic dismissal. If a student misses more than 3 live classes and does watch the recorded lectures, or if an online student fails to provide weekly contact with the instructor via email for more than 3 weeks, the student will be subject to academic dismissal with no refund.

REFUND POLICY

- 1.** You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform the school, not the instructor, in writing. Termination will become effective upon receipt of the written notice. Refund will be based on notification week corresponding with your course assignments/week associated with start date of the program.
- 2.** If you terminate before you commence training, you will receive a refund of the money paid to the school, minus \$450 for the course books and reference books, unless they are returned unused, unopened. The \$300.00 application fee is nonrefundable. If no unused books are returned, the total subtracted from the refund will be \$750.00.
- 3.** If you terminate within the first 3 weeks, you will receive a prorated refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with your course assignment, less the application fee of \$300.00, the book fee of \$450.00 for course books. If you terminate any time after week 3, there will be no refund. If you are paying a payment plan, the balance will be effective as of drop date, 30 days to pay in full or sent to collections.