



Surgical Assistant Program Enrollment Agreement

American Center for Excellence in Surgical Assisting, Inc.

**Approved and Regulated by the Colorado Department of Higher Education,
Private Occupational School Board**

**Agents licensed by the Colorado Department of Higher Education,
Private Occupational School Board**

A Dan Bump Vocational College

From your computer, type your information in **ALL** required fields (*) on pages 1 and 2 , then print out your form and sign.

Mail this completed form and your check to: ACESA, 4950 S. Yosemite St., F2 #343, Greenwood Village, CO 80111. **OR**
For faster service, fax enrollment form and copy of your check to: 303-221-4747, (check must then be mailed immediately)

***General Information**

First Name _____ Last Name _____ MI _____

Medical Title _____ Social Security Number _____ / _____ / _____

Home Address _____ Apt. # _____

City _____ ST _____ Zip _____

Home Phone _____ Cell Phone _____

Your Email Address _____

Employer _____

Work Address _____ Suite. # _____

City _____ ST _____ Zip _____

Work Phone _____ Manager Name _____

Work Fax _____ Manager Email Address _____

I will attend the Surgical SkillLab™ in _____ on _____
(Location: Type Undecided if you don't know yet) (Date)

Program Start Date ____ / ____ / ____ Program End Date ____ / ____ / ____
(For use by school only)

Surgical Assistant Certificate Program

SurgiNef™	Clock hrs	615	Semester Credits	41.0
Surgical SkillLab™	Clock hrs	48	Semester Credits	2.2
SurgiEdge™	Clock hrs	400	Semester Credits	8.8
Total	Clock Hours	1063	Semester Credits	52.0

***Basic Sciences**

To assure you have completed the required basic sciences prior to participating in the Surgical Assistant Program, you must provide one of the following. **Please check off the documentation you will be providing.**

Option #1: A diploma from one of the following:

- A CAAHEP accredited Surgical Tech Program
- A Nursing Program
- A Physician Assistant Program
- A Medical School or Osteopathic School

Or

Option #2: A high school diploma or equivalency **plus** transcripts of successful completion of **all** the following college-level basic sciences courses:

- Medical Terminology
- Anatomy & Physiology
- Microbiology
- Pathophysiology
- Pharmacology

Tuition and Fees

Standard Tuition: \$4,995 plus a \$50 non-refundable application fee for a total of \$5,045

Payment Plan: If you choose the payment plan, you agree to pay ACESA the total tuition and any fees pursuant to the loan agreement. You further agree to make the monthly payments on time every month. If payments are received more than 5 business days late, a \$35 late fee will be charged. An additional \$35 fee will be charged for bounced checks. If your account is more than 15 days late, your training will be put on hold and you may lose your reserved seat in a scheduled 6-day lab until the account is brought current. In addition, at ACESA discretion, you may be required to pay your account in full before resuming training. Due dates for payments are not postponed by postponement of start date or other interruptions or delays in training.

Other costs: Other costs are incurred by the student that are not paid to the School and which may vary from student to student. These costs include books, estimated \$200; student Surgical Assistant malpractice insurance, between \$29 and \$89 per year; the cost of a computer and Microsoft Word if not already owned or otherwise accessible; and the cost of email and internet service if not already subscribed to. The student may also incur travel expenses if the 6 day **Surgical SkillLab™** is not presented locally. These costs may include airfare, car rental or other ground transportation, hotel sleeping room, meals, and any other anticipated or unanticipated travel related expense. Though rare, the School reserves the right to cancel a scheduled **Surgical SkillLab™** due to insufficient enrollments or for other unforeseen reasons. The School is not liable for travel expenses incurred by the student due to rescheduling. The student may also be subject to cancellation fees if the student cancels their reservation to attend the lab. If the student needs a 6-month extension to complete the program, the extension fee is \$350. The prices quoted above for textbooks, malpractice insurance, etc. are subject to change without notice.

ACESA Lifetime Skills Guarantee

Included in the tuition is a Lifetime Skills Guarantee. We guarantee that you will receive the absolute full value of the 6-day, hands-on Surgical SkillLab. If for any reason you feel you didn't learn everything you needed to learn from the lab, you can retake the lab as many times as you feel necessary for FREE. You may do so for a lifetime as long as you are a graduate of the program or a student in good standing including, but not limited to, currency with your tuition payments.

*Payment Options and Schedule: Please read payment choices carefully.

Payment Method Check Credit Card

Check only one box below

- Enroll Me Now! I'm making a payment of \$5,045 for payment in full which includes \$4,995 tuition plus a \$50 non-refundable application fee.
- Enroll Me Now! I'm making a down payment of \$944 (this includes a \$50 non-refundable application fee and a \$15 administrative fee). I also agree to pay 49 monthly installments of \$99 starting the month after making my down payment and ending 49 months later. The terms for paying the \$4,116 financed include 0% A.P.R. financing and a \$15 administrative fee on each payment processed. The total finance charge over the length of the loan is \$0 and the total amount of administrative fees is \$750 making my total payment \$5,795 including the down payment.
- Enroll Me Now! I'm making a down payment of \$370 (this includes a \$50 non-refundable application fee and a \$15 administrative fee). I also agree to pay 35 monthly installments of \$149 starting the month after making my down payment and ending 35 months later. The terms for paying the \$4,690 financed include 0% A.P.R. financing and a \$15 administrative fee on each payment processed. The total finance charge over the length of the loan is \$0 and the total amount of administrative fees is \$540 making my total payment \$5,585 including the down payment.

THE COST OF CREDIT IS INCLUDED IN THE PRICE QUOTED FOR THE GOODS AND SERVICES

Refund Policy

Students not accepted into the School and students who cancel the enrollment contract by notifying the School within three (3) business days are entitled to a full refund of all tuition paid. Students who withdraw after three (3) business days, but before participating in any of the program, are entitled to a full refund of the tuition paid, minus the maximum cancellation charge of \$150.

In the case of students who withdraw after their participation in the program begins, the School will retain the cancellation charge plus a percentage of the total tuition, which is based on the number of segments of the program the student participated in, although not necessarily to completion segment.

Program Segment Table

Number of Learning Segments in the Program	Total % of program
Distance Learning Courses, 11 segments, each segment is 4.34% of program	47.74%
Surgical SkillLab™ Classes, 6 segments, each segment is 4.34% of program	26.04%
Surgical Rotations, 6 segments, each segment is 4.34% of program	26.04%

Refund Table

Student is entitled to upon withdrawal / termination	Refund
Within 10% of the program	90% less cancellation charge
After 10% but within first 25% of the program	75% less cancellation charge
After 25% but within first 50% of the program	50% less cancellation charge
After 50% but within first 75% of the program	25% less cancellation charge
After 75% (if paid in full, cancellation charge is not applicable)	No refund

Students who withdraw or who are terminated from the program and are on the School's payment plan may still owe the difference between the amount they have paid and amount due to the School for services rendered. Non-payment of the calculated amount owed based on above formula may result in legal action to include, but is not limited to, all appropriate collection procedures.

- 1) Applicable refunds will be made only to the individual or organization paying the tuition. This may or may not be the students themselves.
- 2) All refunds will be made within 30 days of the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a) The date on which the School receives notice of the student's intention to discontinue the training program; or
 - b) The date on which the student violates published School policy, which provides for termination; or
 - c) Should a student fail to continue the program after an excused leave of absence, the effective date of termination is the earlier of the dates between the date the School determines the student will not be returning or the day following the expected return date.
- 3) The student will receive a full refund of tuition if the School discontinues the program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the School ceases operation.
- 4) If a student complaint cannot be resolved between the student and the School, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at <http://highered.colorado.gov/dpos> or by requesting a complaint form at (303) 866-2723. All student complaints to be received by the Division must be in writing. There is a two year limitation of Division action on student complaints.

Postponement of Start Date

Students may start the distance learning portion of the program as early as the month after enrolling or may postpone their start date for as long as 3 months without written notice. If there are extenuating circumstances, a postponement may be granted but it requires a written agreement signed by the student and the School. The agreement must set forth:

1. Whether the postponement is for the convenience of the student or the School, and...
2. A deadline for the new start date, beyond which the start date will not be postponed
3. The student then has 16 months from their new start date to complete program.

If the student does not start, or fails to start, by the new start date set forth in the agreement, the student is entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the enrollment agreement, determined in the School's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Student Complaints

Student complaints should be brought to the attention of the Program Director. If a satisfactory resolution cannot be reached between the student and the School, the student may file a written complaint online with the Colorado Division of Private Occupational Schools at <http://highered.colorado.gov/dpos> or by requesting a complaint form at (303) 866-2723. All student complaints to be received by the Division must be in writing. There is a two year limitation of Division action on student complaints.

By signing below, you agree that you have read and understand all of the eligibility requirements as set forth in the Surgical Assistant Program Catalog Volume #1 Dated 2008-2009 ("School catalog") and that you are in full compliance. It further signifies that you agree with and will abide by all of the terms of this Enrollment Agreement.

If you are paying your tuition through the ACESA payment plan and you withdraw from this program or are terminated, you may still owe money for services already rendered in accordance with this agreement. You agree to pay said monies in full and that all disputes shall be settled by binding arbitration to be held in Denver, CO. You also agree to pay all costs of collection including reasonable attorney's fees.

ACESA agrees to provide the occupational training in accordance with the provisions of the School catalog. Payment of all monies due shall be a condition of continuing enrollment. Upon satisfactory completion of all academic and skill requirements and when all financial obligations have been met including payment of the tuition in full, ACESA will award the Certificate of Completion to the student. ACESA does not award CEUs but professional organizations not associated with ACESA may do so at their own discretion and upon inspection of the agenda, semester credits, and other documentation. The student and ACESA understand that this Enrollment Agreement, WHICH INCLUDES THE REFUND POLICY, may not be amended except in writing and signed by both parties.

I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT AND A SCHOOL CATALOG EITHER BY DOWNLOADING FROM THE ACESA WEB SITE, EMAIL, OR MAIL.

Student's Signature / Date

School's Licensed Agent Name (Print)

Program Director's Signature / Date

School's Licensed Agent's Signature / Date