



## STUDENT APPLICATION & CONTRACT

This contract contains a release of information which authorizes ADVANCED MT to collect certain items of personal information about a student for purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, archiving of student records, or other requirements.

Employment cannot be guaranteed for any student who successfully completes a career training program offered by the institution. However, ADVANCED MT will make every effort possible to provide and seek out career opportunities for successful graduates of their program, and as available, offers practicum's to graduates with a final grade of at least 90%.

This contract contains a refund policy which defines the maximum amount of refund which may be returned to Student upon request of refund. See details of Refund Policy below.

All sections of this contract must be completed.

The contract must be signed, dated, and a copy given to the student.

### PLEASE FILL OUT THE FOLLOWING STUDENT INFORMATION

APPLICANT INFORMATION				
Last Name	First	M.I.	Date	
Street Address		Apartment/Unit #		
City	State	ZIP		
Phone	E-mail Address			
Social Security No.	Alternate E-mail			
Shipping Address				
Are you a US citizen?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever completed a transcription course?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Highest level of education:	H/S <input type="checkbox"/>	Trade School <input type="checkbox"/>	College <input type="checkbox"/>	Certificates/Degrees:



## TUITION AND FEES

### Tuition & Payment Options

Complete course including Beginning, Intermediate and Advanced modules - \$4,000.00

**\*Sign up and pay IN FULL and save \$200 - \$3,800.00**

## PAYMENT PLANS

See website for payment plans

To qualify for payment plans, a Payment Plan Application Form must be filled out by the applicant and approved by ADVANCED MT prior to enrollment. Please send in a completed application form with your Payment Plan Application form.

### Options for submitting application form:

- Credit Card Payment – pay in full – save \$200 and get all 3 courses (fill out attached credit card form)
- Print and fax the form to: 1- 866-955-1119 OR
- Print and mail form to:  
ADVANCED MT Education Course  
Clifton Square Village  
3700 E. Douglas, Suite 50-B  
Wichita, KS 67208  
Attn: Admissions
- Scan signed application and e-mail to: info@studyMT.com.

**TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT** \$ \_\_\_\_\_

- The student acknowledges and agrees to pay the fees indicated above within the terms of this enrollment contract.
- A tuition refund policy forms a part of this agreement.
- Fees payable are subject to the terms and provisions of the tuition refund policy.

The ADVANCED MT program materials will not be shipped to the student until ADVANCED MT has received a signed student enrollment contract and is in receipt of the full amount of the course or in receipt of the first payment of the payment plan.



**STUDENT DECLARATION**

I certify that I have read, understood, and agree to the terms and conditions of this entire enrollment application and contract, and that I will receive a signed copy of this contract. I certify the information provided by me on this form is true and accurate. I certify that I am not aware of any pre-existing aural acuity problems (hearing deficits at any decibels), and that if I do have any hearing deficits, that my success in this program may be compromised.

Checking this box will indicate with the above declaration

**PRINTED NAME:** \_\_\_\_\_

**SIGNATURE of STUDENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**INSTITUTION DECLARATION**

ADVANCED MT agrees to deliver the program according to the terms of this contract. ADVANCED MT reserves the right to make minor adjustments to the program curriculum and/or delivery. ADVANCED MT certifies that the student has met the admission requirements for the program of study.

**NAME OF ADMISSIONS STAFF:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## WARRANTIES AND CONDITIONS

**1. Enrollment Period:** The student has a maximum of twelve (12) months from the date of this signed agreement to complete the course and will be required to study a minimum of 20 hours per week on the course. Course extensions will be considered on an individual basis. Extension fee of \$100 per month will be applied. ADVANCED MT reserves the right to waive extension fee.

**2. Admission Policy:** The student must have a minimum of 40 net words per minute typing speed, is a mature student (age 18 at the start of the course) and has a high school diploma or equivalent. Student must provide a copy of photo identification such as a driver's license or passport if financing is to be utilized.

### 3. Course and Reference Materials:

#### Books:

ADVANCED MT Student Curriculum Manual  
Anatomy & Physiology: Memmler's Guide...  
H&P: A Nonphysician's Guide to the Medical History and Physical Examination  
Human Diseases  
Laboratory Tests and Diagnostic Procedures in Medicine  
The Medical Transcription Workbook  
The Language of Medicine  
Saunders's Pharmaceutical Book  
Understanding Pharmacology

#### Software:

1 year subscription to Benchmark KB, which includes:  
Stedman's reference products compiled under one simple interface, including:  
Stedman's Medical Dictionary  
Stedman's Medical Speller  
Stedman's 2009 Quick Look Drug Book  
Plus **three** Stedman's word books:  
Updates are received automatically as newer editions become available  
AHDl Book of Style 3<sup>rd</sup> Edition  
National Physician Database  
Database of normal lab values maintained by AHDl  
Annual AHDl membership for MT's, which includes:  
SUM Beginning Medical Transcription CD  
Stedman's Flash Cards

#### Hardware:

USB Wav foot pedal and head set

**4. Final Exam:** ADVANCED MT requires that all unit tests and transcription records be completed prior to taking the final exam. All students must receive a minimum grade of 85% on each unit test to be able to take the final exam. The final exam consists of two parts – an objective portion and a practical (transcription) portion. Each portion of the final exam must be completed with an 85% or higher in order to graduate. In the event that a student does not pass the final exam, the exam may be retaken, in accordance with ADVANCED MT 's current policies and procedures. An optional practicum is available and upon acceptance into the Practicum, a separate, signed Practicum Agreement will be required.

**5. NSF Fees and Collection Costs:** Any NSF checks will be charged a fee of \$25. In the event the full payment or monthly billing is not made as specified, course access will be restricted until the account is made current. If any account is overdue by more than 30 days, the applicant the Student agrees to pay all collection costs, including interest on the outstanding portion of the course at a rate of twenty-four percent (24%) per annum, reasonable attorney fees and a collection agency commission of up to 40%.

**6. Applicable Law:** The Laws of the State of Kansas shall govern this agreement.



**7. Copyright Information:** ADVANCED MT owns the copyright to its program unless otherwise stated on the materials. You may not copy or reproduce these or any other course materials, in any form and agree that you will not. This includes the sharing of passwords or access information to the online course. Violators of this policy are subject to immediate dismissal from the program and legal remedies, without refund or recourse. The course and associated course enrollment are licensed to the applicant (Student) only and are non-transferable. Exceptions to this are by express written consent of ADVANCED MT.

**8. Appropriate Conduct/Dismissal Policy & Procedures:** Any student will be immediately dismissed from the course for violating any of the following: copyright infringement, sharing of passwords or access information, illegal conduct, profane language and/or inappropriate behavior towards other students, graduates, or ADVANCED MT staff and employees. All students with access to ADVANCED MT Student Forums and Chat Rooms agree to conduct themselves appropriately and to use these resources in a positive manner for the benefit of themselves and other students. Illegal conduct, profane language and inappropriate discussion are considered a violation of this policy and can result in immediate dismissal from the program and legal remedies, without refund or recourse. All students have the right to challenge a dismissal by providing a written explanation and stating their case which will be reviewed by ADVANCED MT management. All rulings by ADVANCED MT are deemed final.

**9. Complaint Resolution:** ADVANCED MT is committed to offering outstanding student education and support. If, for any reason, a student has a complaint with the school and/or the course, the student will provide to the school, in writing, the nature of the complaint along with a suggested resolution. ADVANCED MT Student Support Committee will review the complaint and do its best to offer an amicable resolution between the school and the Student. If a resolution cannot be agreed upon the Student may then direct his/her complaint to the President of ADVANCED MT for consideration. All rulings by the President are deemed final.

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The following refund policy applies to the terms of this enrollment contract:

**Refunds in Cases of Withdrawal or Dismissal**

1. Written Notice and Verbal Notice
  - a) To initiate a refund, written notice must be provided within seven (7) days of receiving course materials. Written notice may be in the form of an e-mail with read receipt acknowledgement so that you know your communication was received.
  - b) A verbal message to ADVANCED MT receptionist. Include your name, phone number and when you received the materials.
2. Refund Entitlement
  - a) An authorization code for return will be e-mailed or called to you. That number must be placed on the outside of the returned box of materials.
  - b) Materials must be returned via USPS, UPS or DHL and must be able to be tracked. Priority with delivery confirmation is **not** considered a trackable method.
  - c) Materials must be returned in brand-new re-sellable condition. Software must not be opened and books must not be earmarked or scuffed.
3. Refund Process
  - a) If Refund Notice and Entitlement requirements are fulfilled, a refund minus the administrative fee will be submitted for payment.
  - b) A refund should be mailed or credited back to charge card within 10 days of completion of refund application process.



CREDIT CARD AUTHORIZATION FORM

Date \_\_\_\_\_

I \_\_\_\_\_ Authorize ADVANCED MEDICAL TRANSCRIPTION EDUCATION COURSE to charge my credit card for course materials, not to exceed the amount shown.

AMOUNT \$ \_\_\_\_\_ USD.  
CREDIT CARD TYPE \_\_\_\_\_  
CREDIT CARD # \_\_\_\_\_  
CARD CV2 # \_\_\_\_\_  
ISSUED DATE \_\_\_\_\_  
EXPIRATION DATE \_\_\_\_\_  
BILLING ADDRESS \_\_\_\_\_  
BILLING ZIP CODE \_\_\_\_\_  
NAME ON CARD \_\_\_\_\_  
(As it appears on card)

ATTACH RECEIPT HERE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**FAX OR MAIL TO:**  
ADVANCED MT Education Course  
Clifton Square Village  
3700 E. Douglas, Suite 50-B  
Wichita, KS 67208  
316-239-6060  
316-776-9637 fax