



Union Centre Institute
 Enrollment Agreement
 4845 Rialto Rd Suite A
 West Chester, Oh 45069
 OHBCCS Registration #2167
 513-855-5100

www.unioncentreinstitute.com

TUITION AND FEES

Registration Fee (non-refundable after 5 business days from signing).....	\$125.00
Textbook	\$119.00
CPR/AED Certification Fee.....	\$120.00
Tuition and Materials - 60 contact hours	\$4,631.00
Total Cost.....	\$4,995.00

Expected medical assisting program length: 12 weeks

12 Saturdays from 9-12, online lecture and in-person lab (72 contact hours) Medical Assisting

Registration Fee due with this Agreement. Balance due before the start of the first class, or is paid by payment plan. See options below.

Tuition and fee charges are subject to change at the discretion of the school. Any tuition or fee increases will become effective for the school term following student notification of the increase.

I am hereby enrolling in the Union Centre Institute for the term stated above and my enrollment is subject to the terms and conditions in this enrollment agreement.

Applicant signature: _____ Date: _____

Parent or Guardian (if applicable): _____ Date: _____



Refund Policy, Enrollment Grievance, and Financial Agreement

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Refund Policy

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 72 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

Uniform Tuition Refund Policy

- 1) An enrollment agreement may be cancelled within five calendar days after the date of signing provided the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition paid and refundable fees pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply where a student has already started classes.
- 2) The state refund policy as set forth in this rule must be uniformly applied to all students, unless the use of local, federal or state financial aid funds mandates the use of the refund policy required by another governmental entity. Schools may use a refund policy that is different from the policy required by this rule if the proposed refund policy is uniformly applied in that school and is more favorable to students and has been approved in writing by the board.
- 3) Refunds shall be made within thirty days after the school has determined that a student has withdrawn unless another refund period is mandated by the use of state or federal financial aid funds. If a student ceases attending school but does not officially notify the school of their withdrawal, the school must treat the student as withdrawn within sixty days of the student's last date of attendance or participation in an academic activity.
- 4) A student's withdrawal date used to calculate refunds shall be the student's last date of attendance and participation in an academic activity unless another method for calculating withdrawal dates has been approved by the board. A school may not require that notice of withdrawal be in writing, on or in any particular form, or delivered in any specific manner.
- 5) Schools must complete a refund calculation for each student who officially withdraws, is dismissed, or otherwise ceases attending and a record of the refund calculation must be kept in the student's file. If it is determined that a student is owed a refund the refund must be issued in accordance with paragraph 3 of this rule. If it is determined that a student is not due a refund, the student must be notified of the determination in writing, within sixty days of the student's last date of attendance, and a full explanation must be made to the student. Any correspondence or other communication dealing with refunds shall be kept in a student's permanent records.
- 6) Schools may not assess any additional fees associated with a student's withdrawal or termination from school.

-A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.

-A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee. (withdraws prior to week 2).

-A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee. (withdraws during week 2 to week 3)

-A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee. (withdraws during week 3 to week 4)

-A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees. (withdraws after week 4)



Complaint or Grievance Procedure

All student complaints should first be directed to school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH; Phone (614) 466- 2752 or (877) 275-4219.

I acknowledge that I have read this enrollment agreement. Students under the age of 18 must not sign this agreement without a legal parent/guardian.

Applicant signature: _____ Date: _____

Parent or Guardian (if applicable): _____ Date: _____

School representative: _____ Date: _____

Payment Option 1 Pay In Full



\$4,995 paid by the first class

Payment Option 2 No Money Down Biweekly Payments of \$834

\$5,170 paid by the schedule outlined below

Payment 1 due the Monday before Class 1

Payment 2 due the Monday before Class 3

Payment 3 due the Monday before Class 5

Payment 4 due the Monday before Class 7

Payment 5 due the Monday before Class 9

Payment Option 3 \$1,000 Down and Biweekly Payments of \$634

\$4,170 paid by the schedule outlined below

Payment 1 due the Monday before Class 1

Payment 2 due the Monday before Class 3

Payment 3 due the Monday before Class 5

Payment 4 due the Monday before Class 7

Payment 5 due the Monday before Class 9

We accept checks and all major credit cards.

Make all checks payable to:

Union Centre Institute

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Enrollment Financial Agreement

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PLEASE NOTE TUITION IS DUE AND PAYABLE IN ADVANCE. A STUDENT WHO IS NOT CURRENT WITH HIS OR HER PAYMENTS CANNOT ATTEND CLASS. PAYMENT IN FULL MUST BE RECEIVED BY THE LAST WEEK OF CLASS TO RECEIVE CERTIFICATE OF COMPLETION AND RADIOLOGY CERTIFICATE.

I, _____, have read and understand this enrollment agreement and agree to the terms and conditions as stated above.

I understand that credit card charges will be processed upon submitting this Agreement according to the procedures stated above and payment plan chosen. Students under the age of 18 must not sign this agreement without a legal parent/guardian.

By signing this release I understand this permission signifies that photographic or video recordings of me may be electronically displayed via the Internet or in the public educational setting. I will be consulted about the use of the photographs or video recording for any purpose other than those listed above.

SIGNATURE _____ DATE _____

PARENT SIGNATURE _____ DATE _____

Revised January 2025