

Enrollment Agreement

Associates of Applied Science in Equine Science

Equine Science Program



Meridian Institute of Surgical Assisting
1507 County Hospital Road
Nashville, TN 37218
Toll-free Number: 1-877-954-1500
Local Number: 615-678-8196 Fax: 615-499-4795

Enrollment Agreement Instructions:

In order to be accepted, this form must be typed or legibly printed. All initials and signatures are required prior to processing of this agreement. If more space is needed than is provided on the application form, attach additional sheets and make reference to the questions being answered. You are required to provide all information requested or your agreement may be delayed or suspended.

The following sections must each be initialed/signed by the applicant to certify your understanding of this application:

- Transferability
- Pre-Enrollment Checklist
- Agreement Acceptance

Applicant/Student Personal Information:

First Name: _____ M.I.: _____ Last Name: _____

Birth Date: _____ Social Security Number: _____

Home Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone Number: _____ May we contact you via text message? Yes No

Contact Email: _____

*email is considered the primary method of communication between school and applicant/student

Program Entry Date: _____

Institution Information:

Name of School:	Meridian Institute of Surgical Assisting
Program of Study:	Equine Science Program
Degree Conferred upon Completion: Student	Associates of Applied Science (AAS) in Equine Science
Status:	18 Months
Program Length:	15 Months
Expected Completion Date:	15 Months from Entry Date
Credit Hours Awarded upon Completion:	60 Credit Hours

Tuition and Fees Information

Tuition (\$322.50 per credit hour x 60 credits)	\$19,350
Processing Fee (\$150 per semester x 4):	\$600
Wonderlic Testing Fee:	\$50
Total Program Cost:	\$20,000
Books and software (estimated):	\$ 765

The Equine Science Program is NOT self-paced! All students are required to log into the Canvas system with the instructions that will be provided the first day of their scheduled start date!

Student's Right to Cancel:

You, the student, may cancel your enrollment at any time prior to your start date for a full refund of all tuition and fees paid following full admittance to the program.

Student Acknowledgments:

I have received, read, and accepted a copy of Meridian's current institutional catalog. In addition, I have read and understand this entire agreement and understand that I will be given a copy of the fully executed agreement for my records. It is further my understanding that my enrollment and Meridian's obligations under this enrollment agreement (except the cancellation and refund provision) may be terminated if I fail to comply with Meridian's attendance, conduct, academic, and/or financial requirements. Meridian reserves the right to cancel my enrollment if it is deemed that I have demonstrated poor academic potential, as determined through evaluation of transcripts, records, and/or reference letters. Meridian may also cancel my enrollment if I do not meet all financial obligations related to enrollment and continuing enrollment. I understand that all financial obligations to Meridian Institute of Surgical Assisting must be paid in full before a certificate of completion may be awarded and transcripts released.

The enrollment agreement and catalog, together with other published Meridian policies, procedures, student conduct codes and payment agreements, shall constitute the entire agreement between the student and Meridian. I understand and agree that these documents supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without written permission of the President of the institution.

I hereby acknowledge, in writing, that I have discussed this enrollment agreement with school personnel, and that I understand all of my financial and academic obligations and responsibilities. I acknowledge that E-mail is the "official" means of communication between Meridian and their students. I further acknowledge that this agreement is not binding until accepted in writing by Meridian Institute of Surgical Assisting.

General Understandings and Acknowledgments:

Meridian Institute of Surgical Assisting is authorized by the Tennessee Higher Education Commission (THEC) as a postsecondary institution. THEC has authorized Meridian Institute of Surgical Assisting for 60 semester credit hours leading to an Associates of Applied Science (AAS) in Surgical Assisting. Meridian's staff, faculty, and instructors are authorized by THEC in their respective positions.

Meridian Institute of Surgical Assisting has been approved by Tennessee to participate in the [National Council for State Authorization Reciprocity Agreements](#). NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

By executing this agreement Student understands that he/she will have a maximum time frame in which to complete all requirements of the Associates of Applied Science (AAS) in Equine Science. Maximum time frame for a program measured in credit hours is a period no longer than 150% of the published length of the program. For a program measured in clock hours, a period no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. Please note that a student in a clock hour program cannot receive aid for hours beyond those in the program; the maximum time frame applies to the amount of calendar time the student takes to complete those hours.

Meridian Institute calculates the pace at which a student is progressing by dividing the total number of hours the student has successfully completed by the total number he has attempted. A student is ineligible to receive Federal Financial Aid when it becomes mathematically impossible for him to complete his program within 150% of its published program length.

For Satisfactory Academic Progress, students must meet the expected rate of progression. All repeat, incomplete, withdrawal, and transfer credits that apply towards a student's program are counted toward the hours attempted for maximum time frame measurement. This includes periods in which the student did not receive Federal Financial Aid funds. Only transfer credits that count toward the student's current program are counted as both attempted and completed hours

In the very unlikely event that Meridian deems necessary to cancel or terminate the Associates of Applied Science (AAS) in Equine Science, students currently enrolled in the program at the time of cancellation or termination will be given the opportunity to complete their program, such completion not to exceed eighteen (22.5) months. Students will be notified immediately and given the opportunity to withdraw if they so choose, according to the current, published refund policy.

Refund Policy:

The AAS Program offers three semesters per year - Spring, Summer, and Fall. If class capacity of 25 students has not been met, a student will be able to enroll for a courses, the first day of the semester.

Once you have enrolled in the Associates of Applied Science (AAS) in Equine Science and you determine that it is necessary to withdraw, you must immediately notify the Program Director, in writing, via the United States Postal Service, by email or delivered in person. Part of the fees you have paid may be refundable. The tuition refund amount shall be determined as follows:

If you withdraw from the program:	Tuition Refund Amount
Prior to the start date	100%
Within 2 weeks of the start date	80%
Within 3 weeks of the start date	60%
Within 4 weeks of the start date	40%
After 5 weeks of the start date	0%

A student's last day of attendance is the last day of academic activity.

Meridian Institute of Surgical Assisting determines a student's withdrawal date by one of the following (whichever is sooner):

- The last date of academic activity as determined by the institution
- The postmark of the withdrawal letter

Refunds will be issued within 30 days from the date of determined withdrawal.

Employment Assistance:

Meridian Institute of Surgical Assisting does not guarantee employment or any particular level of compensation following graduation. However, Meridian is contacted frequently by prospective employers seeking to hire our graduates.

Policies and Procedures:

The student agrees to comply with all published Meridian policies and procedures. Meridian reserves the right to add, delete, or to modify its policies and procedures.

Student Withdrawal:

The student may voluntarily withdraw from the course by notifying the Program Director, in writing. The refund policies, outlined above, shall apply in the event that a student withdraws, is suspended, or terminated. All withdrawals must be sent via the United States Postal Service, by email, or delivered in person. Verbal withdrawals will not be accepted. The refund policy will be administered according to the postmarked date of the withdrawal or the date of appearance in person.

Release of Transcripts:

Transcripts are available at the school office. All outstanding balances must be paid in full before any transcripts will be released. One transcript and diploma will be sent upon graduation, any additional transcripts requested will be charged a \$15.00 processing fee.

Equal Opportunity Disclosure:

It is the ongoing policy of our company to afford equal educational opportunities to qualified individuals regardless of their race, color, religion, sex, national origin, age, physical or mental handicap, veteran status, or because they are disabled veterans, and to conform to applicable laws and regulations.

Requirements for Graduation:

to be qualified to graduate, the student must:

1. Complete and receive a passing status in all academics associated with the Equine Studies Program.
2. Meet all financial obligations to Meridian Institute of Surgical Assisting.

Tuition Payments:

Tuition deposit is due upon execution of the enrollment agreement. The deposit will be applied as follows:

- Self-paid tuition
- Third-Party paid tuition
- Payment plan
- Financial Aid
- GI Bill

These options are available to all students

Regardless of payment plan option chosen, payments must be made via automatic monthly charge to a credit or bank card. Personal checks will not be accepted for tuition payment plans. All students must complete and sign the credit card agreement attached as an addendum to this contract. Meridian accepts the following: Visa, Discover, American Express, and MasterCard.

Externship Policy:

In compliance with Title I of the Americans with Disabilities Act of 1990, Meridian Institute provides reasonable accommodations to qualified individuals with disabilities who are "students", as determined by completion of an enrollment agreement with Meridian Institute, unless to do so would cause undue hardship. Additionally, due to the inclusion of an externship, as a requirement of the Equine Science Program, "students" must be physically and mentally able to complete the stated requirements. If the student, for any reason, is unable to complete the requirements set forth in this program, the individual may be dismissed from the program and Meridian Institute. "For any reason", is set to include such reasons as pregnancy, criminal record, physical limitations, etc. that would affect the ability of the individual to complete the externship or academic requirements as set forth.

Externship sites may require a background check prior to acceptance of an individual. In the event the student's externship site and position is unable to provide reasonable accommodations or the student is unable to complete their externship due to a background check, the student is responsible for securing an externship site and position, with the assistance of Meridian Institute, that is able to provide such accommodations or an alternate position in which the individual is qualified to fulfill. In the event that an alternate externship cannot be secured due to "any reason", the student may be dismissed from the program and Meridian Institute.

Transferability of Credits:

Meridian's Associates of Applied Science (AAS) in Equine Science is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). However, the fact that a school or program is accredited is not necessarily an indication that credits earned at the school will be accepted by another school. In the U.S. higher education system, transferability of credits is determined by the receiving institution.

Credits earned at Meridian Institute of Surgical Assisting may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Meridian Institute of Surgical Assisting. You should obtain confirmation that Meridian Institute of Surgical Assisting will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Meridian Institute of Surgical Assisting to determine if such institutions will accept credits earned at Meridian Institute of Surgical Assisting prior to executing an enrollment contract or agreement. The ability to transfer credits from Meridian Institute of Surgical

Assisting to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Meridian Institute of Surgical Assisting if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain, that you know the transfer of credit policy of Meridian Institute of Surgical Assisting and of any other educational institutions you may in the future want to transfer the credits earned at Meridian Institute of Surgical Assisting before you execute an enrollment contract or agreement.

Applicant's Signature:

Date:

Meridian Institute of Surgical Assisting

Pre-Enrollment Checklist

Name of School: Meridian Institute of Surgical Assisting
Name of Course or Program: Degree Equine Science Program
Conferred upon Completion: Associates of Applied Science (AAS) in Equine Science
Name of Student: _____
Social Security Number: _____
Street Address, City, State, Zip Code: _____
Phone Number: _____
Email Address: _____

Place a check mark over each box when completed.

Received a full student catalog that includes explanation of policies and procedures regarding student's cancellation of enrollment, withdrawal, dismissal, or termination and procedures for program termination and refund policies.
Was given the time and opportunity to review the institutional policies in the packet
Knows the length of the program in academic terms and actual calendar time.
Has been informed of the total tuition and fee cost of the program.
Has been informed of the estimated cost of books and any required equipment purchases such as a computer, specialized tools, art supplies, etc. (If applicable)
Has been given a copy of the institutional cancellation and refund policy.
Has been given directions and link to review the Consumer Guide which covers: Grievance Policy, Crime Security Report and Sexual Misconduct Policy and Procedures.
Understands what 'transferability of credits' means and the specific limitations (if any) should the institution have articulation agreements.
Student has been informed that any grievances not resolved on the institutional level may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0830, and (615) 741-5293.
Student understands and agrees that any dispute that arises between the student and Meridian Institute, the student is required to utilize arbitration prior to initiating any legal actions.
Completed application.
Completed and enclosed Enrollment Agreement.
Completed and enclosed Payment Agreement.
Enclosed copies of all applicable diplomas and certificates.
Student received graduation placement and withdrawal data exactly as presented to the commission during the last reauthorization cycle.

Applicant's Signature: _____

Date: _____

Program Director's Signature: _____

Date: _____

Agreement Acceptance:

I, the undersigned, have read and understand this agreement and acknowledge receipt of a copy. I further understand that if I default on this agreement Meridian may place a hold on my account preventing further services from the Institute. I understand and agree that I am responsible for any and all uncollected and remaining balance of tuition and fees, regardless of withdrawal, incompleteness, or termination. Meridian may refer my account to a collection agency for further collection efforts and may further initiate legal proceedings against me. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Meridian Institute of Surgical Assisting.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract. I further understand and agree that this agreement commences and becomes effective on the date of my (Student) signature below. I understand that I will receive a fully executed and exact signed copy of this agreement.

NOW, THEREFORE, having read and received a copy of this Enrollment Agreement and being legally bound by it, with signature of student/applicant, commencing and becoming effective on the date below written

Applicant's Signature: _____

Date: _____

Program Director's Signature: _____

Date: _____

Enrollment Agreement: All eight (8) pages of this agreement constitute the entire Enrollment Agreement.

Policy Date: April, 2018

Revised: April, 2018