



## TUITION AND FEES

### **TUITION & FEES: Medical Assistant**

NON-REFUNDABLE REGISTRATION FEE	\$ 100.00
TUITION:	12,995.00
BOOKS & EBOOKS:	550.00
LAB FEES:	675.00
UNIFORMS:	180.00
EQUIPMENT & SUPPLIES:	300.00
<b>TOTAL COST FOR <u>MEDICAL ASSISTANT PROGRAM / COURSE</u></b>	<b>\$ 14,800.00</b>

### **OTHER ESTIMATED COSTS**

#### **(Not Included In Tuition & Fees)**

Immunizations and Hepatitis B Vaccine	\$ ****
COVID 19 Vaccinations	\$ ****
2 Step TB Test	\$ 75.00
Drug Screening	\$ 45.00
Background Check	\$ 45.00
CPR Healthcare Provider Certification	\$ 75.00
Health Insurance Policy	\$ ****
Liability Insurance	\$ 42.00
Medical Assistant Credential (CMA) Exam Fee	\$ 125.00

**\*\*\*\* Cost may vary with each individuals' circumstances.**

### **FINANCIAL AID**

Crocus Institute offers several interest free payment plan options. Crocus Institute does not participate in Title IV Federal Financial Aid programs.

### **STUDENT PAYMENT METHOD**

- ▮ Tuition payments can be made with cash, check, debit or credit card.
- ▮ Crocus offers several interest free payment plans tailored for each student.
- ▮ Crocus coordinates with incumbent worker training programs.
- ▮ Crocus works with students in regard to their employer's tuition reimbursement program

## **TUITION REFUND POLICY**

Should the student's enrollment be terminated or should the student cancel or withdraw for any reason, all refunds will be made according to the following refund schedule.

### **TUITION REIMBURSEMENT SCHEDULE**

### **CANCELLATION AND REFUND POLICY**

#### **Cancellation Before Start of Classes**

- Applicants not accepted by the school shall receive a full refund of all tuition and fees paid within thirty (30) calendar days after the determination of nonacceptance is made.
- Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150.00 or 50% of the cost of tuition, whichever is less.
- Deposits or down payments shall become part of the tuition.
- Notification of cancellation should be made in writing and delivered to the Director of Education. The school shall mail a written acknowledgment of a student's cancellation or withdrawal to the student within fifteen (15) calendar days of the postmark date of notification. Such written acknowledgment is not necessary if a refund has been mailed to the student within the fifteen (15) calendar days.
- All student refunds shall be made by the school within thirty (30) calendar days from the date of receipt of the student's cancellation.
- When notice of cancellation is given before midnight of the fifth (5th) business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student.
- Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without any fees or tuition charges within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the school facilities.
- If the school cancels or discontinues a program, the student shall have all tuition, fees and other charges refunded.

#### **Cancellation After the Start of Classes**

- The school shall refund all monies paid to it in any of the following circumstances:
  - (a) the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog
  - (b) the school cancels or discontinues the course of instruction in which the student has enrolled
  - (c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

- The school must refund any book and materials fees when:
  - (a) the book and materials are returned to the school unmarked
  - (b) the student has provided the school with a notice of cancellation.
- For all students attending Crocus Institute, the following schedule of tuition adjustment will be applied to the amount of the contract, based on the enrollment period.
  - Whether the student has officially withdrawn by notifying the school or has unofficially withdrawn by ceasing attendance in class, the date of termination or withdrawal is the last date of recorded attendance.
  - All student refunds shall be made by the school within thirty (30) calendar days from the date of the institution's determination that the student withdrew or was terminated.
  - When notice of cancellation is given after midnight of the fifth (5th) business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
  - When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the program of instruction, the school may retain the registration fee plus an amount not to exceed 10% of the program tuition, or \$300.00, whichever is less, plus the cost of any books or materials provided by the school.
  - A school may make refunds which exceed those prescribed in this section. If the school has a refund policy that returns more money to a student than those policies prescribed in this section, that refund policy must be filed with the Superintendent.
  - A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth (5th) business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
  - A student may give notice of cancellation to the school in writing. The unexplained absence of a student from the school for more than fifteen (15) school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
  - When notice of cancellation is given after completion of 5% -10.09% of the payment period, the school may retain 10% of the tuition and other charges.
  - When notice of cancellation is given after completion of 10.1%-20.09% of the payment period, the school may retain 20% of the tuition and other charges.
  - When notice of cancellation is given after completion of 20.1%-30.09% of the payment period, the school may retain 30% of the tuition and other charges.
  - When notice of cancellation is given after completion of 30.1%-40.09% of the payment period, the school may retain 40% of the tuition and other charges.
  - When notice of cancellation is given after completion of 40.1%-50.09% of the payment period, the school may retain 50% of the tuition and other charges.
  - When notice of cancellation is given after completion of 50.1%-60.09% of the payment period, the school may retain 60% of the tuition and other charges.
  - When notice of cancellation is given after completion of 60.1% of the payment period, the school may retain 100% of the tuition and other charges.

Withdrawal dates are determined by the student's last date of attendance. Both the official and unofficial withdrawal date for a student is their last date of attendance at Crocus Institute. The Date of Determination is the date that Crocus Institute determines that a student has withdrawn from training. Crocus Institute determines that a student has withdrawn no later than 14 days after the student's last date of attendance.

<b>Percentage of Program Completed Shall Base on Scheduled Hours</b>	<b>Total Tuition School Receive or Retain</b>
Prior to First Day of Class	\$ 150.00 Non-Refundable Registration Fee
First Day of Class to 4.9%	\$ 300.00 plus \$150.00 Reg Fee
5% to 10.09%	10% of the Tuition plus \$150.00 Reg Fee
10.1% to 20.09%	20% of the Tuition plus \$150.00 Reg Fee
20.01% to 30.09%	30% of the Tuition plus \$150.00 Reg Fee
30.01% to 40.09%	40% of the Tuition plus \$150.00 Reg Fee
40.01% to 50.09%	50% of the Tuition plus \$150.00 Reg Fee
50.01% to 60.09%	60% of the Tuition plus \$150.00 Reg Fee
60.01% and Over	100% of the Tuition plus \$150.00 Reg Fee

The cost of any books or materials provided by Crocus Institute to the student are non-refundable, unless returned in new and unopened condition.

### **CANCELLATION POLICY**

The student has the right to cancel in accordance with the pro-rata refund policy shown above. Cancellation notice must be submitted in writing and delivered to Crocus Institute, 553 N North Court, Suite 175, Palatine, IL 60067.

### **WITHDRAWAL PROCEDURE**

The student has the right to withdraw in accordance with the pro-rata refund policy shown above. Withdrawal notice must be submitted in writing and delivered to Crocus Institute, 553 N North Court, Suite 175, Palatine, IL 60067.

### **STUDENTS RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until 5:00 PM of the 5th business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.