



EXPRESS TRAINING SERVICES

"Getting your career on the right track"

Medical Assistant Certification Exam Prep Class

Name: _____
First Middle Initial Last

Address: _____
Number Street

_____ City St Zip Email

Birthdate: ____/____/____ Phone # _____
MM/DD/YYYY

Cancellation and Refund Policy

Should student be terminated or cancel for any reason, all refunds will be made according to the following schedule:

1. Cancellation must be made in person or by mail
2. All monies will be refunded, with the exception of the \$100 registration fee, if the student cancels within three (3) business days after signing the Application Form and making initial full payment, providing the start date is more than three (3) business days away.
3. A deposit may be submitted to hold your seat. The deposit is non-refundable under **any** circumstances. Deposits must be via credit card, cash or money order. If a deposit is made, the balance of the money is due no later than the first workshop session. If the balance is not paid, a student may be removed from the workshop and forfeit the deposit.

4. If student is late, all fees will be forfeited.

Fees

Individual fees:

___ Medical Assistant Certification Exam Prep Class \$ 2,500

Class starts on _____ at _____ am/pm

Notice to Student: Do not sign this contract before you read it, or if it contains any blank spaces. You will be provided an exact copy of the contract you sign. Keep it to protect your legal rights. This agreement constitutes a binding contract upon acceptance by Express Training Services, Inc..

Student Signature

Date

Parent/Guardian Signature if Student is under 18 years old

Date

Accepted by Express Training Services, Inc. official

Date

Mail or bring by completed application, with payment, to:
Express Training Services, Inc.
3631 SW Archer Rd., Suite A
Gainesville, FL 32608

Please include cashier's check, money order, or credit card number/expiration date if mailing application. **Do not mail cash!** You will not be registered until full payment is received. Please call us at 352-338-1193 if you have any questions.
We do not accept personal checks!