



Ohio Phlebotomy Training Center (1)

875 Main St, Suite 2

Wintersville, Oh 43953

(740) 792-4719

Enrollment Agreement

Student: _____ Date: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone Number: _____

S.S. # (Last 4 Digits): _____

I am hereby enrolling in the following academic program and my enrollment is subject to the terms and conditions stated in this enrollment agreement.

Program Name: Phlebotomy Technician Program Start Date: _____

Program Length: 42 Clock Hours. This program is normally completed in 7 calendar weeks.

Tuition and Fees for current Term:

Enrollment fee.....\$125.00

Laboratory Fee.....\$480.00

Tuition..... \$1145.00

Total Cost.....**\$1,750.00**

Payment: All tuition and fees are payable for one school term only. Payment Plans are available upon request. Total projected cost of program at current tuition and fee rates: **\$1,750.00**

(6) Any tuition or fee changes will not affect the current student enrollment term. Tuition and fee changes can be made at the school discretion and will go into effect the next school term.

8Cancellation and Settlement Policy

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after cancellation. This provision shall not apply if the student has already started academic classes.

(7a) 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 42 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:

1. A student who withdraws before the first class and after the 5-day cancellation period shall not be obligated for the registration fee.
2. 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.
3. 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.
4. 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.
5. 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.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

Complaint or Grievance Procedure

All student complaints should be first directed to the 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 Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio, 43215, Phone 614-466-2752; toll free 877-275-4219.

I acknowledge that I have received a school catalog and agree with the school policies and procedures stated. I acknowledge that I have received and read a copy of this enrollment agreement.

*Ohio Phlebotomy Training Center is committed to building and maintaining a community to reflect human diversity and to improve opportunities for all. The training center is committed to equal opportunity, affirmative action, and eliminating discrimination and harassment. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law. OPTC does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its education program or activity, which includes employment.

(10) Applicant's Signature _____ Date: _____

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