



## TN Professional Training Institute Enrollment Agreement Medical Billing and Coding

1630 S. Church St., Suite 302 Murfreesboro, TN 37130  
615.631.8440 - [www.TNPTI.com](http://www.TNPTI.com) - [admissions@tnpti.com](mailto:admissions@tnpti.com)

Registration Date: \_\_\_\_\_  
Student's First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ DL# \_\_\_\_\_ DL State: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Male / Female  
Name of High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
High School Graduation Date: \_\_\_\_\_  
Student Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Please initial each section when completed. *Please initial each section when completed***

- \_\_\_\_\_ Complete the in person or virtual tour of TN Professional Training Institute
- \_\_\_\_\_ Received an institutional catalog and if provided electronically, understands that the student may request a hard copy of the catalog at anytime.
- \_\_\_\_\_ Was given the time and opportunity to review the institutional policies in the catalog.
- \_\_\_\_\_ Knows the length of the program for part-time students in academic terms and actual calendar time.
- \_\_\_\_\_ Has been informed of the total tuition and other fees of the program.
- \_\_\_\_\_ Has been informed of the estimated cost of books and any required purchases.
- \_\_\_\_\_ Has been given a copy of the institutional refund policy.
- \_\_\_\_\_ Has executed a Transferability of Credits Disclosure Statement in compliance with Tenn. Code Ann. 49-7-14 and understands the specific limitations should the institution have articulation agreements.
- \_\_\_\_\_ Understands that any person claiming damage or loss as a result of any act or practice by this institution that is a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization (DPSA). DPSA's the address is 404 James Robertson Pkwy., Parkway Towers Suite 1900, Nashville, TN 37243 and its telephone number is (615) 741-5293.
- \_\_\_\_\_ Has been informed that there is no cash discount policy.
- \_\_\_\_\_ Has received the most recent withdrawal, completion, and placement data as calculated by the TN Higher Education Commission.

Signature of Director/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_



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Student's First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Employer Information:**

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

### **Emergency Contact:**

(1) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

(2) First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Physicians Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I have voluntarily provided the above contact information and authorize TN Professional Training Institute and its representatives to contact any of the above on my behalf in the event of an emergency.

I give consent and authorize TN Professional Training Institute and its representatives to call emergency services on my behalf in the event it should be needed. If services are required school is not responsible for medical costs.

Signature of Director/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

# TN Professional Training Institute Enrollment Agreement Medical Billing and Coding

**Program Title:** Medical Billing and Coding – Part Time

**Please Check:** Online Course  In-Person Course

**Circle Status:** Part Time (10 Week) AM - PM - SAT

Class Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Projected Date of Completion: \_\_\_\_\_

**Program Length:** 80 HOURS

\_\_\_\_\_(Initial). I understand that I am enrolling in an 80-hour class beginning \_\_\_\_\_and ending \_\_\_\_\_ . The projected graduation date is: \_\_\_\_\_(last date of class).

\_\_\_\_\_(Initial) I understand that the total cost of the program is \$2999 which includes all instruction time and an electronic course guide.

\_\_\_\_\_(Initial) I understand that I am responsible for providing my own computer with a working video and microphone, Wi-Fi connection and a quiet place to meet during class.

\_\_\_\_\_(Initial) I understand by initialing I have the right to receive a signed copy of this agreement and the institution is obligated to provide an exact signed copy of this agreement.

The TN Professional Training Institute is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

# TN Professional Training Institute Enrollment Agreement

## Medical Billing and Coding

### **Admissions Requirements:**

Students wishing to enroll in the TN Professional Training Institute's 80 Hour Medical Billing and Coding must meet these admissions criteria:

- Must be 18 years of age or older
- Must be a high school, G.E.D or HiSET graduate and submit OFFICIAL transcripts indicating date of graduation or completion before beginning class. These may be emailed to: [admissions@TNPTI.com](mailto:admissions@TNPTI.com) or mailed to: TNPTI at 1630 S. Church St., Suite 302 Murfreesboro, TN 37130.
- Must be willing and able to perform the job as a medical biller and coder
- Must have access and use of a computer with working high speed internet, microphone, and camera for the use of video conferencing methods such as Zoom for instruction and testing

### **Attendance Requirements:**

TN Professional Training Institute's Medical Billing and Coding program is an intensive, accelerated, 80-hour program. Students are allowed one (1) absence as long as they contact their instructor at least one (1) day prior to the missed class. Students who miss more than one (1) class time may be moved to the next session at the discretion of the instructor. Students are to schedule a make-up day (convenient to both instructor and student) to review, and practice missed materials. For our online class logging into class late or logging off early may be considered absent.

### **Progress (Grades):**

The instructor will keep a daily log of the student's grade and will communicate with students their updated grades weekly. However, students are ultimately in charge of keeping track of their own progress in the class and TNPTI is not responsible for students who forget to check their email, messages, etc.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## TN Professional Training Institute Enrollment Agreement Medical Billing and Coding

### Online Code of Conduct:

The TN Professional Training Institute is an institution where students can learn in a polite, respectful, and productive environment. We ask that all students hold true to these standards to maintain this level of learning for all.

- Be respectful of the time of the course. Please log on 10 minutes prior to the start of class so that we may start and end on time without distractions. Attendance will be taken at the beginning of each class.
- This course is a synchronous course, which means there will be a LIVE instructor at all times. Students must have their video camera and microphone on for the duration of the class.
- Please be in a quiet location – free from outside activity, noise, or any other distractions while in class. This is for your benefit and the benefit of others.
- Please dress appropriately for class. Casual classroom dress is acceptable (pajamas are not acceptable).
- You will be asked to show your driver’s license or government issued identification with your name and photograph on it at the beginning of each class and at the beginning of each test.
- Please refrain from eating, drinking, and smoking during class or anything else that may be distracting to others.

**All TNPTI students must abide by the TNPTI Code of Honor.**

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

### In-Person Code of Conduct:

The TN Professional Training Institute is a peaceful, productive place where students come to study about Online Medical Billing and Coding. Our goal is to provide a pleasant environment for our students, and we ask that you do the same. Be respectful of the property and of each other. Try to arrive 10 minutes early for classes.

- All TNPTI students will abide by the TNPTI Code of Honor.
- TNPTI provides complimentary beverages and occasionally food for students to enjoy. Students are also allowed to respectfully consume snacks and drinks during classroom sessions only. Please do not abuse these privileges!
- When in a clinical environment, students will refrain from chewing gum, eating, and drinking during this time.
- Maintain a professional clinical environment. To do this, TNPTI students are asked to cover any visible tattoos/body art. Additionally, jewelry is **restricted** to only one (1) piercing (per lobe) per ear and one (1) wedding band/ring if applicable.
- Students must dress business casual and professionally.

**All TNPTI students must abide by the TNPTI Code of Honor.**

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

# TN Professional Training Institute Enrollment Agreement

## Medical Billing and Coding

### TNPTI Code of Honor:

**Code Defined:** It is presumed that any student who enrolls at TN Professional Training Institute is willing to conform to a pattern of mutual trust and honor and shall deal honorably with all members of the TNPTI community. It must be understood that it is the responsibility of each student, faculty, and staff member to preserve, nurture and strengthen this spirit of honor.

TNPTI students shall at all times refrain from and discourage all attempts at lying, cheating, stealing, plagiarism and vandalism. When a violation of the Honor Code is detected, the student(s) involved will be brought to the attention of the instructor and the Institutional Director or the Executive Director, who will come to a mutual agreement upon the disciplinary action appropriate for the action against the TNPTI code of honor.

### **Violations Defined:**

**"Lying"** is defined as any attempt to deceive, falsify, or misrepresent the truth in any matter involving program business. Program business includes but is not limited to, financial aid information, excuses for absences, statements to professors in order to reschedule tests or assignments and responses to the queries of TNPTI staff.

**"Cheating"** is defined as the employment of or rendering of any illicit aid in any assigned work.

**"Stealing"** is defined as the appropriation of money or property belonging to another person, organization, or the school or the borrowing of property without the knowledge of the owner.

**"Plagiarism"** is defined as presenting as one's own work the words or ideas of an author or fellow student. Students should document quotes through quotation marks and footnotes or other accepted citation methods. Ignorance of these rules concerning plagiarism is not an excuse. When in doubt, students should seek clarification from the instructor who made the assignment.

**"Vandalism"** is defined as intentional, malicious damage to university property or property belonging to others.

**Penalties:** For any violation of the TNPTI Code of Honor, the director may impose immediate consequences, up to and including dismissal of the student for the remainder of the program. Dismissed students will not receive a refund for tuition monies paid. Readmission for a student will be granted at the discretion of the Institutional Director.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## TN Professional Training Institute Enrollment Agreement Medical Billing and Coding

### **Graduation Placement Data:**

For the TN Professional Training Institute's Medical Billing and Coding Program, I have been informed that for the students who graduated, the job placement rate is 72.7%, or in the past 12 month 8 were placed in their field of study out of 11 students who graduated from this program. TN Professional Training Institute has a 99.2% overall placement rate for its entire student body.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

### **Receipt of Enrollment Contract:**

I, \_\_\_\_\_ (student name), verify that I have reviewed this enrollment contract with a TNPTI staff member, that I understand it in entirety, and I understand that I have received an exact signed copy of this entire enrollment contract.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

# TN Professional Training Institute Enrollment Agreement

## Medical Billing and Coding

### **Cost & Payment Plans:**

Effective November 14<sup>th</sup>, 2022 TNPTI tuition payment options are as follows: 10 Week (part time) Program

**Tuition Cost: \$2999.00**

AAPC Textbooks Included

**Option 1:** Pay in Full \$2,999.00

**Option 2:** Mia Share - Payment Plan *\*requires a \$750 non-refundable deposit*

Pay for your tuition over time with a Payment Plan. You will make fixed payments until your tuition is paid.

Learn more and apply below

Calculate your payments: <https://tnpti.mia-share.com/tuition-flyer>

*\*15 weeks - \$149.93/ week with a \$750 deposit*

Sign up for a Payment Plan here: <https://tnpti.mia-share.com/apply>

**Option 3:** PayPal or PayPal Credit (see [www.TNPTI.com](http://www.TNPTI.com))

**Option 4:** American Job Center - Financial Assistance

If you are interested in financial assistance, please create a profile at [www.jobs4tn.gov](http://www.jobs4tn.gov) and then you may apply in person at the American Job Center in your county. This is a need-based program and once you apply, someone from the AJC will contact you to see if you qualify.

**Option 5:** SkillUp Tennessee - Financial Assistance

You may apply online at: <http://skillup.tennessee.edu/> and click on participants. This is a need-based program for SNAP participants.

Please choose your payment plan and sign/date this form. Thank You!

Option 1: \_\_\_\_\_ Option 2: \_\_\_\_\_ Option 3: \_\_\_\_\_

Option 4: \_\_\_\_\_ Option 5: \_\_\_\_\_

Signature of Director/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_



## TN Professional Training Institute Enrollment Agreement Medical Billing and Coding

### **Refund & Cancellation Policy:**

Students enrolling in the TN Professional Training Institute’s Medical Billing and Coding course **are eligible for a full refund** if the student withdraws from the TN Professional Training Institute on or before the first day of classes or fails to begin classes. The refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in the TN Professional Training Institute’s Program withdraws, drops out, is expelled or otherwise fails to attend classes after the first day and until 20% of the course is in session, the student shall be refunded twenty percent (20%) of all amounts paid or to be paid by or on behalf of the student for the period, less an administrative fee of one hundred dollars (\$100.00).

If, after classes have commenced, a student who has enrolled in the TN Professional Training Institute’s Program withdraws, drops out, is expelled, or otherwise fails to attend classes after 20% of the course is in session, the student is responsible one hundred (100%) of the tuition, fees and other charges assessed the TN Professional Training Institute **and will not be issued a refund.**

**The refund request must be made in writing via email to [Sarah@tnpti.com](mailto:Sarah@tnpti.com) within 10 days of the first day of missed class.**

I have read the above policy, and understand the information contained within. Printed

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**TN Professional Training Institute Enrollment Agreement  
Medical Billing and Coding**

**Transferability of Credits Disclosure Statement**

Credits earned at TN Professional Training Institute may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by TN Professional Training Institute. You should obtain confirmation that TN Professional Training Institute 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 TN Professional Training Institute to determine if such institutions will accept credits earned at TN Professional Training Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from TN Professional Training Institute to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at TN Professional Training Institute 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 TN Professional Training Institute and of any other educational institutions you may in the future want to transfer the credits earned at TN Professional Training Institute before you execute an enrollment contract or agreement.

Accepted By (Signature) \_\_\_\_\_

Printed Name \_\_\_\_\_

Date: \_\_\_\_\_