



Registration Date _____

TN Professional Training Institute Enrollment Agreement
Online Medical Billing and Coding
1819 Memorial Blvd
Murfreesboro, TN 37129
Pre-Enrollment Checklist

Name of Student: _____
Social Security Number: _____
Date of Birth: _____
Address: _____
City State Zip: _____
Telephone Number: (____) _____
Email address: _____
Name of Course or Program: _____

Please initial each section when completed.

_____ Complete the Virtual Tour

_____ 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 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 (There is no data for this since it is a new course as of 2021)

Signature of Director/Representative: _____ Date: _____

Signature of Student: _____ Date: _____

This checklist is required by Tennessee Higher Education Commission. You may contact TN Professional Training Institute at any time if you would like us to walk you through this list. The virtual tour will be sent separately, so you may leave that box blank until then. The other items are on the following pages and/or are in the catalog on our website. Thank you! 😊

TN Professional Training Institute
www.TNPTI.com



Online Medical Billing and Coding Credit Transferability

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 institution you may in the future want to transfer the credits earned at TN Professional Training Institute before you execute an enrollment contract or agreement.

Signature: _____

Date: _____



ONLINE Medical Billing and Coding

Enrolling Student's First Name: _____ Middle Initial: _____

Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Social Security Number: _____ DL# _____

Program Title: Medical Billing and Coding – Part Time

Class Start & End Dates: _____

Program Length: 80 HOURS

Projected Date of Completion: _____

_____(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 \$2499 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

Online Medical Billing and Coding Admissions

Students wishing to enroll in the TN Professional Training Institute's 80 Hour Online 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: info@TNPTI.com or mailed to: TNPTI at 1819 Memorial Blvd., Murfreesboro, TN 37129
- Must be willing and able to perform the job as a medial biller and coder
- Must have access and use of a computer with working high speed internet, microphone and camera for the use of videoconferencing methods such as Zoom for instruction and testing

Attendance Requirements

TN Professional Training Institute's Online 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. Logging into class late or logging off early may be considered absent.

Progress (Grades)

The instructor will keep a daily log of 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

Online Medical Billing and Coding 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 _____

* Due to the nature of TNPTI's accelerated program, we cannot offer credit for previous education, training or prior experience.

* TNPTI is a special purpose institution. That purpose is to give students the skill and experience they need in conjunction with the state laws of Tennessee, to become knowledgeable in their field of study. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.



TN Professional Training Institute Enrollment Agreement

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: The directors may, for any first offense violation of the TNPTI Code of Honor, impose immediate dismissal of the student for the remainder of program (depending on the severity of the violation). Dismissed students will not receive a refund for tuition monies paid.

Signature of Student _____ Date _____



TN Professional Training Institute Enrollment Agreement

TN Professional Training Institute Refund & Cancellation Policy

Students enrolling in the TN Professional Training Institute's Online 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 25% of the course is in session, the student shall be refunded twenty-five percent (25%) 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 25% 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 info@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

Graduation Placement Data N/A (NEW class as of 2021)

For the TN Professional Training Institute's Online Medical Billing and Coding Program, I have been informed that for the students who graduated, the job placement rate is _N/A_ %, or in the past 12 months _N/A_ were placed in their field of study out of _N/A_ students who graduated from this program.

Signature of Student _____ Date _____

*Please sign that you read this statement.

(There is no data here, as this is a new program as of 2021)

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 _____



TN Professional Training Institute www.TNPTI.com
Online Medical Billing and Coding Cost & Payment Plans

Effective June 1, 2021 TNPTI tuition payment options are as follows:

10 Week (part time) Program Tuition \$2499.00

OPTION ONE: Pay the tuition in full (\$2499.00) PRIOR to the first day of class. TN Professional Training Institute accepts checks, cash (in person), debit or credit cards or any combination of the aforementioned. Returned checks will be subject to the cost of the returned/NSF check fee (\$37.00). Please see **www.TNPTI.com** under the tab “*Contact Us*” and click “*Pay Online*” to make a payment online. The full tuition payment can be made in any increment at any time ahead of the course start date. Ex: A student may make payments up until the full amount is paid on the first day of class.

OPTION TWO: Make an initial payment of at least **\$1,249.50 (1/2 of tuition)** to begin the class and **make weekly payments** to pay the remainder. The initial deposit amount can be made in any increment at any time ahead of the course start date. Ex: A student may make payments up until that amount is paid on the first day of class. The initial payment MUST be paid PRIOR to starting the class. Please see **www.TNPTI.com** under the tab “*Contact Us*” and click “*Pay Online*” to make a payment online. Next, a payment plan for the remaining balance must be set up prior to the first day of class. If arrangements have not been made, you will be deferred to the next class.

*As a benefit to TNPTI students, utilizing the weekly payment option, TNPTI offers 5% interest if a student wishes to make weekly payments for the remaining balance of \$1249.50. This amount is \$131.20 per week, which includes the interest. Payments must be set up as automatic draft on either a debit or credit card. If a payment is late or missed, an additional fee of \$25.00 will be assessed.

Tuition must be paid in full by the last day of class or the student will not receive their certification. Once the balance is paid in full, the certification will be sent. Payment plans for the remaining balance must be set up and approved prior to the first day of class. If arrangements have not been made, you will be deferred to the next class.

**Paying the full \$1,249.50 down payment prior to the beginning of the session will be the only way to guarantee a spot in a specific session.

(payment options are continued on next page)



OPTION THREE: Make an initial payment of at least **\$999.00** to begin the class and **make weekly payments** to pay the remainder. The initial deposit amount can be made in any increment at any time ahead of the course start date. Ex: A student may make payments up until that amount is paid on the first day of class. The initial payment **MUST** be paid **PRIOR** to starting the class. Please see **www.TNPTI.com** under the tab “*Contact Us*” and click “*Pay Online*” to make a payment online. Next, a payment plan for the remaining balance must be set up prior to the first day of class. If arrangements have not been made, you will be deferred to the next class.

*As a benefit to TNPTI students, utilizing the weekly payment option, TNPTI offers 10% interest if a student wishes to make weekly payments for the remaining balance of \$1500.00. This amount is \$165.00 per week, which includes the interest. Payments must be set up as automatic draft on either a debit or credit card. If a payment is late or missed, an additional fee of \$25.00 will be assessed.

Tuition must be paid in full by the last day of class or the student will not receive their certification. Once the balance is paid in full, the certification will be sent. Payment plans for the remaining balance must be set up and approved prior to the first day of class. If arrangements have not been made, you will be deferred to the next class.

**Paying the full \$999.00 down payment prior to the beginning of the session will be the only way to guarantee a spot in a specific session.

OPTION FOUR: MIA SHARE – Mia Share is an income share student loan where you make a \$500 deposit and then you only repay when you get a job and your payments will be based on your income. See attached flyer or visit: tnpti.mia-share/tuition-flyer to see if you qualify. Mia Share works closely with their students for success!



Payment Plan Options

Option One:

Pay in Full

Tuition Fee: \$ 2499.00

*This can be paid in any increment at any time as long as it is paid in full by the first day of class. Payors may pay online at www.TNPTI.com by clicking on "Contact Us" and then "Pay Online" to make a payment at any time.

Option Two:

10-week Payment Plan

Tuition Fee: \$ 2,499.00
Down Payment: \$ 1,249.50 (1/2 tuition)
Balance: \$ 1,249.50
5% Interest \$ 62.48
Amount Financed: \$ 1,311.98
Weekly Payment: \$ 131.20

Option Three:

10-week Payment Plan

Tuition Fee: \$ 2,499.00
Down Payment: \$ 999.00
Balance: \$ 1,500.00
10% Interest \$ 150.00
Amount Financed: \$ 1,650.00
Weekly Payment: \$ 165.00

*The down payment must be made by the first day of class and the payment plan must be set up before a student can begin class.

**Tuition must be paid in full for a student to receive their certification of completion.

(payment options are continued on the next page)



Payment plans are set up as recurring payments using a debit or credit card. We accept Visa, Mastercard, Discover and American Express. A “Truth in Lending Statement” and a “Recurring Payment Authorization Form” must be completed for any of these payment plan options. Payments will be set up for each week. A late payment fee of \$25 will be assessed after a payment is five (5) days past due.

Option Four:

Mia Share

Mia Share is a student loan based on your income once you get a job. It has a \$500 down payment and you may apply online at <https://tnpti.mia-share.com/> Please apply to see if you qualify and let us know if you have been approved at: info@tnpti.com.

Please choose your payment plan and sign this form. If you would like more information on these, feel free to email us or call us and we would be happy to help. Thank you!

Name: _____ Payment Option: _____



TN Professional Training Institute
2021 Online Medical Billing and Coding Schedule

www.TNPTI.com 615.631.8440 info@TNPTI.com

*All classes are in Central Standard Time (CST)

Please choose from ONE of the following 10 WEEK TERMS:

Monday and Thursday MORNINGS (10 Weeks – Part time)

8:30 a.m. – 12:30 p.m.

July 12, 2021 – September 20, 2021 (No class on 9/6/21)

September 27, 2021 – December 9, 2021 (No class on 11/22/21 and 11/25/21)

Monday and Thursday EVENINGS (10 Weeks – Part time)

5:30 p.m. – 9:30 p.m.

July 12, 2021 – September 20, 2021 (No class on 9/6/21)

September 27, 2021 – December 9, 2021 (No class on 11/22/21 and 11/25/21)

SATURDAYS (10 Weeks – Part time)

8:30 a.m. – 5:00 p.m. (30-minute lunch)

July 17, 2021 – September 25, 2021 (No class on 9/4/21)

October 2, 2021 – December 11, 2021 (No class on 11/27/21)

HOLIDAYS 2021

9/4, 9/6 Labor Day

11/22, 11/25, 11/27 Thanksgiving

*TNPTI has rolling admissions which means students may enroll at any time prior to class. **We would love to have you!** (maximum class size is 10 students per term)