

# TRAINING REGISTRATION, PAYMENT AND CANCELLATION POLICIES

## Registration

To enroll, complete one MedTel Services registration form per student. Mail to: Order Administration, MedTel Services, LLC. 2511 Corporate Way, Palmetto, FL 34221, or Fax registration and payment information to 941-751-7786. *Attendance is scheduled upon receipt of a completed student registration form accompanied by a Purchase Order or payment in full.*

You can download the MedTel Services registration form from the Education Center at the MedTel Services corporate website, <http://www.medtelservices.com>, or call 941-753-5000 extension 7550, Monday through Friday, 8:00am through 5:00pm Eastern time, to request that a copy be faxed or mailed to you.

Normal registration ends the Friday two weeks prior to the start of the course. Late registration is handled on a case-by-case basis. You will be issued a confirmation number once enrollment is complete. *Until you receive this confirmation number, do not assume you have been enrolled!*

## Payment Guidelines

For U.S. students, MedTel Services accepts tuition payment via check, wire transfer, credit card (MasterCard or Visa), or Purchase Order. For international students, MedTel Services requires pre-payment of tuition via credit card or wire transfer.

Tuition payment or Purchase Order must be received before training registrations can be confirmed. *You are not enrolled unless you have received a confirmation number from MedTel Services.*

All payments must be made in US dollars.

## PURCHASE ORDERS

- Include MedTel Services part number, quantity, student name(s), dates of attendance and tuition on your purchase order.
- Indicate tuition payment terms (i.e., tuition prepayment, Net 30, international wire transfer, etc.). Provide your complete company shipping and billing address.
- All Purchase Orders must be signed by authorized personnel, with all changes initialed.
- If there is not an agreement in place between your company and MedTel Services outlining Terms and Conditions, you must include a statement to that effect on your Purchase Order.
- *Purchase Orders are invoiced two weeks prior to class start date.*

## **CREDIT CARD PAYMENTS**

- MedTel Services accepts Visa, and Mastercard.
- Credit cards are billed at time of registration

## **WIRE TRANSFERS**

- Please contact the Accounting Department for wiring instructions.
- A US \$20.00 fee will be charged by MedTel Services for processing wire transfers. Please add this fee to your payment total.

## **Cancellations**

All cancellation notices should be sent in writing to the MedTel Services training department either via mail or fax (941-751-7786).

- For cancellations received during normal course registration, there is no cancellation fee.
- For cancellations received less than 15 calendar days prior to the scheduled class start date, there is a cancellation fee equal to 50% of class tuition for each cancelled registration.
- All “no shows” will be charged the full course tuition.

MedTel Services reserves the right to cancel any class up to two weeks prior to class start date.

MedTel Services liability for any cancelled class is limited solely to reimbursement of tuition received for the cancelled class.