

ENROLLMENT AGREEMENT

American Health Information Management Association
233 N. Michigan, Ste 2100
Chicago, IL 60601

Customer Relations: (800) 335-5535
Main Number: (312) 233-1100
Main Fax: (312) 233-1090

www.ahima.org

www.ahima.org/contact for webform to request support or submit feedback

STUDENT INFORMATION

The following information is collected by AHIMA's Association Management System/LMS when a student purchases a course through AHIMA's webstore:

STUDENT NAME
ADDRESS
CITY/STATE/ZIP:
PHONE NUMBER(S)
E-MAIL ADDRESS

COURSE ENROLLMENT

AHIMA's online courses are offered exclusively online and are completed through self-paced study. AHIMA does not have a formal enrollment process. All courses are available to all students, and students may choose to purchase one course in any program, or all of them depending on their individual need for professional development. Course pre-requisites and objectives are available by individual course at point of purchase in the online AHIMA webstore.

This document has been posted on AHIMA's general website and in its webstore so that students and members have access to this information.

CONSUMER INFORMATION

- As a professional association, AHIMA offers professional development courses and does not have a formal admissions process for any of AHIMA's courses or programs of study. Members and the general public can purchase any AHIMA course at any time, and are not required to take specific courses. AHIMA does not offer any employment placement assistance and therefore cannot track student placement in the medical coding field.
- For our Coding Basics and Cancer Registry Management programs, we recommend that students complete a group of courses to help ensure that students completing these programs have access to appropriate breadth and depth of knowledge. Students should select individual courses depending on their prior educational experience, and recency of academic experience and/or professional experience.
- General information about medical coding salaries can be found from the Bureau of Labor Statistics at: <http://www.bls.gov/ooh/Healthcare/Medical-records-and-health-information-technicians.htm>

FINANCIAL AID

As a membership association, AHIMA does not sponsor financial aid programs, and, accordingly, does not have a policy at this time.

TUITION & FEES

Total costs per course, including any required textbooks, are listed at the point of purchase within AHIMA's webstore. As a membership association, AHIMA does not charge separate admission and tuition fees. Fees are specific to individual course enrollment. Access periods for each AHIMA course are also listed at the point of purchase for student reference.

REFUND / CANCELLATION POLICY

Per our web store policy at <https://www.ahimastore.org>Returns.aspx>, AHIMA Online Learning products are eligible for a refund if cancelled within thirty days after the date of purchase. Returned online education products are subject to a \$25 cancellation fee.

Refunds are not issued for any course after 30 days from the purchase date. Customers who have cancelled their purchase will be un-enrolled from the product and will not have access to any of the online content or course-related user data. Cancelled courses will not appear on the learner's course history.

Refund requests may be submitted by contacting AHIMA's Customer Relations Department at 800-335-5535 or by emailing the request to online.education@ahima.org.

Our online courses are self-paced and asynchronous. We do not have an academic calendar or course cancellations because all courses remain active for 365 days from the date the learner opens the course file and automatically expire at the end of 365 days regardless of the student's completion status.

NOTICE TO STUDENT

Please do not purchase any AHIMA courses before you have read this document.

1. This agreement and the course information available on AHIMA's webstore constitute the entire agreement between the student and AHIMA.
2. Any changes in this agreement must be made in writing and shall be available to all students on AHIMA's website and webstore.
3. AHIMA does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

STUDENT ACKNOWLEDGMENTS

1. I have carefully read this enrollment agreement and reviewed the course information provided on AHIMA's webstore.
2. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.
3. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution.
4. I understand that the school does not guarantee job placement to graduates upon course completion.

5. I understand that complaints, which cannot be resolved by direct negotiation with AHIMA, may be filed with the Illinois Board of Higher Education, 431 East Adams Street, 2nd Floor, Springfield, IL 62701 or at www.ibhe.org.

The student acknowledges reviewing a copy of this agreement before purchasing AHIMA courses. The student, by purchasing AHIMA courses, acknowledges that he/she has read this document, understands the terms and conditions, and agrees to the conditions outlined in this document.