VLab Enrollment Code Order Form (For Currently Enrolled Organizations Only)

Virtual Lab Student Enrollment Codes: A unique enrollment code is required for each student to complete his/her individual account registration in the Virtual Lab. For volume orders, enrollment codes are provided to organizations via a text file listing all of the codes ordered. Individual enrollment codes can be distributed by your organization as students need them. Each enrollment code can be used only one time. Enrollment codes give students Virtual Lab access for 1 year from the date they redeem the code.

Return Policy: ENROLLMENT CODES CAN BE REDEEMED UP TO TWO YEARS AFTER PURCHASE! However, if necessary, unused VLab codes are eligible for a refund if cancelled within 30 days of the date of purchase, minus a $25 cancellation fee. Refunds will not be issued after 30 days from the purchase date.

Organization Name: ________________________________________________________________________________
AHIMA School ID# (REQUIRED unless new VLab school, to ensure orders are placed on correct account): ________________

Billing Contact:
Ship To: Bill To: (if different from shipping address)
Street 1: __________________________ Street 1: __________________________
Street 2: __________________________ Street 2: __________________________
City: __________________________ City: __________________________
State: _______ ZIP: __________ State: _______ ZIP: __________
Phone: _______________ Fax: _______________ Phone: _______________ Fax: _______________
Email: __________________________ Email: __________________________

If you are purchasing codes for multiple campuses that are currently separate entities in VLab, please attach a separate sheet and provide the name of each campus and the number of student enrollments you will need for each campus.

- As of January 2 2020, all new codes purchased will give students access to their courses via the new Brightspace LMS, which will be accessed through the new AHIMA Learning Center.
- If you had students begin their course before January 2 2020, and new students redeem codes purchased after that date, please be aware that your new students will be in a different LMS environment than previous students.

<table>
<thead>
<tr>
<th>VLab Student Enrollment Code</th>
<th>Rate Code</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>VLab All Access Student Enrollment Code</td>
<td>VLABBULK</td>
<td>$100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VLab Encoder Only Student Enrollment Code</td>
<td>VLABENBULK</td>
<td>$75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please fill in the VLab total line and fill out the Method of Payment information below.

Method of Payment
By Mail:
☐ Check is enclosed

Mail to: AHIMA
Department 77-2735
Chicago, IL 60678-2735
Fax to: 312-233-1488

Make check payable to AHIMA

Email to: purchase@ahima.org

☐ Purchase Order (purchase order MUST BE ATTACHED to this form or the order will not be processed)

To pay by credit card, please call AHIMA Customer Relations at 800-335-5535.

2019-20 VLab Enrollment Code Order Form (Effective January 2020)