



Petra College

PH# (985)318-7880 * admin@petracollege.com

1814 N. Morrison Blvd, Ste. A/B

Hammond, LA 70401

New Student Enrollment Application

ENROLLMENT CHECKLIST: (This section for office use only)

<input type="checkbox"/> I.D. / Driver's License	<input type="checkbox"/> Current Certifications (if any)
<input type="checkbox"/> Social Security Card	<input type="checkbox"/> ACT Score (if any)
<input type="checkbox"/> High School Diploma / Equivalent	<input type="checkbox"/> Background Screening
<input type="checkbox"/> School Transcripts	<input type="checkbox"/> Appointment with Admissions on _____
<input type="checkbox"/> Immunization Records	<input type="checkbox"/> Appointment with Financial Aid on _____

Student Fills Out All Below Sections:

ENROLLING FOR SEMESTER:

Term Year

ENROLLING FOR CLASS:

☐ Medical Assistant ☐ Phlebotomy ☐ CNA

APPLICANT PERSONAL INFORMATION: Please print legibly.

Name _____ Parent/Guardian Name (if under 18) _____

Phone # _____ 2nd Phone # _____

Email Address _____

Address _____

City _____ State _____ Zip _____

DOB _____ Social Security # _____ ☐ Male ☐ Female

FINANCIAL AID/PETRA PAYMENT PLAN

Petra College does not offer financial aid. However, Petra College does offer its students a payment plan with the following terms.

- CNA: \$500 due on or before the first day of class and the remaining balance of \$500 is due three weeks later.
- Phlebotomy: \$900 on or before the first day of class and the remaining balance of \$900 is due four weeks later.
- Medical Assistant: \$555 is due on or before the first day of class and the remaining balance due in monthly payments of \$456.43 per month for 7 months.

All balances must be made before students report to clinical. The student must pay his/her monthly payment on or before the 15th of each month. **A late fee of \$50 will be assessed if payment is more than five calendar days late.**

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TUITION & FEES

ENROLLMENT FEE	\$ _____
BOOKS & SUPPLIES	\$ _____
NAHP STUDY GUIDES	\$20.00
NAHP ONLINE TEST	\$75.00
PROMETRIC TEST	\$125.00
GRADUATION SUPPLIES	\$60.00

TOTAL COST \$ _____

REFUND POLICY

Three business day cancellation: All monies paid by a student shall be refunded if requested within three business days after signing an enrollment agreement and making an initial payment. Please allow up to 2 weeks for processing time.

Cancellation after the Three-Business-Day Cancellation Period but Before Commencement of Classes by the Student:

If tuition or fees are collected in advance of entrance, and if the student does not begin classes, not more than a \$150 registration fee shall be retained by the institution. Appropriate refunds shall be made within 30 days of start of the quarter, term, or semester.

Withdrawal after Commencement of Classes Refund Policy Programs over 300 clock hours

- i. During the first week of classes, the institution shall refund 90% of tuition less the registration fee.
- ii. During the fourth week of classes, the institution shall refund at least 75% of the tuition, less the registration fee.
- iii. During the first eight weeks of the program, the institution shall refund at least 55% of the tuition, less the registration fee.
- iv. During the fourth month of the program, the institution shall refund at least 30% of the tuition, less the registration fee.

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- v. During the fifth month of the program, the institution shall retain 100% of the stated course price.

Withdrawal after Commencement of Classes Refund Policy Programs under 300 clock hours

- i. After a student has completed less than 5 days of the program, the institution shall refund at least 80% of the tuition, less the registration fee, thereafter;
- ii. After a student has completed less than 9 days of the program, the institution shall refund at least 70% of the tuition, less the registration fee, thereafter;
- iii. After a student has completed 9 days, but less than 17 days of the program, the institution shall refund at least 45% of the tuition, less the registration fee, thereafter;
- iv. After a student has completed 17 or more days of the program, the institution may retain 100% of the stated course price.

APPLICANT AGREEMENT:

I, _____ (Applicant), consent to enroll in Petra College. I agree to adhere to all the policies and procedures of Petra College. I agree that all the information submitted in this application is accurate to the best of my knowledge.

Applicant Signature _____ Applicant Print Name _____

If Applicant is under 18 years of age:

Parent/Guardian Signature _____ Parent/Guardian Print Name _____