



# Michigan Academy of Emergency Services

17612 Commerce Rd Suite 100 New Boston, MI 48164 (734) 753-9991 Fax (734) 606-6004

Website: [www.maeducation.com](http://www.maeducation.com) Email: [michiganacademy@netscape.net](mailto:michiganacademy@netscape.net)

## COURSE REGISTRATION

Course Name \_\_\_\_\_ CPR Card \_\_\_\_\_  
(Expires/Needed)

Tuition \$ \_\_\_\_\_ Books \$ \_\_\_\_\_ Uniform Shirt \$ \_\_\_\_\_ S M L XL HOBET \$ \_\_\_\_\_ Total Due \$ \_\_\_\_\_  
(Medic Only)

VA \_\_\_ Visa \_\_\_ MC \_\_\_ DC \_\_\_ Card # \_\_\_\_\_ Exp \_\_\_\_\_ Security Code \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Home or Cell \_\_\_\_\_ S.S. # \_\_\_\_\_

Current EMS license level \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

In case of emergency please contact \_\_\_\_\_ Phone number \_\_\_\_\_

Do you have any special needs that require accommodations under the Americans with Disabilities Act? Y N (circle one)

If yes, please describe \_\_\_\_\_

**Payment/Refund Policy** – The tuition and fees paid by the applicant/student shall be refunded if the applicant is rejected by M.A.E.S. before enrollment. An application fee of not more than \$25.00 may be retained by M.A.E.S. if the application is denied. All tuition and fees paid by the applicant/student shall be refunded if requested in writing 3 business days after signing a contract with M.A.E.S. This policy shall adhere to the refund policies of applicable state, federal and accrediting agencies. After 3 business days have elapsed, the following refund policy will be followed. **No refunds shall be given after courses begin.** No refunds shall be given for the purchase of uniforms, M.A.E.S. apparel, or any equipment purchased unless those items are defective. If the equipment is found to be defective, said equipment will be replaced. Textbooks shall only be refunded if returned unopened (remain in plastic). All refunds shall be returned within 30 days of receipt of refund request. Seats shall be reserved on a first-come first-serve basis.

**The following policy only applies to VA students that qualify and are using VA benefits for tuition payments at MAES.**

If a student fails to enter a course or withdraws, or is discontinued from there at any time prior to completion, the amount charged will be an approximate pro-rata portion of the total charges for tuition, registration fee less \$10, and other charges that the length of the completed portion of the course bears to its total length.

The Michigan Academy of Emergency Services shall not discriminate on the basis of race, sex, national origin, age, or handicap in educational programs, activities, employment, or recruitment.

**Student Affirmations:** I certify that the information provided in this application is true and complete to the best of my knowledge. I authorize the Michigan Academy of Emergency Services to verify any and all information as may be necessary for admission to the above program. I understand that upon successful completion of the educational program, I will become eligible to participate in the appropriate State of Michigan and/or National Registry of EMT's examinations (if applicable).

For the safety and comfort of all concerned, I acknowledge that I may be removed from any program, without refund, for conduct that violates any law, either criminal or civil, and I shall conduct myself in an appropriate and professional manner at all times.

Applicant Signature \_\_\_\_\_

(Unsigned applications will not be processed)

Date

*"Dedicated to educational excellence"*