

**PIERPONT COMMUNITY & TECHNICAL COLLEGE**  
**REGISTRATION FORM**  
**ON-LINE MEDICAL TRANSCRIPTION TRAINING PROGRAM**

Form MT – 8/08

(Please Print)

NAME: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

ADDRESS: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ E - MAIL ADDRESS: \_\_\_\_\_

City State Zip County

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ WORK PHONE: (\_\_\_\_) \_\_\_\_\_

**ENROLLMENT INFORMATION**  
(Check the training version in which you are currently enrolling.)

- Option 1: Gold Online (Standard Online Course).....
- Option 2: Platinum Upgrade Package (Standard Online Course plus Self-Employment Assistance Services).....   
(If you are utilizing specific third party payment assistance programs (WIA, VOC, REHAB), you must select Option 2.)

**REQUIRED: Proof of Competency in Medical Terminology or Anatomy/Physiology; Attendance at Mandatory Orientation Meeting; Typing Test (45 wpm or better); High School Diploma/GED.**

**Registration:** Payment or payment arrangements are required prior to beginning the class

**Method of Payment:** (Check method utilized)

- \_\_\_\_ Check or money order payable to Pierpont Community and Technical College  
\_\_\_\_ Credit Card (Visa, MasterCard, American Express, Discover (use form below))

If using either of the above payment methods, please indicate your selected payment option below:

\_\_\_\_ Financial Aid **Please Circle Financial Aid Source (WIA, TAA, HEAPS, Voc. Rehab.) Other:** \_\_\_\_\_

**Payment Options:** Please indicate your preferred payment option. Be sure the option selected corresponds with your enrollment option & payment method.

- |  |   |
|--|---|
| <input type="checkbox"/> Gold Online – Discount Plan 1 (Single Payment) \$2,000  | <input type="checkbox"/> Platinum Upgrade – Discount Plan 2 (Single Payment) \$2,300  |
| <input type="checkbox"/> Gold Online – Three Payment Plan \$2,100<br><i>Initial Payment \$1,100; Mid-Point Payment \$500</i><br><i>Final Payment \$500</i> | <input type="checkbox"/> Platinum Upgrade – Discount Plan 1 (Three Payment Plan) \$2,400<br><i>Initial Payment \$1,300; Mid-Point Payment \$550</i><br><i>Final Payment \$550</i> |
|  | <input type="checkbox"/> Platinum Upgrade – Third Party Payment Assistance \$2,500  |

**Optional Upgrade:** Text Upgrade Option \$260

Please be aware that the optional text upgrade is not funded by some financial assistance programs.

**Refund Policy:** The Program is non-refundable after the student has been enrolled in the program for a period of 10 days. This 10 day period begins from the date you are issued your User ID and Password to access the program. During the 10 day period, the program is 100% refundable, less a \$35.00 administrative fee and any shipping and handling expenses incurred. All shipped materials must be returned in good condition for full credit.

**Credit Card Authorization** *If paying by credit card, please complete the following information.*

Charge to: VISA, Discover, American Express, or MasterCard (**Please Circle Card Used**).

--	--	--	--

CARD NUMBER

--

PRINT YOUR NAME AS SHOWN ON CARD

--	--

AMOUNT TO BE PAID

EXPIRATION DATE

Sign Your Name Here for Credit Card Authorization

Return completed and signed registration form along with copy of H.S. Diploma or GED to:

Pierpont Community & Technical College, Center for Workforce Education, 320 Adams Street, Suite G01, Fairmont, WV 26554

Phone: 304-367-4920 Fax: 304-367-2717

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use: Diploma/GED \_\_\_\_\_ Mandatory Meeting \_\_\_\_\_ WPM \_\_\_\_\_ Terminology \_\_\_\_\_