

**Sample Student Enrollment Agreement**  
**RADIOLOGICAL TECHNOLOGIES UNIVERSITY VT (RTU)**

Main Campus  
 100 E Wayne St. Suite 140  
 South Bend, IN 46601  
 877-411-RADTECH

Florida Campus  
 121 Central Park Place  
 Sanford, FL 32771  
 877-411-RADTECH

THIS AGREEMENT, TOGETHER WITH THE SCHOOL CATALOG, CONSTITUTES A BINDING CONTRACT BETWEEN THE STUDENT AND THE SCHOOL UPON ACCEPTANCE BY THE SCHOOL.

Student Name	Jane Smith	Home Phone	555-555-5555
Student Address	100 Riverside Dr.	Mobile Phone	555-555-5555
City, State, Zip	Grand Rapids, MI 49546	Gender	Female
Social Security Number	XXX-XX-XXXX	Parent/Guardian	
Date of Birth	12/06/1981	(students under 18 only)	

**PROGRAM INFORMATION**

Program	MS Degree in Medical Physics		
Credits required for completion	49		
Minimum time required	Two years		
Class schedule	X	Full-Time	Part-Time
Location	X	On-Line	On-Campus
Anticipated hours per week	20		
Start date	Fall 2011		
Anticipated end date	May 2013		

Student understands that the Medical Physics program requires one week of attendance at boot camps each semester. There are a total of 4 semesters required to graduate. The student is required to attend 4 boot camp sessions in total (if student does not complete program in two years additional boot camps may be required). The student will be required to attend all boot camps at his or her own cost. No additional tuition is required for boot camp. Students are expected to pay for their own lodging and travel expenses.

Credential for satisfactory completion: Master of Science in Medical Physics

**Program Fees:**

Total program	\$50,000
Per semester	\$12,500
Per credit	\$1,020.41
Textbooks	Textbooks are the responsibility of the student unless otherwise noted
Boot camps	Costs associated with for attending boot camp sessions are the sole responsibility of the student.
Library Fee:	\$20.00 per semester
IT Service Fee:	\$30.00 per semester
Student Membership with AAPM	\$69.00 per year (directly to AAPM)
Total Expected Fees (2yr completion)	\$50,338.00

**TERMS OF PAYMENT**

Full payment at the time the enrollment agreement is signed.

No payment down with the tuition balance paid one week prior to the class start date.

No payment down with the balance to be paid prior to graduation by a payment plan.

<b>Payment schedule</b>	Per credit
<b>Rate for core and elective program courses</b>	\$1,020.41 per credit
<b>Rate for undergraduate courses</b>	\$333.00 per credit
<b>Payment period</b>	Per semester
<b>Annual Percentage Rate</b>	0%

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	AMOUNT FINANCED The dollar amount provided to you or on your behalf.	TOTAL OF PAYMENT The amount you will have paid after you have made all payments as scheduled	TOTAL SALES PRICE The total cost of your purchase on credit including your down payment of
0%	0%	0%	\$50,200.00	\$50,200.00

**Your payment schedule will be:**

Number of Payments	Amount of each payment	When payments are due
TBA	TBA	20 <sup>th</sup> of each month beginning with September, 2011

All prices for program are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of class is included in the price cost for the goods and services.

**Payment Detail Information**

Please select your preferred method of payment. *If you plan to pay with a check, please also include a debit/credit card number to serve as a guarantee and to allow RTU to collect payment based on amounts and due dates listed above if payment is not received from you by the due dates listed.*

If/when debit/credit card information entered below expires, you are obligated to inform RTU of the update.

I choose to pay with:

Check

Credit Card      No. \_\_\_\_\_      Exp. \_\_\_\_\_

Debit Card      No. \_\_\_\_\_      Exp. \_\_\_\_\_

By signing the enrollment agreement, I accept responsibility for the financial obligation stated above. I promise to pay the above stated amounts to the order of Radiological Technologies University-VT ("RTU") on or before the due dates listed above. I agree that this Financial Obligation Contract is a promissory note governed by and enforceable under the laws of the State of Indiana, without regard to principles of conflicts of law. If payment is not received by the due date, RTU is authorized to charge my credit card/debit card for the amount stated on the due date stated above. Further, I agree, subject only to any limitation imposed by applicable law, to pay all expenses incurred by RTU in collecting any amounts payable hereunder which are not paid when due, including reasonable attorneys' and paralegals' fees and expenses and court costs.

I waive demand, presentment for payment, notice of dishonor, notice of nonpayment, protest, notice of protest and diligence by RTU in collection and bringing suit on this financial obligation and all benefits of homestead, valuation and appraisal laws and expressly agree that RTU may renew, extend or otherwise modify this Enrollment Agreement from time to time without notice with full reservation of RTU's rights. Any such renewal, extension or modification shall not release me from any liability under this Enrollment Agreement.

**I AGREE THAT RTU'S ACCEPTANCE OF LATE OR PARTIAL PAYMENTS, EXCUSE OF ANY DEFAULT, OR DELAY IN ENFORCEMENT OF ANY RIGHT SHALL NOT ESTABLISH A CUSTOM OR COURSE OF CONDUCT AS TO ANY WAIVER OF RTU'S RIGHTS AND REMEDIES. NO WAIVER BY RTU SHALL BE EFFECTIVE UNLESS IN WRITING.**

This Enrollment Agreement is binding upon me and my personal and legal representatives, successors and assigns and shall inure to the benefit of RTU and its legal representatives, successors and assigns.

#### **STUDENT SERVICES**

Faculty and staff work along with the individual student (as much as possible) to aid in making the duration of the program comfortable. All resources that are available to us are utilized to the fullest to assist the student in attaining his/her career goal.

#### **Orientation**

A new student will receive online orientation including computer hardware and software requirements, resources available for successful completion of program requirements, as well as policies and procedures prior to the start of a program. Completions of administrative matters are also taken care of at this time. Each student will receive a written course outline no later than the first day of class.

#### **Books and Supplies**

Course material and resources will be provided to the students online. Required textbooks are to be obtained by the student. Students will be informed of what materials are required and may request information on where they may purchase them.

#### **CANCELLATION POLICY**

Cancellation of this agreement can happen at any time with written notice to either party. The student is required to pay all fees due to RTU. If you wish to cancel your enrollment agreement, you must submit written notice to the administrator in person, by certified mail, or electronic mail. The agreement can also be cancelled by termination. The cancellation will be in effect the date the notice is received. Please submit the notice of cancellation to:

Radiological Technologies University VT  
Attn: Betsy Datema  
100 E. Wayne Street, Ste. 140  
South Bend, IN 46601

**REFUND POLICY**

The University shall pay a refund to the student in the amount calculated under the refund policy specified in this section. The school will make the proper refund no later than thirty (30) days after the student's written request for cancellation or withdrawal is received by the Administrator. The following refund policy applies:

1. Cancellation must be received in writing by the administrator in person, by certified mail, or electronic mail. Cancellation can also occur by termination.
2. The student is entitled to a full refund of monies paid, except the application fee, if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. The student is entitled to a full refund of monies paid, except the application fee, if a cancellation request is received after three (3) business days but before the first day of class.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

**GROUND FOR TERMINATION**

I agree to comply with the rules and policies and understand that the School shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the School reserves the right to modify the rules and regulations and that I will be advised of any and all modifications.

**GRADUATION REQUIREMENTS**

I understand that in order to graduate from the program and to receive a degree, I must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination with a 80% average, and satisfy all financial obligations to the School.

**EMPLOYMENT ASSISTANCE**

I understand that the School has not made and will not make any guarantee of employment or salary upon my graduation. The School will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities. Upon program completion, the student understands that positions might not be available within an area they consider reasonable to travel to without relocating. Students declining positions or not pursuing positions because they do not want to relocate are not considered to be actively seeking employment.

**ACKNOWLEDGEMENT**

This contract contains the entire agreement between the School and myself, and no further modification or representation except as herein expressed in writing will be recognized.

NOTICE TO PROSPECTIVE STUDENTS: DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if student is under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
RTU-VT Administrator Signature

\_\_\_\_\_  
Date

## Curriculum Plan: MS level program in Medical Physics

This is a sample curriculum plan. Each student will have a plan customized to fit their academic needs.

### Core Courses (40 credits required)

MP501	Radiation Dosimetry	(4 credits)
MP502	Radiation Biology	(3 credits)
MP503	Physics of Diagnostic Radiology	(3 credits)
MP504	Physics of Nuclear Medicine	(3 credits)
MP505	Physics of Radiation Oncology I	(3 credits)
MP506	Physics of Radiation Oncology II	(3 credits)
MP508	Radiological Instrumentation	(2 credits)
MHP510	Health Physics & Radiation Safety	(3 credits)
MP520	Computer Systems in Medicine	(2 credits)
MP590	Medical & Professional Ethics	(1 credit)
MATH401	Mathematical Methods	(3 credits)
MATH402	Advanced Mathematical Methods	(2 credits)
MP599	Seminars*	(1 credit)
MP599	Seminars*	(1 credit)
MP599	Seminars*	(1 credit)
MP599	Seminars*	(1 credit)
MP699	Clinical Internship	(4 credits)

\*Required each of the four semesters

### Elective Courses (9 credits required)

MP611	Physics of Brachytherapy	(3 credits)
MP613	Physics of Nuclear Oncology	(3 credits)
MP615	Physics of Proton Therapy	(2 credits)
MD689	Medical Dosimetry Lab	(1 credit)
MP602	Advanced Radiation Biology	(2 credits)
MP603	Advanced Diagnostic Radiology	(2 credits)
MHP601	Shielding Design	(2 credits)
MP698	Independent Study in Medical Physics	(1-4 credits)

## Plan of Study

Fall 2011	
Radiation Dosimetry	4
Radiation Biology	3
Physics of Diagnostic Radiology	3
Seminars session 1	1
	<b>11</b>

Spring 2012	
Physics of Nuclear Medicine	3
Physics of Radiation Oncology I	3
Radiological Instrumentation	2
Physics of Brachytherapy	3
Seminars session 2	1
	<b>12</b>

Summer 2012	
Clinical internship	4
	<b>4</b>

Fall 2012	
Health Physics/Radiation Safety	3
Physics of Radiation Oncology II	3
Mathematical Methods	3
Physics of Nuclear Oncology	3
Seminars session 3	1
	<b>13</b>

Spring 2013	
Shielding Design	2
Dosimetry lab session 1	1
Advanced Mathematical Methods	2
Medical and Professional Ethics	1
Seminars session 4	1
Computer Systems in Medicine	2
	<b>9</b>
