

Career Step Enrollment Extension Agreement

Overview

This Enrollment Extension Agreement (“Agreement”) is an agreement between the undersigned student (“Student” or “you”) and Career Step, LLC (“Career Step”). PLEASE READ THIS AGREEMENT CAREFULLY BEFORE ACCEPTING THIS AGREEMENT. BY CLICKING “I ACCEPT” BELOW OR BY SIGNING THIS AGREEMENT, YOU INDICATE THAT YOU ACCEPT THIS ENTIRE AGREEMENT AND AGREE THAT IT WILL BE LEGALLY BINDING ON YOU.

Terms and Conditions

1. Extension: Career Step offers unlimited extensions for the completion of each of its independent study programs. You may purchase up to two extensions at a time. You hereby request to extend your enrollment period in one or more of the Career Step independent study programs.
2. Pricing and Length: The extension price and extension period of each Career Step program for which an extension may be purchased are shown in the chart below. A \$59.00 reactivation fee will be assessed if an extension is purchased up to 3 months after the expiration date of the original enrollment or the prior extension. A \$99 reactivation fee will be assessed if an extension is purchased more than 3 months after the expiration date of the original enrollment or the prior extension. An extension may only be purchased within 6 months of the expiration date of the original enrollment or the prior extension, but a Student may re-enroll in the program.

<u>Program</u>	<u>Extension Length</u>	<u>Extension Price</u>
<i>Medical Transcription</i>	4 months	\$ 199.00
<i>Medical Transcription Editor</i>	4 months	\$ 299.00
<i>Career FastTrack: Medical Transcription Editing</i>	3 months	\$ 299.00
<i>Outpatient Medical Coding and Billing</i>	4 months	\$ 199.00
<i>Inpatient and Outpatient Medical Coding and Billing</i>	4 months	\$ 299.00
<i>Professional Medical Coding and Billing ICD-9</i>	4 months	\$ 299.00
<i>Professional Medical Coding and Billing ICD-9/10</i>	4 months	\$ 299.00
<i>Professional Medical Coding and Billing ICD-10/9</i>	4 months	\$ 299.00
<i>Career FastTrack: Medical Coding</i>	4 months	\$ 299.00
<i>Pharmacy Technician w/Healthcare Admin & Billing</i>	4 months	\$ 299.00
<i>Pharmacy Technician w/Healthcare Administration</i>	4 months	\$ 299.00
<i>Pharmacy Technician w/Healthcare Billing</i>	4 months	\$ 299.00
<i>Pharmacy Technician</i>	3 months	\$ 199.00
<i>Healthcare IT</i>	4 months	\$ 299.00
<i>Computer Technician</i>	3 months	\$ 199.00

<i>Medical Office Manager</i>	4 months	\$ 299.00
<i>Medical Administrative Assistant with EHR</i>	3 months	\$ 199.00
<i>Electronic Health Records Office Professional</i>	3 months	\$ 199.00
<i>Medical Administrative Assistant</i>	3 months	\$ 199.00
<i>Medical Billing</i>	3 months	\$ 199.00
<i>Administrative Assistant</i>	3 months	\$ 199.00
<i>Executive Assistant</i>	3 months	\$ 199.00
<i>ICD-9 for ICD-10 Coders</i>	3 months	\$ 199.00
<i>ICD-10 for ICD-9 Coders</i>	3 months	\$ 199.00
<i>Medical Transcription Editor Refresher before exp.</i>	1 month	\$ 59.00
<i>Medical Transcription Editor Refresher</i>	1 month	\$ 69.00

3. Extension Payment Plans: For Students that choose to pay for extensions using a payment plan, payments will be automatically charged by Career Step on the same day of the month as the date this Agreement is accepted; or, if such day of the month does not occur in a particular month, on the last day of the month. Career Step will charge a \$10.00 monthly service fee on extension payment plans. Students who purchase an extension with a payment plan must make all payments regardless of when they finish or if they finish their program of study. If the Student fails to make a payment required under the payment plan, Career Step will charge a \$10.00 fee in addition to the payment amount due.
4. Declined payments or late payments will be assessed a fee of \$10.00 per incident. Payments returned for insufficient funds will be assessed a fee of \$20.00 per incident.
5. Career Step may suspend or terminate the Student's access to the program for non-payment or late payment.
6. Career Step may report information about the Student's account to the credit bureaus. Late payments, missed payment, or other defaults on your account may be reflected in your credit report.
7. Refund Policy: All extension costs are non-refundable, and all sales are considered final as of the date this Agreement is accepted.
8. Entire Agreement: This Extension Agreement, together with the Career Step Enrollment Agreement and the Training Program Privacy Policy and License Agreement, (when signed or electronically accepted by Student and then approved and accepted by Career Step) represents the full and complete terms of the agreement between Career Step and you regarding the subject matter hereof. **By accepting this Extension Agreement, you acknowledge that you are still bound by the terms and conditions of the Enrollment Agreement and the Training Program Privacy Policy and License Agreement and that your enrollment in Career Step programs continues to be subject to just agreements.**

[Click Here](#) to View Career Step's current standard Enrollment Agreement
[Click Here](#) to View Career Step's current standard Training Program Privacy Policy and License Agreement

Signature: {{_es_signer_signature}}

Printed Name: {{_es_signer_fullname}}

Date Signed: {{_es_signer_date}}