INDEPENDENT CPC® CERTIFICATION EXAM PREPARATION

STUDENT ENROLLMENT & PAYMENT AGREEMENT

Prepare. Practice. Build Speed. Test With Confidence.

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1. STUDENT INFORMATION

Student Full Name: _____

Address: _____

City/State/ZIP: _____

Phone Number: _____

Email Address: _____

Course Start Date: _____

Course End Date: _____

Class Days/Times: _____

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2. PROGRAM INFORMATION

The student is enrolling in the:

Corrina Lynch Independent CPC® Certification Exam Preparation Program

Program Length: 10 Weeks

Format: Live Online via Zoom

Class Schedule: Two classes per week

Class Length: Approximately 2 hours per class

Live Instruction: Approximately 40 hours

This program is designed solely to help students prepare for the Certified Professional Coder (CPC®) certification examination.

This program is an **independent examination-preparation course**.

It is not a college, diploma program, degree program, or occupational certificate program.

Completion of this course does **not** award the student the CPC® credential.

Students must independently register for, pay for, take, and pass the official CPC® certification examination.

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3. TOTAL TUITION

Total Course Tuition: $1,200

A **$400 deposit** is required to reserve the student's seat.

The $400 deposit is applied toward the total $1,200 tuition.

Balance After Deposit:

$800

The student's seat is not considered reserved until the $400 deposit has been received.

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4. PAYMENT OPTIONS

The student may select one of the following payment arrangements.

OPTION A — PAY REMAINING BALANCE IN FULL

☐ $400 deposit

☐ $800 remaining balance

Total: $1,200

The remaining $800 must be paid by:

Due Date: _____

OPTION B — TWO ADDITIONAL PAYMENTS

☐ **$400 deposit at registration**

☐ **$400 payment**

Due Date: _____

☐ **$400 final payment**

Due Date: _____

Total: $1,200

OPTION C — FOUR SMALLER INSTALLMENTS

☐ **$400 deposit at registration**

Remaining balance:

☐ $200 — Due: _____

☐ $200 — Due: _____

☐ $200 — Due: _____

☐ $200 — Due: _____

Total: $1,200

CUSTOM APPROVED PAYMENT ARRANGEMENT

If another installment arrangement is approved, the terms will be written below.

Payment 1: $_____ Due: _____

Payment 2: $_____ Due: _____

Payment 3: $_____ Due: _____

Payment 4: $_____ Due: _____

Remaining Balance: $_____

Any custom payment arrangement must be approved by the instructor/provider in writing.

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5. ACCEPTED PAYMENT METHODS

Payments may be made by:

- **Zelle**
- **Credit Card**
- **Cash App**

Payment information will be provided to the student during registration.

Students should include their full name when submitting electronic payments.

A receipt or electronic payment confirmation should be retained by the student for their records.

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6. DEPOSIT & CANCELLATION POLICY

The initial **$400 deposit reserves the student's seat and is credited toward the $1,200 tuition.**

A student may request cancellation in writing within **three business days after signing this agreement**, provided the course has not begun.

If cancellation is received within that period, amounts paid will be refunded.

After the three-business-day cancellation period, the **$400 seat-reservation deposit becomes non-refundable**, except if the course is canceled by the instructor/provider.

If the instructor/provider cancels the entire course before it begins, payments made toward that course will be refunded.

If a class meeting must be canceled by the instructor, reasonable efforts will be made to provide a makeup class or reschedule the session.

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7. WITHDRAWAL AFTER THE COURSE BEGINS

Students who decide to withdraw should notify the instructor/provider in writing.

After instruction has begun, tuition already earned for instruction and services provided will not automatically be refundable.

Any refund request will be reviewed based on:

- The date written withdrawal notice was received
- The portion of the program already completed
- Course materials already provided
- Services already rendered
- Payments already made

Any approved refund will be communicated to the student in writing.

Stopping attendance does not, by itself, constitute written cancellation of this agreement.

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8. LATE OR MISSED PAYMENTS

Students choosing an installment plan agree to make payments according to the payment schedule in this agreement.

If a payment is missed, the student should contact the instructor/provider promptly.

Failure to maintain the agreed payment schedule may result in:

- Temporary suspension from live classes
- Temporary suspension of access to instructor-created course materials
- Suspension of additional services until the account is brought current

Students remain responsible for tuition that has become due under their agreed payment schedule.

9. REQUIRED CODING BOOKS

The **cost of coding books is NOT included in the $1,200 tuition.**

Students are responsible for ordering their own current examination-year editions of:

REQUIRED BOOK 1

AMA CPT® Professional Edition

Used for procedure coding, including:

- Evaluation and Management
- Anesthesia
- Surgery
- Radiology
- Pathology/Laboratory
- Medicine
- CPT modifiers

REQUIRED BOOK 2

Current ICD-10-CM Coding Book

Used for:

- Diagnosis coding
- ICD-10-CM guidelines
- Alphabetic Index
- Tabular List
- Sequencing
- Laterality
- Combination codes
- Z codes

REQUIRED BOOK 3

Current HCPCS Level II Coding Book

Used for:

- Supplies
- Drugs

- Durable medical equipment
- Ambulance services
- HCPCS modifiers
- Level II coding

BOOK ACKNOWLEDGMENT

I understand that I am responsible for purchasing the required coding books and that their cost is **not included** in my tuition.

Student Initials: _____

Students are strongly encouraged to have all required books before the first class.

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10. OPTIONAL STUDY MATERIALS

Students may independently purchase additional materials such as:

- AAPC CPC® Study Guide
- AAPC CPC® Practice Exams
- Anatomy reference materials
- Medical terminology references
- Coding tabs
- Highlighters

The purchase of optional AAPC products is separate from tuition paid for this course.

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11. WHAT TUITION INCLUDES

The $1,200 tuition includes:

- 10 weeks of CPC exam-preparation instruction
- Approximately 40 hours of live instruction
- Two scheduled classes per week
- Instructor-created coding exercises
- Weekly quizzes
- Homework assignments
- Timed coding drills
- Medical coding case studies
- CPT coding review

- ICD-10-CM review
- HCPCS Level II review
- Modifier review
- Evaluation and Management review
- Anatomy and medical terminology review
- Coding guideline review
- Midterm examination
- Original final mock examination
- Code-book navigation techniques
- CPC examination strategies
- Student progress monitoring
- Instructor-created study materials
- Final exam-readiness assessment

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12. WHAT TUITION DOES NOT INCLUDE

The $1,200 tuition does **not** include:

- AAPC membership
- Official CPC® examination fee
- CPT® book
- ICD-10-CM book
- HCPCS Level II book
- AAPC Study Guide
- AAPC Practice Exams
- Certification fees
- Retesting fees

Students are responsible for registering and paying for their official certification examination separately.

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13. ATTENDANCE

Regular attendance is strongly encouraged.

Because this is an accelerated 10-week examination preparation program, missing classes may significantly affect the student's preparation.

Students should notify the instructor as soon as possible when they know they will miss a class.

A missed class does not automatically entitle the student to:

- A tuition refund
- A private makeup class
- An extension of the course
- A reduction in tuition

When practical, the instructor may provide makeup materials, assignments, or another reasonable method of reviewing missed material.

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14. STUDENT RESPONSIBILITIES

Students are expected to:

- Attend class regularly
- Arrive prepared
- Bring required coding books
- Complete assigned work
- Participate in coding exercises
- Complete practice questions
- Study between classes
- Practice code-book navigation
- Follow class conduct expectations
- Respect other students
- Maintain their agreed tuition payment schedule

Success requires significant independent study outside scheduled class hours.

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15. ONLINE CLASS REQUIREMENTS

Because classes may be conducted online through Zoom or another approved platform, the student is responsible for having:

- Reliable internet access
- A computer or appropriate electronic device
- Access to Zoom or the designated class platform
- A working email address
- Required coding books
- A reasonably quiet learning environment

The instructor/provider is not responsible for classes missed because of a student's internet, computer, telephone, or equipment problems.

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16. COURSE MATERIALS & COPYRIGHT

Instructor-created:

- Presentations
- Worksheets
- Practice questions
- Mock exams
- Handouts
- Study guides
- Recordings
- Quizzes
- Case studies

are provided for the enrolled student's personal educational use.

Students may not reproduce, sell, publish, distribute, upload, share, or commercially use instructor-created materials without written permission.

Students may not record live classes unless permission is given in advance.

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17. NO GUARANTEE OF EXAMINATION RESULTS

The student understands that participation in or completion of this course does **not guarantee**:

- Passing the CPC® examination
- Receiving CPC® certification
- Employment
- Promotion
- Increased salary
- Job placement
- A particular examination score

Certification decisions and examination results are determined independently by the organization administering the certification examination.

Student Initials: _____

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18. INDEPENDENT EXAM-PREPARATION DISCLOSURE

This course is independently operated.

It is **not affiliated with, sponsored by, approved by, or endorsed by AAPC** unless such authorization is separately obtained and provided in writing.

AAPC administers its own certification programs and examinations.

Students must register directly with the appropriate certification organization for the official examination.

CPC® and other referenced certification marks belong to their respective trademark owners.

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19. NO DIPLOMA OR PROFESSIONAL CERTIFICATION

This course provides examination preparation only.

Completion of the course does not result in:

- A college degree
- An academic diploma
- A state occupational license
- A CPC® certification
- An AAPC credential

The instructor/provider may provide documentation showing participation or completion of the **exam-preparation course**, but such documentation is not a professional coding certification.

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20. STUDENT CONDUCT

Students are expected to maintain professional and respectful behavior during class.

Disruptive, threatening, abusive, discriminatory, harassing, or repeatedly inappropriate conduct may result in removal from class.

Academic dishonesty, unauthorized sharing of examination materials, or unauthorized distribution of instructor materials may also result in removal.

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21. COMMUNICATION

Official course notices may be delivered through:

☐ Email

☐ Text Message

☐ Student Portal

☐ Other: _____

Student Email: _____

Student Phone: _____

Students are responsible for keeping their contact information current.

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22. ENTIRE AGREEMENT

This document represents the agreement between the student and the instructor/provider concerning enrollment and tuition for this course.

Any changes to payment terms or other material provisions should be made in writing and acknowledged by both parties.

If any provision of this agreement is determined to be unenforceable, the remaining provisions are intended to remain in effect to the extent permitted by law.

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23. STUDENT ACKNOWLEDGMENT

By signing below, I acknowledge that:

☐ I have read this agreement.

☐ I understand the total tuition is **$1,200**.

☐ I understand that a **$400 deposit** is required to reserve my seat.

☐ I understand that the deposit is credited toward my tuition.

☐ I understand my selected payment schedule.

☐ I understand the required coding books are purchased separately.

☐ I understand AAPC membership and the official CPC® examination are not included.

☐ I understand that this is an independent exam-preparation course.

☐ I understand that completing this course does not guarantee that I will pass the CPC® examination.

☐ I understand that completing this program does not grant me CPC® certification.

☐ I understand the attendance, cancellation, refund, and payment policies.

☐ I have had the opportunity to ask questions before signing.

PAYMENT PLAN SELECTED

☐ Pay Remaining Balance in Full

☐ Two Additional $400 Payments

☐ Four $200 Installments

☐ Custom Approved Payment Plan

SIGNATURES

STUDENT

Printed Name: _____

Signature: _____

Date: _____

INSTRUCTOR / PROGRAM REPRESENTATIVE

Corrina Lynch

Signature: _____

Date: _____

PAYMENT RECORD

Deposit Amount: $400

Date Received: _____

Payment Method:

☐ Zelle

☐ Credit Card

☐ Cash App

Remaining Balance: $800

Payment #2: $_____ Date: _____

Method: ☐ Zelle ☐ Credit Card ☐ Cash App

Payment #3: $_____ Date: _____

Method: ☐ Zelle ☐ Credit Card ☐ Cash App

Payment #4: $_____ Date: _____

Method: ☐ Zelle ☐ Credit Card ☐ Cash App

Payment #5: $_____ Date: _____

Method: ☐ Zelle ☐ Credit Card ☐ Cash App

FINAL ACCOUNT STATUS

Total Tuition: **$1,200**

Total Paid: $_____

Balance Remaining: $_____

Date Paid in Full: _____

CORRINA LYNCH

Independent CPC® Certification Exam Preparation

Prepare. Practice. Build Speed. Test With Confidence.

I intentionally made the contract say that your course is **exam preparation only** and does not issue the CPC credential or promise employment. That matches the structure we've been building and helps distinguish your program from a licensed diploma school. (Online Sunshine)

Before using the agreement, have a Florida attorney review the cancellation/refund section for your particular business structure and payment processing setup.