

**ALBANY COLLEGE OF PHARMACY
AND HEALTH SCIENCES**

Enrollment Agreement

Students registering for the Kaplan MCAT Preparatory Course offered on the Albany College of Pharmacy and Health Sciences Campus must follow the procedures below and sign this agreement.

Register by contacting the ACPHS Registrar's Office:

Jeff Dufour, Registrar

ACPHS

Library Building, Room 310B

106 New Scotland Avenue

Albany, NY 12208

Tel. (518) 694-7222

Email: registrar@acphs.edu

Please note that enrollment is on a first-come, first-served basis.

Payment:

Upon registration, students are required to pay the Full Course Tuition (\$1,499). Checks should be made payable to ACPHS. Checks can either be mailed or dropped off in person at the addresses below:

Mail Payment:

ACPHS

Student Accounts

106 New Scotland Avenue

Albany, NY 12208

Drop off Payment to:

Craig Lankenau, Director of Student Accounts

Holland Avenue Building, B101A

Tel. (518) 694-7245

Email: Student-accounts@acphs.edu

Note: Upon full payment students' names and contact information will be provided to Kaplan 4 weeks prior to the start of the course. Kaplan will then contact students with information on how to access online resources and will ship study materials to students. ACPHS will not list students on the roster provided to Kaplan unless full payment for the course has been received.

Withdrawal and Refunds:

I understand that if I wish to withdraw from the Course, it will be on the following terms:

- Cancellation before 1st session, 100% fees are refunded (less shipping and handling fee).
- Cancellation before 2 sessions, 75% fees are refunded (less shipping and handling fee).
- Cancellation before 3 sessions, 50% fees are refunded (less shipping and handling fee).
- Cancellation after 3rd session, there will be NO REFUND.

Right to Repeat Course/No Warranties:

I understand that ACPHS/Kaplan make no warranties, express or implied, as to my ultimate performance on the MCAT after completing the Course. I further hereby waive any claim that I may now or in the future have against ACPHS/Kaplan, including (but not limited to) any claim relating to my performance on the MCAT, the conduct of the Course, the content of materials distributed during the Course, or events occurring before, during, or after class sessions of the Course.



Personal Electronic Devices

All personal electronic devices, including, but not limited to, cellular telephones, laptop computers, tablet computers, iPads or iPods or other MP3 players, video cameras or cameras, tape players, and any other recording device that summons an electronic processor, must be turned off and stored out-of-sight while students are in class unless otherwise directed by the course instructor.

Copyrighted Materials

I understand that the materials that I will receive during the Course are protected by all applicable copyright, trademark, and unfair competition laws and that any unauthorized use of those materials (including, without limitation, copying or redistributing them) without the written consent of the copyright or trademark owner could subject me to civil or criminal penalties, or both.

Important Dates

Registration Deadline: January 18th, 2019

Course Meeting Times: 12 sessions total

Saturdays 12:00 – 3:00 pm (January 26th- March 30th, 2019, no 3/16 class)

Sundays 9:00 am – 12:00 pm on Feb. 3rd, 10th, and 24th, 2019

Date of First Session: Saturday, January 26th, 2019

I acknowledge that I have read the process and terms delineated above as a condition to my admission to the Kaplan MCAT preparation course at ACPHS:

Signature: _____

Name: _____ **Date:** _____

Email: _____

Visit <https://www.kaptest.com/mcat/courses/mcat-prep-in-person> to learn more. Or email Dr. Brookins, Director of Pre-Professional Pathways, at Elizabeth.Brookins@acphs.edu