



NextStep Medical Academy

3029 Deans Bridge Road, Augusta, GA 30906

Phone: 706-910-0700

Email: nextstepacademy4u@gmail.com

CLINICAL MEDICAL ASSISTANT ENROLLMENT APPLICATION

Program Information

Program: Medical Assistant Program Length:

22 Weeks (460 Clock Hours)

Lecture: 200 | Lab: 180 | Clinical: 80

Schedule: Monday- Thursday: 9:30am- 3:00pm

Start Date: _____

End Date: _____

Student Information

Name: _____

Date of Birth: _____

SS: _____

Phone: _____

Email: _____

Address: _____

High School Diploma: Yes/No

GED: Yes/No

Tuition and Fees

Tuition: \$2,300.00

Application Fee (non-refundable): \$50.00

Total Cost: \$2350.00

Payment Method

☐ Full Payment ☐ Payment Plan ☐ Other: _____

Tuition Payment Plan Information: Tuition deposit of \$400.00 must be paid in full at time of enrollment. Weekly and bi-weekly payment must be paid beginning the second week of class each Friday. By signing this contract, the student agrees with the tuition, fees, and cost associated with NextStep Medical Academy.

_____ Weekly: \$100.00

_____ Biweekly: \$200.00

Cancellation & Refund Policy

NextStep Medical Academy adheres to the refund policies required by the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

Three-Day Cancellation: Applicants may cancel this agreement without penalty by notifying NextStep Medical Academy within three business days after signing this agreement, excluding weekends and holidays. After the third day, but before classes begin, the institution will retain the \$50 Application fee.

Other Cancellations: The minimum number of students in the program is 3. If the course is rescheduled due to low enrollment, students will be notified by phone or email. Students will have the choice of a refund or schedule to attend the next upcoming class. The deposit is transferrable to the next scheduled class. If the class starts is changed for a second time, the student will be eligible for a full refund of all monies paid.

Withdrawal: Students who wish to withdraw from NextStep Medical Academy after classes begin will be subject to the refund policy below. NextStep Medical Academy may retain \$50 Application fee after the three-day cancellation or after classes begin. Students who withdraw from the program after the three (3) business day cancellation period and before completing 50% of the program are entitled to a prorated refund of tuition based on the percentage of the program completed.

- **Refunds:** Refunds will be provided on a prorated basis based on hours completed and amount of tuition paid. Refunds will be provided to students within 45 days of withdrawal.

Non-Refundable Fees

- A one-time application fee of \$50 will be charged and is non-refundable.
- Fees paid for goods or services provided by third-party vendors (such as background checks, drug screenings, or certification exam fees) are non-refundable if the service has already been rendered or cannot be canceled.
- Refunds will be provided to students within 45 days of withdrawal

Withdrawal Process

Students who wish to withdraw from the program must submit a written withdrawal request to the school. The date of withdrawal will be determined by the date the written notice is received.

The institution utilizes an official withdrawal form to document the withdrawal process.

Attendance Policy

Attendance is required for all scheduled classes, lab, and clinical sessions. Excessive absences may result in dismissal from the program.

Externship

Includes a 40-hour clinical externship at approved healthcare facilities.

Career Services

Resume assistance and job readiness support provided. Enrollment at NextStep Medical Academy and completion of any course or certificate program, including passing industry exams and obtaining industry certification, is not a guarantee of employment or job placement. Employment is not guaranteed.

Complaint Procedure

NextStep Medical Academy is committed to resolving student concerns in a fair, timely, and professional manner. Students are encouraged to first attempt to resolve any issues informally with the instructor or school administration.

Step 1: Submit a Formal Complaint

If the issue is not resolved informally, the student must submit a formal written complaint to the school.

Submission Requirements:

- Complaints must be submitted in writing (email or written document)
- Must include:

- Student name
- Date of complaint
- Detailed description of the issue
- Any supporting documentation

Complaints should be submitted to:

NextStep Medical Academy 3029 Deans Bridge Road Augusta, GA 30906
Email: nextstepacademy4u@gmail.com

Step 2: Institutional Review Process

Upon receipt of a formal complaint:

- The school will acknowledge receipt of the complaint within **5 business days**
- The complaint will be reviewed by school administration
- A written response will be provided within **10–15 business days**

The response will include:

- Findings of the review
- Any actions taken (if applicable)
- Final decision of the institution

Step 3: Appeal to GNPEC

If the student is not satisfied with the final decision of the institution, the student has the right to file a complaint with the Georgia Nonpublic Postsecondary Education Commission (GNPEC).

GNPEC Contact Information

Georgia Nonpublic Postsecondary Education Commission (GNPEC) Phone: (770) 414-3300
Website: <https://gnpec.georgia.gov>

Georgia Nonpublic Postsecondary Education Commission Address:
2082 East Exchange Place
Tucker, GA 30084

Complaint Form: <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Certification Disclosure

Students may sit for the NHA CCMA exam after completion.

Certification is not guaranteed.

Acknowledgment

Please read each statement carefully for your understanding. Include your initials next to each statement and include your signature and date at the end of the agreement.

_____ I have received a copy of NextStep Medical Academy catalog, and a student enrollment agreement.

_____ Enrollment or completion of NextStep Medical Academy does not guarantee employment.

_____ NextStep Medical Academy does not guarantee that credit earned will be transferred to another institution.

_____ Tuition must be paid in full as outlined in the agreement.

_____ I understand that once signed by both parties this contract becomes legally binding.

_____ All third-party loans must be repaid according to the terms of the note even if the borrower does not complete his or her education, cannot get a job after completion of the program or I am dissatisfied with the education.

By signing this contract, I agree with the tuition, fees, and costs associated with NextStep Medical Academy.

I acknowledge that I have read and understood all policies.

Student Signature: _____ Date: _____

School Representative: _____ Date: _____