

Irene's Myomassology Institute

ELECTIVE ENROLLMENT FORM

To register for elective classes, complete this form and submit it to administration. Elective registration can be done in person, by mail or fax to (248) 350-8068. The school is not responsible for forms lost during fax transmission. A confirmation call to (248) 350-1400 is suggested for all forms sent via fax.

All tuition and fees paid by the applicant shall be refunded, if requested, within 3 business days after signing a contract with the school.

If you have questions or would like assistance in selecting electives, please ask for help. Always consult your personal calendar to confirm your availability for class dates. There is a \$10.00 administrative fee charged per class for canceling or changing an elective.

For full time students the fee for required hours is included in their tuition payments. For part-time payment plan students, the cost of each elective must be paid upon enrollment. Non-current students require full payment. Required texts are purchased in the store.

If a student is unable to attend a scheduled elective, they should call the school. A student may not attend any portion of an elective, without attending the first day. If a student is absent for an elective without providing five day prior notice, a \$25.00 administrative fee is charged for classes up to 16 hours, and a \$50.00 administrative fee is charged for classes over 16 hours.

IF YOU WANT TO RECEIVE FORM 1098-T FOR USE ON YOUR TAXES, YOU MUST GIVE YOUR SOCIAL SECURITY NUMBER TO A STAFF MEMBER.

NAME _____ TODAY'S DATE _____

STREET ADDRESS _____ EMAIL ADDRESS _____

CITY _____ STATE _____ ZIP _____

CELL# _____ HOME# _____ WORK# _____

PLEASE CHECK ONE: Current Student Non-Student Past Student

MONTH & YEAR YOU STARTED SCHOOL _____

NAME OF ELECTIVE CLASS	CLASS DATE	PAYMENT	# OF HOURS
Total Number of Elective Hours Scheduled			

Charge my Visa/MC # _____ Exp Date _____

Signature _____ **Questions? Call (248) 350-1400**

< OFFICE USE ONLY >

Total Paid \$ _____ Date Processed _____ Initials _____