

School of EMS Finance Meeting Topics-20 Minute Meeting (please read from top to bottom and be ready for your appointment)

Please make every effort to be on time (20 minutes per student). Meeting will be held via phone, but you must be able to log into your mySOE account to complete necessary documents. If you are more than FIVE minutes late, your meeting will be canceled.

1. Payment Options:

- a. UNC (United National Credit)
- b. SOE in-house financing: 0% interest and must be paid off prior to the end of the course.
- c. Pay in full

2. Payment Plans:

- a. Please review your payment plan agreement before signing
- b. You must keep a card on file to be automatically charged on the 1st or the 15th of each month.
- c. \$50.00 late fees may be assessed ONE DAY after the missed payment and each month that we are unable to automatically draft your account.
- d. After 2 weeks of non-payment, you may have your Canvas access restricted. After 2 weeks of not having access to Canvas, you may be dropped from the course.
- e. If you withdraw, the payment plan will remain in force until the applicable tuition charges have been paid. (See refund schedule)
- f. If you make additional payments through your MySOE account, you will need to email StudentFinance@schoolofems.org for the subscription to be updated. (If you do not your subscription will still process on the date agreed upon.)
- g. We need at least 48 hours' notice to stop a payment from drafting. (This does not include weekends, we are in the office 8-5, M-F CT)
- h. YOU WILL NOT BE ALLOW TO GRADUATE THE PROGRAM WITH A BALANCE.
- i. Please monitor your SOE email daily. If you change your address or phone number while enrolled, please email StudentServices@schoolofems.org

3. Refunds:

- a. **PLEASE PAY CLOSE ATTENTION TO THE REFUND SCHEDULE LISTED BELOW.**

Refund Policy	
EMT Programs (Not based out of Florida)	
Time in Course**	Amount Owed
1-6 Days	30%
7-12 Days	75%
13+ Days	100%
Paramedic Programs (Not based out of Florida)	
Time in Course**	Amount Owed
1-12	30%
13-24	75%
25+	100%
All Florida-Based Programs	
Time in Course**	Amount Owed
1-3 Days	0%*
Day 4- 40% Program Completion	Prorated amount per clock hours completed
More than 40% Program Completion	100%
<p>*There is a \$150 non-refundable enrollment fee (in the form of a deposit) for all programs. The percentage indicated does not include this amount.</p> <p>**This hour total is calculated based on instruction offered in that specific program/course regardless of whether or not the student actually attended specific class days or turned in assignments.</p>	

- b. Your total fees are a combination of the enrollment fee, regional fee, and your tuition. All fees will be charged as of the official start date of your course. (With the exception of Florida students, whose fees will attach on the 3rd day) Only your tuition is pro-rated on the above percentage scale.
- c. Your withdrawal from the program DOES NOT stop the auto-draft from occurring. If you are having financial difficulty, please reach out to StudentFinance@schoolofems.org to discuss options that may be available to you.
- d. The \$150 application/enrollment fee is non-refundable immediately.

***** If you do not have your immunizations uploaded by the deadline, YOU MAY BE REMOVED FROM THE PROGRAM!!

Although the NREMT exam may be hosted by SOE, these fees are not included in your tuition, regional fee, or enrollment fee. The NREMT fees will be in addition to the course fees that are discussed in your Finance Meeting.

If you have any questions after this Finance Meeting, please send them to studentfinance@schoolofems.org

