

Tri-State Institute of Pharmaceutical Sciences (TIPS)

1057 Sixth Avenue, Huntington, WV 25701

Enrollment Contract Terms and Conditions

1. Privacy Act (FERPA): All student records are subject to the provisions of the **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99). This is a Federal law that protects the privacy of student education records.
2. Payment of the tuition is required prior to enrollment at the beginning of each semester of the program. Registration for courses at TIPS will be official when all financial obligations are met. *To ensure the student's registration will not be interrupted, all payments should be remitted upon receipt of the pre-billing statements, sent approximately 3-4 weeks prior to each semester.*
3. The Institute recommends that all financial arrangements be completed by May 15 for admission to the first semester. Payment may be made in the form of cash, check, money order, VISA, MasterCard, or Discover Card. All payments must be made in U.S. Dollars.
4. The Institute reserves the right to change fees and charges without notice.
5. Unpaid accounts that are more than 30 days past due for the second semester of the program are subject to the following:
 - a. The account will be considered delinquent and will accrue interest at 18% APR.
 - b. The student may not be able to register for the second semester.
 - c. The account may be turned over to a collection agency and subject to additional collection fees, up to 50% of the outstanding balance.
 - d. The account may be reported to credit reporting agencies and appear on the credit report of all responsible parties.
 - e. The student may be suspended from the program
6. Tri-State Institute will NOT release final grades and/or transcripts until all balances are paid in full.
7. Persons signing this contract are responsible for making sure all financial requirements including applications for grants, loans, and scholarships of all types are completed and approved before registration.
8. In the event the student withdraws or is suspended, the balance due will be paid as stated in the Cancellation and Refund Policy.