

## Stand-Alone Course Contract between Student, Preceptor, & the National College of Midwifery

**NCM Stand-Alone Course(s) you are signing up for:** \_\_\_\_\_

Date of Curriculum being used: 01/2019 Date of NCM Student Handbook & Catalog being used: 2019

**Student Information:**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Preceptor Information:**

Name of Preceptor: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Preceptor Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Dates of Student study with this Preceptor:**

From (MM/DD/YY): \_\_\_\_\_ To (MM/DD/YY): \_\_\_\_\_

Student Initials	Preceptor Initials
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I understand that this contract is valid for the dates listed above and the official e-mail Notification from NCM will contain the actual start date for this approved contract.

Student Initials	Preceptor Initials
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**Student and Preceptor Acknowledgements:**

I understand that the completion of stand-alone courses will not result in a degree from the National College of Midwifery.

I have read and understand NCM's Handbook/Catalog. This is available online both before and during a student's enrollment at NCM and is subject to periodic change. I understand that this contract and the Handbook/Catalog constitute the entire agreement between the student, preceptor & NCM.

NCM does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

NCM may terminate the student's enrollment for failure to abide by established standards of conduct, to maintain satisfactory academic progress, and to comply with attendance, academic, and financial requirements in the Catalog. The student's financial obligation to NCM must be paid in full before credit for stand alone courses may be awarded.

Should the student and preceptor terminate their contract, the student is still enrolled in the College and may continue training with different preceptor(s) under separate contract(s).

*Please submit all application materials in one single package by mail (Do not submit by fax or email):*

**National College of Midwifery, 1041 Reed St, Suite C, Taos, NM 87571**

*Preceptor references and official transcripts may be sent separately. Incomplete applications are discarded after 60 days.*

**STUDENT-PRECEPTOR REMUNERATION AGREEMENT:**

- ☐ This Remuneration Agreement is between one student and one preceptor - continue below:
- ☐ Payment Agreement is with group practice or learning site- *please do **not** fill-out here, but instead attach a **Fee Statement for Learning Site** or signed agreement between group practice/learning site and student.*

Discretionary Units	Student-Preceptor Remunerations	Method for Acknowledging Exchange
	<p>If \$0 paid by student to preceptor for academic &amp; clinical instruction, write "none"</p> <p>(Subject to Remuneration Refund policy)</p>	

**Example Remuneration Agreements between student and preceptor:**

Examples	Discretionary Units	Example Student-Preceptor Remunerations	Method for acknowledging exchange
Example 1	per week	5 hours office work done by student @ a rate of \$15/hour= \$75 in exchange for academic instruction	Time sheet
Example 4	per credit	\$60 paid by student to preceptor in exchange for academic instruction	Monthly receipt
Example 5	per hour	\$20 paid by student to preceptor for academic instruction	Receipt at time of service
Example 6	per month	\$0 paid by student to preceptor for academic & clinical instruction	none

**Discretionary Units**

Discretionary Units refer to a length of time (weeks, months, trimester) or activity (such as per credit academic instruction) Please note that NCM does not accept any time unit longer than a trimester. The Discretionary Unit and Remuneration associated with it is recurring through the contract length. A new Preceptor Fee Agreement can be submitted at the end of any Discretionary Unit.

**Remuneration is exchanged between student and preceptor only.** Remuneration can be delineated in a myriad of ways, including but not limited to an exchange of personal and professional services, office work, payment by student to preceptor, or even preceptor remuneration to the advanced student for birth assistant services when appropriate.

*Remuneration is defined by Discretionary Units and includes specifics, such as type of work, dollar amounts, and acknowledgement of completion (for example a time sheet, receipt, etc.). If the remuneration is not a monetary amount there still must be a monetary amount associated with the remuneration. (e.g. 5 hours of office work @ \$15/hr).*

**Student-Preceptor Remuneration Agreement Cancellation and Refund Policy**

- Either party may terminate this arrangement if a working relationship fails to develop or if remuneration agreements are not met according to this contract. Should the agreement be terminated prior to completion of the Remuneration Agreement timeframe, the monetary amount of the remuneration will be exchanged.
- The preceptors will notify NCM of any changes in writing within 30 days.

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- Students and preceptors enter into their own financial agreements. Remunerations are exchanged and if a refund ever becomes necessary it is directly between preceptor and student.
- The student must submit a written termination of contract and request for refund to the Preceptor in writing.
- Refunds must be made within 30 calendar days after receiving written request for refund.
- The student and preceptor agree to the following refund schedule:

Date of student withdrawal as a % of the enrollment period (Discretionary Unit) for which the student was obligated	Portion of tuition and fees obligated and paid eligible to be retained by the Preceptor
Cooling off period of at least three work days from the date of agreement or payment	All payments shall be refunded
Prior to commencing instruction of the Discretionary Unit	No more than \$100 or 5% in tuition or fees, whichever is less, may be retained by the Learning Site as registration charges
On 1 <sup>st</sup> class day of the Discretionary Unit	0%
After 1 <sup>st</sup> day; within 10% of the Discretionary Unit	10%
After 10%; within 25% of the Discretionary Unit	50%
After 25%; within 50% of the Discretionary Unit	75%
50% or thereafter the Discretionary Unit	100%

Updated 12/14/15 to satisfy U.S. department of education and NM POST-SECONDARY EDUCATIONAL INSTITUTION ACT 5.100.2.20

**I affirm the above Remuneration Agreement and understand the Student-Preceptor Agreement Cancellation and Refund Policy:**

Preceptor Initials:

Date:

Student Initials:

Date:

### **CHARGES, FEES & REQUIRED PURCHASES:**

Payments made to the National College of Midwifery are *not* tax deductible and NCM does *not* issue 1098T forms.

### **PAID TO THE NATIONAL COLLEGE OF MIDWIFERY:**

- \$25 Application Fee (Non-Refundable, paid upon application)
- \$75 per course credit (paid prior to enrollment in each course)

### **ADDITIONAL ESTIMATED COSTS NOT PAID TO THE NATIONAL COLLEGE OF MIDWIFERY:**

**TEXTBOOKS:** Students are not required to own the books, but must have access to them. NCM does not sell books, and the books required for courses are not included in NCM's administrative fee.

Estimated Cost: (depends on the course. Average textbook cost per credit \$32)

**REMUNERATION:** Preceptors may require remuneration for their academic and clinical teaching time in the form of a monetary or service amount. Students and their preceptors agree to remuneration per discretionary unit detailed in the Remuneration Agreement in this contract. Remuneration (if any) is subject to the NCM's Refund Policy. All refunds are handled directly between preceptors and student.

**LEARNING SITE FEE:** Some preceptors may work in a clinic, practice, or other learning site that requires a Site Fee. This fee is paid directly by the student to the Site. Students are required to complete a Fee Statement for Learning Site Form and submit it to the College.

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**NCM Cancellation and Administrative Fee Refund Statements**

- All requests for withdrawal from the course and request for refunds must be submitted to the National College of Midwifery in writing.
- The date entered in the mail log or the next business day after an email is dated is considered the last day of Official Enrollment. No further grades or clinical experiences will be recorded after this date.
- NCM considers the start date to be the date the student is notified by NCM that they are officially enrolled in their program marking the beginning of the Obligation Period.
- No refund or prorated amount of the administrative fee for completing the program/course early will be provided.
- Refunds are calculated based on the Obligation Period listed below.
- Refunds must be made within 30 calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.
- Upon request by a student or a department, NCM shall provide an accounting documentation within five workdays.
- NCM will honor state-mandated refund policies for higher education of the student's state of residence, if more generous than NCM's stated refund policy.

**Refund Calculation Policy**

Date of student withdrawal for which the student was obligated	Portion of Administrative Fee Refunded to Student by NCM
<b>Obligated Period is Defined as one(1) 120 day trimester</b>	<b>Administrative Fee = \$75/credit</b>
Cooling off period of at least three work days from the date of agreement or payment or prior to official enrollment	100% of Total Administrative Fee
Official Enrollment of 4-12 days	90% of Total Administrative Fee
Official Enrollment of 13-30 days	50% of Total Administrative Fee
Official Enrollment of 31-60 days	25% of Total Administrative Fee
Official Enrollment of 61 days or longer	0% of Total Administrative Fee

I affirm reading the above NCM Administrative Fee Refund Statements and understand the NCM Refund Calculation Policy:

**CANCELLATION AND REFUND OF TUITION AND FEES:**

Student

Initials:

**CONTRACT ACCEPTANCE**

My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities in regard to this contract.

Signature of Student

Date

Signature of Preceptor

Date

Signature of NCM Official (Date of signature of NCM official is the official date of enrollment)

Date

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