



WIZARD MEDICAL EDUCATION

9516 West Peoria Avenue
Peoria, AZ 85345

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wizardeducation.com

October 3, 2018

Angel Ramirez, Chief
San Luis Fire Department
1165 N. McCain Ave.
P.O. Box 445
San Luis, AZ 85349

Chief Ramirez,

The following is a description of our agreement to conduct a paramedic class at your facility. Thank you for giving us the opportunity to help with your educational programs and provide paramedic education in your area.

Wizard Medical Education Corporation is a company in the business of providing Paramedic programs and other medical education classes. San Luis Fire Department would like to provide paramedic education to some of its employees and other members of the medical community. To achieve this objective we agree as follows:

Wizard Education agrees to:

1. Create all class schedules and teaching material.
2. Assure that all appropriate equipment and supplies are present for the course.
3. Screen and select all course applicants.
4. Provide all course instruction.
5. Provide all learning materials.
6. Provide the teleconference equipment.
7. Collect all tuition and fees for the program.
8. Maintain proper accreditation for all certificate programs.
9. Maintain adequate insurance coverage throughout the program.

San Luis Fire Department agrees to:

1. Provide six class participants and pay course tuition for San Luis employees.
2. Provide adequate classroom space as defined by the Wizard Education representative.
3. Provide personnel to open the classroom at 7:30 AM every Thursday and Friday from October 11, 2018 to August 8, 2019.
4. Designate a San Luis Fire Department representative who will distribute tests, answer sheets, and handouts provided by Wizard Education, proctor examinations from 8 AM to 10 AM every Thursday & Friday, and send test results via email to the Wizard Education office.
5. Store the Wizard Education teleconference and other teaching supplies and equipment in a safe and secure area.
6. Provide high speed internet access for the teleconference equipment.
7. Read and agree to Wizard Education refund Policy (see attached)

The paramedic course is scheduled to start October 11, 2018 . At this time Wizard Education has institutional accreditation status through the Accrediting Bureau of Health Education Schools (ABHES) and paramedic program accreditation from the Committee on Accreditation of Emergency Medical Services Professions (CoAEMSP) which entitles all program graduates to sit for the National Registry of Emergency Medical Technicians paramedic exam.

If these terms are acceptable please sign and return a copy to me. If there are changes that you would like to make or provisions that you would like to add please do so and return to me to revise. Thank you for your consideration. We look forward to working with you.

Fredrick Killingbeck
CEO Wizard Education
623-388-8900 Office
602-769-0263 Cell
fred@wizardeducation.com

Authorized Company Representative
Name

Title

Signature



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CANCELLATION AND REFUND POLICY:

An applicant denied admission by the school is entitled to a refund of all monies paid. All tuition and fees, excluding the application fee (\$200.00), shall be refunded if a student does not commence class attendance.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide 100% refund.

Full refunds will be issued in the event courses/programs are discontinued.

Refund after the commencement of classes:

Withdrawing is the formal discontinuance of a student's enrollment at Wizard Medical Education and involves the student dropping all classes after the course begins. Depending on the time of withdrawal, a student may be entitled to a refund of some part of the tuition. (See refund schedule below)

A student choosing to withdraw from the school after the commencement of classes is required to provide written notice to the Program Director. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

Refund Schedule: (Private Pay Students)

Any student who Officially withdraws from a course is eligible for a refund. according to the following schedule:

- Prior to Third week of instruction.....50%
- Prior to Fourth week of instruction.....25%
- After Fourth week of instruction.....0%

Any refund issued is for PAID tuition only.

All refunds will be issued within 30 days of the determination of the withdrawal date.

No refund of tuition shall be made to any student who has commenced attendance and does not formally withdraw, is suspended for disciplinary reasons, or leaves the course as a result of disciplinary action.

Fredrick Killingbeck
CEO Wizard Education
623-388-8900 Office
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Authorized Company Representative
Name

Title

Signature

fred@wizardeducation.com