

# ENROLLMENT PROCESS

Once Fellows have been accepted to the program, submitted the non-refundable deposit, and have not opted to defer, they will be enrolled in the program. The first payment is due 2 weeks before the first day of enrollment. This date will be communicated to Fellows by the Director, ASPMF.

## DEFERMENT

Upon acceptance, Fellows may opt to defer for a period up to six-months (for Fellowship only). Written communication with the Director, ASPMF must be received within ten business days from the time of acceptance. A non-refundable deposit must be received by MTSA with a letter of intent ten business days prior to enrollment into the subsequent cohort. Failure to submit payment and enroll in the subsequent cohort results in termination of acceptance.

## FINANCIAL ENROLLMENT PROCEDURES

On enrollment day, the Program Administrator, and/or designees will review and summarize all costs, schedules, and obligations, and will issue and discuss the salient features of the current year's Acute Surgical Pain Management Fellowship. Students will sign the Enrollment Contract and pay for semester (1). Students will be asked to review the Release of Information Policy and sign the consent form, and will also be made aware of HIPAA policies related to patient data collection for educational purposes.

Each student should be aware that there may be updated versions of the *Student Handbook* published during his enrollment. While significant changes are rare, students must abide by the current version of the *Student Handbook*, unless otherwise noted, including abiding by the most current tuition and fee changes. The student will be notified of financial changes in advance.

## CREDIT HOURS

The Fellowship Program is 12 months in length at a half-time status. MTSA defines full-time status as enrollment in 9 or more credit hours in a semester, half-time status is defined as enrollment of 6-8 credit hours in a semester and enrollment less than 6 hours is considered a less than half-time status.