

## Frequently Asked Questions

### Tuition, Financial Aid & Refunds

#### **Is financial aid available for the medical certificate courses?**

- No, these are noncredit classes, which don't qualify for federal funding. Most students pay from their own pockets or get a loan from their bank or credit union.

#### **How much does the course cost?**

- Medical Coding is an 80-hour course and costs \$1,824 and includes books.
- Pharmacy Technician is a 50-hour course and costs \$1,024 and includes books.
- Medical Administrative Assistant is a 50-hour course and costs \$1,024 and includes books.

#### **What are my payment options?**

- Tuition payments **must be paid in full** at the time of registration regardless of how you choose to register.
- Madonna University accepts e-check, personal or cashier's check, money order, Master Card, Discover and American Express credit cards. **NO VISA is accepted.** A 2.9% nonrefundable service fee will be charge to all credit cards used. The service fee is nonrefundable even if the class fills or you drop from the course.

#### **If I change my mind after the first few classes, how do I drop a medical certificate class and will I get a refund?**

- On the first day of class, instructors pass out the deadlines for withdrawing from these classes. You must drop by the 100% refund date to receive a full refund on your course fee. The \$25 registration fee and 2.9% credit card fee are nonrefundable. Contact the Office of Continuing Education at 734-432-5804 for more information.

### Registration Information

#### **What are the requirements to enroll?**

- You need a high school diploma. If you are a high school student, you must receive your diploma by the time the course is completed.
- You must pay for the course at the time you register. We do not provide any payment plans.

#### **How long does it take to find out if I get into the class, once I've registered?**

- Registration is on a first-come, first-serve basis. If you are enrolled in the class, a confirmation letter will be sent to you one week after you register.
- If you do not receive notice from Madonna University one week after you register, call the Office of Continuing Education and Professional Studies at 734-432-5804 to confirm if your name appears on the class list.

### Course Details

#### **How much homework can I expect?**

- To be successful in this class, students can expect 5-10 hours of homework per class, which will prepare you for class discussions, in class tests and the final exam.
- The Medical Coding class meets for study sessions in addition to class time. This extra time benefits students who choose to take the national exam.

**Do I have to take the national exam?**

- No. Students choose to take the national exam as a resume builder, to increase their chances for hire and if they ever leave Michigan, they can carry their credentials outside of the state. See “National Exams” for governing organizations and exam costs.

**How does this condensed class compare to a full-semester course?**

- Use your own judgment. These are job training courses to prepare students for entry-level healthcare positions that pay \$11-\$15 per hour. Most colleges offer similar classes, since the healthcare field is experiencing current job growth.

**How often do you offer these courses?**

- Classes are held each term and are scheduled for October, February and May.

**Do you offer the medical certificate courses online?**

- No

**How do I arrange a consultation with the Office of Continuing Education?**

- Email the Continuing Education staff at [gvankerschaever@madonna.edu](mailto:gvankerschaever@madonna.edu) or [jstephens@madonna.edu](mailto:jstephens@madonna.edu) to set an appointment or call (734) 432-5804.

**Campus Location****Where is the campus located?**

- Madonna University, 36600 Schoolcraft Rd., Livonia, MI 48150 (The Livonia campus is at the corner of Schoolcraft and Levan roads.)

**Are these medical certificate classes offered at the Orchard Lake campus?**

- Not at this time.

**Job Outlook****Do you guarantee employment after completing this class?**

- Our medical certificate programs provide a comprehensive approach to job skills training using best practices, theories and concepts, and practical knowledge. Earning a Certificate of Attendance in these courses does not guarantee students employment as they enter the workforce. We provide you with job search tools, but ultimately, your job search is your own responsibility.

**I am an older student; will this put me at a disadvantage?**

- The Age Discrimination in Employment Act of 1967 (ADEA) protects individuals who are 40 years of age or older from employment discrimination based on age.

**What if I don't have any medical experience, will I be able to find a job?**

- If you are a career changer or have no experience in the medical field, consider volunteering at a nearby hospital. You will gain knowledge of the hospital's operations, procedures and medical terminology. Ask for a letter of recommendation when you've completed your volunteer work, so you can present it during your job interviews.

**Is there a career center at Madonna University, where students receive assistance in finding employment?**

- In class, students receive a **graduate packet** containing information on resume writing, interviewing skills and how to follow-up in a job search. Web sites will also be given to you that post jobs in the medical field.

- To assist with your job search, the Office of Continuing Education & Professional Studies does a **quick search of current job postings via the internet** and will mail job postings with your Certificate of Attendance. This is not an extensive job search and there may be more jobs available that our office has not found.
- Your instructors may also pass on **job leads**.
- Also visit [www.madonna.edu/university-resources/career-services](http://www.madonna.edu/university-resources/career-services) for information on resume writing workshops.

**What is the job placement rate for students who've received these certificates?**

- We contact medical certificate students for tracking, however, only one-third of graduates respond. About 15% report they've found employment at the time we speak with them. (About 15-30% of students enrolled in these classes are already working in the medical field and are taking the course to enhance their skills and gain national certification.)