

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.05.01.00.00)
EFFECTIVE DATE: 9/11
REVISION DATE: 10/13, 5/17, 11/17, 2/19, 12/19, 2/20, 11/22, 3/24
REVIEW DATE: 10/12, 7/14, 3/15, 3/16, 5/18, 4/20, 4/21, 5/23

SUBJECT: CLINICAL EDUCATION FEE PAYMENT (4+1 STUDENT ONLY)

PURPOSE:

To provide instructions for payment of the clinical education fee.

POLICY:

1. A 4+1 student accepted in the Saint Francis School of Medical Laboratory Science will be required to pay a clinical education fee for the clinical internship in accordance with the payment terms of the *Contract for Training* agreement.
2. Payments are made during summer, fall and spring time periods. Payment is required for training only during the time periods in which the student is enrolled.
3. Fees are non-refundable.
4. Payment default will result in termination from the program and the outstanding balance will be sent to a collections agency.
5. Alteration of program status from a post-baccalaureate (4+1) student to a baccalaureate candidate enrolled in a university (3+1) must take effect prior to beginning the program. The student must meet all university requirements to obtain a degree in Medical Laboratory Science upon program completion.
6. A 1098-T tax form is not issued for clinical education fees. Amount varies per year. Total educational fee amount for the **2024-2025** academic year, according to the Regional University Systems of Oklahoma, is: **\$8,406.90**

PROCEDURE - STUDENT RESPONSIBILITY

1. Payments must be made by the dates indicated in the "Contract for Training."
2. Payments are made at the Cashiers Office of Saint Francis Hospital.
3. Make checks payable to: **Saint Francis Hospital, Inc.**
4. Give account number 51500-CC0060010126 to the cashier.
5. Take receipts to the program director for proof of payment. A copy of the receipt will be kept by the program director and the original will be returned to the student.

REVIEWED BY:

Program Director, School of Medical Laboratory Science