



of Health Sciences

"Where Education Comes To Life"

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## Allen School Catalog Addendum

### Requirements for Online Certificate and Associate Degree Programs

All online students applying for the Medical Insurance Billing and Coding (MIBC) programs must complete and/or submit the following:

- Student interview with the Admissions Department to assess applicant's motivation and expectations.
- All enrollment documents including the Enrollment Agreement (if you are under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian).
- Payment of registration fee.
- Submit proof of graduation from high school – Official or unofficial High School Transcript or an original High School diploma, certificate, or other official proof of graduation from an institution providing secondary education, or the equivalent of such graduation.
- Demonstrate basic competencies in technology and grammar skills by successfully passing an intake assessment.
- Financial Aid Forms (If applicable).
- Attend a mandatory orientation session as part of the registration process prior to the first day of classes.
- A graduate from the Medical Insurance Billing & Coding Certificate Program with a minimum cumulative GPA of 2.25% and 90% attendance (for Associate Degree Program only).