



Print Name: \_\_\_\_\_ Program: \_\_\_\_\_

Semester: \_\_\_\_\_

**Textbook Program Opt-Out Policy Form  
A.O.S/Certificate Medical Assistant Program**

The New York School for Medical and Dental Assistants provides textbooks to students in an effort to provide affordable and timely delivery of textbooks for their coursework. You have the option of opting out and purchasing the required textbooks from other sources. Carefully read through your option and please select one of the following:

*I choose to purchase all textbooks through The New York School for Medical and Dental Assistant.*

The cost of textbooks required for completion of the A.O. S. Medical Assistant program at The New York School for Medical and Dental Assistants is included in the total program cost listed in the enrollment agreement. The school offers all necessary textbooks for this program as part of the program cost.

*I choose to Opt-Out of purchasing the textbooks through the school and receive a credit on my account for the value of the books.*

Students have the right to opt-out of the inclusion of textbook costs being included in the program cost. If a student chooses to assume the responsibility to purchase textbooks and course materials on their own, they must understand their rights and responsibilities of this opt-out request. For you to purchase textbooks on your own, please read and understand your rights and responsibilities.

- Students who opt out of the textbook program must purchase their own textbooks and are responsible for ensuring they have the correct textbooks as required by their course instructor.
- It is the student's responsibility to review the book list for purchase and obtain their own textbooks for each course.
- If for any reason you have not received your textbooks in time, it is not the responsibility of The New York School for Medical and Dental Assistant to provide any accommodations.
- Student must opt-out prior to receiving their textbooks and the request is effective for the duration of each program enrollment.
- Students must notify the school in writing in order to opt back in.

***This is to certify that I choose to purchase my textbooks through the school, and I have received the textbooks.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Program

\_\_\_\_\_  
Signature

*This is to certify that I choose NOT to purchase the following textbooks through the school, and I will receive a credit on my account for the following textbooks. (Please check off the textbooks you choose to purchase on your own)*

**Medical Assistant Textbooks Prices**

**Remedial Courses**

Title	ISBN	Price
<b>MAT 090: Mathematics Skills</b>	978-1-133-36544-0	\$181.00
<input type="checkbox"/> 1. Basic College Mathematics: An Applied Approach 10th Edition Richard Aufmann		
<b>ENG 090: Writing Skills</b>		
<input type="checkbox"/> 2. A Guide to Writing with Readings 11th Edition Evergreen: Susan Fawcett	978-1-337-09704-8	\$125.00

**General Education**

Title	ISBN	Price
<b>BIO 110: Human Biology</b>		
<input type="checkbox"/> 1. Memmler's The Human Body in Health & Disease Jones and Bartlett	978-1-4963-8050-0	\$64.00
<b>COM 105: Interpersonal Communications (62 Credits)</b>		
<input type="checkbox"/> 2. Communication in our lives (ebook) Julia T Wood / Cengage	978-1-337-514712	\$34.00
<b>GS 105: Professional Development (62 Credits)</b>		
<input type="checkbox"/> 3. Professionalism in Health Care Sherry Makely	978-0-132-441567-3	\$60.00
<b>ENG 101: English Composition</b>		
<input type="checkbox"/> 4. Steps to Writing Well, 2016 MLA Update 13th Edition Jean Wyrick	978-1-337-28093-8	\$98.00
<b>MAT 110: Mathematics</b>		
<input type="checkbox"/> 5. Beginning Algebra Cengage	978-1-337-61606-5	\$140.00

**Applied General Education**

<b>CS 107: Computer Applications</b>		
<input type="checkbox"/> 1. Welcome to Microsoft Office 2013 Murphy, Labyrinth Learning	978-1-59136-659-1	\$45.00

<b>Major Core Courses</b>
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<p><b>ALH 100: Healthcare in the US</b></p> <p><input type="checkbox"/> 1. Delivering Health Care in America</p>	<p>978-1-284-12449-1</p>	<p>\$94.00</p>
<p><b>ALH 105: Nutrition</b></p> <p><input type="checkbox"/> 2 Wardlaw's Perspectives in Nutrition 11th <b>McGraw Hill</b></p>	<p>978-1-260-53035-3</p>	<p>\$125.00</p>
<p><b>ALH 110: Healthcare Law and Ethics</b></p> <p><input type="checkbox"/> 3. Medical Law and Ethics Bonnie F. Fremgem/Pearson</p>	<p>978-0-13-399898-6</p>	<p>\$88.00</p>
<p><b>ALH 200: Leadership in Healthcare</b></p> <p><input type="checkbox"/> 4. Leadership for Health professionals: <b>G Ledlow</b> (Theory, Skills, and Application) JB Ascend</p>	<p>978-1-284-10941-2</p>	<p>\$ 105.00</p>
<p><b>BIO 220: Introduction to Pharmacology</b></p> <p><input type="checkbox"/> 5. Pharmacology for Health Professional Jones and Bartlett</p>	<p>978-1-6083-1575-8</p>	<p>\$110.00</p>
<p><b>MA 101: Medical Terminology (62 Credits)</b></p> <p><input type="checkbox"/> 6. Programmed learning Approach to Med. Term Jones and Bartlett</p>	<p>978-1-284-20912-9</p>	<p>\$75.00</p>
<p><b>MA 110/200/205: Clinical Procedures and Pathology I- II-III</b></p> <p><input type="checkbox"/> 9. Comprehensive Medical Assistant 5<sup>th</sup> Edition <b>** With Student Guide**</b> Jones and Bartlett</p>	<p>978-1-284-20630-2</p>	<p>\$130.00</p>
<p><input type="checkbox"/> 10. Comprehensive Medical Assistant 5<sup>th</sup> Edition <b>** Without Student Guide**</b> Jones and Bartlett</p>	<p>978-1-284-20883-2</p>	<p>\$90.00</p>
<p><input type="checkbox"/> 11. Medical Assisting Text 5<sup>th</sup> Edition, Student Guide Kronenberger, Wolters Kluwer</p>	<p>978-1-4963-0249-6</p>	<p>\$42.00</p>
<p><input type="checkbox"/> 12. ECG's Made Easy Robert J. Hubert/ Karin C. Vanmeter/ Elsevier</p>	<p>978-0-323-40130-2</p>	<p>\$70.00</p>
<p><input type="checkbox"/> 13. Pathophysiology for Health Professions Robert J. Hubert/ Karin C. VanMeter/ Elsevier</p>	<p>978-0-323-41442-5</p>	<p>\$99.00</p>
<p><b>MA 118: Principles of Health Insurance</b></p> <p><input type="checkbox"/> 14. <b>Medical Assisting Text 5<sup>th</sup> Edition</b> with Simchart for Medical office Amy DeVore</p>	<p>978-0-323-39423-9</p>	<p>\$120.00</p>

**PSY 115: Psychology**

15. Health Psychology: An Introduction to Behavior and Health 978--337-709464-1 \$101.00  
Cengage, 9th Edition

**MA 210: RMA Review**

16. Medical Assisting Exam review 4<sup>th</sup> Edition 978-1-284-20920-4 \$70.00  
Jones and Bartlett

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Print Name

Program

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Signature

Date