

Method of Payment: The method of payment is check, money order, cash or credit card. All checks must be signed by the student or his/her parent/guardian, VA Benefits, Retail Installment Loan, Workforce Investment Act (WIA), NYC Dept. of Labor Voucher.

Please note: Transcripts and certificates will be withheld pending satisfaction of all financial obligations.

Students have the option of a payment plan in the Basic Jewelry Making course.

Tuition Fee \$650

- 1. \$ 400 + \$5 (finance chrg) = \$405
- 2. \$ 250 + \$5 (finance chrg) = \$255

The first payment is due before the first day of class, all other payments are made three weeks from one another. There is a \$5 finance charge on each payment.

Refund Policy

First Quarter: 36 and 30 hour course

If termination occurs:

School May Keep

Prior or during the first week	0%
During the second weeks	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

Mini Refund Policy: 8 hour course

If termination occurs:

School May Keep

0 - 15% of the program	0%
16 - 30% of the program	25%
31 - 45% of the program	50%
46 - 60% of the program	75%
After 60% of the program	100%

Any refund due a student shall be paid by the School within 45 days of the date on which the student withdraws or is terminated from the program. The termination date for refund is the last date of the actual attendance by the student. The amount of refund due a student is determined by the last day of attendance of the quarter.

A student who wished to withdraw from class must submit a written statement to that effect. Date and time must be stamped on the statement, by the Director. The failure of a student to notify the Director in writing of withdrawal may delay a refund of tuition due, pursuant to section 5002 of the Education Law.

Termination:

Misconduct, unsatisfactory work progress, or poor attendance are grounds for termination by the School prior to completion of the course.

Grounds for termination/cancellation by the School include:

Unsatisfactory Progress: The minimum satisfactory grade is 2.0 or 70%. Should a student fall below a GPA of 2.0 for any one marking period, he/she will be put on probation. The student has until the next marking period to improve his/her GPA or be dismissed.

Misconduct: Conduct considered unacceptable -. Possession of intoxicant or illegal drugs on School premises; possession of firearms or illegal weapons; theft; disruptive behavior or refusal to follow instructions or administrators directions.

Attendance: Studio Jewelers, Ltd. maintains attendance records, and students must complete their class work within the time specified in the course description. Both a 36 hour and a 30 hour course allows one absence, while an 8 hour course allows no absences. Punctuality is mandatory, lateness is considered a 1/4 day's absence. Excessive absences can result in dismissal from the School. A student is considered tardy when arriving 10 minutes after class begins. For both a 36 hour and 30 hour course, two tardies lead to probation, four tardies can lead to termination. For an 8 hour course, two tardies lead to probation, and three tardies can lead to termination.

Certificate: A certificate will be issued to all students that have met the requirements and standards of the School.

Placements: The School cannot guarantee employment, but will provide graduates with assistance and job leads upon graduation.

School Information: The School is open:
Monday to Thursday from 9 am to 9 pm
Friday 9 am to 7 pm
Saturday 9 am to 3 pm

Student Acknowledgement:

I acknowledge that (a) I have received the student rights disclosure material and (b) that I was enrolled by the Licensed agent referenced below:

Student Date

Agent Name Certificate # Date

ADVICE TO BUYER: (A) DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT. (B) YOU MUST RECEIVE AN EXACT COPY OF THE CONTRACT YOU SIGN, AND THE SCHOOL CATALOG.

Student Signature Date

Parent/Guardian
(if minor): _____ Date: _____

I have received a copy of the Student Disclosure Material

Student Signature Date

SCHOOL USE ONLY

I hereby acknowledge and accept payment of \$ _____ in the form of

cash check credit card # _____

Accepted by Agent _____ No. _____ Date: _____
Private school agent for Studio Jewelers, Ltd.

Note: Please refer to the attached for a separate retail installment agreement.

This Enrollment Agreement consists of four (4) pages and constitutes the entire agreement between the applicant/student and the School.