



ENROLLMENT AGREEMENT - ENGLISH AS A CAREER LANGUAGE

Name: _____ Social Security Number _____

Address: _____ City _____ State _____ Zip _____

Telephone Number (____) _____ Date of Birth: _____ Email: _____

Term 1 start: _____ end: _____ **Term 2:** start: _____ end: _____ **Term 3:** start: _____ end: _____

Class Schedule: 5 evenings per week. between the hours of 6 pm to 9:30pm. There are three terms in this program.

ENGLISH AS A CAREER LANGUAGE	Contact Hours	Clock Hours	Hours Per Week	Tuition	Materials Fee	Technology Registration Fee	Non Refundable	Program Total
	900	900	20	\$4,410	\$375	\$110	\$100	\$4,995

Method of Payment

Students receiving insufficient financial assistance to cover tuition and fees will be required to establish an individual payment plan. A certificate will be issued upon graduation provided satisfactory financial arrangements have been made.

Tuition Refund Policy

A student who cancels within 7 days of signing the enrollment agreement will have all monies returned. Tuition and fees collected on behalf of a student who does not commence class, shall not exceed \$100. The student must notify the school in writing within five business days of the date of their withdrawal. Tuition liability is always calculated as of the student’s last day of attendance. The school shall evenly divide the total tuition charges among the number of terms. After instruction is begun in a school, if a student withdraws or is discontinued, the school may retain no more than:

If termination occurs in first term:

- Prior to or during 1st week: DFA retains: 0% of term tuition
- During 2nd week : DFA retains: 20% of term tuition
- During 3rd week: DFA retains: 35% of term tuition
- During 4th week: DFA retains: 50% of term tuition
- During 5th week: DFA retains: 70% of term tuition
- After 5th week: DFA retains: 100% of term tuition

If termination occurs in subsequent term:

- During 1st week: DFA retains: 20% of term tuition
- During 2nd week : DFA retains: 35% of term tuition
- During 3rd week: DFA retains: 50% of term tuition
- During 4th week: DFA retains: 70% of term tuition
- After 4th week: DFA retains: 100% of term tuition

Refunds, due students, will be made without requiring formal notification. Any monies paid to the school in excess of the amount due from a student who cancels, withdraws, or is discontinued will be refunded within forty five (45) days of such determination. If a student does not provide official notification and fails to attend thirty (30) consecutive calendar days he or she will be notified. Notification will be sent via regular mail whereas the student has twelve (12) calendar days to respond and/or attend. If no response is received to the contrary during those 12 days, the student will be withdrawn effective their last date of attendance.

The student agrees to maintain regular attendance and to abide by the rules and regulations of the school. The student understands that 85% minimum attendance is required by the NYS Education Department to graduate. Attendance is the obligation of the student and that the school’s policy regarding absence and make-up as stated in the school catalog will apply. Violation of school rules and regulations may subject the student to dismissal.



The student acknowledges receiving a copy of this agreement and the school catalog. The student by signing this agreement acknowledges that he/she has read the agreement and understands and agrees to the terms and conditions. Signing of this agreement by the school is written confirmation by the school that the above-named student has been approved to enter the above-named program. This agreement is not binding until three business days after signing by both parties. The student and the school will retain a copy of this agreement.

Signature:

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

Student Signature _____ Date _____

The agent who enrolled me was: _____ Cert. #: _____

Student Signature _____ Date _____

I have received a copy of the Student Disclosure Material.

I will provide proof of a HS Diploma or Equivalent.

Student Signature _____ Date _____

Accepted for the school by _____ Date _____