

ENROLLMENT AGREEMENT

Student Name:	
Address:	
Phone:	
Email:	
Instagram Handle:	
Last Four Digits of Social Security Number:	
Date of Birth:	

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the school's rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with Education Law and Commissioner's Regulations.

Program	<input type="checkbox"/> Certificate in Event Planning
Hours	15
Tuition	\$1,095
Materials:	
Provided Lunch:	\$40
Tools:	\$40
Textbook:	\$25
Total	\$1,200

Three-Day Program	Areas Accomplished	# of instructional hrs. per day
Day One	<u>Event Industry 101</u> Review Course Syllabus Basics of Event Industry Event Planning Services Consultation Skills Event Planning Checklist Billing for Services Homework (1.5hr)	5.5
Day Two	<u>Event Deliverables</u> Event Budgets Evaluating Vendors Weekend vs Overall Event Timeline Creating Vision Boards Homework (1.5hr)	5.5
Day Three	<u>Layouts & Presentations</u> Table Seating Layouts Technical Needs and Regulations Vendor Presentations Project Presentations	4

Registered Session

- Fall Session: September 23rd, 25th & 27th, 2019
Certificate Ceremony: September 27th, 2019 (4:30pm - 5:00pm)
Schedule of Program
5:30pm – 9:30pm (M, W)
12pm – 4pm (F)

- Winter I Session: November, 18th, 25th & December 2, 2019
Certificate Ceremony: December 2, 2019 (4:30pm - 5:00pm)
Schedule of Program
12pm – 4pm (M, M, M)

- Winter II Session: January 20, 22th & 24 2020
Certificate Ceremony: January 24, 2020 (4:30pm - 5:00pm)
Schedule of Program
5:30pm – 9:30pm (M, W)
12pm – 4pm (F)

- Spring Session: April 6, 20, & 27, 2020
Certificate Ceremony: April 27, 2020 (4:30pm - 5:00pm)
Schedule of Program
12pm – 4pm (M, M, M)

- Summer Session: June 15, 17 & 19, 2020
Certificate Ceremony: June 19, 2020 (4:30pm - 5:00pm)
Schedule of Program
5:30pm – 9:30pm (M, W)
12pm – 4pm (F)

- Summer II Session: August 3, 5 & 7, 2020
Certificate Ceremony: August 7, 2020 (4:30pm - 5:00pm)
Schedule of Program
5:30pm – 9:30pm (M, W)
12pm – 4pm (F)

- Fall Session: November 16, 23, 30, 2020
Certificate Ceremony: November 30, 2020 (4:30pm - 5:00pm)
Schedule of Program
12pm – 4pm (M, M, M)

Schedule of Program

Day One: 12:00pm – 4:00pm OR 5:30pm – 9:30pm
Homework (1.5hr)

Day Two: 12:00pm – 4:00pm or 5:30pm – 9:30pm
Homework (1.5hr)

Day Three: 12:00am – 4:00pm

Method of Payment

- Total paid in full via check or Credit Card

- Initial Down Payment of 50% by registration deadline. Remaining 50% balance due by Day One of program

- Custom Payment Plan

Refund Policy

- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
- B. Thereafter, a student will be liable for
 - 1. the non-refundable registration fee plus
 - 2. the cost of any textbooks, supplies accepted plus
- 3. tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.
If termination occurs school may keep:
 - 0 - 15% of the program 35%
 - 16 - 35% of the program 66%
 - 36 - 50% of the program 80%
 - After 51% of the program 100%

Student Tuition Liability Chart

Percentage Completed	Completed Portion of Program	Total Amount the School May Keep
0 – 15%	2.5hrs	\$420
16 – 35%	2.5hrs – 5.5hrs	\$792
36% - 50%	5.5hrs – 8hrs	\$960
After 51%	8hrs – End of Program	\$1,200

By my signature, I agree to the conditions of this agreement. I also verify that:

- I have read and received a copy of the school catalog.
- I am 18 years of age or older
- I have attached my High School Diploma (or higher level of education)

Student Signature _____ Date _____

Agent Signature _____ Cert. #: _____ Date _____

I have received a copy of the Student Disclosure Material.

Student Signature _____ - Date _____

Accepted for the school by _____ - Date _____