

**STUDIO JEWELERS, LTD.**  
**32 East 31st Street**  
**New York, NY 10016**  
**(212) 686-1944**

**ENROLLMENT AGREEMENT**

I hereby apply for enrollment with Studio Jewelers, Ltd. (hereinafter referred to as "School") and have had Studio Jewelers, Ltd. fully and completely explained to me. I understand that if my Enrollment Agreement is accepted by the School, it shall be deemed a binding contract.

Name \_\_\_\_\_

Address: \_\_\_\_\_  
street city state zip code

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Soc. Sec. #: XXX-XX-\_\_\_\_\_

Sex (M or F) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Classes commence on \_\_\_\_\_ Expected graduation date \_\_\_\_\_

(Check the appropriate box)

Programs:	<input type="checkbox"/> Comprehensive Jewelry Training - 720 hours	<u>Tuition</u> \$12,000
	<input type="checkbox"/> Comprehensive Jewelry Training - 360 hours	\$ 7,000

Classes are held: Days:  Monday to Friday

Times:  10 - 5 pm

The program is:  12 weeks  24 weeks

The program is  6 hours per day, 30 hours per week

Tool Kit: \$325 plus sales tax (8.875%) \$28.84 = \$353.84

Total fee for tuition plus basic tool kit  \$12,353.84 (720 hour program)  \$7,353.84 (360 hour program)

All supplies are included in the tuition fee. The student must purchase a Basic Tool Kit. Students who already have the required tools do not have to purchase the tool kit. In addition, students have the option to purchase the tools from outside sources other than the School, if so desired.

**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

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

Students have the option of payment plans:

**Tuition Fee \$12,000 (720 hour program)**

**Tuition Fee \$7,000 (360 hour program)**

1. \$3,900 + \$5 (finance chrg.) = \$3,905
2. \$2,900 + \$5 (finance chrg.) = \$2,905
3. \$2,800 + \$5 (finance chrg.) = \$2,805
4. \$2,400 + \$5 (finance chrg.) = \$2,405

1. \$3,100 + \$5 (finance chrg.) = \$3,105
2. \$2,000 + \$5 (finance chrg.) = \$2,005
3. \$1,900 + \$5 (finance chrg.) = \$1,905

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.

**Cancellation Policy/Refund Policy**

**Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within 7 days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment. An applicant requesting cancellation more than 7 days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund as stated in the refund policy.**

**Refund Policy:**

**First and Second Quarters: 720 hours and 360 hours Full-time**

**If termination occurs:**

- Prior or during the first week
- During the second week
- During the third week
- During the fourth week
- After the fourth week

**School May Keep**

- 0%
- 25%
- 50%
- 75%
- 100%

**The school and student enter into agreement under which the student will pay tuition and fees as indicated 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 in accordance with Education Law and Commissioner's Regulations.**

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 for the quarter/term.

A student who wishes 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. A 720 hours curriculum allows the student a maximum of five days absence. While a 360 hours curriculum allows the student a maximum of three days absence. Punctuality is mandatory, lateness is considered 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. Five tardies lead to probation, 10 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 6 pm  
Saturday 9 am to 3 pm

**Student Acknowledgement:**

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

\_\_\_\_\_
Agent Name

\_\_\_\_\_
Certificate Number

\_\_\_\_\_
Date

\_\_\_\_\_
Student Signature

\_\_\_\_\_
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. I HAVE READ AND RECEIVED A COPY OF THIS AGREEMENT**

\_\_\_\_\_
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 document for a separate retail installment agreement.**

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