

280 Middle Country Rd., Selden NY 11784, 2233 Broadhollow Rd Farmingdale NY 11735, 80-02 Kew Gardens Rd .,Kew Gardens,NY11418
(631)289-1200 (631)393-2722 (718)575-1900

ENROLLMENT AGREEMENT: Bartending Course - 40 Hour Program

CANCELLATION AND REFUNDS

A) A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies paid 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 or 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.....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%

C) The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

ATTENDANCE TIME:

Is defined as the time elapsed between the starting date on the contract and the date on which the student formally terminates his/her enrollment in writing irrespective of the time actually attended. Formal written cancellation shall be dated by the post office by

CERTIFIED or REGISTERED mail. IT IS THE RESPONSIBILITY OF THE STUDENT TO KEEP THE RECEIPT FROM THE POST OFFICE OF EITHER THE CERTIFIED OR REGISTERED LETTER. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within 30 days of such actions.

State laws prohibit vocational schools from guaranteeing job placement . However, the school will provide you with as many leads as it

receives. It is your responsibility to contact the school and request leads. If you fail to call, the school will assume you no longer need

assistance. Placement assistance is not available until after graduation. This agreement is non-binding until 7 business days after date signed.

CERTIFICATE OF COMPLETION: Transcript will not be issued unless the student has met all requirements including payment of all fees. Any signature on this agreement is an acknowledgment that I have received a signed copy of this agreement and will abide by school rules. For this course no previous experience is required