



**TURNER TRADE SCHOOL, INC.**  
**145 WEST 30TH ST, 6<sup>TH</sup> FLOOR**  
**NEW YORK, N.Y. 10001**  
**212.736.1507**  
**www.turnerschool.com**

*Licensed by the New York State Education Department  
 Approved by the New York City Fire Department*

**ENROLLMENT AGREEMENT**

NAME(Please print) \_\_\_\_\_

SOCIAL SECURITY# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      DATE OF BIRTH \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

HOME TELEPHONE# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      WORK TELEPHONE# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMPLOYED BY \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TURNER TRADE SCHOOL, INC. agrees to enroll the above student in the course:

**PREPARATION FOR THE NYC REFRIGERATION MACHINE OPERATOR LICENSE EXAMINATION (200 HOURS)**

**SCHEDULE OF SESSIONS:**

***FOR SEPTEMBER ENROLLMENT***

12:00 PM to 5:30 PM SATURDAYS- 6 INSTRUCTIONAL HRS/WK  
 6 hours per week for a total of 25 weeks.(2 terms of 13 & 12 weeks each)

***Expected Start Date: 9-22-2012***

***Expected Graduation Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_***

**SCHEDULE OF FEES:**

NON-REFUNDABLE REGISTRATION FEE (*).....	\$	100.00
BOOKS AND INITIAL SUPPLIES FEE (*).....	\$	325.00
TUITION FEE .....	\$	3325.00
<b>TOTAL COST OF COURSE</b>		<b>\$3750.00</b>

(\*) See Refund Policy

**PAYMENT PLAN:**

Prior to First Class .....	\$750.00
Weekly – First Quarter (1 <sup>st</sup> through 13 <sup>th</sup> week).....	\$100.00
Prior to Second Quarter .....	\$700.00
Weekly – First Quarter (1 <sup>st</sup> through 12 <sup>th</sup> week).....	\$100.00

**CANCELLATION, TERMINATION & REFUND POLICY**

TURNER TRADE SCHOOL INC. reserves the right to reject any application for admission, or to terminate a student for reasons of scholarship, attendance, conduct, arrears in payment or not conforming to the rules and regulations of the school, as described in the school catalog.

**REFUND POLICY:** A student may cancel this agreement at no penalty by notifying the school in writing seven days after midnight of the day on which this agreement was signed, provided the student has not entered into instruction.

After this seven day period and before the student has entered into instruction, if the student cancels this agreement, the school will retain the registration fee of one hundred (\$100) dollars, plus the accrued value of any books and supplies distributed to the student up to \$325.00.

Once the student has entered into instruction, a student will be liable for tuition as of the student's last day of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

**FIRST QUARTER & SECOND QUARTER**  
*If termination occurs, School may keep:*

Prior to and during the first week .....	0%
During the second week .....	25%
During the third week .....	50%
During the fourth week .....	75%
After the fourth week .....	100%

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 thirty (30) days after notification in writing. The date of withdrawal by the student is the last day of attendance.

**COURSE COMPLETION:** Certificates and transcripts will not be issued, nor placement service provided, unless the student has met all requirements including the satisfying of all monetary obligations.

**PLACEMENT ASSISTANCE SERVICE:** While placement service may be provided, it is understood that the school cannot promise or guarantee employment to any student or graduate.

It is understood that this application contains all the terms of the agreement and can only be changed in writing and signed by both parties. I understand that there is no interest charge for any installment payment inasmuch as the cost of the tuition is the same whether paid in advance or in installments. I have read and understand this Enrollment Agreement and I acknowledge receipt of an exact copy of it and the course catalog which contains the school rules and regulations. My signature on this agreement is an acknowledgement that I have been made no promise contrary to the statements in this agreement. FORMAL ACCEPTANCE of this agreement will be acknowledged in writing by an official of the TURNER SCHOOL after verification that the applicant has met the entrance requirements of the school.

**LICENSED AGENT:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**AGENT'S CERTIFICATE NO:** \_\_\_\_\_

**SCHOOL REPRESENTATIVE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**STUDENT:** \_\_\_\_\_ **DATE** \_\_\_\_\_

Student Rights: I acknowledge receipt of the N.Y. State Education Department disclosure materials advising students of their rights under Education Law and Regulations of the Commissioner of Education.

**STUDENT:** \_\_\_\_\_ **DATE** \_\_\_\_\_