

**STUDIO JEWELERS**  
**32 East 31<sup>st</sup> 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: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Sex (M or F) \_\_\_\_\_

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

(Check the appropriate box)

Courses:       Diamond Setting I\*            - 72 hours  
                   Diamond Setting II\*           - 72 hours  
                   Jewelry Repair                    - 72 hours  
                   Wax Modeling/Casting/Molds - 72 hours

Classes are held:    Days:       Mon./Wed.             Tues./Thur.  
                          Times:       10-1 p.m.             2-5 p.m.       6-9 p.m.

The course is:       12 weeks, 3 hours per day, 6 hours per week.  
The course is:       One quarter, of 12 weeks

Tuition fee:            \$1,350

Students in Diamond Setting I must purchase a Basic Tool Kit. The price of the tool kit is \$125 plus sales tax (8.25%, or \$10.30), total price for the tool kit is \$135.30. The total tuition fee, plus the tool kit for Diamond Setting I is \$1,485.30.

Students in Diamond Setting II must purchase a Basic Tool Kit. The price of the tool kit is \$125 plus sales tax (8.25%, or \$10.30), total price for the tool kit is \$135.30. The total tuition fee, plus the tool kit for Diamond Setting II is \$1,485.30. There is no tool kit requirement for Jewelry Repair or for Wax Modeling/Casting/Molds.

Students who already have the required tools do not have to purchase a tool kit and can purchase a tool kit from outside sources other than the School, if desired. All prices for the courses are printed herein.

**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 a payment plan in the Basic Jewelry Making course.

**Tuition fee: \$1,350**

- 1. \$650 + \$5 (finance charge) = \$655
- 2. \$350 + \$5 (finance charge) = \$355
- 3. \$350 + \$5 (finance charge) = \$355

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.

**Refund policy**

**First Quarter: 72 hours**

**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 %

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 wished 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. All 72-hour courses allow two-days absence. Punctuality is mandatory, lateness is considered  $\frac{1}{4}$  day's absence. Excessive absences can result in dismissal from the School. A student is considered tardy when arriving 10 minutes after class begins. Three tardies lead to probation, five 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 a.m. to 9 p.m.  
Friday 9 a.m. to 7 p.m.  
Saturday 9 a.m. to 6 p.m.

**This Enrollment Agreement consists of four (4) pages and constitutes the entire agreement between the applicant/student and the School.**

Student was enrolled by: Agent: \_\_\_\_\_ No.: \_\_\_\_\_

**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.**

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

\_\_\_\_\_  
Date

Parent/Guardian  
(if minor): \_\_\_\_\_

Date: \_\_\_\_\_

I have received a copy of the Student Disclosure Material

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

\_\_\_\_\_  
Date

**SCHOOL USE ONLY**

WF082001

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.