

ENROLLMENT AGREEMENT

Sky Language School - Queens

Location: _____ 136-56 39th Avenue, LL200, Flushing, NY 11354

Additional Classroom: _____ 1133 Willis Avenue, Albertson, NY 11507

Student Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Address:			
Email Address:			
Phone:		D.O.B.:	
SSN:		SEVIS ID:	

The above listed school and student enter into agreement under which the student will pay tuition and fees and 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	• Basic I	• Basic II	• Intermediate I	• Intermediate II	• Advanced I	• Advanced II	• TOEFL
Hours	270	270	270	270	270	270	270
Tuition	\$ 1,970	\$ 1,970	\$ 1,970	\$ 1,970	\$ 1,970	\$ 1,970	\$ 2,050
Books	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120
Registration Fee (Non-Refundable)	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Total	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,190	\$ 2,270
Refund Policy	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks

Method of Payment: Initial Down Payment of \$100 (Registration Fee) with the option of splitting the Tuition payment into a maximum of three (3) installments. A \$20 fee is assessed for each installment. Acceptable forms of payment: Credit, Debit, Check, Money Order, Cash.

Schedule : - 9:30 a.m. – 2:00 p.m. Monday-Thursday
 - 4:30 p.m. – 9:00 p.m. Monday-Thursday
 - 9:30 a.m. -2:00 p.m. **and** 4:30p.m. - 9:00 p.m. Monday & Tuesday or Wednesday & Thursday
 - 9:30 a.m. – 5:00 p.m. Friday and Saturday (Lunch Break: 11:45 p.m. – 12:30 p.m.)
and 2:15 p.m. - 4:30 pm Monday & Tuesday, or Wednesday & Thursday

Hours of School Operation: 9:00 a.m. – 9:00 p.m. Mon-Thurs / 9:00 a.m. – 5:30 p.m. Friday-Sat

Course Start Date: _____ Course End Date: _____

Refund Policy

A student who cancels within 7 days of signing the enrollment agreement has all monies refunded minus the non-refundable registration fee of \$100. Thereafter, a student will be liable for:

1. The non-refundable registration fee
2. The cost of any textbook or supplies accepted
3. Tuition liability as of the student's last date 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. In case of course closure due to insufficient registration, 100% of tuition will be refunded. Application fee & class material fees are non-refundable and will not be included in the refund calculation. Failure to notify the director in writing of withdrawal may result in a delay of a refund due pursuant to section 5002 of the Education Law.

Term(s) Refund Policy

First Term

If termination occurs:	Refund amount :	TOEFL Course:
Prior to or during the first week	\$ 1,970.00 (100% Tuition)	\$2,050.00 (100% Tuition)
During the second week	\$ 1,576.00 (80% Tuition)	\$1,640.00 (80% Tuition)
During the third week	\$ 1,280.50 (65% Tuition)	\$1,332.50 (65% Tuition)
During the fourth week	\$ 985.00 (50% Tuition)	\$1,025.00 (50% Tuition)
During the fifth week	\$ 591.00 (30% Tuition)	\$615.00 (30% Tuition)
After the fifth week	\$ 0.00 (0% Tuition)	\$0.00 (0% Tuition)

Class Schedule

For full time students, this program requires 18 hours of study per week, each semester:

Days	Times	Course	Hours
<i>Morning Classes</i>			
Mon / Wed	9:30-11:45 a.m. (2.25 hrs/day) 11:45-2:00 p.m. (2.25 hrs/day)	Speaking Listening	4.5 hrs/wk x 15wks = 67.5 hrs/semester 4.5 hrs/wk x 15wks = 67.5 hrs/semester
Tues / Thurs	9:30-11:45 a.m. (2.25 hrs/day) 11:45-2:00 p.m. (2.25 hrs/day)	Writing Reading	4.5 hrs/wk x 15wks = 67.5 hrs/semester 4.5 hrs/wk x 15wks = 67.5 hrs/semester
<i>Weekend Classes</i>			
Fri / Sat	9:30 a.m.-11:45 p.m. (2.25 hrs) 12:30 p.m.-2:45 p.m. (2.25 hrs) 2:45 p.m.- 5:00 p.m. (2.25 hrs) *45 min Lunch Break*	Reading Speaking Listening	4.5 hrs/wk x 15wks = 67.5 hrs/semester 4.5 hrs/wk x 15wks = 67.5 hrs/semester 4.5 hrs/wk x 15wks = 67.5 hrs/semester
Mon/ Tue Wed/ Thurs	2:15 -4:30 p.m. (2.25hrs/day)	Writing	4.5 hrs/wk x 15wks = 67.5 hrs/semester
<i>Evening Classes</i>			
Mon / Wed	4:30-6:45 p.m. (2.25 hrs/day) 6:45-9:00 p.m (2.25 hrs/day)	Speaking Listening	4.5 hrs/wk x 15wks = 67.5 hrs/semester 4.5 hrs/wk x 15wks = 67.5 hrs/semester
Tues / Thurs	4:30-6:45 p.m (2.25 hrs/day) 6:45-9:00 p.m (2.25 hrs/day)	Writing Reading	4.5 hrs/wk x 15wks = 67.5 hrs/semester 4.5 hrs/wk x 15wks = 67.5 hrs/semester
<i>Intensive Class</i>			
Mon & Tue or Wed & Thurs	9:30-11:45 a.m. (2.25 hrs/day) 11:45-2:00 p.m. (2.25 hrs/day)	Speaking Listening	4.5 hrs/wk x 15wks = 67.5 hrs/semester 4.5 hrs/wk x 15wks = 67.5 hrs/semester
	4:30-6:45 p.m. (2.25 hrs/day) 6:45-9:00 p.m (2.25 hrs/day)	Writing Reading	4.5 hrs/wk x 15wks = 67.5 hrs/semester 4.5 hrs/wk x 15wks = 67.5 hrs/semester
			<i>Total Hours : 270 hrs/semester</i>

Application Statement

By my signature I agree to the conditions of this agreement. I also verify that I have read and received a copy of this agreement and the school catalog.

Student Signature: _____

Date: _____

The agent who enrolled me was: _____

Cert. #: _____

Student Signature: _____

Date: _____

I have received a copy of the Student Disclosure Material.

Student Signature: _____

Date: _____

Authorized Agent Signature: _____

Date: _____