

NAWCC School of Horology
 514 Poplar Street, Columbia, Pennsylvania 17512-2130
 717-684-8261 FAX: 717-684-0197

Application for Admission
ENROLLMENT AGREEMENT

APPLICANT'S NAME _____ DATE _____

ADDRESS _____ APT NUMBER _____

CITY _____ STATE _____ ZIP _____

COUNTRY _____ BIRTH DATE _____ HOME TELEPHONE _____

SOCIAL SECURITY NUMBER _____ WORK TELEPHONE _____

E-mail Address _____ MEMBER # _____

CONTINUING EDUCATION CLOCK REPAIR PROGRAM
 Certificate Courses Leading to a Program Diploma

COURSE SCHEDULE: I wish to attend the Clock Repair Program course _____ starting Monday _____, _____. Upon successful completion of each individual course I will receive a course certificate. (See Addendum to Catalog for Course Schedules.) This agreement covers Clock Repair Program Courses: C-100 through C-700 / S-100 / CM-400 OR C-900.

TUITION: Students will be charged the following tuition fees per program:

REGISTRATION FEE:	\$ 15.00	TOTAL CLASS HOURS PER WEEK:	<u>35</u>
COURSE TUITION VARIES WITH		COURSE TUITION PER WEEK:	<u>\$ 535.00</u>
LENGTH OF COURSE 1 week or 2 weeks	_____	TUITION PER HOUR:	<u>\$ 15.29</u>
TOTAL PAYMENT:	\$ _____		(See REFUND POLICY)
DEPOSIT + REG. FEE*:	<u>115.00</u>		
BALANCE DUE*:	\$ _____		

* Students must send the deposit with this completed signed Enrollment Agreement. The Balance Due will be paid on or before the first day of class. Visa, MasterCard, check or money order are accepted for payment. A \$20.00 fee will be charged by the School for any returned checks. See Refund Policy below.

The total cost for the Clock Repair Program (C-100 through C-700, S-100, CM-400 and C-900) is \$9,780.00 including the registration fees. There are twenty-six (26) weeks or 630 class clock hours in the Program. Tuition for each course includes the **use of textbooks, and small hand tools**. Students are required to purchase their own tools to work with in class. These tools may be purchased individually or in kits from the school or may be purchased from any outside vendor of choice. A list of needed tools will be provided. Clock Repair Courses are two-week classes (70 clock hours) that meet Monday-Friday, 8:00 A.M.-4:30 P.M. except for C-200 and C-600 courses that meet for one-week (35 clock hours) each.

Attached to the enrollment agreement package is the school's Installment Agreement Contract for full program participation. This agreement must be signed and returned with the application for enrollment agreement. The Clock Repair Program consists of ten payments. Each payment is due and payable at the beginning of each course, in the amount of \$970.00 per payment for C-100, C-300, C-400, C-500, C-700, S-100, CM-400, C-900 and \$435.00 for the remaining 2 courses, C-200 and C-600, after registration fees and program deposit. Students wishing to pay the entire amount may do so at anytime.

FEE CHANGES: The School reserves the right to change the fees associated with the course tuition. However, no increase will occur within the current term of a student's attendance.

REFUND POLICY: Cancellation/Termination Prior to the First Day of Class. An applicant not accepted into a repair course will receive a full refund of the fees paid to date.

A student accepted into a course who cancels their enrollment within ten calendar days of the acceptance date will receive a full refund including registration fee. The student should give the School written notice regarding the decision to cancel enrollment.

A student who cancels enrollment for any reason after the first ten days of acceptance but before the first day the course begins will receive a full refund of tuition paid less the registration fee of \$15.00. The student should give written notice to the school. Non-attendance does not constitute cancellation. Refunds shall be made within 30-calendar days of the date the student fails to enter or leaves the program.

Cancellation by a Student During the Course: If a student whose tuition is paid in full is not able to complete the course for any reason, a refund will be issued based upon the number of clock hours remaining in the course. For example, a student notifies the instructor of the cancellation with 25 clock hours of course time remaining, the total refund equals 25 (clock hours) X tuition per clock hour. The refund issued will be mailed to the student's address no more than 30-calendar days of the last date of the student's recorded attendance. Non-attendance does not constitute official withdrawal. The student should notify the instructor of his decision and should complete and sign the Cancellation/Termination Form. Students who have not visited the school prior to enrollment may cancel enrollment at any time within the first 3 days of school and receive a full refund including registration fees. This applies only to students enrolled in the full repair program, and not Continuing Education courses.

Cancellation of a Class by the School: If the Instructor cancels a class because the enrollment of students is too few or when weather conditions prohibit a course from being held, students will receive a full refund of fees paid.

Leave of Absence Policy: Only under extreme conditions (severe illness or death in immediate family) will a student be allowed a leave of absence from either program. This absence will be permitted by the School's Director with the provision that the student be able to continue in the program at the point of absence. If this cannot be accomplished, the student must withdraw from the program and re-enter at a later date. Student must be able to achieve a completion date of the prescribed 1.5 times the program length.

An **Administration Fee** will be imposed on students switching courses. Any enrolled student who switches from one course to another or from one class date to another class date will be charged a \$50.00 Administration Fee. This fee will be payable together with the remaining tuition balance on the day the course begins.

