

**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:

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

\* 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 \$11,920.00 including the registration fees. There are thirty (30) weeks or 770 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. with the exception of C-100 and CM-400 courses that meet for three-weeks (105 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-200, C-300, C-400, C-500, C-600, C-700, S-100, C-900 and \$1505.00 for the remaining 2 courses, C-100 and CM-400, 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, not to exceed 180 days within any 12-month period, 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.

**Conduct Policy:** Students may not attend class under the apparent influence of any type of drugs or alcohol. Machinery operated under such conditions will be in violation of safety regulations. Firearms and weapons of any description will not be permitted on the premises. Such behavior will be cause for immediate termination of a student.

**Probation Policy:** A student's attitude and conduct are important to academic achievement. If a student does not maintain the 82% average the student is put on probation. The student may retake the course at their own expense and must achieve a 82% passing grade to be taken off of probation and advance to the next level of the program. Students repeating courses may not exceed 1.5 times the normal duration of the program.

**Termination Policy: Termination of a Student's Enrollment by the School:** If a student's enrollment is terminated by the Director of the School, a refund will be issued based on the number of course clock hours remaining. The Cancellation/Termination Form should be completed and signed and returned to the school. Further explanation of student termination may be found on pages 6, 14 and 15 of the Student Catalog.

**GRADUATION REQUIREMENTS:** A student must complete all class assignments, satisfy all financial obligations to the School and fulfill attendance requirements. Students enrolled in either program must achieve at least a 75% grade average by the first quarter, a 79% grade average by the 2nd quarter and an 82% grade average by graduation. In the event a student fails to meet this standard of achievement, the student will be given the opportunity of repeating the failing courses as well as the testing procedure to receive a new grade based upon a 100% equivalent or they may accept the failing grade and withdraw. A student who passes all of the required Clock Repair Courses in the Program will be awarded a diploma in Clock Repair.

**LAB FEE:** A Lab Fee, \$35.00, is required for each course in the Clock program, with certain course exceptions. (See Page 12 in Student Catalog.) This fee is to cover supplementary materials used and for the replacement of disposable tool components. C-100 lab fee includes a movement to be used in following classes. All lab fees are subject to change.

**BOOKS:** Cost of books begin at \$300.00 for program requirements. Additional books may be purchased if student desires.

**TOOLS:** Cost of tools begin at \$600.00 for full program requirements. Additional tools may be purchased if student desires.

**The NAWCC School of Horology offers employment opportunities to graduates of the Clock Repair Program, however, the School does not guarantee employment.**

**SCHOOL POLICIES:** Applicants to the NAWCC School of Horology must have their high school diploma or G.E.D.

The School reserves the right to terminate a student's training for any of, but not limited to, the following: 1) nonpayment of tuition; 2) unsatisfactory conduct as stated in the Student Catalog and 3) missed class time which leads to poor progress. (Please see Student Catalog for details.) The student will receive a formal notice by the Director. A terminated student will be issued a refund based on the number of course clock hours remaining.

The repair course classes are limited to (9) nine students per class. The School reserves the right to change or eliminate courses when the number of students enrolled is too few to justify continuation of the course, or when weather conditions prohibit a course from being held. These cancellations remain the sole discretion of the school.

The School may waive the pre-requisites only if a student possesses transferable credits obtained at a recognized accredited institution. These credits must pertain to the requested individual course within a program.

**COMPLAINT POLICY:** Students wishing to file a verbal or written complaint should express their concern to the Chief Executive Officer, NAWCC School of Horology, 514 Poplar Street, Columbia, PA 17512-2130. Forms may be obtained from the Registrar's Office.

Issues that are not satisfactorily resolved by contacting the School's CEO should be brought to the attention of The State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333

**This document is not a binding contract until it is accepted in writing by the School.**

## Student Acknowledgement

**I hereby acknowledge that I have received and read, and fully understand the School's Student Catalog and this Enrollment Agreement. I understand that my enrollment may be terminated by the School's Director if I fail to comply with School policies and requirements listed in the Student Catalog and this agreement.**

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR APPLICANTS UNDER 18:  
SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

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

HOME TELEPHONE \_\_\_\_\_ WORK TELEPHONE \_\_\_\_\_

## Acceptance by School

**I hereby certify that the above mentioned applicant, in my judgment, meets the requirements for acceptance.**

NAME OF ACCEPTING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF ACCEPTING OFFICIAL \_\_\_\_\_

TITLE OF ACCEPTING OFFICIAL \_\_\_\_\_

# NAWCC School of Horology

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## CANCELLATION/TERMINATION FORM

I, \_\_\_\_\_, am not able to complete \_\_\_\_\_  
Student's Name Course Code

\_\_\_\_\_  
Course Title

STARTING DATE: \_\_\_\_\_

ENDING DATE: \_\_\_\_\_

ENDING TIME: \_\_\_\_\_

TUITION PER HOUR \*: \$ \_\_\_\_\_

NO. OF CLASS HOURS COMPLETED: \_\_\_\_\_

NO. OF CLASS HOURS REMAINING: \_\_\_\_\_

TOTAL REFUND: \$ \_\_\_\_\_

\* The tuition per hour is determined by dividing the class tuition by the total number of class hours.

**The total refund will be mailed to the student within 30 business days of the ending class date.**

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

SCHOOL DIRECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY: Refund check mailed - _____ Ordered by - _____
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