

ENROLLMENT AGREEMENT

INSTRUCTIONS FOR THE APPLICANT

Please complete this form in its entirety. To register for a class, please enter the name of the course for which you would like to register, the dates of the session you would like to attend, and the fee for the course as listed on The Edit Center website. If you would like to apply a discount as listed on the website, please indicate the discount in the space provided. For a complete listing of course dates, please refer to The Edit Center website, www.theeditcenter.com.

CONTACT INFORMATION

First Name	Last Name	Date of Birth (MM/DD/YYYY)
Address	City	State Zip Code
Primary Phone	Primary Email	Date

Course Name	Course Start Date	Course End Date	Course Fee
1.			
2.			
3.			
4.			
Subtotal			\$
The following discount as described on The Edit Center website has been applied:			-\$
Total			\$

TUTION PAYMENT AND CONDITIONS

Method of payment: Credit Card Check Cash Other Type of card: Mastercard Visa American Express

Credit Card Number	Exp. Date	Security Code	Amount billed to the card
Billing Address (if same as Contact Information, write "same")	City	State	Zip Code
Printed Name of Cardholder	Signature of Cardholder	Date	

All tuition and fees must be paid in full at the time of enrollment. Books become the property of the student when issued and may not be returned for refund or credit.

EXPERIENCE

Do you have any post-production or sound experience? Yes No. If yes, please explain your experience below. You may attach additional sheets if necessary.

ADMISSION

Students at The Edit Center are admitted without regard to race, color, creed, sex, age, national origin, or sexual orientation. The school reserves the right to accept or reject all applicants. In the event that an applicant does not meet admissions requirements or is rejected for training, the applicant will be notified in writing and all previous obligations within this contract will be void. All monies paid by the applicant will be returned within thirty days and there will be no future liability.

CANCELLATION AND REFUND POLICY

An enrolled student may cancel his enrollment at any time, in which case the following terms will apply:

- A If a student requests cancellation within two calendar days of signing the Enrollment Agreement, the student will be refunded all money paid to the school, with the exception of a \$250 non-refundable registration fee, as long as the student has not entered into instruction.
- B Thereafter, for courses between 1 and 6 weeks in length, in the event of withdrawal or termination by the school, the school shall retain the registration fee, plus the cost of any textbooks or supplies accepted, plus the following tuition liability as of the student’s last date of physical attendance:

MINI PROGRAM (1-6 weeks)	
if withdrawal / termination occurs	school may keep
0 - 25% of total course hours	25%
26 - 50% of total course hours	50%
51 - 75% of total course hours	75%
thereafter	100%

Notice of cancellation or withdrawal must be made in writing. If the student is a minor, such notice must be made by a parent or legal guardian.

Policies and procedures regarding dismissal are described in the school’s catalog. Refunds will be issued within thirty days of receipt of notice of cancellation.

ADDITIONAL INFORMATION

Where did you hear about The Edit Center? Please be as specific as possible.

ACKNOWLEDGEMENTS

By my signature, I agree to the conditions of this agreement. I understand that in order to graduate and receive a Certificate of Completion, I must meet all academic, attendance, financial, and conduct requirements specified in The Edit Center catalog. I further understand that placement assistance services are not provided, and that the school does not guarantee a job to any student or graduate. This agreement shall be effective when signed by the school’s representative.

Student’s Printed Name

Student’s Signature

Date Signed

SUBMISSION INSTRUCTIONS

After completing this form in full, please mail or fax both pages of the signed Enrollment Agreement and payment to The Edit Center address or fax number at the top of this form. *Page 2 of 2. Additional provisions found on page 1.*