



LANGUAGE INSTITUTE
 350 LEXINGTON AVENUE, SUITE 203
 NEW YORK, NY 10016

ENROLLMENT AGREEMENT

Register in person, by mail or fax (212) 697-8379 (using the enclosed registration form) or by phone, (212) 697-8374. Forms and payments may be dropped off at any time during office hours: Monday-Friday, 10am-7pm, Saturday and Sunday by appointment.

Student Information

Name: (last)	(first)	Date of Birth:	/	/
Street Address:		Apt. #		
City:	State:	Zip Code:		
Home Phone:	Cell Phone:	Fax:		
E-mail:				
Company:		Work Phone:		

How did you hear about us?

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Registration

Course Title:	Course #:	Total hours:
Subjects:		
Number of weeks:	From:	To:
Tuition (1): \$	Textbooks/materials (2): \$	Registration fee (3): \$
Misc. (4): \$	Details:	
Amount Total (1)-(4): \$		

Payment Method

<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastecard	<input type="checkbox"/> JCB
Card#: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Expiration Date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> (Month/Year)			Billing Zip Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Card Holder's Name (Please print):				
Card Holder's Signature (Required):				
<i>I have received the school catalog and I have read and agreed to the Policies of Amity Language Institute. I hereby register for the specified course and services stated above.</i>				
Signature:			Date: / /	
Enrolling Agent Name (Please print):			Cert. #:	

AMITY LANGUAGE INSTITUTE 2006 POLICIES

Registration policies

All students are encouraged to register at least one week before their class start date. If you have not registered directly with the Registration Office, and your registration has not been confirmed by mail or e-mail, please call the Office before the first day of class to confirm your registration. Late registration for classes is permitted only with the permission of the instructor. There will be no pro-rating of class tuition for late registration.

The school reserves the right to cancel classes not meeting minimum enrollment. We will make every effort to reschedule the student for another class at a convenient time. Students already enrolled will be notified and full refunds will be made. Please make sure we are able to contact you.

Amity Language Institute does not discriminate on the basis of sex, race, religion, or national origin.

Private lesson policies

Registration for private lessons is ongoing. Your private lessons must be completed within the agreed-upon period of time. Your lesson credits are not transferable. Your teacher may change without notice. At least a 24-hour notice is required for you to cancel or change a lesson appointment. A missed lesson will not be made up if such notice was not given, and you will be charged the full price of the missed lesson. Change or cancellation of a lesson on Monday must be made by 6PM Friday of the previous week. If you are more than 30 minutes late without notice, your teacher may leave. In this case, you will be charged the full price of the missed lesson.

Tuition and fees

There is a \$30 registration fee per student. Registration fees are non-refundable unless a student's entire program is cancelled by the school. Tuition is payable in its entirety at the time of registration. There is a \$25 fee for each returned check.

Textbooks

You must have books as specified by your teacher. You are responsible for providing your own books. Certain books are available for purchase in the Registration Office. All sales are final.

Class time

One educational hour is 55 minutes. In this brochure, a "one-hour course" denotes a 55-minute lesson and a "one-and-a-half-hour course" a 90-minute lesson including a 5-minute break.

Students conduct and dismissal

Students who can not fulfill their responsibilities will be suspended or dismissed.

Students' responsibilities

- Students must attend all classes, be on time, and participate fully.
- Students are expected to make timely arrangements with their teachers to make up assignments and classwork they have missed during their absence.
- Students monitor their own behavior.
- Students must use the facilities and equipment with respect.
- No smoking is allowed in the school or the building.
- Tuition payment must be made at the time of registration.
- All damage to school property and equipment must be reported to an educational director. Students shall be held legally responsible for damage to school property resulting from willfulness or neglect to the fullest extent permitted by law.

Academic progress

Students must show satisfactory attendance, progress in academic work, and obtain satisfactory scores in achievement tests. Students will receive a transcript at the end of each term. Academic progress will be measured by achievement tests, classwork, assignments and attendance records.

Grading system will be as follows: 91-100: A, 81-90: B, 71-80: C, 61-70: D, 60 and below: F. Students must maintain a "C" grade average in order to be considered to be making satisfactory progress. Students under "C" grade average must re-take the achievement test before being allowed in the next level.

Attendance

Students are expected to attend scheduled classes. Every effort must be made to maintain 85% attendance. Repeated absence without prior notice may result in suspension or dismissal. If absent for more than two days, student must inform the registration office. If absent three consecutive days without prior notice, the student will be contacted by telephone. If absent five consecutive days without prior notice, the student will be contacted in writing and will be advised of possible consequences. If absent seven consecutive days without prior notice, the student will be considered dropped, the school will contact the student by telephone and in writing and formally advise the student of this status. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will not remain valid. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.

Tardiness

Students are responsible for coming on time. Tardy students will be allowed in class but they are expected to make every effort not to interrupt the class. If an excessive pattern of tardiness is identified, the educational director will investigate the reason for the tardiness.

Leaves of absence

Students have the obligation to inform the school if they will be absent from classes. Students may request a leave of absence by submitting a leave of absence form to the registration office. Student absence due to a chronic health issue or extended medical problems (more than one week) must be documented by a physician's statement.

Personal property

The School is not responsible for personal property.

Privacy policy

Amity language Institute will not share personal information about you with anyone.

The school only collects information from those who register for programs at the school. In this case, we will ask you for at least your name, address, e-mail address, telephone number and credit card information. Your credit card information is secure and private and will not be reused without your authorization.

We also collect and store personal information such as your name, address and e-mail address if you contact us with a request for information.

To update or change your contact information, write us at info@amitylanguage.net.

Permissions

By signing our registration form, you agree that the School may use a photograph of you and/or your child as part of publicity and promotional materials.

Parental responsibility

Amity Language Institute does not accept responsibility for children except when under the supervision of an authorized employee. Supervision is available only at program locations during program hours. Parents are responsible for notifying appropriate staff of a child's absence, late arrival, early or late pick-up and any special circumstances relating to arrival or departure.

Refunds and cancellation

There is no refund for courses of four weeks or shorter.

As to courses of five weeks or longer, upon receipt of written withdrawal notice, refund of tuition will be calculated as follows as of the student's last date of physical attendance:

For classes

- One week before the first day of the course, refund amount will be 100% of the tuition less \$50 for processing.
- At the end of the first week, refund amount will be 80% of the tuition.
- At the end of the second week, refund amount will be 70% of the tuition.
- At the end of the third week, refund amount will be 50% of the tuition.
- There will be no refund after the fourth week.

For private lessons

- One week before the first lesson, refund amount will be 100% of the tuition less \$50 for processing.
- There is no refund after the first lesson, unless you are moving to a place more than 50 miles from the school. Verification documents must be attached to the notice of withdrawal. The unused tuition less \$50 processing fee will be refunded; the hourly rate may be changed according to the hours you actually used.

Registration fees and textbook/material fees are not refundable unless a student's entire program is cancelled by the School. Trial lesson fees and accommodation arrangement services are non-refundable unless a student's entire program is cancelled by the school. A 5-day notice is required for cancellation of airport pickup service.

Refunds are given in the manner in which payment was received, i.e., a check for check or cash payment, a credit card refund for credit card payments. Please allow 3-4 weeks for processing of refunds. Any fee incurred in the course of a refund will be deducted from the refund amount.

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition pursuant to Section 5002 of the Education law.

In rare situations beyond our control, such as war, acts or threats of terrorism, health alerts, blackouts, strikes, and natural disasters, the refund policy above will not apply. In these situations, there will be no refunds issued.

Disclosure statement

Amity Language Institute reserves the right, because of changing conditions, to make modifications of any nature in its programs and policies without advance notice. Students should contact the school and review most recent catalog for factual information.