



SAM Consulting Services, Inc.

<http://www.samconsulting.com> ♦ info@samconsulting.com

1723 East 12th Street 3rd. Fl.
Brooklyn, NY 11229

Voice: 718.648.3997
Fax: 646.810.5772

ENROLLMENT AGREEMENT # _____

STUDENT INFORMATION

Name: _____	Today's Date: _____
Street Address: _____	Passport# / SS#: _____
City, ST, Country, Postal Code _____	Date of Birth: _____
Day telephone _____	Evening telephone _____
E-mail _____	Mobile Telephone _____

COURSE INFORMATION

Course Name	Total hours	Course Start Date	Course End Date	Program Duration
Computerized Accounting	540			30 weeks

Course starting date is subject to change. Student will be notified promptly. The school reserves the right to withdraw scheduled courses due to insufficient enrollment prior to class start. All applicable fees will be refunded.

Course Tuition	\$ 4,860.00	The first payment in amount of one month worth of tuition (\$540) should be made prior to submission of Form I-20*; And the rest of payments are to be made in installments of \$540.00 at the end of every month of study. *Refundable in the case of Form I-20 being not approved
Registration Fee	\$140.00	
Books & Supplies	_____	
Total	\$ 5,000.00	

SCHOOL HOURS OF OPERATION

Monday through Friday	9:00 a.m. to 10:00 p.m.
Saturday and Sunday	9:00 a.m. to 6:00 p.m.

CLASS SCHEDULE (30 weeks)

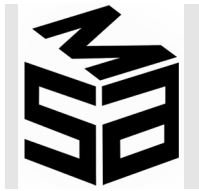
M (3hrs), Tue (3hrs), Wed (3hrs), Thu (3hrs), and Fr (3 hrs) - 7:00 p.m. to 10:00 p.m. 15 hrs/week
LAB schedule - (5hrs / week) - 5:30 pm – 6:30 pm (any day)

Course starting dates are subject to change. Students will be notified promptly. The school reserves the right to withdraw scheduled courses due to insufficient enrollment prior to class start. All money (where this applies) will be refunded. Program is 30 weeks duration.

TERM REFUND POLICY

- A. A student who cancels within 7 calendar days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of non-refundable registration fee.
- B. Thereafter, a student will be liable for:
1. The non-refundable registration fee, plus,
 2. The cost on any textbooks or supplies accepted
- A student pays one month's tuition in advance

If termination occurs:	School may keep
Prior to the first week (before start)	0% of the month's pay
During the first week	25% of the month's pay
During the second week	50% of the month's pay
During the third week	75% of the month's pay
During the fourth week or thereafter	100% of the month's pay



SAM Consulting Services, Inc.

<http://www.samconsulting.com> ♦ info@samconsulting.com

1723 East 12th Street 3rd. Fl.
Brooklyn, NY 11229

Voice: 718.648.3997
Fax: 646.810.5772

STUDENT CONDUCT, DRESS AND RESPONSIBILITIES

CONDUCT

We expect SAM Consulting Services, Inc. students to be responsible to themselves, to each other, to the school, and to the community. Students are expected to adhere at all times to established standards of adult competence and behavior.

SAM Consulting Services, Inc. students must respect all school personnel and each other. Any sign of disrespect toward a staff will not be tolerated and will result to immediate suspension or expulsion. Any student who interferes with the orderly operation of the school will be required to leave.

DRESS CODE

Your education at SAM Consulting Services, Inc. is preparing you to enter or re-enter the world of employment. With that objective in mind, we feel it is important to create and maintain an environment that will be similar to what you will encounter in the workplace.

Therefore, appropriate attire is required, and must be consistent with the student's career objectives. The following are not permitted on school premises at any time: shorts, mini skirts, tube tops, halter tops, bare midriff tops, backless tops, caps or hats, exercise clothes.

RULES AND REGULATIONS

1. No student should be in the hallway during class hours.
2. No foods and beverages inside the classroom.
3. No radios, earphones, cell phones, or other devices that interfere with the learning environment.
4. No computer games allowed.
5. Any use of foul language is forbidden.
6. The school demands honesty.
7. Children are not permitted in school at any time.
8. Visitors are not allowed in class.
9. Absolutely NO SMOKING on school premises.
10. Students will be held responsible for any damage done to SAM's equipment and are required to leave their work station in a neat and orderly manner.
11. Students may not receive telephone calls at school except in an emergency.
12. Possession of dangerous objects such as knives, firearms, etc. is prohibited.
13. The use of drugs or alcohol will not be tolerated and constitutes grounds for immediate dismissal.
14. If there is a classroom situation, follow the chain of command:
 - a. see your course instructor
 - b. see your School Director

These rules and regulations are for your benefit. Take pride in your school. We, the management, faculty and staff, want your educational experience at SAM Consulting Services, Inc. to be one you can be proud of.

I have read and agree to follow SAM Consulting Services, Inc.'s rules and regulations.

Student's Signature

Date



SAM Consulting Services, Inc.

<http://www.samconsulting.com> ♦ info@samconsulting.com

1723 East 12th Street 3rd. Fl.
Brooklyn, NY 11229

Voice: 718.648.3997
Fax: 646.810.5772

ADDITIONAL INFORMATION

1. The school reserves the right to dismiss a student whose presence is detrimental to the best interest of the student body or whose conduct during attendance may tend to reflect unfavorably upon the school.
2. The school may terminate any student for poor attendance or lack of academic progress as indicated in the school catalog.
3. Certificate of completion will not be issued unless student has met all requirements, including the satisfying of all monetary obligations of this course.
4. Total time of study up to 9 months, including 1 additional month of practice per each four months of full-time studying upon the completion of the course.

_____	_____
Authorized School Representative	Date

_____	_____
Authorized School Representative Certificate Number	Date

_____	_____
Student's Signature	Date

I understand that if I am a drug or alcohol offender, I will be dismissed from school immediately. Possession, distribution or use of alcohol or illicit substances will bring immediate expulsion.

_____	_____
Student's Signature	Date

I received a copy of the student disclosure material.

_____	_____
Student's Signature	Date

I have read and understand this Enrollment Agreement contract, including information appearing on all pages of this contract. I acknowledge receipt of an exact copy of this contract and the school's catalog. The contract which I am signing contains all of the terms of our agreement. I further acknowledge that no verbal statements have been made contrary to what is contained in this contract. If the school accepts this application, I understand that the contract will be binding to all parties.

_____	_____
Student's Signature	Date