

Student Enrollment Agreement

To complete your enrollment with Heritage School of Interior Design please circle your selected term, either:

Winter Term Spring Term Summer Term Fall Term

To reserve your space in class, please submit a signed copy of this agreement along with the \$150 Registration Fee. Please contact us if you have any questions.

Student Information:

Name:			
Address:			
Phone Number:			
E-Mail:			
Emergency Contact:			
Relationship:		Telephone #:	

Program Information:

Program:	<i>Online Interior Custom Design Certification Program</i>		
Program Description:	The Online Interior Custom Design Certification Program will provide you with the fundamentals of interior design, including design fundamentals, sales and marketing fundamentals, product knowledge and business and operations fundamentals.		
Program Length in Hours/Weeks:	Online Custom Design Certification Program Weekday: 12 weeks/330 career directed clock hours, to be completed within 1 year from start date of certification course.		
Days Certification Course Meets:	Daily at flexible times as it is an online program		
	Part-Time X	Day X	
Time of Day Class Begins:	Varies	Time of Day Class Ends:	Varies
Enrollment Date:	Student's date of enrollment is the date enrollment agreement and registration fee is received by Heritage	Maximum time to Complete Program:	Certification: 1 year
Number of Weeks:	12 weeks	Total Credit/Clock Hours:	330 Clock Hours



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Tuition Table:

Heritage offers students tuition payment options that include: a one-time payment due by the start date of the certification course; three equal installment payments over the course of the term, with the first installment due by the start date of the certification course and the final payment due before the school term ends; or a payment of 50% of tuition due by the start date of the certification course with regular monthly payments thereafter through the following calendar year. *Students will select their preferred payment plan after submitting this completed enrollment agreement; a payment option selection form will be sent with the tuition statement.*

	Certification Program
Registration Fee:	\$150
Core Course Tuition Cost:	\$6,995
TOTAL PROGRAM COST:	\$7,145

Program Selection & Terms of Agreement Summary:

Heritage coursework provides education and training for students to work with existing interior spaces. The Online Certification Day runs for 12 consecutive weeks.

Please enroll me in the Online Interior Custom Design Certification Program. I also understand that I will need to individually enroll in and pay the tuition for any supplemental courses that I am interested in taking.

Refund Policy

1. You may cancel enrollment prior to entering classes by providing written notice to Heritage via email or US mail.
2. If cancellation occurs within 5 business days from date of enrollment, you will receive a 100% refund.
3. If cancellation occurs after 5 business days from date of enrollment, the \$150 registration fee is not refundable.
4. If cancellation occurs while attending school, the following tuition adjustment is authorized:
 - a. If a student withdraws prior to completion of 50% of the contracted instructional program, the student shall be entitled to a pro-rata refund of the tuition charged and paid for such instructional program, less registration fee, supply fees and any other legitimate charges owed by the student.
 - b. If a student withdraws upon completion of 50% or more of the contracted instructional program, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund.
 - c. Pro-rata refund means a refund of tuition paid for that portion of the program not received by the student. The date determining that portion shall be the published course schedule start date and the last recorded date of attendance by the student.

Additional Terms of Agreement

5. Time to Complete Course: all course hours are to be completed within one year of registration.
6. Reschedule Policy: Students may reschedule one time only, and are required to complete a new file.
7. Career Guidance: I understand and acknowledge that Heritage cannot by law, guarantee placement or one's personal success in the job market. I understand that Heritage is not offering me employment, or promise of employment at completion of the training program, but that career guidance and assistance is provided for each student throughout the program.

Detailed Cancellation and Refund Policies (OAR 715-045-0001)

Cancellation: A student is considered fully enrolled at Heritage School of Interior Design when a completed, signed Student Enrollment Agreement form is submitted to the school and counter-signed by a school official; the date of enrollment is determined upon receipt of signed student enrollment agreement form and payment of the

\$150 registration fee. As courses fill quickly, receipt of enrollment form and \$150 registration fee reserves a student's place in class; students not fully enrolled prior to the start of courses may forfeit their place in class.

A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school. If cancellation occurs within five business days from the date of student's enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;

If cancellation occurs after five business days from the date of student's enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;

Withdrawal Procedure: Tuition refunds will be determined as follows: if withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;

If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;

Proportion of Total Program Taught by Withdrawal Date	Pro-rated Tuition Refund
Up to 50%	Pro-rated based on the total number of clock hours instruction received as determined by Last Recorded Attendance Date minus Class Start Date Divided by 330
51% or more	No Refund

For additional information on refunds please see the Financial Aid, Discounts, Refunds, and Other Money Matters FAQ at <http://www.ode.state.or.us/teachlearn/specialty/pcs/faqfinancialaid.pdf>.

Advanced Deposits: Per OAR 581-045-0008, Advanced Deposits, "Prior to the beginning of classes, no private career school shall require from an enrollee an advance deposit in excess of twenty (20) percent of the total tuition and fees. This limitation shall not apply to federal and state financial aid payments received by the school.

Schools that offer short-term programs designed to be completed in one (1) term or four (4) months, whichever is less, can require payment of all tuition and fees on the first day instruction begins.

For programs designed to be four (4) months or longer, a school cannot require more than one (1) term or four (4) months of advanced payment of tuition at a time. When fifty (50) percent of the program has been offered, the school can require payment of all tuition.

Notice to Student/Buyer:

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument. The contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages before signing.
3. You are entitled to an exact copy of this agreement and any disclosure pages you sign.



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4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Although the school may provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
6. The school reserves the right to reschedule the program start date when the number of students scheduled is too small.
7. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
8. The school does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.

STUDENT ACKNOWLEDGMENTS:

1. I hereby acknowledge understanding that a current copy of the school's catalog dated 2015-16 is located on the Heritage School of Interior Design website, and which contains in-depth information describing the programs offered. The school catalog is made accessible to me as part of this enrollment agreement and I acknowledge that I have reviewed the online copy of this catalog.
_____ Student initials
2. I hereby acknowledge understanding that the equipment and supplies list is provided on the Heritage School of Interior Design website and that I will need to purchase the equipment and supplies listed there separately from my tuition and fees.
_____ Student initials
3. I have carefully read and received an exact copy of this enrollment agreement.
_____ Student initials
4. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded.
_____ Student initials
5. I understand that the school does not guarantee job placement to graduates upon program completion or upon graduation.
_____ Student initials
6. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, and are in direct violation of an Oregon Revised Statute (ORS) or an Oregon Administrative Rule (OAR) may be filed with the Higher Education Coordinating Commission, Private Career Schools Unit, 775 Court Street NE Salem, Oregon 97301. All student complaints must be submitted in writing.
_____ Student initials



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Enrollment Agreement/Contract Acceptance:

My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities in regard to this contract and that the enrollment agreement constitutes a binding contract.

Signed this _____ day of _____, 20 _____

Signature of Student Date

Signature of School Official Date

School Representative's Certification:

I hereby certify that _____ (student's name) has been interviewed by me and in my judgment, meets all requirements for acceptance as a student in the Interior Custom Design Program at Heritage School of Interior Design, as described in the school catalog.

I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official Date

Heritage School of Interior Design prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Heritage School of Interior Design.

Any inquiry a student may have regarding this contract may be made in writing to *Heritage School of Interior Design* or to the Higher Education Coordinating Commission, Private Career Schools Licensing Unit, 775 Court Street NE Salem, Oregon 97301 or by calling (503) 947-5751.



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Cancellation and Refund Policies

Cancellation and Refund Policy: Resident Instruction (OAR 581-045-0036)

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
 - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;
 - (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
 - (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
 - (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections (1)(a) and (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- (2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- (3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- (4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
- (5) When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
- (6) For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.
- (7) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.
- (8) The school shall not charge a withdrawal fee of more than \$25.
- (9) The school may adopt and apply refund calculations more favorable to the student than those described under this policy.
- (10) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:



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- (a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
 - (b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10)(a) of this rule, but only with respect to the covered portions thereof; and
 - (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10)(a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- (11) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
- (12) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Superintendent determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

Cancellation and Refund Policies Acceptance:

My signature below signifies that I have read and understand all aspects of this agreement and recognize my legal responsibilities in regard to this contract and that the enrollment agreement constitutes a binding contract.

Signed this _____ day of _____, 20 _____

Signature of Student _____ Date

School Representative's Certification:

I hereby certify that _____(student's name) has read, received, and understands the cancellation policy.

I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

Signature of School Official _____ Date