



HERITAGE

SCHOOL of INTERIOR DESIGN

4039 N Mississippi Ave, Suite 208 Portland, OR 97227 phone. 503.292.3343
steph@heritageschoolofinteriordesign.com | heritageschoolofinteriordesign.com

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 a 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 (City, State, Zip):			
Phone Number:			
E-Mail:			
Emergency Contact:			
Relationship:		Telephone #:	
Date of Birth:		SSN (Required IF you want to receive a 1098-T form):	

Program Information:

Program:	<i>Fundamentals Interior Custom Design Certification Program or Masters Program</i>		
Program Description:	The Fundamentals of Interior 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:	Fundamentals of Interior Design Certification Program: Weekday: 12 weeks, Executive: 18 weeks, Evening: 18 weeks. 330 career directed clock hours, to be completed within 1 year from start date of Fundamentals course. Interior Design Masters Certification Program: combines the Fundamentals of Interior Design Program with 6 supplemental courses to be completed within 2 years from start date of Fundamentals course.		
Day Fundamentals Certification Course	Tuesday, Wednesday, Thursday 9:00am - 4:30pm		
Executive Fundamentals Certification Course	Saturdays 9:00am - 5:00pm		
Evening Fundamentals Certification Course	Wednesday, Thursday 5:30pm - 9:00pm		
Enrollment Date:	Student's date of enrollment is the date enrollment agreement and registration fee is received by Heritage	Maximum time to Complete Program:	Fundamentals Certification: 1 year Masters Program: 2 years



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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 Fundamentals course; three equal installment payments over the course of the term, with the first installment due by the start date of the Fundamentals 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 Fundamentals course with regular monthly payments thereafter through the following calendar year. *Students must complete the Payment Contract to select their preferred payment plan.*

	Fundamentals	MASTERS PROGRAM OPTIONS				Tuition
		Advanced	Residential	Commercial	Customized	
Elective Course Information	<i>Students may choose to enroll in elective courses. Tuition for each elective is added to the total.</i>	<i>The elective courses marked with an 'x' are included in each Masters Program option. Recommended courses are noted but are not included in total tuition.</i>			<i>Student must enroll in at least 6 electives in addition to the Fundamentals</i>	
Fundamentals of Interior Design	x	x	x	x	x	\$6,996
6 Week AutoCAD		x	x	x		\$599
7 Week SketchUp		x	x	x		\$599
6 Week Kitchen & Bath Design		x	x	x		\$499
6 Week Adobe Photoshop, InDesign & Illustrator		x	x	x		\$599
6 Week Business & Entrepreneurship		x	x	x		\$399
10 Week Intro to Commercial Design		x		x		\$1,395
8 Week Furniture Design & Fabrication		x	x			\$1,450
5 Week Pattern Printing		x	<i>(Recommended, not included in total tuition)</i>			\$999
7 Week Revit		<i>(Recommended, not included in total tuition)</i>		<i>(Recommended, not included in total tuition)</i>		\$499
<i>Masters Program Discount</i>	N/A	\$499	\$399	\$399	\$399	
Total Tuition (w/o registration fee)	\$6,996	\$13,035	\$10,740	\$10,686	Varies based on selected electives	
<i>Registration Fee*</i>	\$150	\$150	\$150	\$150	\$150	
Total Tuition (w/ registration fee)	\$7,146.00	\$13,185	\$10,890	\$10,836	Varies based on selected electives	
Books & Supplies	Somewhat variable and subject to change. Please review Materials & Supply list provided for each course.					

*Registration fee is applied to tuition when you pay in full



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Program Selection & Terms of Agreement Summary:

Heritage coursework provides education and training for students to work with existing interior spaces. Fundamentals Day Program classes are 3 days per week (Tuesday, Weds, Thurs) 9:00am – 4:30pm for 12 consecutive weeks. Fundamentals Executive Program classes meet on Saturdays from 9:00am – 5:00pm for 18 consecutive weeks. Fundamentals Evening Program classes meet on Wednesday and Thursday from 5:30pm - 9:00pm for 18 consecutive weeks.

Please enroll me in the Fundamentals of Interior Design Fundamentals Program. I understand I will need to complete this program within 1 year. 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.

I will enroll as a Day Program Student (T, W, Th) beginning on (date) _____

I will enroll as an Executive Program Student (Saturdays) beginning on (date) _____

I will enroll as an Evening Program Student (W,Th) beginning on (date) _____

Please enroll me in the Masters Certification Program. I understand that all of the specified supplemental courses will be included within my certification program tuition and that I will need to complete the supplemental courses within 2 years. I also understand that I will need to individually enroll in and pay for any of the optional/recommended supplemental courses that I want to take.

I will enroll in the Advanced Interior Design Masters Program and complete electives listed above.

I will enroll in the Residential Interior Design Masters Program and complete electives listed above.

I will enroll in the Commercial Interior Design Masters Program and complete electives listed above.

I will enroll in the Customized Masters Program and complete at least 6 electives in addition the Fundamentals Program.

Masters Program Graduation Requirements:

Upon completion of the Masters Program courses, you will present a portfolio of your final projects from each course to the Executive Director. You will then receive the following:

- Masters Certificate
- Final Transcript
- Masters of High Honors Award for a GPA of 3.5 or above
- Letter of Recommendation from the Executive Director
- Priority considerations for internship opportunities

Please complete the **Course Enrollment Form** to indicate which supplemental courses you plan to take and which term and the **Payment Contract** to indicate how you are going to pay your tuition.



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Cancellation and Refund Policy

The school's cancellation and refund policy is based on, and complies with Oregon law. It applies to all terminations for any reason by the student or the school.

1. If an applicant is not accepted, all monies paid will be refunded
2. If the school discontinues a program, all monies paid will be refunded
3. An applicant may cancel enrollment prior to entering classes by providing written notice to Heritage including email at steph@heritageschoolofinteriordesign.com
 - a. If cancellation occurs within 5 business days, you will receive a 100% refund.
 - b. If cancellation occurs after 5 business days, the \$150 registration fee is not refundable. Registration fees are honored for 1 full year from original enrollment date.
4. If education is terminated by a student or the school after beginning instruction (unless the school has discontinued the program of instruction), the student is financially obligated to the school for the registration fee and any tuition and supply fees according to the following schedule:
 - 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. For elective courses, a \$150 withdrawal fee is charged for all students who cancel registration less than two weeks before class starts, otherwise tuition is fully refundable.
 - c. Students who enroll in the professional program, and subsequently drop courses will be charged the elective price of the courses they attend. Any cancellations less than two weeks before the commencement of an elective will be charged \$150 per elective class dropped.
 - d. 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
 - e. 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.



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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.
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



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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

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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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