



HERITAGE

SCHOOL of INTERIOR DESIGN

2535 Walnut Street, Suite K, Denver, CO 80205

Approved and Regulated by the Colorado Department of Higher Education, Private Occupational School Board

Student Enrollment Agreement 2019/2020

To complete your enrollment with Heritage School of Interior Design please circle your selected term to begin:

Spring Term Winter Term Fall Term

Student Information:

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

Program Information:

| | | | |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------------------------|
| Program | Fundamentals of Interior Design or Masters Certification Program | | |
| Program Description | The Fundamentals of Interior Design Certification Program will provide you with the basic fundamentals of interior design. The Masters Certification Program is the Fundamentals of Interior Design Program combined with 8 specialty supplemental courses, indicated on page 4. | | |
| Program Length in Hours/Weeks | Fundamentals of Interior Design Certification Program: 12-week OR 24-week course consisting of 216 hours to be completed within 1 year from start date. Masters Certification Program: 354 total hours, to be completed within 2 years from start date of Fundamentals of Interior Design Program. | | |
| Day Fundamentals Certification Course | Tuesday, Wednesday, Thursday: 9:00am - 4:30pm | | |
| Executive Fundamentals Certification Course | Saturday: 9:00am - 5:30pm | | |
| Type of Instruction | Classroom, Studio, & Field Visits | | |
| Enrollment Date | Date Enrollment Agreement and Registration Fee are received by Heritage. | Maximum time to Complete Certification Program: | Fundamentals: 1 year Masters: 2 years |



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Admission Requirements:

Students must be 18 years of age or older. Students should possess a high school diploma, GED or equivalent, or may be evaluated on an individual basis. Previous experience is not necessary. School staff meets with applicants to determine their career interests, skills, attitude and motivation. Heritage criteria are based upon demonstrated maturity and the desire to complete and further one's career goals in interior design. Applicants fill out an assessment form which is discussed with the director at the time of the interview. Students are accepted for enrollment during this meeting.

Tuition and Fees:

Heritage offers students tuition payment options that include: a one-time payment due prior to the start date of the Fundamentals of Interior Design certification program or the Masters Certification Program; three equal monthly installment payments, with the first installment due before the start date of the certification program, the second payment due 30 days later and the final payment due 60 days after the program start date. Students enrolling in the Masters Certification Program have an additional payment option described under Schedule of Payments below. Students may select their preferred payment plan below.

| | Option 1 | Option 2 | Option 3 |
|-------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Fundamentals Program | Fundamentals Program + Supplemental Classes | Masters Program |
| Registration Fee | \$150 | \$150 | \$150 |
| Course Tuition Cost | \$7,990 | \$7,990 + cost of additional supplemental classes as desired | \$14,050 |
| Books and Supplies (See Educational Equipment & Supplies List) | Variable and subject to change. | Variable and subject to change. Software for technical courses must be purchased by the student except those where complimentary student downloads are available. | Variable and subject to change. Software for technical courses must be purchased by the student except those where complimentary student downloads are available. |
| Supplemental Elective Course Tuition | Student is taking only Fundamentals. | Student is taking Fundamentals, and some additional supplemental classes. | All supplemental classes are <u>included</u> with Masters Program tuition. |



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Program Selection & Terms of Agreement Summary:

Heritage coursework provides education and training for students to work with existing interior spaces.

Option 1: Please enroll me in Fundamentals of Interior Design Certification Program.

I understand I will need to complete this program within 1 year. I do not plan at this time to take any supplemental classes during the completion of this program.

I will enroll in the Day Fundamentals of Interior Design Certification Program (T, W, Th) beginning on (date) _____

I will enroll in the Executive Fundamentals of Interior Design Certification Program Student (Saturdays) beginning on (date) _____

Option 2: Please enroll me in Fundamentals of Interior Design + Selected Supplemental classes.

I understand I will need to complete this program within 2 years. 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 in the Day Fundamentals of Interior Design Certification Program (T, W, Th) beginning on (date) _____

I will enroll in the Executive Fundamentals of Interior Design Certification Program Student (Saturdays) beginning on (date) _____

Option 3: Please enroll me in the Masters Certification Program. I understand that all of the supplemental courses will be included within my certification program tuition and that I will need to complete the supplemental courses within 2 years.

Please indicate below, which supplemental courses you plan to take and which term. Descriptions & specific dates for all supplemental courses listed below are located in our Catalog Addendum and on our website at heritageschoolofinteriordesign.com.

| | Term 1 | Term 2 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Recommended 6-Month Masters Certification Track Fundamentals, Intro to AutoCAD & SketchUp are prerequisites for Kitchen & Bath Design. Fundamentals is also a prerequisite for Commercial Design & Revit. | Fundamentals of Interior Design (weeks 1-12) Digital Presentation (weeks 1-6) Intro to AutoCAD (weeks 1-6) SketchUp (weeks 7-12) Advanced AutoCAD (weeks 7-12) | Kitchen & Bath Design (weeks 1-6) Revit (weeks 1-9) Commercial Design (weeks 1-12) Professional Development (weeks 7-12) |



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| Please indicate term & year you will attend this course. | Course | Duration | Day/Time | Total Hours | Tuition |
|----------------------------------------------------------|--------------------------|----------|---------------------------|-------------|---------|
| | Digital Presentation | 6 weeks | Once per week for 2 hours | 12 | \$545 |
| | Into to AutoCAD | 6 weeks | Once per week for 2 hours | 12 | \$545 |
| | Advanced AutoCAD | 6 weeks | Once per week for 2 hours | 12 | \$545 |
| | SketchUp | 6 weeks | Once per week for 2 hours | 12 | \$545 |
| | Kitchen & Bath Design | 6 weeks | Once per week for 2 hours | 12 | \$545 |
| | Revit | 9 weeks | Once per week for 2 hours | 18 | \$795 |
| | Commercial Design | 12 weeks | Once per week for 4 hours | 48 | \$1995 |
| | Professional Development | 6 weeks | Once per week for 2 hours | 12 | \$545 |



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Schedule of Payments:

A non-refundable registration fee of \$150 is due at the time of enrollment. Fee will be waived if program payment is made in full.

Please indicate your desired Payment Schedule by circling the corresponding box in the chart below.

| Payment Schedule | Option 1 | Option 2 | Option 3 |
|---------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| | Fundamentals Program | Fundamentals Program + Selected Supplemental Classes | Masters Program |
| A Pay in Full | \$7,990 | \$7,990 + Cost of each Selected Supplemental Class | \$14,050 |
| B 3 Installments | Payment 1: \$2663.33 Payment 2: \$2,663.33 Payment 3: \$2,663.33 | N/A | Payment 1: \$4,683.33 Payment 2: \$4,683.33 Payment 3: \$4,683.33 |
| C 3 Installments + Supplemental Classes | N/A | Payment 1: \$2663.33 Payment 2: \$2663.33 Payment 3: \$2663.33 + Pay for each supplemental class as taken | Payment 1: \$2663.33 Payment 2: \$2663.33 Payment 3: \$2663.33 + Pay for each supplemental class as taken |

The payment schedule for the 3 installments is as follows:

- Payment 1: Due 1 week prior to the first day of class
- Payment 2: Due 30 Days after the first class
- Payment 3: Due 60 days after the first class



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CANCELLATION AND REFUND POLICY

The school’s cancellation and refund policy applies to all terminations for any reason by the student or the school. Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

| Student is entitled to upon withdrawal/termination | Refund |
|--------------------------------------------------------------------|------------------------------|
| Within first 10% of program | 90% less cancellation charge |
| After 10% but within first 25% of program | 75% less cancellation charge |
| After 25% but within first 50% of program | 50% less cancellation charge |
| After 50% but within first 75% of program | 25% less cancellation charge |
| After 75% [if paid in full, cancellation charge is not applicable] | NO Refund |

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - A. The date on which the school receives written notice of the student’s intention to discontinue the training program; or
 - B. The date on which the student violates published school policy, which provides for termination.
 - C. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.



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5. Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:
 - D. A deadline for the new start date, beyond which the start date will not be postponed.
 - E. Whether the postponement is for the convenience of the school or the student, and; If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

Notice to Student/Buyer

6. Do not sign this agreement before you have read it or if it contains any blank spaces.
7. 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.
8. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
9. This agreement and the school catalog constitute the entire agreement between the student and the school.
10. Although the school may provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
11. The school reserves the right to reschedule the program start date when the number of students scheduled is too small.
12. The school reserves the right to terminate a students' training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
13. 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 2018 catalog, volume 8, dated September 2017 and a Catalog Addendum are located on the Heritage School of Interior Design website, 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



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- 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 may be filed online with the Division of Private Occupational Schools at higherred.colorado.gov/dpos Phone: 303-862-3001. There is a two-year limitation (from student’s last date of attendance) on the Division taking action on student complaints. _____ Student initials

Enrollment Agreement/Cancellation & Refund Policy 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 and cancellation & refund policy constitutes a binding contract.

Signature of Student Date

School Representative’s Certification

I hereby certify that the student indicated above has been interviewed by appropriate Heritage School of Interior Design staff and in our judgment, meets all requirements for acceptance as a student in the Interior Design Program at Heritage School of Interior Design, as described in the school catalog. In addition, there have been no verbal or written agreements or promises other than those appearing on this agreement. I further certify the student has read, received, and understands the cancellation policy.

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.