



HERITAGE

SCHOOL of INTERIOR DESIGN

5701 6th Ave Suite 204 Seattle, Washington 98108 | 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 \$100 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 of Interior Design Certification Program or Professional Certification Program (Please visit our website for current start dates)</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. The Professional Certification Program is the highest level of certification available at Heritage School of Interior Design and provides students with a very comprehensive skill set necessary to obtain a job in the interior design field.		
Program Length in Hours/Weeks:	Fundamentals of Interior Design Certification Program: Weekday: 12 weeks, Executive: 18 weeks. 288 career directed clock hours, to be completed within 1 year from start date of certification course. Professional Certification Program: combines the Interior Custom Design Program with 8 supplemental courses to be completed within 2 years from start date of certification course. Clock hours vary.		
Day Fundamentals Certification Course	Tuesday, Wednesday, Thursday 9:00am - 5:00pm		
Executive Fundamentals Certification Course	Thursday, Saturday 9:00am - 5:00pm		
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 Professional 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 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. *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.*

	Fundamentals Program	Professional Program
Registration Fee:	\$100	\$100
Core Course Tuition Cost:	\$6,996	\$10,887
Books and Supplies:	Somewhat variable and subject to change. See Educational Equipment & Supplies List.	Somewhat variable and subject to change. Software for technical courses must be purchased by the student except those where complimentary student downloads are available.
Supplemental Electives Course Tuition	Students may enroll in elective courses	Elective courses included within Professional Program tuition
<i>AutoCAD</i>	\$599	Yes
<i>SketchUp</i>	\$599	Yes
<i>Adobe Photoshop & Illustrator</i>	\$399	Yes
<i>Kitchen & Bath Design</i>	\$499	Yes
<i>Business & Entrepreneurship</i>	\$399	Yes
<i>Commercial Design</i>	\$1,395 (please note this class can only be taken as part of the Professional Program)	Yes
<i>Revit</i>	\$499	Yes
Professional Program Discount:	N/A	-\$499 discount
TOTAL PROGRAM COST:	\$7,096 + any additions above	\$10,987



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Program Selection & Terms of Agreement Summary:

Heritage coursework provides education and training for students to work with existing interior spaces. Certification Day Program classes are 3 days per week (Tuesday, Weds, Thurs) 9:00am – 5:00pm for 12 consecutive weeks. Certification Executive Program classes meet on Thursday and Saturday from 9:00am - 5:00pm for 18 consecutive weeks. Please refer to the website for course start and end dates.

Please enroll me in the Fundamentals of Interior Design Certification 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 (Th, Sat) beginning on (date) _____

Please enroll me in the Professional 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.

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.

I will attend this course. Please indicate term & year.	Course	Duration	Day/Time	Total Hours	Tuition
	<i>AutoCAD SketchUp</i>	6 weeks	Once per week for 2 hours	12	\$599
	<i>SketchUp</i>	7 weeks	Once per week for 2 hours	14	\$599
	<i>Photoshop & Illustrator</i>	6 weeks	Once per week for 2 hours	12	\$399
	<i>Kitchen & Bath Design</i>	6 weeks	Once per week for 2 hours	12	\$499
	<i>Revit</i>	7 weeks	Once per week for 2 hours	14	\$499
	<i>Business & Entrepreneurship</i>	6 weeks	Once per week for 2 hours	12	\$399
	<i>Commercial Design (please note this class can only be taken as part of the Professional Program)</i>	10 weeks	Once per week for 3.5 hours	35	\$1,395



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Changes to Agreement Notice:

Any changes in this agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student or the student’s parent or guardian if he/she is a minor.

Cancellation and Refund Policy (Compliance with WAC 490-105-130):

Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A “registration fee” is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

If the student completes this amount of training:	The school may keep this percentage of the tuition cost:
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student’s termination is the last day of recorded attendance:
 - a. When the school receives notice of the student’s intention to discontinue the training program;
 - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
 - c. When a student, without notice, fails to attend classes for 30 calendar days.
6. All refunds must be paid within 30 calendar days of the student’s official termination date.



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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, school catalog 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.

Cancellation of Contract:

If you have not started training, you may cancel this contract by submitting written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract; the written notice may also be personally or otherwise delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.

Unfair Business Practices:

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her financial sponsors if he/she is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.



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STUDENT ACKNOWLEDGMENTS:

1. I hereby acknowledge understanding that a current copy of the school’s catalog dated 2018-19 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, can be filed with the Workforce Board at 360-709-4600.
_____ 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



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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

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



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Notice of Financial Obligation:

Washington law requires the following information to be supplied to each student enrolling in a private school licensed under Chapter 28C.10.RCW. One copy of this notice bearing original signatures must be attached by the school as addenda to that individual’s enrollment agreement, as well as a copy provided to the enrollee by the school.

Acknowledgement by Enrollee:

1. I understand and accept that any contract for education I enter into with Heritage School of Interior Design contains legally binding obligations and responsibilities.
2. I understand and accept that repayment obligations will be place upon me by any loans or other financing arrangements I enter into as a means to pay for my training.
3. I understand that any enrollment contract I enter into will not be binding or take effect for at least five days, excluding Sundays and holidays, following the last date such a contract is signed by the school and me, provided that I have not entered classes.

Acknowledgement by School:

Prior to being enrolled in this school, the applicant, whose name and signature appears above, has been made aware of the legal obligations he/she takes on by entering into a contract for training. Those discussions included cautions by the school about acquiring an excessive debt burden that might become difficult to repay given employment opportunities and average starting salaries in his/her chosen occupation.

Signed this _____ day of _____, 20 _____

Signature of Student

Date

Signature of School Official

Date



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How To File A Complaint:

Washington law requires private vocational schools to inform students how to file a complaint. By signing this form you acknowledge this process has been explained to you. Below are the next steps the school must take in discussing this policy with you, along with information about the complaint process.

Discussion About Complaint Policy Required:

First, a school representative must discuss the school’s complaint policy with you. Following this discussion, you will be provided with this attachment to sign. After you sign this form, the school will give you copy for your personal records. The school will also keep a copy on file.

Acknowledgement of Complaint Process by Student:

1. The school has described the grievance and/or complaint policy to me.
2. I understand that the policy can also be found in the catalog.
3. I know I should first try to resolved a complaint or concern with my instructor or school administrator.
4. I understand nothing prevents me from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint, and complaint forms are: http://wtb.wa.gov/PCS_Complaints.asp.
5. I understand that I have one year to file a complaint from my last date of attendance.
6. I further understand that in the event of a school closure, I have 60 days to file a complaint.
7. I also understand that complaints are public records.
8. Finally, I acknowledge that details about the complaint process, my rights, and any restrictions on the time I have to file a complaint can be found at http://wtb.wa.gov/PCS_Complaints.asp

Acknowledgement by School:

Prior to being enrolled in this school, the applicant, whose name and signature appears above has been made aware of the school’s complaint policy.

Signed this _____ day of _____, 20 _____

Signature of Student

Date

Signature of School Official

Date

This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to: Workforce Training and Education Coordinating Board. Address: 128 - 10th Avenue Southwest, Olympia, Washington 98504. Phone: 360-709-4600. Website: pvs@wtb.wa.gov.