

# ENROLLMENT AGREEMENT

## Computer Course-Part Time-



### PC TECH

317 Madison Avenue #800, 42<sup>nd</sup> Street New York, N.Y.10017  
 Tel: 212-808-4754 Fax: 212-808-4749 Web: www.getitnyc.com E-Mail: info@getitnyc.com

**Agreement:** Enrollment agreement must be: Signed by the applicant and enclosed in the students file.

### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_ SS#or Passport#: \_\_\_\_\_

### Registration

IT Environments	wks	hours	Registration	Tuition	Books	Total
<input type="checkbox"/> Foundation in Computer Fundamentals	4	28	\$30	\$319	\$50	\$399
<input type="checkbox"/> Essentials for Windows XP & Server	4	28	\$30	\$769	\$100	\$899
<input type="checkbox"/> Essentials of Networking Infrastructure	8	56	\$100	\$1,349	\$250	\$1,699
<input type="checkbox"/> Essentials of Active Directory and Relational Database	16	112	\$100	\$2,050	\$350	\$2,500
<input type="checkbox"/> Essentials in Routing Technologies	4	28	\$30	\$619	\$50	\$699
<input type="checkbox"/> Foundation in Sun Solaris Environment	4	28	\$30	\$619	\$50	\$699
<input type="checkbox"/> Foundation to Red Hat Environment	4	28	\$30	\$619	\$50	\$699
<input type="checkbox"/> Security+	4	28	\$30	\$619	\$50	\$699

Start Date: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

### Schedule:

<input type="checkbox"/> Daytime class	9:00am-12:30pm/ 2:00pm-5:30pm
<input type="checkbox"/> Evening class	6:00pm-9:30pm/ Twice a week
<input type="checkbox"/> Saturday class	10:00am-5:00pm

\*Hours of School; Operation: Mon-Thurs ; 10:00am – 6:00pm Fri ; 10:00am- 5:00pm Sat ; 10:00am-6:00pm (Note; Only the class open)

### Payment Information:

Total cost of the Program is \$\_\_\_\_\_ after acceptance into the program, through a personal interview. \$\_\_\_\_\_ Registration fee (non refundable) is required to hold a class space. A total fee is Payable by check, Master Card, Visa, or Cash. Tuition of \$\_\_\_\_\_ is due before the class starts. Note: To maintain the security of credit card information please call (212) 808-4754 to pay by credit card.

### Payment method

<input type="checkbox"/> Check (payable to PCTECH) Name on Check: _____ / Check Number: _____ <input type="checkbox"/> Visa / <input type="checkbox"/> Master Card / <input type="checkbox"/> Payment by wire transfer from foreign account
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### Cancellation and Refund Policy

You may cancel your enrollment at any time, in which case the following terms will apply: If you request cancellation within seven days after signing, you will be refunded all money paid to the school, with the exception of the non-refundable registration fee, as long as you have not entered into instruction. Thereafter, in the event of cancellation, or termination, the school shall retain the registration fee plus the cost of any textbooks or supplies accepted, plus the following amounts for tuition as of the student's last date of physical attendance.

\* Tuition liability is divided into number of quarters completed and number of weeks in the second quarter.

If withdrawal occurs:	
Mini-Program	School may keep
0%-15% of the program	0%
16%-30% of the program	25%
31%-45% of the program	50%
46%-60% of the program	75%
After 60% of the program	100%

If withdrawal occurs:	
During program	School may keep
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

Notice of cancellation or withdrawal must be made in writing. If the student is a minor, a parent or guardian must make such notice. By my signature, I agree to the conditions of this agreement. I also verify that I had read and received a copy of the agreement and the school catalog.

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

The Agent who enrolled me was (Agent name \_\_\_\_\_) Cert.#: \_\_\_\_\_

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

I have received a copy of the Student Disclosure Material.

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

Accepted for the school by \_\_\_\_\_ Date: \_\_\_\_\_