



ENROLLMENT AGREEMENT ADULT- 516.773.9847
 Computer Teach 39 Great Neck Rd, Great Neck, NY 11021

Name:		M or F	Date of Birth
Street Address:		Apt/Suite #	SS # (last 4 digits)
City:	State:	Zip:	Email:
Phone/Cell Phone:			

The above listed school and student enters into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the school's rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with Education Law and Commissioner's Regulations.

***Adult Classes 2011**

Class Name	Class Name	Price	Hours	Date and Time
Computer Freshman	Excel for Home/Business	\$175	3	
Internet/Email Basics	Digital Camera Basics	\$175	3	
Resume/Cover Letter Writing	File Organization & Saving	\$175	3	
Excel 2007 Basics	Word 2007 Basics	\$295	5	
Excel for Finance 1	Excel for Finance 2	\$450	5	
Picasa Picture Editing	Word 2007 Intermediate	\$175	3	
FaceBook & Social Networking	Word 2007 Advanced	\$175	3	
Excel 2007 Intermediate	Word 2007 Expert	\$175	3	
Excel 2007 Advanced	PowerPoint Basics 2007	\$175	3	
Excel 2007 Expert	PowerPoint 2007 Intermediate, PowerPoint 2007 Advanced	\$175	3	
Outlook 2007 Basics	Outlook 2007 Intermediate	\$175	3	
Access 2007 Level 1	Access 2007 Level 2	\$445	8	
Adobe Photoshop	Adobe Photoshop 2	\$445	8	
QuickBooks Basics	QuickBooks Intermediate	\$175	3	
Adobe Illustrator	Dreamweaver	\$445	8	
Adobe Illustrator 2	Dreamweaver 2, Dreamweaver 3	\$445	8	
Adobe Acrobat	Adobe Indesign	\$445	8	
Publisher 2007		\$295	5	
Flash	Flash 2	\$645	12	

All 3-Hour classes can be run as One 3-hour class or Two 90-minute classes, or Three 1-hour classes
All 8-Hour classes can be run as Two 4-hour classes or Three 2-hour, 40 minute classes or Four 2-hour classes . All 12-Hour classes can be run as Two 6-hour classes or Three 4-hour classes or Four 3-hour classes. 5 hour classes can be run as Two 2.5-hour classes or Three 100-Minute classes



Course manuals

The following classes have a book fee of \$35 added to the course price

Photoshop, Photoshop 2, Illustrator, Illustrator 2, Dreamweaver , Dreamweaver 2, Acrobat, Indesign, QuickBooks Basic & Quickbooks Intermediate

The following classes have a book fee of \$50 added to the course price

Flash, Flash 2

For all other classes, the manuals cost \$10 and are included in the cost of the class.

DISCOUNTS

10% Discount per course for enrolling in 3 or more classes at the same time, 15% per class Discount for enrolling in 6 or more classes at the same time

Method of Payment-Cash, Check (payable to Computer Teach), MasterCard, Visa, Discover, American Express
All classes are paid for in advance.

General Information

Please see requirements as listed in the school catalog. Computer Teach does not accept or help facilitate financial aid. Computer Teach does not provide any vocational training or job placement. Computer Teach does not issue or grant any diplomas. We do offer Certificates of Completion.

Refund Policy

- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned.
- B. Thereafter, a student will be liable for
 - 1. The tuition liability as of the student’s last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If you terminate the class/program and you’ve taken between 0-15% of the class, the school may keep 0% of your money. If you’ve taken between 16-30% of the class, the school may keep 25% of your money. If you’ve taken 31-45% of the class, the school may keep 50%. 46-60% of the class, the school keeps 75%. After you take 60% of the class, the school may keep 100%

 - 2. Any monies for textbooks accepted
- C. A student who receives a discount will receive the refund due to them based on the cost of tuition given the discount.
- D. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

Student Signature X. _____ **Date** _____

The agent who enrolled me was: _____ # _____ Agent Signature _____

Student Signature X _____ **Date** _____

I have received a copy of the Student Disclosure Material.

Student Signature X. _____ **Date** _____

Accepted for the school by _____ Date _____

Total _____ Discounts _____ Net Total _____ Amt Paid _____ Bal _____