



# METROPOLITAN LEARNING INSTITUTE

Licensed by the New York State Education Department  
Non-Profit Educational Organization

Main Campus  
97-77 Queens Blvd., 9th Floor  
Rego Park, NY 11374  
Phone: (718) 897-0482  
Fax: (718)897-5667

Extension Campus  
8904 Fifth Avenue 4th Floor  
Brooklyn, NY 11209  
Phone: (718) 492-2120  
Fax: (718) 492-2197

## ENROLLMENT AGREEMENT

Student's Name	First LAST		
Gender:	DOB	1/1/2000	ID L123456789F2000
Address:			Apt. #
City:	State:	NY	Zip
Telephone:	Email		

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as attest to receiving a copy of the school 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. The student is initially enrolled at the campus checked above.

### CHECK CURRICULUM CHOSEN BELOW

Program	Computer Office Technology with Bookkeeping and VESL	NOTES
Total hours	1500	
Tuition	\$18,000	
Accuplacer	\$3.00	At Student Cost
CELSA Test	\$5.00	At Student Cost
Diploma Evaluation	\$70.00	At Student Cost
Graduation Fee	\$130.00	If Student Attends
Books	\$1,720.67	
Registration Fee	\$100.00	\$5 Deposit
Total	\$20,028.67	
Refund Policy	4 terms 15 weeks each	

Schedule (Check session selected):

Morning Session: 9:00am – 2:00pm (five academic hours per day/ 25 hours per week)

Evening Session: 5:15pm – 10:15pm (five academic hours per day/ 25 hours per week)

Hours of School Operation: 9:00am – 10:15pm every day from Monday to Friday

Start date \_\_\_\_\_

Expected graduation date \_\_\_\_\_

**METHOD(S) OF PAYMENT** (Student Financial Aid is available to those who qualify)

**Federal Financial Aid**

- o Stafford Subsidized Loan
- o Stafford Unsubsidized Loan
- o PLUS Loan
- o PELL Grants

**New York State Financial Aid**

- o Tuition Assistant Program (TAP) Grant

**Other**

- o Check/Cash/Money Order

☐ **Scholarship** – On Time Graduate Scholarship: Up to \$4,000 will be credited to qualified students upon completion of their program of study. See school catalog for full details.

A student's financial aid balance may be covered and/or paid off according to their tuition packaging, with a six-month grace period permitted before repayment begins if the student completes their program. The final amount of all financial aid funds will be given in an award letter by the Financial Aid Department.

**REFUND POLICY LANGUAGE TERMS**

A student who cancels within 7 days of signing the enrollment agreement receives all money returned, with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for:

The non-refundable registration fee plus

The cost of any textbooks or supplies accepted plus

Tuition liability as the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms are completed.

First Term and Second Term

<b>If termination occurs</b>	<b>school may keep</b>
Prior to or during the first week.....	0%
During the second week .....	20%
During the third week.....	35%
During the fourth week.....	50%
During the fifth week.....	70%
After the fifth week.....	100%

## Subsequent Terms

Prior to or during the first week.....	20%
During the second week .....	35%
During the third week.....	50%
During the fourth week.....	70%
After the fourth week.....	100%

The student refund may be more than stated above if the accrediting agency or the Federal Pro-Rata refund policy results in a greater refund.

If a student withdraws during the second term, the school must use the "First Term" schedule unless the school can demonstrate that no significant educational change has occurred in the program as of the student's last date of attendance. See the Student Disclosure Notice.

**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.**

I have read and understood or had explained to me all questions on this form, and have answered them honestly.

Student Signature	_____	Date	_____
Agent	_____	Cert#	_____
	(Print Name)		
Agent	_____	Date	_____
	(Signature)		

I have received a copy of the Student Disclosure Material			
Student	_____	Date	_____
	(Signature)		
Agent	_____	Date	_____
	(Signature)		

Accepted for the School by	_____	Date	_____
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