

ENROLLMENT AGREEMENT
LISMA Inc.
1125 Willis Avenue, Albertson, NY 11507

Student Name:	
Address:	
Email Address:	
Phone:	D.O.B.:

The above-listed school and student enter into this Enrollment Agreement, under which the student agrees to pay the tuition and fees indicated below and to adhere to the school's rules and regulations as set forth in the Student Handbook/School Catalog. The school agrees to provide instruction in the curriculum listed below in accordance with the Education Law and the Commissioner's Regulations.

***The following sets forth the fees, schedules, and refund policy for one term of the program.
Each term is 16 weeks in length, including one scheduled recess week and 15 weeks of instruction.***

Program	☐ Basic I	☐ Basic II	☐ Intermediate I	☐ Intermediate II	☐ Advanced I	☐ Advanced II	☐ TOEFL	☐ American Media and Culture Studies
Total Instructional Hours per Term	270	270	270	270	270	270	270	270
Tuition	\$ 1,970	\$ 1,970	\$ 1,970	\$ 1,970	\$ 1,970	\$ 1,970	\$ 2,050	\$ 1,970
Registration Fee (Non-Refundable; one-time fee charged upon initial admission only)	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Initial Admission Term Total Due:	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,070	\$2,150	\$2,070
Returning Student Total Due:	\$ 1,970	\$ 1,970	\$ 1,970	\$ 1,970	\$ 1,970	\$ 1,970	\$ 2,050	\$ 1,970
Refund Policy	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks

Method of Payment: Initial down payment of **\$100 registration fee, charged one time upon initial admission only and is not charged again in subsequent terms or semesters**, with the option of splitting the Tuition payment into a maximum of three (3) installments.
Acceptable forms of payment: Credit, Debit, Check, Money Order, Cash, Zelle.

SCHEDULE		
☐ AM	Monday – Thursday	9:00 a.m. – 2:00 p.m. (*30 minutes break) (4.5 hours per day) = 18 instructional hours per week
☐ EVE	Monday – Thursday	5:00 p.m. – 10:00 p.m. (*30 minutes break) (4.5 hours per day) = 18 instructional hours per week
☐ EVE/WKND	Monday + Tuesday + Friday + Saturday	Monday & Tuesday: 5:30 p.m. – 7:45 p.m. Friday: 9:30 a.m. – 5:00 p.m. (*45 minutes break) Saturday: 9:30 a.m. – 5:00 p.m. (*45 minutes break)

		(Mon & Tues: 2.25 hours per day; Fri & Sat: 6.75 hours per day) = 18 instructional hours per week
☐ EVE/WKND	Wednesday + Thursday + Friday + Saturday	Wednesday & Thursday: 5:30 p.m. – 7:45 p.m. Friday: 9:30 a.m. – 5:00 p.m. (*45 minutes break) Saturday: 9:30 a.m. – 5:00 p.m. (*45 minutes break) (Wed & Thurs: 2.25 hours per day; Fri & Sat: 6.75 hours per day) = 18 instructional hours per week
☐ EVE/WKND	Monday + Tuesday + Friday + Saturday	Monday & Tuesday: 7:45 p.m. – 10:00 p.m. Friday: 9:30 a.m. – 5:00 p.m. (*45 minutes break) Saturday: 9:30 a.m. – 5:00 p.m. (*45 minutes break) (Mon & Tues: 2.25 hours per day; Fri & Sat: 6.75 hours per day) = 18 instructional hours per week
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☐ AM/WKND	Wednesday + Thursday + Friday + Saturday	Wednesday & Thursday: 9:30 a.m. – 11:45 a.m. Friday: 9:30 a.m. – 5:00 p.m. (*45 minutes break) Saturday: 9:30 a.m. – 5:00 p.m. (*45 minutes break) (Wed & Thurs: 2.25 hours per day; Fri & Sat: 6.75 hours per day) = 18 instructional hours per week
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Please note that not all courses, levels, or schedules are available in every term or semester. The School will make its best effort to accommodate the student's needs, subject to availability.

Full-time students are required to attend a minimum of 18 hours of instruction per week each term/semester.

Make-Up Classes

The School understands that students may occasionally miss class due to real-life circumstances. To support student progress, the School may offer approved make-up classes, **including on Sundays, at no additional charge**, subject to School and instructor availability. All make-up classes must be approved by the School Director and shall cover only the portion of the course or curriculum missed due to the student's absence. Attendance for any approved make-up class shall be recorded in the

School's attendance records in accordance with applicable BPSS requirements. Sunday make-up classes are offered solely for make-up class purposes and do not change the student's regular schedule of instruction under this Enrollment Agreement.

Hours of School Operation:

Monday–Thursday: 9:00 a.m. – 10:00 p.m.

Friday–Saturday: 9:00 a.m. – 5:00 p.m.

Sunday: Open, as needed, for approved make-up classes.

Course Start Date: _____

Course End Date: _____

Refund Policy

A student who cancels within 7 days of signing the enrollment agreement has all monies refunded minus the non-refundable, one-time registration fee charged upon initial admission only of \$100. Thereafter, a student will be liable for:

1. The non-refundable, one-time registration fee charged upon initial admission only of \$100
2. Tuition liability as of 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 completed. In case of course closure due to insufficient registration, 100% of tuition will be refunded. The \$100 registration fee is non-refundable, charged one time upon initial admission only, and is not included in the refund calculation. Failure to notify the director in writing of withdrawal may result in a delay of a refund due pursuant to section 5002 of the Education Law.

Term(s) Refund Policy

Term

If termination occurs:	Regular Courses Refund amount:	TOEFL Course Refund amount:
Prior to or during the first week of the term	\$ 1,970.00 (100% Tuition)	\$2,050.00 (100% Tuition)
During the second week of the term	\$ 1,576.00 (80% Tuition)	\$1,640.00 (80% Tuition)
During the third week of the term	\$ 1,280.50 (65% Tuition)	\$1,332.50 (65% Tuition)
During the fourth week of the term	\$ 985.00 (50% Tuition)	\$1,025.00 (50% Tuition)
During the fifth week of the term	\$ 591.00 (30% Tuition)	\$615.00 (30% Tuition)
After the fifth week of the term	\$ 0.00 (0% Tuition)	\$0.00 (0% Tuition)

Student Acknowledgement

By signing below, I acknowledge that I have read and agree to the terms and conditions of this Enrollment Agreement. I also confirm that I have received a copy of this Enrollment Agreement and the School Catalog/Student Handbook.

Student Signature: _____

Date: _____

I acknowledge receipt of the NYSED Student Disclosure Materials.

Student Signature: _____

Date: _____

The agent who enrolled me was: _____

Cert. #: _____

Authorized Agent Signature: _____

Date: _____

Student Signature: _____

Date: _____