



# Registration Application

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[www.portlandjewelry.academy](http://www.portlandjewelry.academy)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Last First Middle Month Day Year  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Street - -  
 \_\_\_\_\_ Email Address \_\_\_\_\_  
 City State Zip  
 Start Date \_\_\_\_\_  
 Month Day Year

## Terms of Contract

Registration Fee	\$100	Terms of Payment	_____
Tuition	\$6,500		_____
Tools	\$1586.75*		_____
Supplies	\$300*		_____
Other	\$600*		_____
Optional Microscope	\$800*		_____
<b>Total Cost</b>	<b>\$9086.75*</b>		

### \*Prices will vary based on market costs.

Cancellation and Refund Policies (OAR 715-045-0036)  
 A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:  
 A) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;  
 B) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$150, whichever is less;  
 C) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rate refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;  
 D) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;  
 E) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in (a) & (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.

MY SIGNATURE INDICATES THAT I HAVE READ THIS ENROLLMENT AGREEMENT AND UNDERSTAND THAT IT IS A BINDING CONTRACT.

_____	_____
Student's Signature	Date
_____	_____
Signature of School Official	Date

Additionally, I understand the following:  
 1) That tuition charges will accrue based on the hours that the program is offered by the school and that I have contracted/scheduled to attend, rather than my actual attendance;  
 2) That any refund calculation is based on my last date of physical attendance; and,  
 3) Per OAR 715-045-0008, Advanced Deposits, "Prior to the beginning of classes, no private career school shall require from an enrollee an advance deposit in excess of twenty (20) percent of the total tuition and fees:  
 (a) Schools that offer short-term programs designed to be completed in one (1) term or four (4) months, whichever is less, can require payment of all tuition and fees on the first day instruction begins;  
 (b) For those programs designed to be four (4) months or longer, a school cannot require more than one (1) term or four (4) months of advanced payment of tuition at a time. When fifty (50) percent of the program has been offered, the school can require payment of all tuition;  
 (c) This limitation shall not apply to federal and state financial aid payments received by the school; and  
 (d) At the student's option, a school may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date for commencement of classes is specifically disclosed on the enrollment agreement."