

**ROBERTO-VENN SCHOOL OF LUTHIERY**  
**ENROLLMENT AGREEMENT**  
**1012 NW Grand Ave, Phoenix, Arizona 85007**  
**(602) 243-1179**

In consideration of the acceptance of \_\_\_\_\_ in the Roberto-Venn School of Luthiery, Inc. for the course titled Guitar Making and Repair having a length of 880 clock hours (20 weeks). The applicant named above will begin the course on August 27, 2020. August 27, 2020 to January 29, 2020, instruction in the Guitar Making and Repair Course will be offered 9 hours per day, Monday through Thursday from 8:00 a.m. till 12:30 p.m. (lunch break 12:30 - 1:30) 1:30 p.m. till 6:00 p.m. and 8 hours per day on Fridays from 8:00 a.m. till 12:30 p.m. (lunch break 12:30 - 1:30). 1:30 p.m. till 5:00 p.m.

**COURSE COSTS**

**Tuition & Application Fee:** The application fee for the Guitar Making & Repair Course is \$50. The total tuition fee for the Guitar Making and Repair Course is \$10,950. Tuition covers all instruction fees, shop & equipment use and School Workbook handouts.

**Instrument Materials** The school will supply all materials used in the construction of instruments and the student will pay for these items in addition to tuition. Materials include: wood, hardware, accessories, inlay, finish materials, and any other materials used in the construction of the student's instruments. The average cost for the required acoustic and electric guitar ranges from \$1,400 - \$2,100. Instrument costs vary depending on wood and accessories selected. Sales tax of 8.3% will be added to all material purchases, and hand tools and supplies listed below

**Hand Tools & Supplies:** Students are required to have specific hand tools and supplies to be used throughout the course. These tools and supplies are identified on the school's 'Student Tool List' with accompanying costs for each item. Students may purchase these items from the school or from other suppliers. Hand tools and supplies, purchased from the school, range from \$400 to \$1000.

**PAYMENT SCHEDULE:**

**Tuition & Application Fee:** The prospective student will forward a \$50 application fee and \$200 tuition down payment along with the Application for Instruction, prior to the start of the course. On or prior to the first day of instruction, the student will pay \$5,375 with a final installment of \$5,375 to be paid on or before the 40th day of instruction.

**Instrument Materials:** A deposit of \$1000 will be collected on the first of class and a second deposit of \$800 will be collected at the midpoint of the course. Instrument material costs that exceed the deposited amounts will be due and paid the last month of the course. Students will receive a refund of any deposits made, less the cost of materials. A student who terminates training will be charged for all materials used or altered. Any unused materials may be returned to the school and the student will not be charged for these materials.

**Hand Tools & Supplies:** Hand tools and supplies purchased from the school will be paid during the first two weeks of class. Students may purchase additional materials, tools or supplies throughout the course, beyond the requirements listed above.

The school agrees to offer the content of the course in full as outlined in the School Catalog. Any changes in program or course content that are not included in the current School Catalog will be noted on the first class day, with appropriate addendum given to students as reference to such changes. Any student who does not make satisfactory progress, fails to make payments when due, or fails to comply with any other school policies may be terminated. A student may cancel or voluntarily terminate by notifying the School Director at any time before or during the course in which the student is enrolled. The termination date for refund computation purposes is the last date of actual attendance by the student.

**REFUND POLICY:**

- A) Rejection. If an applicant is rejected, the entire \$50 application fee and \$200 tuition down payment will be refunded.
- B) Three-day Cancellation. An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.
- C) Other Cancellation. An applicant requesting cancellation more than three days after signing an Enrollment Agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less the application fee (\$50). Cancellation and refund request must be requested in writing.
- D) Termination in First Week. If the student terminates during the first week of studies, following the three-day cancellation period, the refund will be made based on a straight hour attended pro-rata basis. The amount for the first week is not to exceed \$350.00.
- E) Special Cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement, which is reasonable and fair to both parties.

STUDENT MUST READ AND UNDERSTAND BOTH PAGES BEFORE SIGNING  
THIS IS PAGE ONE OF A TWO PAGE DOCUMENT

F) Termination or Withdrawal Beyond First Week. If the student withdraws or is dismissed beyond the first week of studies the refund will be made on a pro-rata basis, according to the course hours completed. This refund shall apply to the first 60% (528 hrs) of the student's attendance. The refund shall be paid to the student, less any unpaid charges owed by the student for the period of enrollment for which the student has been charged. A student who attends more than 60% of the course will not be eligible for a refund. Roberto-Venn's refund policy is the same as the Federal Return of Title IV Funds Policy.

**CALCULATION OF A REFUND (FOR TUITION)**

The refund calculation applies to the first 60% (528 hrs) of the course. A student attending 529 hrs or more will not be eligible for a refund. Take the remaining number of hours to be completed (If 352 hrs or more, calculated from the last day of attendance) and divide this number by the total number of clock hours comprising the period of enrollment (Guitar Making and Repair Course - 880 hours). Multiply by the contract tuition amount (Guitar Making and Repair Course - \$10,450). This amount represents the refund amount, less any unpaid charges owed by the student for the period of enrollment.

**RETURN OF TITLE IV FUNDS POLICY:**

The federal formula requires a return of any unearned Title IV aid if the student received federal financial assistance in the form of a Pell Grant, Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, or Federal PLUS loan and withdrew on or before completing 60% (528 hrs) of the total clock hours. The percentage of Title IV aid to be returned is equal to the number of clock hours remaining in the course divided by the number of total clock hours in the course. Excused absences do not count as completed hours. **IMPORTANT NOTICE TO ALL FEDERAL FINANCIAL AID RECIPIENTS** Federal Financial Aid regulations have defined that a student who withdraws or stops attending prior to completing 60% (528 hrs) of the entire course (880 hrs) has not earned 100% of the federal financial aid that was received. That student may be required to return a portion of his or her federal aid.

**APPLICATION OF REFUND POLICY**

Any refunds due the applicant shall be made within thirty days from cancellation or failure to appear on or before the first day of class. Any refunds due the student shall be made within thirty (30) days from the last date of student attendance. If the student does not return following a Leave of Absence period (not to exceed 60 calendar days), refunds will be made within (30) thirty calendar days from the end of the Leave of Absence.

**CERTIFICATION:**

Upon successful completion of the course, the student will receive a "Luthier Certificate" of graduation from the school. The certificate will designate graduation from the (5 month) 880 clock hour guitar building and repair program.

**PLACEMENT DISCLAIMER:** The school does not guarantee job placement.

**ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR.**

This agreement is to be performed in the City of Phoenix, County of Maricopa, Arizona.

**PRIOR TO SIGNATURE. I HAVE READ BOTH PAGES OF THIS ENROLLMENT AGREEMENT, UNDERSTAND ITS CONTENTS, AND ASSENT TO ITS TERMS. FURTHER I HAVE READ THE SCHOOL CATALOG AND UNDERSTAND BOTH THE RESPONSIBILITIES AND DEMANDS OF THE PROGRAM. I HAVE RECEIVED A COPY OF THIS ENROLLMENT AGREEMENT.**

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Students Address

\_\_\_\_\_  
Student's Phone Number

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

\_\_\_\_\_  
Emergency Contact Name & Phone Number

\_\_\_\_\_  
PARENT OF GUARDIAN SIGNATURE (IF STUDENT IS NOT OF LEGAL AGE)



Date accepted and enrolled \_\_\_\_\_

\_\_\_\_\_  
William Eaton, Director

STUDENT MUST READ AND UNDERSTAND BOTH PAGES BEFORE SIGNING  
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