

**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 Repair having a length of 300 clock hours (10 weeks). The applicant named above will begin the course on February 6, 2023. February 6, 2023 to April 14, 2023, instruction in the Guitar Repair Course will be offered 6 hours per day, Monday through Friday from 8:00 a.m. till 11:00 a.m. (lunch break 11:00 - 12:00) 12:00 p.m. till 3:00 p.m.

**COURSE COSTS**

**Tuition & Application Fee:** The application fee for the Guitar Repair Course is \$50. The total tuition fee for the Guitar Repair Course is \$5,950. Tuition covers all instruction fees, shop & equipment use and School Workbook handouts.

**Repair Materials** The school will supply all required materials used to complete the required tasks during the course. Student will pay for any additional items if they choose to do extra circular repair work in addition to tuition. Materials include: wood, hardware, accessories, inlay, finish materials, and any other materials used in repairing of the instruments. 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 \$1,400.

**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 \$2,875 with a final installment of \$2,875 to be paid on or before the 25th day of instruction.

**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.
- 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% (180 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.

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

