

NORTHWOOD INSTITUTE OF TAXIDERMY, INC.

STUDENT ENROLLMENT AGREEMENT

January 2017

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THIS AGREEMENT made this _____ day of _____, 20____ by
And between NORTHWOOD INSTITUTE OF TAXIDERMY, INC., AT 2231 STOYSTOWN
ROAD, FRIEDENS, PA 15541, hereinafter called NIT, Inc.

AND

_____ at _____
Students name Address

Hereinafter called STUDENT.

TAXIDERMY TRAINING COURSE

1. STUDENT training will begin on the _____ day of _____,
the Full Course in Taxidermy will consist of 520 hours (equivalent to 13 weeks). The
course description is broken down as follows. Full Course Cost - \$7,995.
 - 2 Hours - **Orientation** – Introductions, your future in taxidermy, laws, explanations
of how the course is run, regulations, equipment, collection of references,
safety and hygiene.
 - 166 Hours – **Fish Portion** – Handling, skinning, fleshing, pattern making, body making,
skin preservation, casting, mounting, fin preparation, finish modeling, eye
setting, airbrushing techniques and displaying. Partial Course Cost - \$1,995.
 - 120 Hours – **Bird Portion** – Skinning, body making, mounting, finish work and
displaying of two (2) upland birds and two (2) waterfowl.
Partial Course Cost - \$1895.00.
 - 216 Hours – **Fur Portion** – Skinning, fleshing, tanning, eye setting, mounting, finish
work, natural habitat bases and displaying two (2) game heads, one (1)
life-size (choice of bobcat or coyote) and one open mouth rug to be sent out
for felt.
Partial Course Cost - \$4,895.00.
 - 16 Hours – **Business Portion** – Setting up a business, pricing and overhead, target
marketing, advertising, displays, licensing, regulations and a tour of Marcus
Zimmerman’s Wildlife Studio (time permitting).
- 1a. STUDENT choosing a partial course _____
tuition cost of _____ and housing cost of _____.
These costs and classes may be one (1) course or two (2) combined. Housing is
prorated.

Academic Calendar

2. Classes begin: 2017: 1/2/17 – 3/31/17 4/24/17 – 7/21/17 8/21/17 – 11/17/17
2018: 1/2/18 – 4/02/18 4/23/18 – 7/20/18 8/20/18 – 11/16/18
3. All classes are held Monday through Friday, 8:00 am to 4:30 pm. STUDENT will break for lunch from 12:00 noon to 12:30 pm. NIT, Inc. will remain open during the lunch break should a student desire to work during this time.
4. Faculty of NIT, Inc. will:
 - (a) Train STUDENT IN NIT, Inc. techniques and methods of preparing, preserving and mounting fish, game heads, rugs, life-sized mounts, upland birds and waterfowl .
 - (b) Disclose to STUDENT TRADE SECRETS AND KNOWLEDGE RELATING THERETO.
 - (c) Disclose to STUDENT techniques and trade secrets of merchandising and advertising .
5. STUDENT will complete for grades the following specimens:
Six (6) game fish
Four (4) birds – Two (2) upland and Two (2) waterfowl
One (1) life-size (choice of raccoon, bobcat, red or gray fox or coyote)
Two (2) game heads
One (1) open mouth rug to be sent out for felt.

A diploma will be awarded to STUDENT upon satisfactory completion of the course, According to the standards of NIT, Inc. To keep cohesiveness in the class, students will be mounting similar size specimens and must be authorized by the instructors.
6. In addition to training, NIT, Inc. will furnish all supplies and specimens necessary to complete the requirements of the course. Supply catalogs, a complete course text and tool kit with Aztec air brush will also be furnished.
7. All supplies, specimens, tool kit and text are included, no additional charges for these items. Upon graduation, STUDENT may purchase fleshing machines, tanning machines and paint products at a 10% discount off the retail catalog prices. All purchases must be paid in full before leaving school.
8. STUDENT will prepare and mount all specimens following instruction and as directed by NIT, Inc. instructors. Student will retain the finished products mounted for his/her own specimens.

9. When this Agreement has been accepted by an official of NIT, Inc., it becomes a training contract and NIT, Inc. agrees to carry out its obligation in furnishing the training desired. **NO VERBAL AGREEMENTS OR PROMISES ARE TO CHANGE OR ALTER THE TERMS OF THIS AGREEMENT. Training changes Which NIT, Inc. reserves the right to make when deemed necessary, shall not involve added costs to the STUDENT. NIT, Inc. reserves the right to make any necessary changes in schedules, time and instruction, as we deem necessary.**

SCHEDULE OF CHARGES

TUITION: STUDENT agrees to pay the following tuition of \$7,995. Room and Board are not included in the tuition. In compliance with the Federal Truth-In Lending requirements (Regulation Z) there will be no added interest to the tuition at any time even if more than four payments are made.

TUITION DEPOSIT: a down payment of \$1,500 shall be paid upon signing this Agreement and the balance of \$6,495 shall be paid in full on or before Monday of the first week of class except in the case of those charges being paid directly to The school by State or Federal agencies.

HOUSING: STUDENT may make his/her own living arrangements. However, NIT, Inc. makes available a furnished apartment for a full course cost of \$1,000. The housing is prorated for partial classes. A separate housing agreement will be Provided to students requiring housing.

REFUND POLICY

When a student enrolls and withdraws or is discharged prior to completion of the Course, NIT, Inc. will follow the required "State" minimum refunds calculated as follows:

- (a) If a student cancels the Enrollment Agreement before beginning the training, money paid to the school will be refunded.
- (b) If a student cancels the Enrollment Agreement after beginning training but within the first week of the term, the school shall refund 70% of the tuition for the term.
- (c) Upon cancellation after the first week but within the first 20% of the term, the School shall refund 55% of the tuition for the term.
- (d) Upon cancellation after 20% but within 40% of the term, the school shall refund 30% of the tuition for the term.
- (e) Beyond 40% of the term, the student is entitled to NO REFUND.

NOTICE OF CANCELLATION BY a student shall be in writing and delivered to the school certified. The school shall make the appropriate refund within thirty (30) days of the certified **NOTICE OF CANCELLATION.**

SPECIAL CASES: In case of student prolonged illness or accident, death in the family, or other circumstances that make it impossible to complete the course, the school shall make a settlement which is reasonable to both parties.

EXPULSION: Students expelled from school due to lengthy tardiness or unfit Student conduct or behavior that the school feels unreasonable will not receive any refunds. All absences are to be reported to the instructor before the start of Class at 8:00 am.

STUDENT CONDUCT

Student must abide by the rules and regulations of the school concerning student Conduct and behavior. **NO DRUGS OR ALCOHOLIC BEVERAGES** will be permitted on the premises. Any student attending class in an intoxicated state of possession of such substances may be subject to dismissal with no refund. Student must do his or her clean up duty to help keep the school or be dismissed with no refund.

COMPLAINT PROCEDURES

1. Questions or concerns regarding the school satisfying the terms of the Enrollment Agreement should be directed to the Director of the Northwood Institute of Taxidermy, Inc.
2. The State Board of Private Licensed Schools licenses this school. Questions and concerns that are not satisfactorily resolved by the Director of Northwood Institute of Taxidermy, Inc. may be brought to the attention of:

State Board of Private Licensed Schools
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

WITHDRAWAL DISCLOSURE

1. A student who does not attend classes for a period of two (2) consecutive days and who does not give the school, prior to or during the period of absence, an explanation regarding the absence is considered to have withdrawn from the school.
2. In the event a student wishes to cancel or terminate his/her enrollment, the student must submit a letter, via certified mail, to the Director or the President of Northwood Institute of Taxidermy, Inc. The school shall make the appropriate refund within thirty (30) days from receipt of the certified letter.

MEDICAL COVERAGE

Each student who attends Northwood Institute of Taxidermy, Inc. is responsible for his/her own medical coverage. In case of any accident occurring on premises, student will be taken to the emergency room and his medical coverage or the student will be personally liable for the bill.

PLACEMENT SERVICE

NO PLACEMENT SERVICE IS OFFERED. Training is geared to provide the student with the knowledge to embark on a self-sustaining career in his/her own business venture. However, some students wish to become employed by an established taxidermist and NIT, Inc. will endeavor to aid those students seeking such employment. NIT, INC. DOES NOT GUARANTEE EMPLOYMENT TO ANY STUDENT. THE STUDENT IS RESPONSIBLE FOR HIS/HER OWN EMPLOYMENT.

MODEL RELEASE

Student agrees that any photographic and/or video material taken of him/her by NIT, INC. photographers may be used by NIT, Inc.'s brochures or other advertising media.

COLOR BLINDNESS

Lack of discernment of color varying degrees is a subject that occasionally needs to be addressed. The NIT, Inc. Director will discuss the severity of the impairment with the prospective student and between the two of them determine the advisability of enrolling. Color blindness is usually not detrimental to completing the course.

CONTRACT ACKNOWLEDGEMENT

By signing this document we acknowledge that the signers have read and received copies of this Enrollment Agreement._____

Student Initials

NOTICE; THIS IS A LEGALLY BINDING CONTRACT UPON ACCEPTANCE OF A REPRESENTATIVE OF NORTHWOOD INSTITUTE OF TAXIDERMY, INC.

IN WITNESS WHEREOF, parties have executed this Agreement the day and year first above written.

Student Signature/Parent Signature
(If Student is a minor)

Northwood Institute of Taxidermy, Inc.

STUDENT HAS READ AND RECEIVED THE NIT, INC. SCHOOL CATALOG

Student's Initials Date

NORTHWOOD INSTITUTE OF TAXIDERMY, INC.

Joel N. Zimmerman, Director

Effective Date