

# NORTHWOOD INSTITUTE OF TAXIDERMY, INC.

## STUDENT ENROLLMENT AGREEMENT

January 2023

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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 - \$8,795.
  - 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 - \$2,195.
  - 120 Hours – **Bird Portion** – Skinning, body making, mounting, finish work and  
displaying of two (2) upland birds and two (2) waterfowl.  
Partial Course Cost - \$2,095.00.
  - 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 - \$5,395.00.
  - 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. The partial programs do not fall under PA State Board of Private Licensed Schools  
licensure or program approvals and are not subject to statute or regulatory compliance.

## Academic Calendar

2. Classes begin:  
2023: 1/2/23 – 3/31/23 8/21/23 – 11/17/23  
2024: 1/3/24 – 4/02/24 8/19/24 – 11/15/24
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:  
Four (4) 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 Full Taxidermy Training Course, according to the standards of NIT, Inc. A Certificate of Completion is awarded to student upon completion of a partial course/program. 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 will also be furnished.
7. All supplies, specimens, tool kit and text are included, no additional charges for these items.
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 \$8,795. 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 \$7,295 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 is rejected, or 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 75% of the tuition for the term.
- (c) Upon cancellation after the first week but within the first 25% of the term, the School shall refund 55% of the tuition for the term.
- (d) Upon cancellation after 25% but within 50% of the term, the school shall refund 30% of the tuition for the term.
- (e) Beyond 50% of the term, the student is entitled to NO REFUND.

NOTICE OF CANCELLATION by a student is recommended to be in writing. The school shall make the appropriate refund within thirty (30) days of the NOTICE OF CANCELLATION. The date of determination is calculated by the last date of attendance or the verbal or written request.

**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 may be expelled from school due to lengthy tardiness, unfit student conduct or behavior that the school feels is unreasonable. All absences must 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 immediate dismissal. Student must do his or her clean up duty to help maintain the school premise.

### **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, 12<sup>th</sup> Floor  
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 notify 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 notice.

### **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.

### **VA BENEFITS**

NIT is approved for participation in various funding programs offered through the Veterans' Administration. A student entitled to educational assistance under chapter 31 or 33, should submit a certificate of eligibility as early as possible, but no later than the first day of class. Students who request in writing to use their chapter 31 or 33 entitlement and provide all necessary information for a timely certification of enrollment will receive a budget sheet outlining these benefits which would be used to pay for costs the student will incur. In such cases, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided under chapter 31 or 33.

**VA INFO CALL 1-800-827-1000**

VA students only. The Pro Rata Refund policy applies.

In the event a veteran fails to enter, withdraws or is discontinued from the program at any time prior to completion, the amount charged to the veteran does not exceed the pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the program bears to its total length.

**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 RECEIVED AND READ THE NIT, INC. SCHOOL CATALOG**

\_\_\_\_\_  
Student's Initials    Date

NORTHWOOD INSTITUTE OF TAXIDERMY, INC.

\_\_\_\_\_  
Joel N. Zimmerman, Director

\_\_\_\_\_  
Effective Date