

**Enrollment Agreement
KLC Couture Development Center, Inc.
3747 Branch Avenue, Suite M119
Temple Hills, MD 20748
Telephone Number: (301) 423-8648
Sewing/Couture Fashion Design Training
Nondiscriminatory Policy**

"The KLC Couture Development Center, Inc. is a Private Training Center that admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the Center. It does not discriminate by race, color, national or ethnic origin in administration of its educational policies, scholarship and loan trainings and program, and athletic and other administered training."

KLC Couture Development Center, Inc. is an equal opportunity Center with respect to both education and employment. The Center does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap in admissions, or employment in its training and activities as required by Maryland's Federal and State laws and regulations. In addition, KLC Couture Development Center, Inc. affirms its commitments to a policy of eliminating discrimination based on color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disabilities, or on the basis of the exercise or rights secured by the First Amendment of the United States Constitution.

**Inquires concerning applications, employment and admissions to KLC Couture Development Center, Inc. may be directed to:
Kischenna L. Coley, President
KLC Couture Development Center, Inc.
3747 Branch Avenue, Suite M119
Temple Hills, MD 20748
Telephone Number: (301) 423-8648**

**1. ENROLLMENT AGREEMENT
for the**

**Sewing/Couture Fashion Design Training
KLC Couture Development Center, Inc.
3747 Branch Avenue, Suite M119, Temple Hills, MD 20748
Telephone Number: (301) 423-8648**

Date: _____

1. Student's Name: (PRINT)

First	Middle	Last
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Address:

Street	APT.	City
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State	County	ZIP:
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Home Phone Number: _____

Cellular Phone Number: _____

SSN: _____ - _____ - _____

Date of Birth: Month _____ Day _____ Year _____

Age: _____

Place of birth: _____

Did you complete elementary school? Yes _____ **No** _____

Are you a U.S. Citizen? Yes ___ **No** ___

Did you complete middle school? Yes _____ **No** _____

Did you complete high school? Yes _____ **No** _____

Do you have a high school diploma? Yes _____ **No** _____

Last grade completed: _____

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1. Continued

List the name and address of the college/university that you attended, dates attended, and the degree you received :

Do you have a GED? Yes _____ No _____

Name of last school attended _____

2. Training Title: Sewing/Couture Fashion Design Training

KLC Couture Development Center Inc. Sewing/Couture Fashion Design Training has not been approved by the Federal Government to accept foreign students. Therefore, only U.S. citizens are eligible to enroll into the training.

3. Entrance Requirements:

KLC Couture Development Center, Inc. Sewing/Couture Fashion Design Training shall be open to all high school graduates and any individual 16 years of age or older who have permanently left elementary or secondary school according to the policies as defined by the Board of Education.

Listed below are the following Entrance Requirements:

1. Complete, sign and submit an "Enrollment Agreement for Admission" to the Admissions

**Office for the Sewing/Couture Fashion Design Training listed below:
KLC Couture Development Center, Inc.
3747 Branch Avenue
Suite M119
Temple Hills, MD 20748**

2. Submit the full tuition fee per workshop. Note: The initial \$50.00 Enrollment Fee and a \$25.00 Registration Fee are included in each of the tuition per workshop.

3. All applicants are selected based on a first come first serve basis. Applicants who are not selected will be refunded in full for their tuition fee paid per workshop.

4. Submit an official high school diploma, college transcript or a copy of a GED. Persons under 18 who are not high school graduates must provide a letter from the appropriate educational authority verifying permanent withdrawal from the school system.

5. All applicants who are selected must take the Center's Basic Skills Locator Test, which is designed to determine the level of proficiency at which an individual is currently functioning.

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3. Entrance Requirements: continued

- 6. The Basic Skills Locator Test is not a measure of an individuals ability to learn or improve skill levels.**
- 7. All applicants must score at least 75% on the Basic Skills Locator Test to be considered proficient at any given GED (General Educational Development)level.**
- 8. All accepted transfer applicants shall submit all official transcripts from the current and previous schools to the Admissions. All transfer applicants will be required to take the Center's Basic Skills Locator Test. In addition, all transfer applicants must score at least 75% to be considered proficient at any given GED (General Educational Development) level.**
- 9. The Center does not provide special needs services. In addition, the Center does not provide interpreters.**
- 10. All of the selected applicants ages 16 years old to adults are required to perform the following physical functions throughout the training on their own without assistance:**
 - . able to stand or hold self up for long periods of time**
 - . move within and outside the Center**
 - . grip and control a computer mouse**
 - . grip, cut and control scissors**
 - . grip, hold and control pencils to write or draw**
 - . grip, control and hold paint brushes and pens to illustrate or draw, paint or document data with instruction**
 - . type or input data using a computer keyboard**
 - . drape or draft patterns on a dress form or flat table with instruction**
 - . mold hats using millinery equipment**
 - . operate sewing, photography and embroidery equipment**
 - . hold, carry, grip, lift, pull and push objects**

ACCOMMODATIONS: KLC Couture Development Center, Inc. will make accommodations for those who need help getting up and down Iverson Mall's steps.

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3. Entrance Requirements: continued

- 11. Credits from another university or college will not be transferable.**
- 12. All applicants who have previous education/training must submit an official transcript from each of the accredited or non-accredited college or universities that he or she attended.**
- 13. The official transcript is to be enclosed in a sealed envelope, which has the name and address of the college or university from where the applicant obtained his or her education.**
- 14. All transfer applicants whose training or education was obtained from a foreign country must have their education evaluated. Once the education has been translated into English, the**

Evaluator must state what level the applicant's education is the equivalency of to the education that is received in an accredited or non-accredited college or university in the United States of America.

4. Training Scheduling

1. Name of the training workshop: _____

2. Workshop scheduling to include:

a. Date workshop begins: _____

b. Date workshop ends: _____

3. Workshop Hours of instruction per day:

Monday _____

Wednesday _____

Friday _____

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4. Training Scheduling: continued

4. Days required for workshop each week:

Monday _____

Wednesday _____

Friday _____

e. Total Workshop Hours required: _____

f. Weeks required to complete the workshop: _____

g. Workshop Begin Time: _____

h. Workshop End Time: _____

i. Payment Type and Amount Received from the Student:

_____ \$ _____

President Stamp of Approval if the workshop has been complete:

President Stamp of Approval if the workshop has not been complete:

**State Trade Name:
KLC Couture Development Center, Inc.
KLCCDC**

SCHEDULE OPTIONS, WHICH IDENTIFY A FULL-TIME EVENING SCHEDULE

**Sewing/Couture Fashion Design Training Schedule
OFFERED TO 16 YEAR OLDS TO ADULTS ONLY**

DATES OF WORKSHOPS	WORKSHOP TITLE	WORKSHOP TIME	TOTAL WEEKS	COST FOR EACH WORKSHOP	INSRTRUCTIONAL FEE	LAB FEE	RENTAL BOOKS FEE	COST FOR (TUITION)
January 01/04-29/16 February 02/01-08/16	Costume History	5:30-P.M. 8:30 P.M.	6	100.00	40.00	50.00	86.95	276.95
March 03/01-31/16	Introduction to Fashion Design	5:30- P.M. 10:30 P.M.	4	100.00	40.00	50.00	86.95	276.95
April 04/01-29/16 May 05/02-9/16	Basic Sewing	5:30 - P.M. 10:30 P.M.	6	100.00	40.00	50.00	86.95	276.95
June 06/01-29/16	Basic Drawing	5:30- P.M. 8:30 P.M.	4	100.00	40.00	50.00	86.95	276.95
July 07/01-29/16 August 08/01-08/16	Fashion Illustration	5:30- P.M. 8:30 P.M.	6	100.00	40.00	50.00	86.95	276.95
September 09/02-30/16	Hat Making	5:30-P.M. 9:30 P.M.	4	100.00	40.00	50.00	86.95	276.95
October 10/03-28/16	Textiles	5:30-P.M. 10:30 P.M.	4	100.00	40.00	50.00	86.95	376.95
November 11/02-28/16	Digital Photography	5:30-P.M. 10:30 P.M.	4	100.00	40.00	50.00	86.95	276.95
December 12/02-30/16	Pattern Manipulation	5:30-P.M. 10:30 P.M.	4	100.00	40.00	50.00	110.95	300.95
January 01/02-30/17 February 02/01-06/17	Advanced Sewing	5:30-P.M. 8:30 P.M.	6	100.00	40.00	50.00	86.95	276.95
March 03/01-31/17 April 04/03-10/17	Figure Drawing	5:30-P.M. 8:30 P.M.	6	100.00	40.00	50.00	86.95	276.95
May 05/01-31/17 June 06/02-12/17	Portfolio Development	6:00-P.M. 8:00 P.M.	6	100.00	40.00	50.00	86.95	276.95
July 07/03-28/17 August 08/02-07/17	Fashion Industry Practices	6:00-P.M. 8:00 P.M.	6	100.00	40.00	50.00	86.95	276.95
September 09/01-29/17 October 10/02-09/17	Introduction to Jewelry Making Basic Jewelry Making	5:30-P.M. 8:30 P.M.	6	100.00	40.00	50.00	89.95	276.95
November 11/01-29/17	Guide to Producing a Fashion Show	5:30-P.M. 10:30 P.M.	4	100.00	40.00	50.00	86.95	276.95
December 12/01-29/17	Line Development	5:30-P.M. 10:30 P.M.	4	100.00	40.00	50.00	86.95	276.95
TOTAL CALCULATIONS			80	1,600.00	640.00	800.00	1,779.10	4,455.20
	ESTIMATED TOTAL COST OF ALL WORKSHOPS WITH FEES						TOTAL	\$4,819.10

NOTE: The Instructional Fee, Lab Fee, Rental Books and Supplies Fee, Registration Fee and the Application Fee are all broken down and included in the Cost of Tuition.

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6. Indication as to whether upon satisfactory completion of each workshop a Certificate of Achievement will be awarded.

Upon successful completion of each workshop, I will receive a Certificate of Achievement if all requirements have been met.

7. Criteria/obligations the student must meet before receiving a Certificate of Achievement:

- a. In order to graduate from the KLC Couture Development Center, Inc., the student must:

- . Maintain an attendance rate of 100% for each workshop to meet graduation requirements.
- . An absence is an absence. Every time a student is absent, tardy or leaves early the time must be counted, regardless of the reason. Students certainly can be required to make up the work they miss, but not the time.
- . The only time a student may be excused from missing a workshop day will be due to the following: An Official Leave of Absence will be granted in the case of Hazardous Weather Conditions, State Emergencies or Court Summons. If an Official Leave of Absence should occur, the instructor will schedule a make-up day.
- . Complete and submit all assigned work with a minimum grade of a C, which is a cumulative grade point average of 2.0.
- . Satisfy all financial obligations to the Center.
- . Complete all of the workshops.
- . All of the Center's property must be returned.

- b. Academic transcript and record of attendance.

The students will be issued a formal progress report card at the end of each week and a transcript at the end of each workshop.

If a student does not maintain academic satisfactory progress or a perfect attendance rate he/she will be terminated.

Report Card Evaluation, Transcripts, Review, Timing and Action

The students will be issued a formal report card and transcript after the last day per workshop. The report cards and transcripts will be mailed to each student.

8. Disclaimers regarding job placement and job preparatory services.
KLC Couture Development Center, Inc. does not offer job placement assistance and job preparatory services.

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9. Books, supplies, and equipment required for the Sewing/Couture Fashion Design Training.

See Enrollment Agreement Page 7 to locate the cost of tuition for each workshop.

Below is a chart that lists the entire cost for all workshops if a student decides to complete each one.

Item	Individual Cost
Individual Cost for all Workshops	\$1,600.00
Instructional Fee for all Workshops	\$640.00
Lab Fee for all Workshops	\$800.00
Rental Books Fees for all Workshops	\$1,779.10
Enrollment Fee INCLUDED IN COST FOR ALL WORKSHOPS	
Registration Fee INCLUDED IN COST FOR ALL WORKSHOPS	
Cost for all of the Workshops	\$4,455.20
Total Calculation Cost with all of the Fees Added for all of the Workshops	\$4,819.10

The rental books and supplies provided by the Center must be returned to the Center on the last day of each workshop.

NOTE: The Instructional, Lab, Rental Books, Enrollment and the Application Fees are all broken down and included in the above overall tuition cost.

See Enrollment Agreement Page 7 to locate the cost of tuition for each workshop and each Instructional, Lab, Rental Books, Enrollment and Application Fees.

10. Costs for the Sewing/Couture Fashion Design Training:

- a. Full Tuition Fee, per workshop: \$ _____
- b. The Tuition fee per workshop is due during enrollment at least a week before the workshop begins.
- c. If a student decides to pay for all of the workshops ahead of time, the payment for each workshop is always due at least a week before the day of the workshop and all payments for each workshop tuition fees must be paid in full during enrollment.

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Note: If the student has not been selected, full tuition will be returned. Students who are selected will be required to make the payment in full during enrollment for each workshop that he/she wants to take.

If a student decides to withdraw from a workshop, it must be done before the first day of the workshop to receive a refund.

11. Accepted Payment Types for the Sewing/Couture Fashion Design Training:

- a. The students are required to pay their full tuition fees at least a week before the scheduled workshop dates, which are listed on page 7 in the Enrollment Agreement by using the following types of payment methods:

. Bank, U.S. Post Office, Credit Union U.S. Dollar Money Orders made out to Legal Full Business Name: KLC Couture Career Development Center, Inc. in U.S. Dollars

. Bank U.S. Dollar

. US Dollar Cashiers Check made out to Legal Full Business Name:
KLC Couture Career Development Center, Inc. in U.S. Dollars

. Western Unions made out to Legal Full Business Name:
KLC Couture Career Development Center, Inc. in U.S. Dollars

. US Dollar Cash

Note: We do not offer credit or financial aid. In addition we do not accept personal checks.

. Student Refunds:

KLC Couture Development Center, Inc. Sewing/Couture Fashion Design training refund policy addresses the items listed below:

- a. If the Center closes or discontinues a workshop, the Center shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.
- b. Refunds are available in full when the student cancels at least one day before the workshop begins. No refunds will be provided to a student once the registered workshop begins. Students are urged to register early a week in advance before the scheduled workshop begins.

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12. Student Refunds (continued):

- c. If a student is terminated from the Sewing/Couture Fashion Design Training due to failure to achieve the minimum academic standards of a grade point average of 2.0 and does not maintain a 100% attendance rate for any week he/she will result in no refund.
- d. The date of withdrawal or termination is the last date of attendance by the student. A refund due to a student shall be based on the date of withdrawal only a week before the scheduled date of the workshop.

The full refund will be paid to the student within 30 days from the date of withdrawal.

13. I have received an exact copy of this enrollment contract.

14. I have been advised to keep this Enrollment Agreement document as well as all financial documents.

15. I have read KLC Couture Development Center, Inc. Sewing/Couture Fashion Design Training online policies, which are listed on www.klccouturecareerdevelopmentcenter.com website and documented in the Enrollment Agreement.

16. Date of Enrollment: _____
Applicant's Signature

17. Signature of Parent, if the applicant is under the age 18
Date

18. Signature of (KLC Couture Career Development Center, Inc. Official)
Date

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19. In order for the Enrollment Agreement to serve as a contract to be binding, this contract must be signed by the applicant, the guardian if applicable, and the President of the Center.

20. The Enrollment Agreement may be extended or modified only with the written consent of both the student and the President of the Center.

21. KLC Couture Development Center, Inc. Sewing/Couture Fashion Design Training does not have a private lending program.