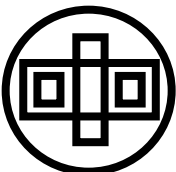


Instructions to fill out this PDF enrollment forms

1. Download this enrollment forms (one PDF file) in your computer.
2. Fill out in information “directly” on the forms with your PDF reader.
3. When you see any fields requiring your signatures or initials, you just need to “type” your names and initials as usual.
4. Do “Save” periodically when filling out the forms.
5. When completed, do a final “Save”, and email the completed forms (only one PDF file) to SDI.
6. The email address to send is : iclayout@silicondrafting.com
7. Should you have any questions, feel free to contact us with the above email address.
8. If you prefer to fill out the paper version of the enrollment forms, you could drop by our school to pick up a paper copy.





Contact us at : (408) 828-2323 or iclayout@SiliconDrafting.com

XXX-XX-

Student's Name:
First
Last
Social Security #
(Last 4 digits only)

Page 1 of 6

E. Schedule Of Total Charges:

Tuition Due Day	Tuition Amount	Registration Fee ⁽¹⁾	STRF ⁽¹⁾	Total Amount Per Payment
1 st day of class	\$2,000	\$50	\$0	\$2,050
2 nd Month	\$2,000			\$2,000
3 rd Month	\$2,000			\$2,000
4 th Month	\$2,000			\$2,000

⁽¹⁾ These fees are non-refundable.
Read STRF on Page 4 of 6 for details.

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT : **\$ 2,050**
THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE : **\$ 2,000**
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM : **\$ 8,050**

The enrollment agreement is legally binding when signed by the student and accepted by the institution.

If you are unable to understand the terms and conditions of this enrollment agreement due to English not being your primary language, please seek helps from Mr. WooPing Lai.

"I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me."

Print Name of Student

Signature of Student



_____ X _____

Date :

Print Name of School Official

Signature of School Official

X _____

Date :

For Official Use Only

Initial Payment
received: \$ _____

☐ Check # _____

☐ Cash \$ _____

REFUND CALCULATION

Refund = (Total Charges Paid Per Month – Total Nonrefundable Charges, if any) – [((Total Charges – Total Nonrefundable Charges)/30 Days) x Number of Days Student Has Attended]

$$\text{Refund} = (\$2,050 - \$50) \text{ -- } \left\{ \frac{(\$2,050 - \$50)}{30 \text{ days}} \right\} \times 10 \text{ days} = \$1,333.4 \text{ refund to you}$$

(1st month payment) ↑

\$2,050 = the total tuition fee + \$50 (Reg. fee)

30 days = Total # of days per month

\$66.66 = Cost per day

\$50 = the total non-refundable fee (\$50 Reg. fee)

10 days = # of days student attended

STUDENT'S RIGHT TO CANCEL

You have the right to withdraw from the course of instruction at any time. You have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the **seventh day after enrollment**, whichever is later.

Your last date to cancel is _____ (The \$50 Enrollment is nonrefundable after your seven days of enrollment)
mm / dd / yy

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

REFUND PROCEDURES

The refund policy for students who have completed 60 percent or less of the period of attendance will be a pro rata refund.

The amount you owe shall be the total amount you paid for the hours of instruction per month multiplied by a fraction, the numerator of which is the number of hours of instruction which you have attended and the denominator of which is the total number of hours of instruction for which you have paid for . See the hypothetical refund example below.

If you elect to cancel the enrollment agreement, the cancellation notice could be emailed to, hand-delivered to or mailed to:

Mr. Woo-Ping Lai (School director), 1879 Lundy Ave., Suite 189, San Jose, CA 95131.

STUDENT'S LOAN

If the student obtains a loan to pay for our program, the student will have the responsibility to repay the full amount of the loan plus interests, less the amount of any refund.

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
2. The student may not be eligible for any other government financial assistance at another institute until the loan is repaid.

DISTANCE EDUCATION

The enrollment agreement shall disclose that an institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

STUDENT TUITION RECOVERY FUND (STRF \$0)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Silicon Drafting Institute (SDI) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our "IC Mask Layout Design" program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at our institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at our institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending SDI to determine if your certificate will transfer.

SCHOOL CATALOG OR BROCHURE AND A SCHOOL PERFORMANCE FACT SHEET

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for SDI. SDI is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, **license examination passage rates, salaries or wages, and the most recent three-year cohort default rate**, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, **license examination passage rates, salaries or wages, and the most recent three-year cohort default rate**, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.



Student's Initial X

FILING A COMPLAINT WITH THE BUREAU

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Address : 1747 N. Market Blvd. Ste. 255, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818

Website Address : www.bppe.ca.gov

Telephone and Fax #'s : (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education:

Toll-free telephone # (888) 370-7589
Website Address : www.bppe.ca.gov

Student Information Form

Student's Name: First _____ Last _____ Social Security # _____ Gender M ☐ F ☐ Date of Birth (optional) _____
XXX-XX- (Last 4 digits only)

Address: Street _____ City _____ State _____ Zip Code _____

Start date: _____ Today's date: _____
mm / dd / yy mm / dd / yy

Cell phone #: () _____

Email address : _____

High School : _____ HS Diploma Received : _____ Year Received : _____
yes/no

University/College : _____ Degree Granted : _____ Year Granted : _____
yes/no

EMPLOYMENT HISTORY

Current Employer: _____ Number of years: _____
Position: _____ Work phone #: _____
Previous Employer: _____ Number of years: _____
Position: _____

EMERGENCY CONTACT

Contact person: _____ Phone #: () _____ Relationship: _____
Email Address: _____
Contact person: _____ Phone #: () _____ Relationship: _____
Email Address: _____

Holiday (Break) Schedules

2026 Holidays

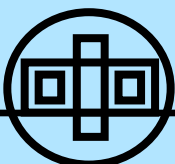
New Year Day (2 days total)	Jan. 01, 2026 (Thursday) -> Jan. 02, 2026 (Friday)
Super Bowl Sunday	Feb. 08, 2026 (Sunday) <i>Note: This date may change.</i>
President's Day	Feb. 16, 2026 (Monday)
Memorial Day	May 25, 2026 (Monday)
July 4 (5 days total)	Jul. 02, 2026 (Thursday) -> Jul. 06, 2026 (Monday)
Labor Day	Sep. 07, 2026 (Monday)
Thanksgiving (5 days total) **	Nov. 24, 2026 (Tuesday) -> Nov. 28, 2026 (Saturday)
Christmas (5 days total)**	Dec. 23, 2026 (Wednesday) -> Dec. 27, 2026 (Sunday)

2027 Holidays

New Year Day (2 days total)	Dec. 31, 2026 (Thursday) -> Jan. 01, 2027 (Friday)
Super Bowl Sunday	Feb. 14, 2027 (Sunday) <i>Note: This date may change.</i>
President's Day	Feb. 15, 2027 (Monday)
Memorial Day	May 31, 2027 (Monday)
July 4 (5 days total)	Jul. 02, 2027 (Friday) -> Jul. 06, 2027 (Tuesday)
Labor Day	Sep. 06, 2027 (Monday)
Thanksgiving (5 days total) **	Nov. 23, 2027 (Tuesday) -> Nov. 27, 2027 (Saturday)
Christmas Break (5 days total) **	Dec. 23, 2027 (Thursday) -> Dec. 27, 2027 (Monday)

*Note: The school will be **closed** (locked) during the above holidays and breaks.*

*** SDI may have a two to three week long Winter-Break each year. This winter-break will most likely fall on the Thanksgiving or Christmas holidays. The exact date will be announced approximately a month before the break. Should the winter-break fall on any day(s) of your program, the school will credit those day(s) back to you by extending your last day of your training.*



Silicon Drafting Institute

1879 Lundy Ave., Suite 189, San Jose, CA 95131 (408) 828-2323

Last Updated: January 01, 2026

Holiday Schedule

Payment Schedules

Today's date: _____
mm / dd / year

Your Name: _____
First Last

The following is the payment schedule for your training:

_____ mm / dd / year
Starting Date

_____ mm / dd / year
Last day of your training
(8 calendar months from your starting date)

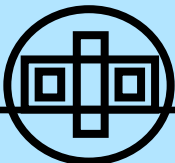
<i>Payment #</i>	<i>Due dates</i>	
1 (\$ 2,050)	_____	← This date will be the 1 st day of your program.
2 (\$ 2,000)	_____	← This 2 nd payment due date will be 30 days (a month) after your 1 st day of your program.
3 (\$ 2,000)	_____	} Similarly, the 3 rd and the 4 th payment's due days will be two and third months respectively after your 1 st day of your program.
4 (\$ 2,000)	_____	
	mm / dd / year	

ALL four payments have to be totally paid off in the first four months of the program. You could pay in *Cash*, *Check* or use *Zelle*.

- To pay by check, make the check payable to " **SDI** ".
- To pay through Zelle, use " **4085686768 HUEILILAI** ".

Should Silicon Drafting Institute not receive the payments by the indicated dates, the school assumes that the student withdraws from the course. **His/her Linux account will be deactivated immediately without notice.**

In addition: A **\$50** will be charged to the student for any late payment OR any returned check.



Silicon Drafting Institute

1879 Lundy Ave., Suite 189, San Jose, CA 95131 (408) 828-2323

Last Updated: January 01, 2026

Payment Schedule

Refund Policies

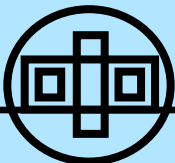
Please read these refund policies carefully:

- A. SDI will charge you based on daily basis, NOT based on your last appearance at school.
 - B. Your refund will be calculated from the day you notify the school about your termination, NOT from the day of your last attendance or appearance in school.
 - C. The refund will be based on the \$2,000 per 30-day tuition and the school will charge you \$66.66/day. You will be refunded the unused portion of the tuition that you already paid for at the beginning of the payment period.
 - D. The refund only applies to your **current** month (one of your first four months). And there will be **no more refund after the end of the 4th month**.
 - E. There are a total of eight sets of lecture notes which will be given to you on a monthly basis (approximately one set per month), but should you request that you get all the lecture notes in advance (before the end of the 4th month), you will be required to pay off the remaining payment(s) if any and you will NOT be entitled to any refund at any time since you receive all the lecture materials from SDI.
-

Minimum Graduation Requirements

These are the minimum requirements for graduation here at SDI:

- A. All tuition payments have to be entirely paid off in the first four months of the program.
- B. A **minimum of 60 points out of 100 points** for all your class works (assignments and tests). Neither the Certificate nor the Transcript will be issued on your behalf should you fail to meet this 60/100 minimum grade requirement.
- C. Your program will end in **exactly 8 Calendar Months**, NO exceptions unless you take a PTO. Read the “PTO Policies” (page 5 of 12 for more details. Any holidays and breaks will be included and will be part of these 8 months.
- D. SDI will charge students **\$800 per month**, should students need extra month(s) to finish up the un-completed item(s). Read the “Course Extension Policies” (Page 6 of 12) for more details.



Grading Policies

Your final GPA will be based on two main categories of your class works:

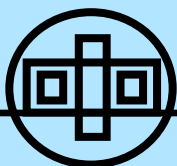
All your **lab assignments** and all **Tests**.

1. All your paper and computer lab assignments: Total 14 assignments, 50% of your final GPA

- A. There will be a total of **14 assignments** for the entire training. The first **five** assignments are paper home-works (You could do them at home).
 - B. The rest of the (**nine**) assignments are computer layout projects that you've to complete them here in school.
 - C. Each assignment carries different 'weights' due to different levels of difficulties. For example, the assignment #1 will weigh a lot less than the assignment #10, simply because the assignment #10 is more difficult and takes more time to complete.
 - D. Turn in each assignment to the instructor when it is completed. Turn it in one at a time based on the schedule which will be given by the lectures. Try not to postpone any of the assignments.
 - E. Follow the instructions in the lecture regarding the way to submit the computer works.
-

2. All tests here in school: Total 3 tests, 50% of your final GPA

- A. There will be a total of **three** tests during the entire training. Both written and computer questions are expected on the tests, no multiple-choices.
- B. All these three tests weigh equally.
- C. The tests will be about two and a half months apart. The lectures will tell you when to take the tests. Ask the instructor for the test when it is time to take it. Again, try not to postpone any of the tests.

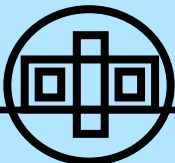


Personal Time Off (PTO) Policies

- A. Should you need to take a week (**7 days**) or two weeks (**14 days**) personal time off, please notify the school a few days in advance. SDI will credit these days back to you by extending your last day of your program. Taking less than 7 days off will not qualify for the above PTO benefit.
 - B. The total accumulated PTO days can **not** exceed **14 days** during the entire 8 month program.
 - C. When you are taking a PTO, by definition, you are taking time Off from the class works. For this reason, you are NOT allowed to come to the school to do labs or video watching.
-

Class Withdrawal and Returning Policies

- A. Should you need to withdraw from the course, inform the school immediately, so that you may receive a maximum refund. Read the refund policies (page 3 of 12) for more details.
- B. When you need to rejoin the program after a withdrawal, it is our school policy that you **have** to start from the beginning of the program (first day) again and you **have** to make ALL required tuition payments again. When you need to rejoin the program under these conditions, the school will give you a discount on those repeated month(s) by allowing you to pay \$800 (instead of \$1,000) for each of the repeated month(s) that you had gone through during your last attendance and you only need to pay the full tuition for the month(s) you did not go through last time.
- C. If you completed the entire program last time, but you received an “**Incomplete**” or a “**Fail**” status (such as the overall grade was below 60/100), when you rejoin the program, you **have** to start from the beginning of the program (first day) again. Policy item B above applies.



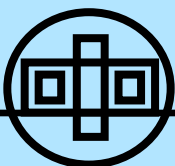
Course Extension Policies

The following are the policies that all students are required to agree and follow regarding his/her course extension:

- A. The extension will be a 30-day period (NOT one month) in effect **immediately following** his/her last day of the regular eight month program (Or **immediately following** an on-going 30-day extension).

It means that there will be **NO** break allowed between the 8-month training and the extension, or in between any two 30-day extensions.

- B. The cost per 30-day period extension is **\$800**.
- C. If an extension is not filed **immediately (on the last day of your scheduled 8-month program or on any day before your last day)**, your eight month training at SDI will officially end, and if your overall final score is below 60/100, the school will place you in the “**Fail**” status, and for this reason, the school will **not** issue any Certificate or Transcript to you.
- D. Any scheduled school holidays or school breaks falling into your 30-day extension will still be counted as part of your 30-day extension period.
- E. During the extension period, **NO** Personal Time Off (PTO) credit will be given to you. Should you take day(s) off during your extension period, you will lose those days. SDI will **NOT** credit those days back to you.



Job Assistance Policies

The following are the policies regarding SDI's job assistance program**:

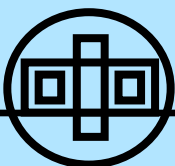
- A. SDI will assist all our students to find his/her **FIRST** (Only the first) layout job. SDI will keep doing so up to **THREE MONTHS** after your graduation. For this reason, please notify SDI immediately once you get hired, so that SDI will divert our resources to help other students.

Any previous layout experiences and/or jobs that any student possesses prior to enrollment will NOT be counted as your first job. For this reason, SDI will still assist these students to find the layout jobs as long as they meet all other conditions which follow.

For example: you worked as a layout designer ten years ago, but for some reason you stopped working for a few years. Now you plan to go back to this layout career again. But before you start looking for a layout job, you want to polish your layout skills and technical theories first by enrolling our program. In this case, SDI will still treat you just like any other students and will assist you to find the layout job.

- B. SDI will normally either send your resumes to hiring companies or invite the hiring companies to host on-campus one-on-one interviews here in school. Over the years, SDI has established a large network of connections with various semiconductor companies locally and in other states as well.

**** It is important for all students to understand that SDI will NOT find a layout job for you. Instead, we will only ASSIST you to find your first layout job. This is only our COURTESY SERVICE, NOT OUR OBLIGATION. SDI reserves the right NOT to offer this serve to any student!**



Job Assistance Policies (Continued)

- C. Most hiring managers inform the school that they do not want to interview the same candidates for more than once, and for this reason, SDI will NOT allow any students to interview the same group(s) of hiring manager(s) for more than once.

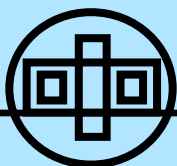
For example: you had an interview with the company ABC six months ago, but they did not hire you. Now the same company ABC comes back to SDI to hire more layout designers for their group. Since you interviewed with them six months ago, you are not allowed to meet this same group of hiring managers anymore.

- D. **These are the situations when SDI will no longer offer any job assistance on your behalf:**

1. You “fail” the program, get an “Incomplete” status or fail to make ALL the required tuition payments.
2. You have found a layout job either by your own efforts or through SDI’s assistance.

The definition of a layout job (position): A short-term or long-term intern (or contractor), a part-time or full-time regular hire. The position can be local or outside the Bay Area.

3. You have graduated for more than **THREE MONTHS**.
4. In order to show your continuous interests in the job hunting after your graduation, you are required to respond to SDI’s emails sent to you in regard to any job opportunities (local or out of the Bay Area) even if you are not ready to participate any interviews at that time. Should you not reply these emails for **TWO** times, the school will assume that you have found a layout job or you are NOT interested in looking for the layout job anymore. And, for this reason, the school will NOT notify you anymore when there are any future job opportunities.



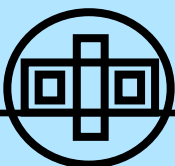
Job Assistance Policies (Continued)

For example: when you receive an email from SDI regarding a job opportunity from a company (local or out of the Bay Area), you really want to sign up for the interview, but, at this time, you are not well prepared and don't feel ready (or other reasons). For this reason you don't plan to sign up for this interview. You still have to reply SDI's email simply by saying that "I am interested, but not this time". Should you not reply the SDI's emails for two times, the school will NOT notify you any job openings any more.

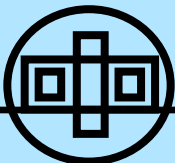
1. A company offers you a layout position (Read the definition of a layout position on item#2 above), but, for any reason(s), you reject the offer. SDI will NOT assist you with the job search anymore regardless you find this job by yourself or through SDI's assistance.

For example: A small company ABC offers you a job as an intern for 3-months, but you reject the offer hoping that you could find a better job in a bigger company. For this reason, SDI will NOT assist you to find jobs anymore. You have to find your "dream" company by yourself. SDI will put our efforts to help other students instead.

SDI's job assistance policies and other school policies will constantly be changed and updated without notices. Please check with our school officials for the most current policies.



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Silicon Drafting Institute

1879 Lundy Ave., Suite 189, San Jose, CA 95131 (408) 828-2323

Last Updated: January 01, 2026

Rules of Operations and Conducts

All students coming to the class should participate in class activities only (learning).

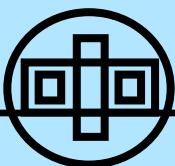
- A. As a courtesy to other students, No eating or talking over the phone during the video viewing. Beverage/water is ok.
- B. No student's guest in the video or lab room is allowed. **Absolutely NO CHILDREN!** Any sit-in guest must be approved in advance by a school official.
- C. Do not bring or install any other hardware or software into any school computer systems.
- D. Do not take any computer data out of the school.
- E. Neither the school is responsible for any damages or lost of personal items in the classrooms, nor any damages or lost of vehicles (or personal items inside the vehicles) parked in our parking lot.
- F. Your Linux account will be terminated immediately after the withdrawal from the training.
- G. The school is open for **all SDI students** during these hours:

Monday to Friday **10:00am** to **10:00pm** (12 hours/day)

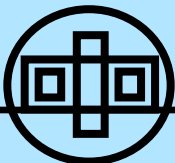
Saturday & Sunday **2:00pm** to **10:00pm** (8 hours/day)

(Note: If there are NO students present after 8:00pm, the school will be closed at 8:00pm)

All current SDI students are welcome to come to the school to use our computer equipments to do the homework and/or to view the lectures at any time during these hours. An instructor and/or TAs will be available at any time when the school is open.



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Silicon Drafting Institute

1879 Lundy Ave., Suite 189, San Jose, CA 95131 (408) 828-2323

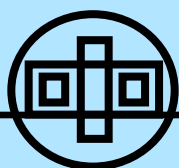
Last Updated: January 01, 2026

Rules of Dismissal and Discipline

Silicon Drafting Institute provides technical training for students seeking career in the area of Semiconductor industry. Our students are expected to conduct themselves at the school as they would do on the job.

The School reserves the right to dismiss a student at any time for any of the following reasons:

- o Excessive absences or tardiness.
- o Failure to maintain satisfactory academic progress.
- o Cheating or copying other student's homework.
- o Conduct that reflects poorly on the school or on other students.
- o Inability to meet financial obligations.
- o Possession of drugs and/or alcohol on school premises.
- o Possession of weapons on school premises.
- o Nonconforming with the rules and regulations of the school.
- o Falsifying school records.
- o Breach of school enrollment agreement.
- o Entering the school class while under the influence or effects of of alcohol, drugs or narcotics of any kind.
- o Disorderly conduct which interferes with the learning process of any other student, the classroom presentation by the instructor, or the progress of the class in general.
- o Instigation and/or participation in rebellious activities against the school and/or its students.
- o Solicitation which reflects unfavorably upon school or its students.
- o Profanity spoken on school premises.
- o Vandalism of school property.



All School Rule and Policy Agreements

I, _____, have
(student's name)
received, read, understood and been clearly explained to me by a school
official all the following school rules and policies:

1. **Payment Schedules** (Page 2 of 12)
2. **Refund Policies** (Page 3 of 12)
3. **Minimum Graduation Requirements** (Page 3 of 12)
4. **Grading Policies** (Page 4 of 12)
5. **Personal-Time-Off (PTO) Policies** (Page 5 of 12)
6. **Withdrawal and Returning Policies** (Page 5 of 12)
7. **Course Extension Policies** (Page 6 of 12)
8. **Job Assistance Policies** (Pages 7, 8 & 9 of 12)
9. **School Rules of Operations and Conducts** (Page 10 of 12)
10. **School Rules of Dismissal and Discipline** (Page 11 of 12)

I understand that this is a legally binding contract. My signature below
certifies that I have agreed ALL the school Rules and Policies (all items from 1
to 10 above).



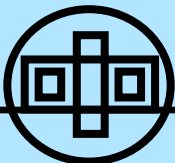
(Student's Signature)

(Write your name at the top of this page)

Date here



(Date)

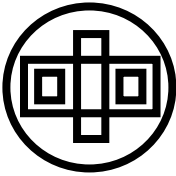


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Rule & Policy Agreement



Silicon Drafting Institute

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iclayout@silicondrafting.com

SCHOOL PERFORMANCE FACT SHEET CALENDAR YEARS 2024 & 2025

Integrated Circuit (IC) Mask Layout Design Eight (8) Month Program

On-Time Completion Rates (Graduation Rates)

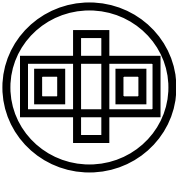
Includes data for the two calendar years prior to reporting.

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2024	30	26	20	77%
2025	18	18	15	83%

Initial here

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.



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Job Placement Rates (Includes data for the two calendar years prior to reporting)

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2024	30	26	26	7	27%
2025	18	18	18	6	33%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Please ask our school director for the list.

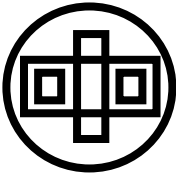
Gainfully Employed Categories (includes data for the two calendar years prior to reporting)

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed In the Field 20-29 Hours Per Week	Graduates Employed in the Field at least 30 Hours Per Week	Total Graduates Employed in the Field
2024	0	7	7
2025	0	6	6

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2024	7	0	7
2025	6	0	6



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Self-Employed/Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2024	0	7
2025	0	6

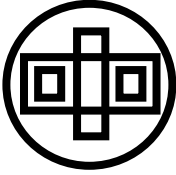
Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.	Total Graduates Employed in the Field
2024	0	7
2025	0	6

Initial here

Student's Initials: _____ Date: _____

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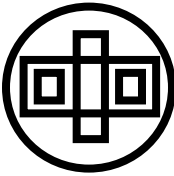
License Examination Passage Rates (includes data for the two calendar years prior to reporting)

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2024					
2025		Not Applicable. There is NO License or License Exam required to perform works as IC Mask Layout designers.			

Initial here

Student's Initials: _____ Date: _____

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Salary and Wage Information (includes data for the two calendar years prior to reporting)

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in the Field	\$75,001 - \$80,000	\$70,001 - \$75,000	\$65,001 - \$70,000	\$60,001 - \$65,000	No Salary Information Reported
2024	26	7	2	0	3	0	2
2025	18	6	2	2	0	0	2

A list of sources used to substantiate salary disclosures is available from the school. Please ask our school director for the list.

Initial here

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

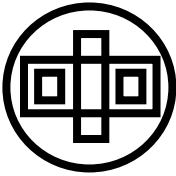
Cost of Educational Program

Total charges for the program for students completing on-time in 2024 & 2025: \$8,050. Additional charges may be incurred if the program is not completed on-time.

Initial here

Student's Initials: _____ **Date:** _____

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Students at Silicon Drafting Institute are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Initial here

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Name

Student Name - Print

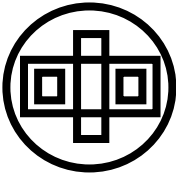
Sign here

Student Signature

Date

School Official

Date

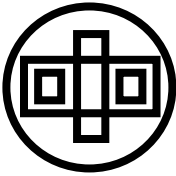


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Definitions

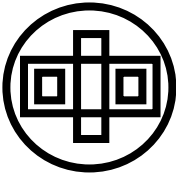
- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.



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- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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STUDENT'S RIGHT TO CANCEL

You have the right to withdraw from the course of instruction at any time. You have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

REFUND PROCEDURES

The refund policy for students who have completed 60 percent or less of the period of attendance will be a pro rata refund.

The amount you owe shall be the total amount you paid for the hours of instruction per month multiplied by a fraction, the numerator of which is the number of hours of instruction which you have attended and the denominator of which is the total number of hours of instruction for which you have paid for . See the hypothetical refund example below.

If you elect to cancel the enrollment agreement, the cancellation notice could be emailed to, hand-delivered to or mailed to:

Mr. Woo-Ping Lai (School director), 1879 Lundy Ave., Suite 189,
San Jose, CA 95131.

Notes:



Effective date: January 01, 2021

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing, face covering and have, in many locations, prohibited the congregation of groups of people.

Silicon Drafting Institute (SDI) has put in place preventative measures to reduce the spread of COVID-19; however, **SDI** cannot guarantee that you will not be exposed or become infected with COVID-19. Further, participating class activities at **SDI** could increase your risk of contracting COVID-19. You agree to abide by and be bound by the Safety Guidelines and Protocols put in place by **SDI**. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 by coming to **SDI** and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at **SDI** may result from the actions, omissions, or negligence of myself and others, including, but not limited to, **SDI** and its staffs.

SDI has informed me that I have the option of stopping my class works indefinitely should I feel uncomfortable or unsafe to perform the class activities.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with being at **SDI's** facility (collectively "Claims").

On my behalf, and on behalf of my heirs and assigns, I hereby release, covenant not to sue, discharge, and hold harmless **SDI**, its employees, agents, and representatives, free from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of **SDI**, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after being at **SDI's** facility.

Sign here

Signature of Student _____ Date _____

Print Name of Student _____

Things to bring on your first day of training

1. These completed enrollment e-forms (signed and initialed).
(Or you could get the physical paper forms and fill them out on your first day of class).
2. A check (or cash, or Zelle) of \$ 2,050 payable to "SDI". No credit card.
3. A headphone (or ear bugs) with a wire and a plug (No Bluetooth) for the lecture audio.
4. Pencils, papers and a small box of "erasable" color pencils.
(12 colors will be enough). Or you could use a tablet, such as an ipad to do written notes.
5. Bottle water to drink (or other beverages).
6. A sweater (Or jacket). The classroom may be cold with its AC.



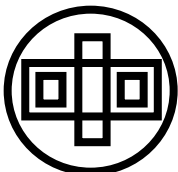
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WooPing Lai
School Director

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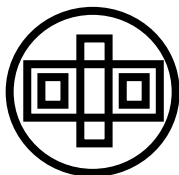
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Last Updated: January 01, 2026

Items_To_Bring_On_First_Day

Notes:



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Items_To_Bring_On_First_Day