



IT'S EASY TO ENROLL

Complete and sign this form. Enclose it along with your payment in our postage-free envelope and mail it today. As soon as we receive your enrollment, we'll send your first lessons.

31 Lessons

915 Clock Hours

IMT 08

08 Legal Assistant/Paralegal Certificate Program

Name: _____ Doc# _____

Address: _____

City: _____ State: _____ Zip Code: _____

Country: _____

1 Student Information: *(Required information*)*

Check here if you will be applying for Veterans' Educational Benefits.

BIRTH DATE*

EDUCATION* Circle your highest level completed:

SOCIAL SECURITY NUMBER

____ - ____ - ____
Month Day Year

High School GED College: 1 2 3 4

(Last 4 digits) ____ - ____ - ____

2 Payment Plan: *(Please check one only)*

- Full Payment Option A:** I enclose the full payment of \$767.00.
- Payment Plan Option B:** I enclose a down payment of \$59.00 and agree to pay 14 monthly payments of \$59.00 with no finance charge for a total cost of \$885.00.
- Payment Plan Option C:** I enclose a down payment of \$59.00 and agree to pay 29 monthly payments of \$30.00 with no finance charge for a total cost of \$929.00. (Packages shipped every other month under Plan C)
(Total cost includes a registration fee of \$139.35 and a non-refundable administrative fee of \$25.00)

3 Method of Payment: *(Please check one only)*

- Full Payment:** Check, money order or credit card information is enclosed.
- Automatic Payment:** I authorize Blackstone Career Institute to automatically charge my down payment and ongoing monthly payments to my credit card or checking account *(I have enclosed my check for my down payment and to establish my recurring check-payment account).*
- Money order, government checks, or institutional checks payable to Blackstone Career Institute enclosed for down payment. Invoice me monthly. *(\$35.00 charge on returned money orders and checks)*

Billing Information: **Bill me directly** — or — **Bill my sponsor:** *(If selected, all sponsor information listed below is required – Please print.)*
(Please check one only)

Sponsor Name _____ Relationship to Student _____

Sponsor Billing Address _____ Sponsor E-mail Address _____
(If different from above)

City, State, Zip _____

Sponsor Day Phone _____ Sponsor Cell Phone _____

Sponsor Signature _____ Date _____

To allow BCI to enter into a payment plan for tuition and fees of the student listed on this agreement, I acknowledge and guarantee that I will accept responsibility for the prompt and full payment to BCI of all tuition and fees of the student listed, and agree to be bound by the terms and conditions of the entire agreement.

Credit Card Account Number:

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Expiration Date: Month ____ Year ____

Cardholder/Checking Account Holder Signature Required: _____

4 Student Signature:

The terms of this agreement are contained on both sides of this form. Your signature below indicates that you have read, understood, and accepted the terms on both sides of this form, as well as the enclosed information describing your program selection. Your signature also indicates that you will be the individual completing all assignments and exams within your program and responsible for payment of the tuition and fees explained within this agreement. You are not bound by this agreement until it is accepted by a representative of Blackstone Career Institute (B.C.I.). If you are under 18, your parent, guardian, or sponsor must sign this agreement above.

Student Signature *(Required)* _____ Date _____ Page 1 of 2



Blackstone Student Tuition Protection Policy

Blackstone Career Institute is confident that the course you have selected will be everything we advertise. To assure you of this, we provide this cancellation and refund policy. A student may cancel the program by notifying the school with a written request. If you cancel within 5 days from the signature date on your Enrollment Agreement and have not submitted any exams, all monies will be refunded. If you cancel after 5 days from the signature date of your Enrollment Agreement, but prior to receipt by the school of your first exam, you are obligated to a registration fee of 15% of the tuition or \$150, whichever is less, and if applicable, the non-refundable administrative fee. If you cancel after submitting the first exam, you are obligated to pay the school the registration fee, the non-refundable administrative fee, plus a percentage of tuition as follows:

- A. Up to and including 10% of the exams, 10% of the tuition.
- B. After submitting more than 10% up to and including 25% of the exams, 25% of the tuition.
- C. After submitting more than 25% up to and including 50% of the exams, 50% of the tuition.
- D. After submitting more than 50% of the exams, you owe the school the full tuition.

Students who wish to cancel their enrollment with Blackstone and have a balance due, will have their terms payment processed through their existing credit card or e-check account at the time of cancellation. A reinstatement fee of \$35.00 will be required for the reactivation of any enrollment if requested within 180 days from initial cancellation. Refunds are processed within 30 days to the payee of record. No refunds will be issued after 12 months from the enrollment date.

This Enrollment Agreement is a binding contract when signed by the student/sponsor and accepted by B.C.I. at its offices in Pennsylvania as governed by Pennsylvania law. B.C.I.'s career courses prepare the student for entry level work in the field. Credit transferability is at the discretion of the receiving university or college. Educational requirements and regulations governing employment vary from state to state. It is the responsibility of each student to determine whether the B.C.I. program selected meets those educational requirements within his/her resident state. Additional information requests, comments or concerns may be directed to: Director of Operations, B.C.I., 1011 Brookside Rd., Suite 300, Allentown, PA 18106, Phone: 610-871-0031. Concerns which have not been satisfactorily resolved may be directed to: State Board of Private Licensed Schools, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, Harrisburg, PA 17126, Phone: 717-783-8229 or the Distance Education Accrediting Commission, 1101 17th Street NW, Suite 808, Washington, D.C. 20036, Phone: 202-234-5100.

All study guides, lessons, exams and access to the BCI Online Student Center are included in the tuition price for the course you select. At its sole discretion, the school reserves the right to substitute course materials of equal or superior value. The course you have selected is designed to be completed within two years. You will be allowed to purchase two six-month extensions if needed to finish your studies. B.C.I. reserves the right to discontinue the training of any student who does not submit lessons on a regular basis, who breaks the payment terms under this agreement, or who fails to maintain the school's standard of progress (70%). Lessons will be released upon receipt of appropriate payment and performance requirements. Lost or missing materials must be reported within 30 days. Once you have completed your studies and paid your tuition in full, your certificate of completion will be awarded by the school. Job placement is not guaranteed to graduates upon program completion. B.C.I. Enrollment Agreements are void after 90 days, unless approved by the Admissions Department.

GI Bill Students: Students taking the program under the GI Bill have a 10-day waiting period before submitting a signed affirmation. If you cancel within the initial 10 day waiting period, you will receive a full refund of all monies paid. If you cancel after the 10 day waiting period but prior to completing any exams, your tuition will be refunded, less a registration fee not to exceed 10% of the tuition or \$50.00, whichever is less. If you cancel after completion of less than 25% of the program exams, we will retain 25% of the tuition. If you cancel after completing 25% but less than 50% of the program exams, we will retain 50% of your tuition. If you cancel after completing 50% or more of the program exams, you will be responsible for the total program tuition plus any fees. In addition to the registration fee, if applicable, Blackstone retains an administrative fee.

International Students: (HI, AK and International students living outside the contiguous U.S. must contact the school prior to enrollment) Tuition payment must be paid in U.S. funds. International students are required to participate in the full payment plan. Contact BCI for specific details. Additional fees for shipping, handling, and applicable custom duties will be calculated on the weight of the course materials being sent and the shipping address location.

Payments: Unless you have selected the Full Payment option, the first monthly payment will be due one month after acceptance of the Enrollment Agreement and every month thereafter until the total obligation has been satisfied. Students selecting Automatic Payment will have their credit card or check routing number charged every month until their financial obligation is paid in full. The initial down payment will include any administrative fee identified within the selected course payment plan. If a student fails to make a payment within 10 calendar days of their due date, an \$8.00 late fee will be assessed. B.C.I. may cancel this Enrollment Agreement if the entire default is not covered within 40 calendar days of the student's due date, with the entire program price immediately due plus any related collection fees up to 33.3% of the balance due. Students and sponsors are responsible for reporting their address changes to Blackstone in a timely manner (*prior to actual relocation*). Failure to communicate new address information that results in additional costs associated with the replacement or reshipment of educational materials will be assessed. A \$35.00 fee will be charged for any check, draft, electronic transfer or money order which is dishonored.

Privacy Pledge: On occasion, B.C.I. will make our list of contact and student directory information available to reputable business and academic associates. If you wish to be excluded simply notify B.C.I. Student Services, 1011 Brookside Rd., Suite 300, Allentown, PA 18106 or email: optout1@blackstone.edu.

Notice to Buyer: Do not sign this Agreement before you have read it. Under the law, you have the right to pay off the full amount due, in advance, without penalty. Any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods and services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by debtor hereunder. In the event any dispute between the parties arises under this Agreement, the hearing shall be conducted in the County of Lehigh, PA. Please keep a copy for your records.

Notice to Sponsor: You are being asked to guarantee payment to Blackstone Career Institute for the tuition and fees of the student listed on this agreement, and agree to be bound by its terms and conditions. Signed sponsors will be granted access to student information.