

Advanced Paralegal Courses

Blackstone's Advanced Paralegal courses offer the opportunity for incarcerated individuals to:

- Build on foundational knowledge gained from the **Paralegal Certificate program**
- Explore 12 specialized areas of law
- Develop deeper legal knowledge and practical skills
- Focus on an area of law that aligns with interests
- Each course includes a soft covered commercial textbook and a Blackstone study guide
- Students have up to 12 months to complete each course, average completion time: 4-6 months

Graduates of Blackstone's Paralegal Certificate Program receive 10% OFF advanced courses.

NEW

Appropriate Dispute Resolution

Learn the fundamental principles of dispute resolution and the essential role paralegals play in supporting attorneys throughout the ADR process.

TEXTBOOK: *Appropriate Dispute Resolution*

NEW

Legal Research & Writing

Provides a solid foundation in researching legal issues, evaluating legal authorities, and preparing clear, accurate, and professional legal documents.

TEXTBOOK: *The Legal Research and Writing Handbook*

Criminal Law

Explore principles of criminal law, offenses, and criminal procedure--from offense to trial. Examine pre-trial motions, plea bargaining, and key aspects of the criminal process.

TEXTBOOK: *Fundamentals of Criminal Law and Procedure for Paralegals*

Civil Litigation

Gain a deeper understanding of the litigation process, including the relevant rules and procedures, and the role a paralegal plays in a litigation trial.

TEXTBOOK: *Fundamentals of Litigation for Paralegals*

Interviewing & Investigating

Learn to identify and find witnesses, use public and private sources of information, and prepare and conduct interviews of clients and witnesses.

TEXTBOOK: *Interviewing & Investigating: Essential Skills for the Paralegal*

Real Estate Law

Covers property law, deeds, contracts, landlord-tenant law, mortgages, title examination, closings, and real estate taxation.

TEXTBOOK: *Real Estate and Property Law for Paralegals*

Business & Corporate Law

Learn traditional and online dispute resolution, sales and leases, warranties, product liability, consumer law, e-contracts, and more

TEXTBOOK: *Fundamentals of Business Law*

Family Law

A comprehensive coverage of traditional and non-traditional family law topics such as marriage, divorce, child custody, paternity, adoption, and gay and lesbian parents' rights.

TEXTBOOK: *Family Law for Paralegals*

Personal Injury & Torts

Learn the necessary skills needed during the discovery and review of medical records, and during the litigation process before and after trial.

TEXTBOOK: *Personal Injury and the Law of Torts for Paralegals*

Wills, Trusts, & Estates

Assist attorneys as they plan estates, explain rights, draft wills, set up trusts, appoint personal representatives, file estate taxes, and more

TEXTBOOK: *Basic Wills, Trusts, and Estates for Paralegals*

Immigration Law

Understand U.S. immigration law and its real-world application on employment, family-based visas, refugee protection, asylum, and the citizenship process

TEXTBOOK: *Understanding Immigration Law and Practice*

Practical Bankruptcy

Learn the building blocks of bankruptcy law covering bankruptcy cases from the perspective of the debtor, the trustee, and the creditor

TEXTBOOK: *Basic Bankruptcy Law for Paralegals*

800.826.9228 | Fax: 610.871.0034 | info@blackstone.edu | PO Box 3717 Allentown PA 18106

ADVANCED PARALEGAL ORDER FORM

P.O. Box 3717 • Allentown, PA 18106 • 800.826.9228 • Fax: 610.871.0034 • info@blackstone.edu

Blackstone Career Institute™

SINCE 1890

COURSE INFORMATION

✓Check Course(s) Requested

- ❑ Criminal Law
- ❑ Civil Litigation
- ❑ Business & Corporate Law
- ❑ Real Estate Law
- ❑ Immigration Law
- ❑ Family Law
- ❑ Personal Injury/Torts
- ❑ Wills, Trusts & Estates
- ❑ Practical Bankruptcy Law
- ❑ Interviewing & Investigating
- ❑ Legal Research & Writing
- ❑ Appropriate Dispute Resolution

Program Cost	☐	Total Course(s) X ~~$495.00~~ =	$
10% for BCI Graduates	☐	Total Course(s) X $445.50 =	$

STUDENT INFORMATION

Name _____

Student # _____

DOC# _____

Address _____

City_____**State**_____**Zip**_____

Date of Birth _____ /_____ /_____
MM DD YY

Education (Mark Highest Level Completed)

◯**High School** ◯**GED** **College:** ◯**1** ◯**2** ◯**3** ◯**4**

Signature _____ **Date** _____

PAYMENT PLAN

- ❑ **Full payment:** I enclose full payment of $445.50 per course ordered.
- ❑ **Payment Plan:** BCI Paralegal graduates who chose the payment plan will pay a $150.00 down payment and agree to pay $69.00 for 4 months and one final payment of $19.50 with 0% finance charge, for a total of $445.50 per course ordered.

Students who enroll in Blackstone Career Institute must have a working knowledge of the English language. The listed fee for each course requested must accompany their completed and signed Order Form. Blackstone will ship requested course(s) upon acceptance of student's Order Form and appropriate down payment. Blackstone will provide all necessary study materials needed to complete each course, examination services, student services, transcript record keeping, and present all graduates with a Blackstone Career Institute certificate. All students are protected by our Tuition Protection Policy. This Agreement is not binding until accepted by Blackstone Career Institute. Additional information requests and questions may be directed to: Director of Education, Blackstone Career Institute, P.O. Box 3717, Allentown, PA 18106 or phone 610-871-0031.

TUITION PROTECTION POLICY A student may cancel the program by notifying the school in any manner; a written request is recommended. If you cancel within 5 days from the signature date on your Order Form, all monies will be refunded pending return of shipment. If you cancel after 5 days from the signature date of your Order Form, 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 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. No refunds will be issued after 12 months. No COD's or postage due returns.

PAYMENT METHOD

Total Payment Enclosed $_____

✓Check Method of Payment

- ❑ **Full Payment:** Certified/Personal Check ($35 service charge on all returned checks), Money Order, or Credit/Debit Card
- ❑ **Down Payment:** Automatic Payment: I authorize Blackstone Career Institute to automatically charge my down payment and ongoing monthly payments to my debit/credit card or checking account (I have enclosed my debit/credit card information or check for my down payment and to establish my recurring payment account.)

◯ MasterCard ◯ VISA ◯ DISCOVER NETWORK ◯ AMERICAN EXPRESS

*Important for credit card orders:
Copy number and expiration date directly from your credit card as it appears.

Credit Card Account Number:

☐☐☐☐ – ☐☐☐☐ – ☐☐☐☐ – ☐☐☐☐

Expiration Date: _____ /_____ **CVV** _____
MM YY

Cardholder's Information

Name _____

Address _____ **Phone Number** ☐☐☐ – ☐☐☐ – ☐☐☐☐

City _____**State** _____ **Zip** _____ **E-Mail** _____

Cardholder's Signature _____ **DATE** _____

SHIPPING & HANDLING

Shipment of course materials within the contiguous U.S. by UPS or USPS **IS INCLUDED IN YOUR TUITION.** ***Allow 7-10 business days.*** For expedited delivery, addresses outside the Continental U.S. (HI and AK), and foreign rates, please call 800-826-9228 prior to enrollment.