



Enrollment Form and Tuition Fees

ADVANCED PARALEGAL COURSES

Each course consists of one e-Textbook and one online Study Guide. Students permitted six months to finish.

COURSE DESCRIPTIONS

PERSONAL INJURY/TORTS

Tort law is the arena of law primarily responsible for making citizens whole after they have been injured by the wrongs of others. This course covers the essential topics that you will need to know if you plan to work in the tort law field. It addresses the skills you must develop in order to become an effective paralegal during the discovery and review of medical records, and during the tort litigation process before and after trial. **e-TEXTBOOK: Personal Injury and the Law of Torts for Paralegals, by Emily Lynch Morissette.**

FAMILY LAW

The Family Law course uses historical overviews, examples taken from actual cases, as well as recent Supreme Court Cases to describe the principles and practice of family law. This course includes comprehensive coverage of traditional family law topics, explores the developing law concerning nontraditional families and gay and lesbian parents' rights, describes technological innovations such as virtual visitation, and presents other high-profile topics currently under debate. **e-TEXTBOOK: Family Law for Paralegals, by J. Shoshanna Ehrlich.**

WILLS, TRUSTS, AND ESTATES

The Wills, Trusts, and Estates course uses succinct coverage of key topics, as well as helpful guides and step-by-step instructions, to prepare you for your role as a paralegal in the administration of wills, trusts, and estates. This course will prepare you to assist attorneys as they plan estates, explain rights, draft wills, set up trusts, appoint personal representatives, probate wills, file estate taxes, and represent clients in probate court. **e-TEXTBOOK: Basic Wills, Trusts, and Estates for Paralegals, by Jeffrey A. Helewitz.**

CRIMINAL LAW

The predominance of criminal law cases within the legal system has caused an increasingly high demand for paralegals trained in this field. This course introduces the criminal justice system, the principles of criminal law and the paralegal's role in criminal proceedings. It explores the types of offenses and criminal procedure from the commission of the offense to trials and their aftermath, as well as the prosecutor's role in initiating cases and the defense attorney's role in defending the accused. **e-TEXTBOOK: Fundamentals of Criminal Practice: Law and Procedure, by Thomas E. McClure and Thomas E. Eimermann.**

CIVIL LITIGATION

The Civil Litigation course offers paralegals specialized knowledge for a litigation firm. It discusses the paralegal's role in assisting the attorney before, during, and after a trial, including: investigating and gathering evidence; participating in discovery; preparing witnesses for depositions and trial; and drafting documents commonly used in litigation. It covers relevant rules and procedures, and provides examples of motions, pleadings, and discovery requests. **e-TEXTBOOK: Fundamentals of Litigation for Paralegals, by Marlene A. Maerowitz & Thomas A. Mauet.**

BUSINESS & CORPORATE LAW

The Business & Corporate Law course discusses important topics related to business law, including international law, dispute resolution, contract law and theory, agency law and agency relationships, fair employment practices laws, and intellectual property law. In addition, you will receive an introduction to law, business ethics, the U.S. legal system and court jurisdiction. The course also covers the constitutional regulation of business, torts and crimes that affect businesses. **e-TEXTBOOK: Fundamentals of Business Law, by Daniel V. Davidson, Lynn M. Forsythe & Brenda E. Knowles (Custom).**

REAL ESTATE LAW

The Real Estate Law course helps you to master the elements of real property; different methods used in recording and describing deeds; transference of title; rights associated with real estate ownership; elements of real estate contracts; basic landlord/tenant law; deeds, mortgages, and restrictions on land use; title insurance and title examination; the closing process; and tax implications of real estate transactions. **e-TEXTBOOK: Real Estate and Property Law for Paralegals, by Neal R. Bevans.**

PRACTICAL BANKRUPTCY LAW

The Practical Bankruptcy Law course provides the building blocks of bankruptcy law by explaining cases from the perspective of the debtor, the trustee, and the creditor; and discusses the special rules and procedures that must be followed in each type of case. This course also explains how cases are commenced, converted, dismissed, and closed. **e-TEXTBOOK: Basic Bankruptcy Law for Paralegals, by David L. Buchbinder.**

TRAINING YOU CAN COMPLETE ANYTIME, ANYWHERE!

Enroll today and receive:

A PROGRAM WITH A LONG HISTORY OF SUCCESS.

For over one hundred years, Blackstone Career Institute has been widely recognized as the leader in distance education for legal assistants. More than 125,000 students have either received diplomas or taken courses through Blackstone.

AFFORDABLE, ALL-INCLUSIVE TUITION.

Blackstone offers an interest-free payment plan! Your tuition covers everything needed to complete your advanced paralegal training course and receive your certificate, including: e-textbook, online study guide, supplemental materials, teacher evaluations, record keeping, our exclusive Online Student Center and more! Ask your employer to sponsor your enrollment.

ACCREDITED.

Blackstone Career Institute is nationally accredited by the Accrediting Commission of the Distance Education and Training Council (DETC) in Washington, DC. and is regionally accredited by the Middle States Commission on Secondary Schools.

INDUSTRY APPROVED FOR CLE.

Blackstone's Advanced Paralegal Courses are each worth 20 hours toward the 50 hours of continuing Legal Education (CLE) needed for recertification if you are a Certified Paralegal (CP) through the National Association of Legal Assistants (NALA). Our coursework also qualifies as CLE credit for the five-year PLS and PP recertification through NALS, the association of legal professionals.

RESPONSIVE, HIGHLY QUALIFIED STAFF.

The members of the Blackstone faculty are leaders in the legal education field and the Blackstone staff has many years of experience in distance education. We will provide you with the support you need!

Visit us online at www.blackstone.edu and click on the Advanced Paralegal Courses tab to enroll, or fax your enrollment to 610-871-0034.

ADVANCED PARALEGAL ENROLLMENT AGREEMENT

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



COURSE INFORMATION

Check Course(s) Requested

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Civil Litigation | <input type="checkbox"/> Real Estate Law | <input type="checkbox"/> Personal Injury/Torts | <input type="checkbox"/> Wills, Trusts & Estates |
| <input type="checkbox"/> Business & Corporate Law | <input type="checkbox"/> Practical Bankruptcy Law | <input type="checkbox"/> Family Law | <input type="checkbox"/> Criminal Law |

	Total Course(s) X \$396.00 =	\$
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BCI Paralegal Program Graduates	Total Course(s) X \$356.40 =	\$
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PAYMENT PLAN

- Full payment:** I enclose full payment of \$396.00 per course ordered.
- Payment Plan:** I enclose my \$160 down payment and agree to pay \$59.00 for 4 months with 0% finance charge for a total of \$396.00 per course ordered until the tuition is paid in full.*

*BCI Paralegal Program graduates who chose the payment plan will pay a \$160 down payment and agree to pay \$59.00 for 3 months and one final payment of \$19.40.

ENROLLMENT AGREEMENT Students who enroll in Blackstone Career Institute must have a working knowledge of the English language. For enrolling students, the listed fee for each course requested must accompany their completed and signed (see below) Enrollment Agreement. Blackstone Career Institute will release requested course(s) upon acceptance of student's Enrollment Agreement. Blackstone Career Institute 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 in a prompt and professional manner. 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: Valerie Behrle, Director of Education, Blackstone Career Institute, P.O. Box 3717, Allentown, PA 18106, 610-871-0031, or the Accrediting Commission, Distance Education and Training Council, 1601 18th Street NW, Washington, DC 20009-2529, (202) 234-5100.

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 Enrollment Agreement, 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 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. Enrollment is for (6) six months. No COD's or postage due returns.

STUDENT INFORMATION

Date _____

Name _____

Shipping Address _____

Town/City _____

State _____ Zip _____

Phone _____

Email _____

Date of Birth _____

Education (Circle Highest Level Completed)
High School **GED** College: **1** **2** **3** **4**

Signature _____

PAYMENT METHOD

Total Payment Enclosed \$ _____

Check Method of Payment

- Full Payment:** Certified/Personal Check (\$25 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.)

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| <input type="checkbox"/> | <input type="checkbox"/> | <i>Important for credit card orders:
Copy number and expiration date directly from your credit card as it appears.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | |
- Expiration Date:** MO. _____ YR. _____

CREDIT CARD ACCOUNT NUMBER IS: **V. CODE** _____

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Cardholder's Name _____

Address _____

Town/City _____ State _____ Zip _____

Phone Number _____

Cardholder's Signature _____

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.