

TUITION AND FEES: There is a 9100 registration fee payable upon enrollment. Tuition for full-t;- tudents is $\$ 2,220$ per quarter, and for half-time students turition is $\$ 1,200$ per quarter, Sp: rrangements may be made to pay tuition monthly. No $\mathbf{i}$ it is charged on tuition The total program is 108 Quarter Credit Hours. Students must. or rent'a stenowriter. The school's bookstore has rental macames avaijable for $\$ 75$ per quarter ( 3 months). Students who fail to return a rental stenowriter will be charged the full documented replacement cost of the stenowriter. Textbooks and suipplies cast approximately $\$ 900$ spread throughout the course. There is a $\$ 25$ lab foe charged each quarter. Although the sehool operates a bookstore for $3 t u d e n t$ convenienee, students are not required to purchase their boqkeranti sappliesfrom the school's bookstore, Therefore, a student who completes the day school program in $21 / 2$ years will have a tatal cost of approxingately $\$ 23,350$, and a night school student in 5 years will have a total cost of approximately $\$ 31,400$. These are only approximations siace it is impossible for tife school, its representatives or agents to predict how loag a student will take to complete the course of study. Tuition is charged as long as regular student enrollment is maintained. Each student's total cost will yary based upon leagth of time in school and books and supplife used.

CANCELYATION AND REFUND POLICX:: In sill eases the school's refind policy will mee or excerd the requirements vithe Texas Education Code. Section 132061. Refund calculations are based upon scheduled hours of attendance through the last day of attendance. All refunds will be consummated within 30 days after the cffective date of termination. The "effective date of termination" for refund purposer will be the earliest of the following: (a) the last date of attendance, if the student is terminated by the school, (b) the date of receipt of written notico from the studant, or (c) 10 school days following the last date of attendance. A full refind will be made to any prospective student who cancels the errollment agreement within 72 hours (until midnight of the third day cxcluding Saturdays, Sundaya, and legal halidays) after the cnroltment agreernent is signead and a tour of the facilitien and equipmeat is made by a prospective student. After the 72 hoour cancellation period, if an applicant does not enter school, any tuition paid will be refiunded in full; howrver, there will be no refund of the $\$ 100$ registration fee: Studeuts are charged mition for one acadeanic quarter at a time at the beginning of each academic quarter. If a student withdraws or is terminated after.the 72 -hour cancellation period, the refund policy will be applied as follows:
a) If a student withdraws during the first week or one-tenth of the course, whichever is less, the school retains $10 \%$ of the calendar-year tuition,
b) If a student withdraws after the first week or one-tenth of tire course, whichever is less, but within the first three weeks or one-fifth of the course, whichever is less, the school retsins $20 \%$ of the calender-year tuition,
c) If a student withdraws atter the first threc weeks or one-fitin of the course, whicheyer is less, but within the first quarter, the school retains $25 \%$ of the calendar-year tuition,
d) If a student withdrews duning the second quarter, the school retains $50 \%$ of the calendar-year tuition,
c) If a student withdraws during the third quarter, the school retains $90 \%$ of the calcndar-year tuition,

1) If a student withdraws during the fourth quarter, the school retaiss $100 \%$ of the calendar-year tuition.

The above policy will be applied identically to cach subsequent 12 -month period or portion thercof A full refind of tuition and fees is due and refindable in each of the following cases: (a) if an enoller is not accepted by the school, (b) if the course of instruction is discontinued by the sahool and this prevents the student from completing the course, (c) if the student's earollment was procured as a result of any misrepresertation in advertising or promotional materials of the school, or misrepresentafions by the owner ar represcatatives of the school.

YETERANS CANCELLATION AND REFUND POLICY: In the event a veteran or other student eligible for VA educational benefits fails to enter the course, or withdraws, or is discontinued therefrom et any time prior to completion but after expiration of the aforementioned 72 hour cancellation period) of the approved program length for VA students, the amount charged to the student for fuition, fecs, and other chargea for the portion of the course shall nat exceed $\$ 10.00$ (only if a registration fee is changed) phus the approximate pro rata portion of the tatal charges for tuition, fees, and other charges that the length of the completed porian of the course bears to its total length.

## TERMS AND CONDITIONS:

I understand the Ynstitute assists with employment, but no guarantee of job placement or amount of earnings is stated or implied.
I understand that the Institute's catalog is not to be considered a contract between the Institute and a prospective student, niso that the Institute, at its sole discretion, reserves the right to make changes in graduation requirements, costs, cupriculum, course structure and content, wnd the calendar of operation during the life of the catalog without notice of any kind. I acknowledge that I have received and read a copy of the school catalag. I acknowiedge that I have read and fully understand this cmrollment contract and received a copy for my rocords. I understand that this contract is not binding until aceepted by the Institute and the aforementioned 72 hour cancellation period has expired. 1 understand that the court reporting program is 108 quarter credits.
I understand that all of my personal financial obligations to the Institute must be discharged before grades, transcripts, etc., can be issued or a diplorna awarded. I understand that students who obtain permission from the Dean to take an overioad in ary one quarter must pay the current per-quarter-hour fee for the extra courscs. If I am aecepted by the Institute, I will adhere to the standards of professional conduct which the Institute considers fimdamental to the welfare of the Institute as a whole.

RESOLUTION OF DISPUTES: Both the Student and the School recognize and agree that any disputes which may arise between the Student and the School should be resolved as quickly and as amicably as possible. Accordingly, the following procedure shall apply to the resolution of any dispute arising out of or in any way related to this Agreement, any amendments or addenda hereto, or the subject matter hereof, including sny tort or contract ciaim (individually and collectively the "Dispute"):
(1) The pantes shall make an initial attempt, in goad faith, to resolve the Dispute in accoxdance with the School's Student Complaint/Grievance Procedure.
(2) If the Dispute cannot be resolved through the Student Complami/Grievance Procedurs, then the Dispute shall be resolved by binding arbitration between the parties. Arbitration is the referral of a dispute to one or more impartial persons for a final and binding determinarion and is designed for a quick, practical, and inexpersive resolution of claims. The arbitration between the Student and the School will be conducted in accordanee with the Commercial Arbitration Rules of the American Arbitration Association and, to the extent not inconsistent with such rules, the Federal Arbitration Act, subject to the following modifications:
(a) The arbitration shall be conducted before a single arbitrator who shall be experieaced in the resolution of cammercial disputes.
(b). The site of the arbitration shall be in the eity of Dallas, Texes.
(c) The substantive law which shall govem the interpretation of this Agreement and the resolution of any Dispute will be the law of the state of Texis.
(d) The arbitration shall not include any party other than the Student and the School and shall not be joined or consolidated with any other arbitration.
(e) In determining the appropriate relief to be awarded, the arbltrator shall not have jurisdiction to award (i) consequential or punitive damages to any party in the arbitration or (ii) either party its casts, expert witness or attomey's fees; provided that; if either restriction or jurisdiction conflicts with the substantive law applicable to thic arbitration, the substantive law with respect to sach restriction shail wontrol. If atromey's fees are awarded under the substantive law pertaining to the arbitration, then the prevailing party shall be entitled to recover its reasonabic attorncy's fecs, The maximum amoum of such fees shall not exceed the ration of tite recovery acturlly ewarded the prevailing party to the total recovery sought by the prevailing party. (Fon example, if a party is awarded one-half of the recovery it sought, the maximum amount of attomey's fees to which it would be entitled would be onehalf of its actual fees.)
(f) The prevailing party in any of the following matters, without regard to Paragraph (e), shall be entitled to recover its reasonable attomeys' fee incurred in conjunction with such matters: (i) any motion which any party is required to make in the couts to compal arbitration of a dispute; or (ii) ams appeal of an arbitration award, whether to the wrbitrator or the courts, for the purpose of vacating modifying or correcting the award
(g) Atl aspects of arbitration procecdiag and any ruling decision, or award by the arbitrator shall be strictly confidential, The parties shall have the R -- Redacted by Hetip Committee

