



# Prince Institute

GREAT LAKES | A STENOGRAPH SCHOOL

PRINCE INSTITUTE - GREAT LAKES  
Great Lakes Campus

2011/2012 Catalog  
Effective Date: 11/01/2011

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Certificate of Approval to Operate  
issued by  
The Illinois State Superintendent of Education  
100 North First Street  
Springfield, Illinois 62777

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Accrediting Council of Independent Colleges and Schools  
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## FINANCIAL INFORMATION

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### FINANCIAL AID

It is recognized that many students are not in a position to pay all of the costs of higher education and training. They must either receive financial assistance or forego their plans for this kind of self-improvement. Financial aid programs have been developed to help students who qualify for this assistance. Prospective students are encouraged to contact the Director of Financial Aid for information about aid programs and qualifications for eligibility. It is important for students to note that once they are participants in a financial aid plan, they must requalify annually for financial aid.

Set out below are brief descriptions of the various types of programs which, singly or in combination, are available to qualified students.

#### FEDERAL PELL GRANT

This program provides grants to students based upon a Federal analysis of family financial strength, which is reflected on the Student Aid Report (SAR) or Institutional Student Information Record (ISIR) generated when the student completes a "Free Application for Federal Student Aid" (FAFSA) or a "Renewal FAFSA online." A student who has received a bachelor's or professional degree from any institution does not qualify for this grant.

#### FEDERAL DIRECT STUDENT LOAN PROGRAM:

*FEDERAL STAFFORD LOAN (SUBSIDIZED AND UNSUBSIDIZED):* These are fixed interest educational loans available to eligible students that are actively enrolled at least half-time in an eligible program of study. This loan program enables the student to borrow from Direct Loans after certification of the Master Promissory Note by the Director of Financial Aid. If the student is eligible for any Subsidized Federal Stafford Loans, the interest is paid for the student by the Federal Government during the student's period of training, grace period, and periods of certain deferments. The student does not pay or accrue any interest on the Subsidized Federal Stafford Loan until the student enters repayment. On any Unsubsidized Federal Stafford Loans for which the student is eligible, the student may choose to either pay the interest or allow it to be capitalized. For both loan types, repayment begins six months after graduation, after dropping below half-time enrollment status, or after termination of studies either by withdrawal or expulsion.

*FEDERAL PARENT LOANS FOR UNDERGRADUATE STUDENTS (PLUS):* These are educational loans available to parents of eligible dependent students who are actively enrolled at least half-time in an eligible program of study. Repayment begins 60 days after the loan is fully disbursed. Parents will begin repayment on the Federal PLUS loan while the dependent student is still enrolled in school. Forbearance, deferment, and consolidation options vary depending upon the previous loan history of the parent borrower.

#### VETERANS ADMINISTRATION BENEFITS

The Department of Veteran Affairs has rules and special reporting requirements for recipients of veterans' benefits. Students wishing to process veterans benefits should submit their VA Certificate of Eligibility letters to the Financial Planner at Prince Institute- Great Lakes.

## ROBERT W. WRIGHT SCHOLARSHIP

The Robert W. Wright Memorial Scholarship is a tuition award of \$100, available to all students actively enrolled in a program of study at Prince Institute - Great Lakes who meet all of the following criteria:

1. The student must have an enrollment status of at least half time in the current quarter.
2. The student must have perfect attendance in all Clock Hours carried:
  - a. The student must not be tardy for any class meetings.
  - b. The only exception will be made for students participating in supervised school-related events such as career days and field trips.
    - i. Such students will not be considered absent.
    - ii. If the event does not last the entire school day, the student must attend other scheduled classes on that day.
3. The student must satisfactorily complete all Clock Hours attempted by the final day of the current quarter. A grade of "Incomplete" will render the student ineligible for the scholarship.
4. The student will not qualify for the scholarship if he or she is repeating a course in the current quarter.
5. Scholarships will be awarded during the opening assembly of the quarter following the one in which students qualified.
6. In the event that a student completes his or her program of study with perfect attendance in the final quarter, the scholarship will be applied at that time to any outstanding balance which the student may owe to the school, including the graduation fee, with any remaining funds disbursed directly to the graduate.

## THE WYNNE "WIN" SCHOLARSHIP

The Wynne WIN Scholarship is a tuition award based on academic achievement and financial need.

Students actively enrolled in a program of study at Prince Institute - Great Lakes who meet all of the following criteria are eligible to apply:

1. The student must have attended Prince Institute - Great Lakes for at least four quarters.
2. The following standards of satisfactory academic progress must be met:
  - a. a cumulative Grade Point Average (GPA) of at least 2.0
  - b. an overall Percentage of Completion rate of at least 70 percent.

Eligible students must complete an application form and submit it along with any requested documentation to the Director of Prince Institute - Great Lakes no later than the last day of the current quarter in order to be considered for the scholarship.

The scholarship recipients will be chosen from among the eligible applicants by a committee appointed by the Director of Prince Institute, Great Lakes.

Awards will be made while funds last.

## QUARTERLY TUITION AND QUARTERLY TECHNOLOGY/ADMINISTRATION FEE

The tuition and technology/administration fee are listed in the catalog Supplement, and these will not change within any given quarter for which they are quoted. If the school finds it necessary to change tuition or fees for any subsequent quarter, such changes will be announced in writing at least thirty (30) calendar days before the beginning of the next quarter and will be printed in a revised Supplement. *Each student will be asked to sign and accept any such change.*

## SPECIAL TUITION ARRANGEMENTS

Under the special tuition arrangements and at the discretion of the Director, a student would be able to remain enrolled, complete the program of study, and graduate, provided all course work is completed within the maximum length of time allowed by the Department of Education for completion of the program of study.

A student may be eligible for special tuition arrangements if any or all of the following conditions are met:

1. The student has completed all but one course of his/her program of study;
2. The student has no remaining Direct Student Loan fund eligibility (has met the maximum amount allowed by the Department of Education); and/or
3. The required course(s) is assessed at less than six (6) Clock Hours thereby resulting in the student's being enrolled less than half-time and rendered ineligible for financial aid.

For more information on the special tuition arrangement, students must see either the Financial Planner or the Director. This special tuition arrangement includes certain requirements and must be approved by the Director.

## PAYMENT/LATE FEES

Tuition and fees are due on or before the first day of each quarter before any classes meet. Textbooks that are charged by the students will be posted to the students' accounts as the textbooks are purchased, and payment will be due upon receipt of the next monthly statement.

If students and/or the responsible parties cannot pay tuition and fees in full on or before the first day of each quarter before any classes meet, payment arrangements may be made with the approval of the Director prior to the first day of the quarter.

Statements showing total account balances will be mailed to the students monthly. Students' accounts will be subject to a late fee (see catalog Supplement) if not paid in full on or before the due date, and students will not be permitted to return to class until their accounts are paid.

## RETURNED CHECK FEE

A fee will be charged on all returned checks showing "Insufficient Funds" or "Account Closed." This fee is listed in the catalog Supplement.

## INCOMPLETE PERIODS - GRADUATES

If a student, in his/her final quarter, is enrolled entirely in a course, or courses, that the student received an incomplete (INC) for in the previous quarter, and the student successfully completes the course, or courses, by the INC deadline of his/her final quarter, the student will not be charged for tuition and fees for the final quarter. A grade for the course, or courses, will be issued to the previous quarter, replacing the INC on the student's transcript. The Clock Hours pertaining to the successfully completed INC course, or courses, will be recalculated in the cumulative grade point average and the cumulative Clock Hours successfully completed.

The student will not be considered as enrolled in his/her final quarter and would therefore be ineligible for any financial aid funds designated for the final quarter. If financial aid funds designated for the final quarter are received for a student that is in a situation as described above, the Financial Planner will hold the financial aid funds until after the INC deadline for the final quarter has elapsed. If the student successfully completes the INC course, or courses, all financial aid funds received for the final quarter will be returned.

## BOOKS, SUPPLIES, AND EQUIPMENT

Students enrolling in a program at Prince Institute - Great Lakes will be required to have a Stentura Protégé, élan Cybra, or Stenograph Wave computer compatible shorthand machine with realtime capability and all required equipment, including but not limited to, battery and power cord, tripod stand, wide DZ keys, wide asterisk keys, and realtime cable and adapters. Students enrolled in a program of study at Prince Institute - Great Lakes will be required to have access to a suitable laptop, computer software and Internet connection service and capability meeting or exceeding the specifications for same as defined in the Stenograph U Start Up Guide, current version. When working on campus students enrolled in a program of study at Prince Institute - Great Lakes campus will be required to have Case CATalyst student version (current version) Computer Assisted Translation (CAT) software. The Career Planner will explain the students' options in obtaining the shorthand machine.

Textbooks are available for purchase from the school. Students are not required to purchase these from the school but may do so as a convenience.

Books and equipment required or optional are listed in the Supplement. Check with the school for current prices. Price changes must be approved in writing by both the school and the student.

## REFUND POLICY

*Registration Fee:* All registration and/or readmission fees are refundable if the student has been accepted for enrollment but provides written notice of cancellation before midnight of the fifth business day after enrollment but prior to the first day of class. If the fee(s) has been paid and the applicant is not accepted for enrollment, the fee(s) will be refunded. After midnight the fifth business day following acceptance but before the close of business on the student's first day of class, Prince Institute – Great Lakes can retain the enrollment fee up to \$150 or 50% of tuition whichever is less.

*Books and Supplies:* Books, and supplies purchased by the student will be refunded if the books and materials are returned to Prince Institute – Great Lakes if they are a) unmarked; and b) student has provided the school with a written notice of cancellation.

PRINCE INSTITUTE – GREAT LAKES

Prince Institute shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:

- a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application registration fees, tuition, and any other charges shall be refunded to the student.
- b. When notice of cancellation is given after midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
- c. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 11 of this Section, the cost of any books or materials which have been provided by the school.
- d. When a student has completed in excess of 5% of the course of instruction, the school may retain the application registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies to students participating on campus:

<u>Percentage of Program completed</u> From – To	<u>Amount of tuition retained by Prince</u>	<u>Amount of tuition refunded to lender or student</u>
5-60%	Application Fee + prorated amount for days in class plus 10% of tuition and other instructional charges	Tuition charges prorated for days NOT in class, but paid for, minus 10% of tuition and other instructional charges.
61%-100%	Application Fee + 100% of tuition and other instructional charges	NO Refund

A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

**DISTANCE EDUCATION REFUND POLICY.**

Refunds will be made in the following manner for students receiving instruction by distance education methods:

- a. Students who enroll in a distance education course of instruction shall have 5 business days from the date of their initial acceptance to cancel the enrollment and receive a complete refund of moneys paid to the school.
- b. Thereafter, the school shall retain a prorated amount based on the percentage of lessons completed, up to 60% of the course of instruction, plus 10% of the total tuition and other instructional charges.
- c. If more than 20% of the lessons in the course of instruction are completed within the 5-business-day cooling off period, the distance education refund policy stated above applies from the beginning of the first lesson completed.
- d. Refunds will be calculated from the last lesson completed.

**DELINQUENT STUDENT ACCOUNTS**

A student who is in arrears on his/her account balance may not enroll for another quarter until the account balance has been paid, unless satisfactory payment arrangements have been made and approved by the Director.

**INDEBTEDNESS**

Prince Institute - Great Lakes reserves the right to withhold transcripts, grades, and diplomas to any student who has not met full financial obligations to Prince Institute - Great Lakes or to students who have failed to return CAT software, steno machines in good working order with all accessories, as well as books, tapes, or CDs to any library used by Prince Institute - Great Lakes students.

These prices may change when announced as prescribed in the catalog and signed for by the student. Students may pay with cash, credit card, or student loans.

### **Tuition and Fees**

#### **Early Registration Fee - \$100**

Standard for all programs. This fee is refundable under certain circumstances as detailed in the refund policy if the applicant has been accepted for enrollment and it is paid at least one month prior to quarter registration deadline.

#### **One-time Registration Fee - \$125**

Standard for all programs. This fee is refundable under certain circumstances as detailed in the refund policy if the applicant has been accepted for enrollment.

#### **Re-admission Fee - \$75**

Standard for all programs. This fee is refundable under certain circumstances as detailed in the refund policy if the applicant has been accepted for re-enrollment. A readmission fee must be paid upon each readmission after two quarters of nonattendance.

#### **Quarterly Tuition - \$2,800**

Standard for all programs. This amount is charged at the beginning of each quarter. All or part of this fee is refundable under certain circumstances as detailed in the refund policy.

#### **Quarterly Technology/Administration Fee - \$295**

Standard for all programs. This fee defrays the cost of providing the student administrative and technical support. The fee is charged at the beginning of each quarter to students enrolled in a class/classes on campus and/or online. This fee is refundable under certain circumstances as detailed in the refund policy.

#### **Payment Plan/Installment Note Fee - \$25**

The fee is charged with the implementation of a payment plan/installment note. This fee is refundable under certain circumstances as detailed in the refund policy.

#### **Late Payment Fee - \$25**

This fee will be imposed one time each month that a student's account is in arrears.

#### **Returned Check Fee - \$35**

This fee will be imposed for each check returned by the bank for such reasons as NSF (Non Sufficient Funds) or Account Closed.

Proficiency Examination Testing - \$50

Standard for all courses. This fee is payable at the time of testing. This fee is charged for each proficiency examination administered. This fee is not refundable should the student withdraw or fail to successfully pass the proficiency examination.

Graduation Fee - \$50

This fee is charged one time. This fee is due in full before participating in the graduation exercises.

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Student Wave Writer\*

Retail Price	\$1995.00	
Prince Institute Student	\$1795.50	
Rent-To-Own**	\$ 350.00	/quarter six(6) quarter agreement Cancellable at any time upon the return of product.

Student Case CATalyst\*

Retail Price	\$ 495.00	
Prince Institute Student	\$ 445.50	
Rent-To-Own**	\$ 135.00	/quarter four (4) quarter agreement Cancellable at any time upon return of product.

\*Prices are plus applicable sales and/or use tax.

\*\*There is a \$75 one-time set up fee for Rent-To-Own Agreements. Product may be purchased at any time or returned at the end of a quarter without further obligation.

SEE DETAILED BOOKLIST ON BACK OF THIS PAGE

PRINCE INSTITUTE OF PROFESSIONAL STUDIES – GREAT LAKES  
Supplement (Continued) of Catalog, 2011

BOOK LIST

Alternative Realtime Careers  
Building College Vocabulary Strategies  
Court Reporters' & CART Services Handbook  
Discovering Computers 2010  
Effective Communication for Colleges  
Glossaries for Court Reporters  
How to Prepare For the RPR & RMR Exams  
Keyboarding & Word Processing  
Learn To Use Case CATalyst Version 9  
Legal Terminology  
Medical Terminology for Health Professions  
NCRA Practice Questions for the RPR/RMR  
Phoenix Theory Fast Track w/Tapes  
Phoenix Theory Lesson CD 1-32  
Phoenix Theory Pack  
Phoenix Theory Quick Reference Guide  
Phoenix Theory Reference Dictionary  
Phoenix Speed Plus I  
Phoenix Speed Plus II  
Phoenix Speed Plus III  
Reaching Your Potential  
The Writer's World

**Contact the office for most current prices. Price changes must be approved in writing by both the school and the student.**