



Prince Institute

ROCKY MOUNTAINS | A STENOGRAPH SCHOOL

Admissions Process – “Let’s Get It Started!”

Below is a description of the process to enroll at Prince Institute:

1. Complete the Enrollment Agreement
 - Initial each page, print and sign your name and write the date on the last page of the agreement
2. Complete all other forms in the packet
3. Provide a copy of your Proof of Graduation (High School Diploma/GED or College Degree). Within 30 days of enrollment, an official transcript (High School Diploma/GED or College Degree) must be ordered by the student (by contacting the registrar of the school) and sent directly to our school (Attention: Dean) to the following address: **Prince Institute, 9051 Harlan Street, Suite 20, Westminster, CO 80031**
4. Contact the Education Department at Stenograph to assist you in purchasing your Steno Machine and Case Catalyst Software. **You must order your machine and software no later than March 1, 2012, before you begin your Steno Machine Theory Classes. These machines are made to order, so time is of the essence.**
 - Please contact Sarah Nyc, in the Education Department at 800.323.4247 x 5561
- Fax, E-mail or mail the following completed forms and documents back to my attention (**Fax number: 303.427.5383**)
 - Enrollment Packet (Enrollment Agreement, Enrollment Application, Affidavit, Transfer of Credits Statement of Understanding Form, Photo/Model and E-mail Release Form)
 - Technology Packet (Commitment Statement, Support System Statement, Student Questionnaire, Technology Questionnaire and Technology Requirements Checklist)
 - Proof of Graduation
5. Make payment of your \$75.00 enrollment fee using either of the following options
 - Check or money order payable to Prince Institute mailed in with your completed packet
 - Visa or MasterCard payments may be made over the phone by contacting your Admissions Representative or Lorraine Castillo at 866.712.2425 x 118. Please call your payment in the day you fax or mail your packet.
6. Be in communication with any questions or concerns!

The Next Step

We will set you up for an appointment with the Financial Planner to apply for funding!

NOTICE OF CANCELLATION AND REFUND POLICIES

1. **CANCELLATION POLICY:** Student may cancel this agreement at any time prior to midnight of the third business day after signing this agreement.
2. **NOTICE CONCERNING HOLDERS OF THIS AGREEMENT:** Any holder of this consumer Credit Agreement is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor.
3. **REFUND POLICY:** Students not accepted by Prince Institute and students who cancel this agreement within three (3) business days as set forth in paragraph 1 are entitled to a refund of all tuition and fees paid, including the enrollment fee. Students withdrawing by notifying Prince Institute in writing after three (3) business days but before commencement of classes are entitled to a full refund of all tuition and fees paid except the enrollment fee. In the case of students withdrawing after commencement of classes, Prince Institute will retain an administrative fee of \$50.00. The percentage of tuition refunded/retained is based on the percentage of hours attended at Prince Institute, applicable to the current charge only, as described in the table below. Prince Institute will calculate the refund according to Prince's refund policy as mandated by the Colorado Private School Association. A calculation of the percentage of the tuition refunded/retained based on the percentage of hours attended to the period of enrollment will be calculated in percentages as shown in the table. The percentage of hours attended is rounded up to the nearest 10%. The granting of transfer credit for previous training shall not impact the refund policy. Completion for the distance education (OL) program will be determined by the number of courses the student has completed.

<u>Percentage of Program completed</u>	<u>Amount of tuition reclaimed by Prince</u>	<u>Amount of tuition refunded to lender or student</u>
From – To		
0% - 10%	Fee + 10%	90% less fee
11% - 25%	Fee + 25%	75% less fee
26% - 50%	Fee + 50%	50% less fee
51% - 75%	Fee+ 75%	25% less fee
76% - 100%	Fee + 100%	NO Refund

Effective October 7, 2000, for any student terminating their program of study after entering the school and before completing at least 60% of the payment period or period of enrollment, the federal statutory RETURN TO TITLE IV FUNDS policy will be implemented. This policy will calculate the amount of financial aid funds earned by the student during their enrollment. This institution will calculate the amount of Title IV aid that was earned based on a payment period basis. The official date of termination for refund purposes is the last date of recorded attendance. Refunds will be made within thirty (30) days from the date of determination. The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds. Registration and lab fees are not refundable after commencement of classes.

4. **OUTSTANDING BALANCES/COLLECTIONS:** Student agrees to pay Prince Institute in full and outstanding balance not covered by student financial aid upon termination. If an acceptable payment arrangement is not reached and full payment is not made within ninety (90) days, the account will be submitted to a collection agency. Student will be responsible for the full balance plus reasonable collection costs, including fees, court costs, and attorney's fees.
5. **RESPONSIBILITIES OF STUDENT:** Student agrees to comply with the rules and regulations of Prince Institute during his/her program of study and Prince Institute reserves the right to cancel this agreement with no prior notice to student in the event student fails to comply with the rules and regulations set forth in the catalog. In the event of such cancellation, the refund policy set forth in paragraph 3 shall apply.
6. **RELEASE OF LIABILITY:** Student agrees to release and forever discharge Prince Institute and all agents, representatives, employees and successors from all claims, demands, losses, costs and expenses which student has or may acquire against Prince Institute and all agents, representatives, employees and successors by reason of participation in any athletic event, field trip, excursion or other event sponsored by Prince Institute, and any consequences resulting directly or indirectly there from.

_____Initials

7. **EXPULSION:** Prince Institute reserves the right to expel any student for nonpayment of tuition and fees, for conduct reflecting discredit on the professional and ethical standards of Prince Institute, or for failure to maintain satisfactory grades, progress or attendance as outlined under school policies in the current catalog.
8. **FORCE MAJEURE:** Student agrees that in the event Prince Institute is unable to perform any of its obligations under this agreement by reason of fire, war, strike, work stoppage, riot, utility failures or shortages, damage by the elements, acts of God or any unavoidable casualty, Prince Institute shall not be responsible for damages or tuition refund caused by the delay or failure to perform hereunder, provided said delay does not exceed ninety (90) days and Prince Institute evidences positive effort every thirty (30) days to reactivate Prince Institute. REFUNDS SHALL ONLY BE MADE IN ACCORDANCE WITH REFUND POLICY SET FORTH IN THIS AGREEMENT.
9. **FILING OF COMPLAINTS:** All claims of financial loss caused as a result of actions by Prince Institute which cannot be resolved by direct negotiation between all parties must be filed in writing with the Division of Private Occupational School within the time period set forth in Colorado Revised Statutes 12-59-119 (1), as provided by Colorado law. Students can also file a complaint online at higher.ed.colorado.gov/dpos (phone number: 303/866-2723). There is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints.
10. **TUITION FUNDING OPTIONS:** Students who pay their quarterly tuition in full the first day of the quarter will receive a 3% discount for tuition; the payment must be made via check or credit card. If unable to pay the full amount the first day, students will have the option of paying three equal monthly payments that would be due at the beginning of each month; the 3% discount would not apply and the student would be required to sign a promissory note. Full quarterly tuition will be due within 30 days of the start of the quarter unless the student signs a note for monthly payments.

11. POLICY REGARDING POSTPONEMENT OF STARTING DATE AND THE EFFECT ON STUDENT'S RIGHTS TO A REFUND:

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school.

The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and
- b. A deadline for the new start date, beyond which the start date will not be postponed.

_____ Initials



Affidavit

I, _____, have signed this affidavit for the purpose of applying for enrollment at the Prince Institute with the understanding that I have graduated from high school or received a GED certificate and that my transcript may be obtained from the school.

I further understand that my high school/GED transcript must be received by the Prince Institute within 30 days of enrollment.

By signing this affidavit, I relinquish all rights to remain enrolled at the Prince Institute, should my transcript not be received.

Student's signature

Date

Admissions Representative's signature

Date



Photo/Model Release Form

I hereby give the Prince Institute (Prince Institute), a Stenograph school, permission to use my name, photographic likeness, or written or spoken words in any and all forms, for any lawful purpose.

Email Release Form

By signing and providing the email address below, I consent to the use by Prince Institute of my email address to inform me of updates of school policies and/or procedures, as well as to communicate with me regarding my attendance, academic grades, and/or standards of satisfactory progress. I understand that I am responsible for updating any changes made to my email address.

NOTE: Prince Institute does not sell or distribute email addresses to anyone outside of Prince Institute or Stenograph, L.L.C.

Email address: _____

I have read, understand and agree to both releases.

Print Student Name: _____

Student Signature: _____

Date: _____

Admissions Representative: _____ Date: _____



Transfer of Credits Statement of Understanding

I understand that by requesting Prince Institute to evaluate credits earned at previously attended postsecondary institutions it is my full responsibility to request official transcripts, possibly along with course outlines, from those institutions to be sent to Prince Institute. Official transcripts may not be hand-delivered by the student.

I understand that if Prince Institute has not received an unofficial transcript within two (2) weeks and an official transcript within ten (10) weeks from my date of enrollment, I will be required to take the course(s) for which transfer of credit was being sought.

I understand that Prince Institute does not make a commitment to accept transfer of credits. Credits that will be considered are those earned from an NCRA-approved court reporting program leading to an Associate of Applied Science degree or Bachelor's degree or credits earned at institutions accredited by agencies recognized by the United States Department of Education.

The representative of Prince Institute explained this statement to me and has answered all questions regarding this statement.

Student (please print full name)

Student's Signature

Date

Admissions Representative's Signature

Date



Prince Institute

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Print Name _____ Social Security # _____

Address _____ DOB _____

Optional EEO Info: Age _____ Gender (check one) M F
 Race (check one) White, Black, Hispanic, Asian

Phones: Home _____ Marital Status (check one) S, M, W or D

Work _____ Personal E-mail: _____
 Cell _____ Work E-mail: _____

Will enter PRINCE INSTITUTE as (check one) Beginning student Advanced student

If advanced: Name of reporting school: _____

Machine Shorthand Speed attained at previous school: _____ WPM

Have you ever been convicted of a felony? _____

Have you ever applied for student financial aid? If yes, when? _____

Have you ever defaulted on a student loan? _____ Type & amount _____

Are you presently employed? _____ (If yes, check one) Full time Part time

Employer: _____ Hours: _____

Address _____

(Check one) High School Graduate or G.E.D. Graduation/GED Date _____
 (Month/Year)

_____ High School Name/GED Testing Site _____ City / State / Zip

_____ Name as it appears on High School or GED transcripts

Other postsecondary schools attended (If you need more space, attach another sheet)

1. _____ School Name _____ City / State / Zip

_____ Program of Study _____ Attended From/To _____ Graduation Date

2. _____ School Name _____ City / State / Zip

_____ Program of Study _____ Attended From/To _____ Graduation Date

I hereby make application for enrollment at the Prince Institute.

 Applicant's Signature

 Date

 Applicant's Name Printed

 Name as it appears on college transcripts