



Prince Institute

ROCKY MOUNTAINS | A STENOGRAPH SCHOOL

PRINCE INSTITUTE - ROCKY MOUNTAINS

9051 Harlan Street, Suite 20

Westminster, CO 80031

303-427-5292 Phone

303-427-5383 Fax

www.princeinstitute.edu

2012 Catalog

Volume I

Effective Date: January 1, 2012

A Stenograph School

596 W. Lamont Road
Elmhurst, IL 60126-1022



FINANCIAL INFORMATION

WHAT WILL IT COST TO ATTEND THE SCHOOL?

The following information is current as of the date of catalog publication. However, all costs are subject to change.

PAYMENT ARRANGEMENTS MUST BE COMPLETED PRIOR TO THE START OF CLASSES!

Tuition

Tuition and technology fees are charged to students on a quarterly basis and billed at the beginning of each quarter. Students enrolling for a program are guaranteed that tuition will be billed at the rate in effect at the time of their initial enrollment, including annual increases as indicated on their enrollment agreement, for the estimated program length. If the student exceeds their estimated program length, they are subject to the prevailing tuition rate.

Tuition increases every January by the amount indicated on the student's enrollment agreement. The school does, however, reserve the right to increase tuition or other fees at other times as needed.

Flat Fees

Enrollment Processing Fee	<i>Payable upon completion of Enrollment Agreement</i>	\$ 75.00
Administrative Withdrawal Fee*	<i>Payable upon withdrawal from the school</i>	\$ 50.00
Re-enrollment Fee	<i>Payable upon re-enrollment after withdrawal</i>	\$ 75.00
Transcript Fee	<i>Copies or originals</i>	\$ 5.00
Credential Replacement Fee	<i>Replacement diploma or certificate</i>	\$ 10.00
Graduation fee	<i>Payable upon completion of Exit Interview</i>	\$ 50.00

*Administrative Fee - For any student who withdraws after Sit Day (see definition of Sit Day under "Cancellation Policies"), Prince Institute - Rocky Mountains will assess an administrative fee of \$50 for processing the student's withdrawal. The enrollment fee, fees paid for books, supplies and the technology fees are not refundable after Sit Day.

Shorthand Machine Purchase

The student will be expected to supply his or her own shorthand machine. Costs for this equipment are NOT included in the tuition, but are explained on the enrollment agreement. New stenograph machines and tripods may be purchased through the school, or the student may take advantage of the Stenograph Rent-To-Own program.

Books and Supplies

Books are purchased as required on a quarterly basis. Prices are subject to revision without notice.

Payments and Late Fees

Tuition and fees are due on or before the first day of each quarter. If payment is made in full the first week of the quarter, the student will receive a 3% (three percent) tuition discount.

All students are required to make nominal cash payments each quarter. Payments may be made monthly or quarterly depending on the student's financial arrangement with Financial Aid. Students are required to provide a credit card authorization form for automatic monthly/quarterly payments.

Textbooks that are charged by the students will be posted to the students' accounts as the textbooks are purchased within the first two weeks of the quarter.

Sit Day Policy

The third (3rd) class day of the term is referred to as "Sit Day." If the student attends on that day or beyond, they will be charged tuition based on the pro-ration table listed under the "Refund Policy" below. The days and dates of the Sit Day for each term are identified on the school calendar.

Returned Check Fee

A \$25.00 fee will be charged on all returned checks showing "Insufficient Funds" or "Account Closed." This fee is subject to change at the discretion of the Director of Financial Aid.

Delinquent Student Accounts

A student who is in arrears with their payment arrangements the fourth week of the quarter will not be allowed to sit in class. A student who is in arrears on his/her account balance at the end of the quarter may not sit for the upcoming quarter until the account balance has been paid. For all delinquent accounts, satisfactory payment arrangements must be made and approved by the Director of Financial Aid.

Indebtedness

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

HOW WILL I FINANCE MY EDUCATION?

There are several methods by which a student can finance his/her education. While college is no small investment, there is a financing plan that can often be found. Your Financial Aid Planner will work with you individually to find the best plan for your particular financial situation. Each student's financial plan is private and unique to each individual. Students should not make comparisons with one another with regard to their financial packaging.

Title IV Assistance

Prince Institute - Rocky Mountains, through the Office of Financial Aid, provides assistance for those who qualify by the administration of Title IV Federal Student Aid Funds. Prince Institute - Rocky Mountains participates only in the Pell, Direct Stafford (subsidized and unsubsidized), and Direct PLUS programs.

The Pell Grant and Subsidized Stafford Loan are need-based awards. A student's resources are evaluated on the appropriate needs-analysis system.

A non-need student is eligible for the PLUS Loan (i.e. a loan to parents on behalf of a dependent student) or an Unsubsidized Stafford Loan (e.g. loan to an independent student).

Both need and non-need students must complete and submit the following:

1. The application for the Free Application for Federal Student Aid (FAFSA)
2. Direct Loan Master Promissory Note (MPN)
3. If selected for verification, the student may be asked to submit additional documentation *

Financial aid applications and required supporting documentation should be submitted as far in advance of starting classes as possible to allow adequate time for processing. Students who have not submitted all required material within the first week of the start of classes may be terminated at the discretion of the Campus Director.

If you feel you have special circumstances regarding your funding, contact the Financial Aid Department to discuss your options.

* Financial aid records are potentially selected by the central processing system for a process known as verification. The Financial Aid Department will notify those students selected for verification. These students will be required to follow a specific process as outlined in the **Prince Institute Financial Aid Packet** for completing the verification process. Students who do not provide the requested verification documentation within 30 days may be placed on self-payment.

The following criteria are used for the purpose of determining the maximum amount of Stafford Loans per academic year:

1st year student: 0 - 44 quarter credit hours
2nd year student: 45 - 90 quarter credit hours
3rd year student: 91 - 135 quarter credit hours
4th year student: 136 - 160 quarter credit hours

In order to receive Title IV funding a student must be enrolled at least half-time and must be attempting a minimum of six (6) credit hours. The status is calculated as follows:

12 credit hours or more = Full time
9 – 11 credit hours = Three-quarter time
6 – 8 credit hours = Half time

To maintain financial aid eligibility, student must make satisfactory academic progress (See our Satisfactory Academic Progress (SAP) Policy).

Scholarships

Prince Institute - Rocky Mountains also accepts scholarship aid sponsored by individuals and organizations. Students must seek scholarship aid independently. However, the school provides information regarding scholarships and methods to search for scholarships. Questions regarding any specific scholarship should be addressed to the Financial Aid Department.

Self-Pay

Students not on financial aid may pay tuition out-of-pocket, which is referred to as “self-pay.” Payments for each quarter are due in full the first week of each quarter unless the student makes arrangements to pay incrementally. Incremental payments would be one-third of the quarterly charges each month, due at the beginning of each month. Special arrangements must be made through the Financial Aid Department for incremental payments. A fee of \$25 will be applied to the student’s account for any returned checks. Students who do not make their payments to the school on time are subject to termination from the school.

Veterans’ Benefits

Prince Institute - Rocky Mountains programs are approved for the training of Veterans and eligible persons. Please ask about specific programs. If a student is eligible for Veterans' benefits, application for benefits should be made at the U.S. Department of Veterans Affairs regional office nearest his or her home. The U.S. Department of Veterans Affairs will issue eligible Veterans a Certificate of Eligibility that is valid only at the institution named and valid only for the objective indicated. The Certificate of Eligibility will be required for registration. It is the student’s responsibility to complete the process necessary for VA funding.

WHAT IF I CHANGE MY MIND?

While we strive to carefully interview each and every applicant to ensure that they are serious about their education as a career and that they are fully ready to embark on pursuing a life-long career, we also recognize that sometimes unexpected events arise in a student's life that cause them to postpone their educational goals. When that happens, the following policies will apply.

Cancellation Policy

If a student is not accepted by Prince Institute - Rocky Mountains, or if a prospective student cancels their enrollment agreement within three (3) business days (72 hours) after the enrollment agreement is signed, he or she is entitled to a full refund of all tuition and fees paid, including the Enrollment Fee.

After the 72-hour cancellation period, if an applicant does not start their program of study by Sit Day, any monies paid for tuition, technology, or equipment will be fully refunded. (However, if the payments made are for equipment, and the student has those items in their possession, the money paid will not be refunded until the equipment is returned to the school or the vendor.) However, if the Rent-to-Own set-up fee for the student's equipment has been paid and their equipment has been ordered, the set-up fee will not be refunded.

The student is free to post their books or supplies for sale. (They must see the Dean of Academic Affairs to do so.)

Non Start Policy - New Students Only

If, before the third day of the quarter (Sit Day), the student changes their mind and wishes to withdrawal from the program, they must meet with their Admissions Representative and their Financial Aid Planner. The student's status will be changed from "enrolled" to "non-start" and tuition will be refunded in full. However, if they notify the school of their decision after the third day, tuition and fees may be assessed.

Refund Policy

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 statutory RETURN OF 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 time attended. Refunds will be calculated by the enrollment period. The institution will determine:

1. The Title IV aid disbursed or that could have been disbursed
2. The percentage of Title IV aid earned by the student and the dollar amount of the aid
4. The total Title IV aid to be retained or returned by the school

The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds. The student will be provided with a full refund for any portion of pre-paid tuition for a term if the student's academic program is discontinued by the school.

Prince Institute - Rocky Mountains refund policy, as mandated by the Division of Private and Occupational Schools (DPOS), is applied as follows:

Percent of Program Completed	Amount of Tuition Charged & Retained	Amount of Tuition Refunded to Student
1 – 10%	10% + Fees	90% less Fees
11 – 25%	25% + Fees	75% less Fees
26 – 50%	50% + Fees	50% less Fees
51 – 75%	75% + Fees	25% less Fees
76 – 100%	100% + Fees	No Refund

Effective Date of Refund

For refund purposes the official date of termination for tuition charges is the last date of recorded attendance. This is referred to as the Last Date of Attendance (LDA). The school must ensure that funds are applied to eliminate outstanding balances on loans and grants for the enrollment period in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans received on behalf of the student
- Federal Pell Grants awarded to the student
- Other Title IV assistance awarded to the student
- Other federal, state, private, or institutional student financial assistance received by the student

Postponement of Start 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.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline for the new start date as set forth in the agreement, determined in accordance with the school’s refund policy and all applicable laws and rules concerning the Private Occupational Acts of 1981.



Prince Institute – Rocky Mountains

2011 Catalog Supplement Effective 10/1/2011

These prices may change when announced as prescribed in the catalog.

Tuition and Fees

One-Time Registration Fee - \$75.00. Standard for all programs. This fee is not refundable if the applicant has been accepted for enrollment and their application is rescinded after 72 hours.

Re-Entry Admissions Fee - \$75. Standard for all programs. This fee is not refundable if the applicant has been accepted for re-enrollment and their application is rescinded after 72 hours.

The Re-Entry Admissions fee must be paid upon each readmission after two quarters of non-attendance.

Quarterly Tuition – Realtime Reporting and CART/Captioning programs

\$2,800 (through June 30, 2013)

\$3,000 (as of July 1, 2013)

Web Design Program

\$3,100 (as of January 1, 2012)

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.

A \$25 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 - \$75

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.

The following prices are subject to change without notice:

The Wave, Student Machine Lease/Purchase – Information available upon request.

Case CATalyst Student Software – Information available upon request.