





*Blackstone Career Institute is a Private Licensed School regulated by the Department of Education in Pennsylvania, is nationally accredited by the Accrediting Commission of the Distance Education and Training Council, and is regionally accredited by the Middle States Commission on Secondary Schools.*

### **Blackstone Student Tuition Protection Policy**

**Blackstone Career Institute** is confident that the course you have selected will be everything we advertise. To assure you of this, we provide this cancellation and refund 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 are taking the program under GI Bill benefits, you have a minimum 10-day waiting period before submitting a signed affirmation, and you will receive a prompt refund of the total amount paid.) 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, (or, if you are using GI Bill benefits, then after the 10-day affirmation period) you are obligated to a registration fee of 15% of the tuition or \$150, whichever is less. (Students using GI Bill benefits are liable to the school for a registration fee of 10% of the tuition or \$50.00, whichever is less.) 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.

If you choose to cancel and have paid the school more than the amount as calculated above, all excess payments will be refunded upon receipt of all unused book(s) and learning material(s) in 'resalable condition.' All materials, books, CDs, and hardware will be inspected for use. If you have written in your book(s), highlighted, bent, folded, or otherwise damaged any of the returned materials, they will be considered not resalable and will require a refund reduction equal to the replacement cost of those materials. B.C.I. is not responsible for lost, damaged, or misdirected mail; it would be advisable to retain verification of your return shipment. No CODs or postage-due returns will be accepted. Refunds are processed within 30 days to the payee of record.

This Enrollment Agreement is a binding contract when signed by the student and accepted by B.C.I. at its offices in Pennsylvania as governed by Pennsylvania law. B.C.I.'s career courses prepare the student for entry level work in the field, and are generally not transferable for credit to traditional colleges or universities. Educational requirements and regulations governing employment vary from state to state. It is the responsibility of each student to determine whether the B.C.I. program selected meets those educational requirements within his/her resident state. Additional information requests, comments or concerns may be directed to: Director of Operations, B.C.I., 1011 Brookside Rd., Suite 300, Allentown, PA 18106, Phone: 610-871-0031. Concerns which have not been satisfactorily resolved may be directed to: State Board of Private Licensed Schools, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, Harrisburg, PA 17126, Phone: 717-783-8229 or the Accreditation Commission, Distance Education and Training Council, 1601 18th Street, N.W., Washington, D.C. 20009, Phone: 202-234-5100.

In case of student illness or accident, death in the family, or other circumstances beyond the control of the student, the student shall be entitled to special consideration: B.C.I., at its option, may settle the account for an amount which is a lesser charge to the student than that called for by B.C.I.'s established policy.

All lessons, texts, and course materials are included in the tuition for the course you select. These materials are described in detail in the literature of B.C.I. At its sole discretion, the school reserves the right to substitute course materials of equal or superior value. The course you have selected is designed to be completed within the specified time noted in your course brochure. There are no refunds made after the expiration of your enrollment period. You will be allowed to purchase one six-month extension if needed to finish your studies. B.C.I. reserves the right to discontinue the training of any student who does not submit lessons on a regular basis, who breaks the terms of payments under this agreement, or who fails to maintain the school's standard of progress (70%). Lessons will be shipped upon receipt of appropriate payment and performance requirements. Once you have completed your studies and paid your tuition in full, your diploma/certificate will be awarded by the school. B.C.I. **Enrollment Agreements** are void after ninety days, unless approved by the Admissions Department.

**International Students:** (HI, AK and International students living outside the contiguous U.S. must contact the school prior to enrollment) Tuition payment must be paid in U.S. funds. International students are required to participate in **Payment Plan A** only! There will be additional fees for shipping, handling, and applicable custom duties. Please call 610.871.0031 prior to enrollment.

**Notice to Buyer:** Do not sign this agreement before you read it. You will receive a copy when your Agreement has been accepted. Under the law, you have the right to pay off the full amount due, in advance, without penalty. Any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods and services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by debtor hereunder.

**Privacy Pledge:** On occasion, B.C.I. will make our list of contact and student directory information available to reputable business and academic associates. If you wish to be excluded simply notify B.C.I., Student Services, 1011 Brookside Rd., Suite 300, Allentown, PA 18106 or email: optout1@blackstone.edu.

**IF YOU ARE UNDER 18:** Your enrollment obligation must be approved by having your parent, guardian, or other responsible person over age 21 sign below. (Note: this signature is not required if you are in the U.S. military service.) By signing below, the parent, guardian, or other responsible person approves all of the student's obligations under this Enrollment Agreement.

Approver's name \_\_\_\_\_ Approver's signature \_\_\_\_\_  
 Approver's address \_\_\_\_\_ Relationship to the student \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_