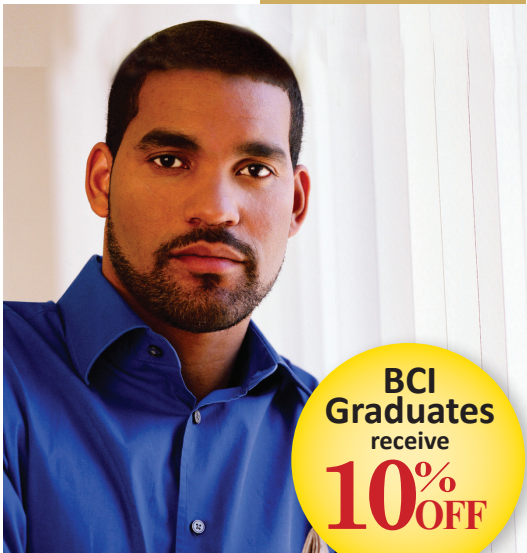




Enrollment Form and Tuition Fees **ADVANCED PARALEGAL COURSES**



BCI
Graduates
receive
10% OFF

Distance Education At its Best

Enroll Today and Receive:

Each course consists of one paperback textbook and one paperback study volume. Students permitted one year to complete.

EXPAND YOUR KNOWLEDGE OF THE LAW

At Blackstone, we offer Advanced Paralegal Courses in several different specialized areas. Using many of the core concepts presented in our Legal Assistant/Paralegal Certificate Program; our Advanced Paralegal Courses provide an opportunity to expand your knowledge in the following areas:

- Criminal Law
- Civil Litigation
- Business & Corporate Law
- Real Estate Law
- Family Law
- Personal Injury/Torts
- Wills, Trusts & Estates
- Practical Bankruptcy Law

*Additionally, we use soft cover commercial textbooks that are approved by most facilities.

AFFORDABLE, ALL-INCLUSIVE TUITION

Blackstone offers an interest-free payment plan and your tuition covers everything needed to complete your advanced paralegal training course and receive your certificate, including: textbook, study guide, supplemental materials, teacher evaluations, record keeping and more!

QUALITY EDUCATION

Our incarcerated students and their sponsors can attest to the excellent educational value of our courses. These in-depth programs provide comprehensive knowledge by utilizing prominent commercial textbooks along with our extensive study guides.

RESPONSIVE, HIGHLY QUALIFIED STAFF

The members of the Blackstone faculty are leaders in the legal education field and the Blackstone staff has many years experience in distance education. We will provide you with the support you need!

COURSE DESCRIPTIONS

CRIMINAL LAW

The predominance of criminal law cases within the legal system has caused an increasingly high demand for paralegals trained in this field. This course prepares students to participate in trial preparations and procedures. The course also covers homicide, assault and battery, arson, burglary, embezzlement and extortion. Students are challenged to apply their legal reasoning skills to realistic case scenarios and analysis problems. **TEXTBOOK: *Criminal Law and Procedure: A Systems Approach*, by James W. H. McCord, Sandra L. McCord and C. Suzanne Bailey.**

CIVIL LITIGATION

The Civil Litigation course offers paralegals specialized knowledge for a litigation firm. It discusses the paralegal's role in assisting the attorney before, during, and after a trial, including: investigating and gathering evidence; participating in discovery; drafting the complaint; preparing witnesses for depositions; assisting in the completion of interrogatories; preparing the trial notebook; preparing witnesses for trial and post trial practice; and drafting appellate briefs. **TEXTBOOK: *Fundamentals of Litigation*, by Marlene A. Maerowitz and Thomas A. Mauet.**

BUSINESS & CORPORATE LAW

The Business and Corporate Law course discusses important topics related to business law, including traditional and online dispute resolution, sales and leases, warranties, product liability, consumer law, e-contracts, negotiable instruments, corporations, financing, investor protection, online securities offerings, real and personal property, agency and employment, and international law in a global economy. **TEXTBOOK: *Business Law Today: The Essentials*, by Roger LeRoy Miller & Gaylord A. Jentz.**

REAL ESTATE LAW

The Real Estate Law course helps you to master the elements of real property; different methods used in recording and describing deeds; transference of title; rights associated with real estate ownership; elements of real estate contracts; basic landlord/tenant law; deeds, mortgages, and restrictions on land use; title insurance and title examination; the closing process; and tax implications of real estate transactions. **TEXTBOOK: *Real Estate and Property Law for Paralegals*, by Neal R. Bevans.**

FAMILY LAW

The Family Law course uses articles, cases, and examples to describe a paralegal's role in matters of family law. Learn how to assist attorneys as they draft premarital and cohabitation agreements, help clients start or end their marriages, set up a mutually agreeable child custody arrangement, clarify paternity, adopt a child, litigate tort cases, and more. This course covers same-sex relationships, the enforcement of child support orders, the legal status of frozen embryos, and the confidentiality of adoption records. **TEXTBOOK: *Family Law for Paralegals*, by J. Shoshanna Ehrlich.**

PERSONAL INJURY/TORTS

Tort law is the arena of law primarily responsible for making citizens whole after they have been injured by the wrongs of others. The Personal Injury/Torts course introduces students to tort law by discussing the scope, definitions, elements, and purpose of torts. It also discusses specific torts such as battery, assault, misrepresentation and defamation, as well as trespass and conversion. **TEXTBOOK: *Personal Injury and the Law of Torts for Paralegals*, by Emily Lynch Morissette.**

WILLS, TRUSTS, AND ESTATES

The Wills, Trusts, and Estates Advanced Paralegal Course uses succinct coverage of key topics, as well as helpful guides and step-by-step instructions, to prepare you for your role as a paralegal in the administration of wills, trusts, and estates. This course will prepare you to assist attorneys as they plan estates, explain rights, draft wills, set up trusts, appoint personal representatives, probate wills, file estate taxes, and represent clients in probate court. **TEXTBOOK: *Basic Wills, Trusts, and Estates for Paralegals*, by Jeffrey A. Helewitz.**

PRACTICAL BANKRUPTCY LAW

The Practical Bankruptcy Law course provides the building blocks of bankruptcy law by explaining cases from the perspective of the debtor, the trustee, and the creditor; and discusses the special rules and procedures that must be followed in each type of case. This course also explains how cases are commenced, converted, dismissed, and closed. **TEXTBOOK: *Basic Bankruptcy Law for Paralegals*, by David L. Buchbinder.**

ADVANCED PARALEGAL ENROLLMENT AGREEMENT

P.O. Box 3717 • Allentown, PA 18106 • 800.826.9228 • Fax: 610.871.0034 • info@blackstone.edu



Blackstone Career Institute™



COURSE INFORMATION

Check Course(s) Requested

- Criminal Law
- Civil Litigation
- Business & Corporate Law
- Real Estate Law
- Family Law
- Personal Injury/Torts
- Wills, Trusts & Estates
- Practical Bankruptcy Law

Program Cost Total Course(s) X ~~\$396.00~~ = \$

10% for BCI Graduates Total Course(s) X \$356.40 = \$

STUDENT INFORMATION

Name _____

DOC# _____

Address _____

City _____ State _____ Zip _____

Date of Birth MM / DD / YY

Education (Select Highest Level Completed)

High School GED College: 1 2 3 4

Signature _____ Date _____

PAYMENT PLAN

Full payment: I enclose full payment of \$356.40 per course ordered.

Payment Plan: BCI Paralegal graduates who chose the payment plan will pay a \$160.00 down payment and agree to pay \$59.00 for 3 months and one final payment of \$19.40 with 0% finance charge, for a total of \$356.40 per course ordered.

ENROLLMENT AGREEMENT Students who enroll in Blackstone Career Institute must have a working knowledge of the English language. For enrolling students, the listed fee for each course requested must accompany their completed and signed Enrollment Agreement. Blackstone Career Institute will ship requested course(s) upon acceptance of student's Enrollment Agreement. Blackstone Career Institute will provide all necessary study materials needed to complete each course, examination services, student services, transcript record keeping, and present all graduates with a Blackstone Career Institute certificate in a prompt and professional manner. All students are protected by our Tuition Protection Policy. This Agreement is not binding until accepted by Blackstone Career Institute. Additional information requests and questions may be directed to: Valerie Behrle, Director of Education, Blackstone Career Institute, P.O. Box 3717, Allentown, PA 18106, 610-871-0031, or the Accrediting Commission, Distance Education and Training Council, 1601 18th Street NW, Suite 2, Washington, DC 20009-2529, (202) 234-5100.

TUITION PROTECTION 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 cancel after 5 days from the signature date of your Enrollment Agreement, but prior to receipt by the school of your first exam, you are obligated to a registration fee of 15% of the tuition or \$150, whichever is less, and if applicable, the non-refundable administrative fee. 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. Enrollment is for (1) one year. No COD's or postage due returns.

PAYMENT METHOD Total Payment Enclosed \$ _____

Check Method of Payment

Full Payment: Certified/Personal Check (\$35 service charge on all returned checks), Money Order, or Credit/Debit Card

Down Payment: Automatic Payment: I authorize Blackstone Career Institute to automatically charge my down payment and ongoing monthly payments to my debit/credit card or checking account (I have enclosed my debit/credit card information or check for my down payment and to establish my recurring payment account.)



*Important for credit card orders:
Copy number and expiration date directly from your credit card as it appears.

Credit Card Account Number:

- -

Expiration Date: MM / YY

Cardholder's Information

Name _____

Address _____

City _____ State _____ Zip _____

Cardholder's Signature _____

Phone Number -

E-Mail _____

DATE _____

SHIPPING & HANDLING

Shipment of course materials within the contiguous U.S. by UPS or USPS IS INCLUDED IN YOUR TUITION. Allow 7-10 business days. For expedited delivery, addresses outside the Continental U.S. (HI and AK), and foreign rates, please call 800-826-9228 prior to enrollment.