



The leader in online court reporting education!

**Application Enrollment Contract** Check One:  Online  Onsite \_\_\_\_\_ Semester

The Application Enrollment Contract is to be completed in full, signed and returned with \$50 registration fee. The Application Enrollment Contract form is required for all students to be considered enrolled at the College of Court Reporting, Inc. Please complete all applicable sections of this form.

**PERSONAL INFORMATION:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Twitter Name: \_\_\_\_\_ Facebook Name: \_\_\_\_\_ LinkedIn Name: \_\_\_\_\_

Marital Status:  I am currently single and have never been married.  
 I am currently married. Date of marriage: \_\_\_\_\_  
 I am currently separated. Date of separation: \_\_\_\_\_  
 I am currently divorced. Date of divorce: \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_

I voluntarily give the following information that enables CCR to demonstrate compliance with Title IV of the 1964 Civil Rights Act:

African American  Asian American  Caucasian  Hispanic  Native American  Other

**SPOUSE INFORMATION (complete if currently married):**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

**DEPENDENT INFORMATION (complete if you have legal dependents or children):**

| Name     | Age   | Relationship | Attending College? |
|----------|-------|--------------|--------------------|
| 1. _____ | _____ | _____        | _____              |
| 2. _____ | _____ | _____        | _____              |
| 3. _____ | _____ | _____        | _____              |
| 4. _____ | _____ | _____        | _____              |
| 5. _____ | _____ | _____        | _____              |
| 6. _____ | _____ | _____        | _____              |



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**HIGH SCHOOL or GED ATTESTATION:**

I understand that as a requirement for admission to College of Court Reporting, Inc. I must attest to graduation from a high school or its equivalency. I hereby certify that:

I received my diploma from \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I received my GED from \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

If for any reason, this attestation of high school graduation or GED completion is found to be false or untrue, I understand that I will not have met an admission requirement of College of Court Reporting, Inc. and I will not be considered a regular student and thus, will be subject to immediate dismissal from College of Court Reporting, Inc.

Furthermore, I understand that if this attestation is found to be false or untrue, all Title IV financial aid and any state or institutional financial aid that is distributed on my behalf must be refunded to the appropriate source, and that I will be responsible for payment to College of Court Reporting, Inc. for any and all money refunded.

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**PREVIOUS COLLEGE INFORMATION**

- I have not attended any other college or university after high school.  
 I have attended the following colleges and/or universities after high school.

| Name     | City, State | Major |
|----------|-------------|-------|
| 1. _____ | _____       | _____ |
| 2. _____ | _____       | _____ |
| 3. _____ | _____       | _____ |
| 4. _____ | _____       | _____ |
| 5. _____ | _____       | _____ |

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**EMPLOYMENT HISTORY INFORMATION**

| Name of Employer | Employment dates | City, State | Schedule |
|------------------|------------------|-------------|----------|
| 1. _____         | _____            | _____       | _____    |
| 2. _____         | _____            | _____       | _____    |
| 3. _____         | _____            | _____       | _____    |
| 4. _____         | _____            | _____       | _____    |

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**FINANCIAL INFORMATION**

If you are accepted into the college, how do you plan to pay for your education (Check all that apply)?

Federal pell grant  Cash  Monthly payments  Federal student loans  VA Benefits  Trust fund  Scholarships  Employer/Agency  other \_\_\_\_\_

- I have completed the Free Application for Federal Student Aid.  
 I plan to complete the Free Application for Federal Student Aid.



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**STATEMENT TO RELEASE INFORMATION**

I hereby  (give)  (do not give) the College of Court Reporting, Inc., permission to release academic, attendance, and other information to my parents or guardians, prospective employers, groups or organizations who are partially or entirely funding my education.

I hereby  (give)  (do not give) the College of Court Reporting, Inc., permission to use my name in news releases which list students who have achieved academic honors or other outstanding achievement.

I hereby  (give)  (do not give) the College of Court Reporting, Inc., permission to use my name and/or photograph in the college's monthly newsletter, which is distributed to current students, graduates, teachers, advisory board members, the college's website and at times, prospective students.

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**DRUG-FREE POLICY:**

\_\_\_\_\_(Initial here) I have read and understand the drug-free policy as provided to me by the College of Court Reporting, Inc. I understand that by signing this document, I am responsible for meeting and complying with this policy.

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**PARENT INFORMATION (FOR DEPENDENT STUDENTS ONLY):**

Mother's First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Father's First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

Parents Marital Status:  currently married.  
 currently separated.  
 currently divorced.

Date of marriage: \_\_\_\_\_  
Date of separation: \_\_\_\_\_  
Date of divorce: \_\_\_\_\_

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**PARENTS' DEPENDENT INFORMATION (complete if your parents have legal dependents or children):**

|    | <b>Name</b> | <b>Age</b> | <b>Relationship</b> | <b>Attending College?</b> |
|----|-------------|------------|---------------------|---------------------------|
| 1. | _____       | _____      | _____               | _____                     |
| 2. | _____       | _____      | _____               | _____                     |
| 3. | _____       | _____      | _____               | _____                     |
| 4. | _____       | _____      | _____               | _____                     |
| 5. | _____       | _____      | _____               | _____                     |
| 6. | _____       | _____      | _____               | _____                     |



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**TUITION AND FEES:**

- Registration Fee - \$50.00
- Tuition - \$325 per credit hour.
- Technology fee - \$75 for onsite students, \$300 for online students, \$300 for online/on campus students.
- Special arrangements may be made for students wishing to pay tuition monthly.
- The College of Court Reporting operates on a semester basis. Semesters begin the first week of every October, February and June. Please refer to the college's academic calendar for specific start dates.
- The College of Court Reporting reserves the right to make changes in costs of tuition, books, supplies and fees.

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**CANCELLATION POLICY:**

A full refund will be made to any student who cancels the enrollment contract within six business days after the enrollment agreement is signed. After expiration of the six business days cancellation privilege, the school will retain the \$50.00 registration fee. A full refund will be made to any student who has not visited the college prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

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**REFUND POLICY:**

The Higher Education Amendments of 1998 require all institutions to use a return of funds policy for all Title IV recipients when they fail to register, withdraw, or are terminated. This return of funds policy is used to determine the amount of Title IV aid that students have earned while in attendance. Funds received, but not earned, as of a student's withdrawal date must be returned. All funds will be considered earned upon completion of 60% of the payment period, thus there is no return of funds during the last 40% of the semester. The college may charge an administrative fee of the lesser of 5% or \$100 as permitted by state and federal guidelines; however, it is not considered in the Return of Federal Funds policy. The State of Indiana and the Federal Pro-Rata Refund policies address the calculation of the appropriate refund to the student and the amount to be retained by the institution based on the amount of institutional charges that the institution has earned associated with a student's date of withdrawal. The State of Indiana and Federal Pro-Rata Refund policies are used in conjunction with the Federal Return of Funds policy for Title IV recipients and as stand-alone policies for non-Title IV recipients. By registering, a student accepts responsibility for charges for the entire semester, regardless of the method of payment used and attendance in class. In cases of graduation, termination, withdrawal, or leave of absence after classes commence and after expiration of the 72-hour cancellation privilege, the school will retain 100% of the registration fee and will determine if a refund for books and/or tuition is due. Refund calculations will be based on the period for which the student has been charged. The effective date of withdrawal, for refund purposes will be: (a) the date the student officially notifies the institution of his/her withdrawal. This date, as determined by the institution, is the date that the student either began the withdrawal process, or otherwise provided official notification to the institution, in writing or orally, of his or her intent to withdraw; (b) otherwise, the date the institution terminates the student or determines that the student has withdrawn. The policy that provides the largest refund, after considering unpaid scheduled cash, will be used in making the refund. All refunds will be totally consummated within 30 days after the effective date of withdrawal from the college. Example calculations for the statutory Federal Pro-Rata and the statutory State of Indiana refund policies can be made available upon request.

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**FEDERAL RETURN OF FUNDS POLICY:**

If a student receiving Title IV aid withdraws from the college during a payment period in which the recipient began attendance, the college must calculate the percentage and amount of Title IV aid that the student did not earn and return those funds to the applicable Title IV programs. If the day that the student withdraws occurs after the student has completed 60% of the payment period, 100% of the Title IV aid will have been considered earned. Attendance is based on calendar days in the semester/payment period. The last day of attendance will be the official withdrawal date as is the date that will be used in determining the percentage of aid earned. The percentage of aid earned is determined by taking the total number of calendar days that the student was enrolled at the college (including weekends) and dividing it by the total number of calendar days in the semester/payment period. This percentage is then multiplied by the total amount of Title IV aid that was disbursed for the payment period as well as Title IV aid that could have been disbursed for the payment period. Of the calculated return amount, the school is responsible to the extent of the unearned portion of institutional costs that the student incurred for the payment period. The balance of funds to be returned, if any, is the responsibility of the student. The student (or parent of a Federal PLUS loan) must return the unearned funds, for which they are responsible, to loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the U.S. Department of Education. A student who refuses to pay, will be ineligible for further Title IV aid, will be reported to other schools as being in an overpayment status on the financial aid transcript, and will be referred to the U.S. Department of Education for collection. Return of Funds are distributed in the following priority: 1. Unsubsidized Federal Stafford, 2. Subsidized Federal Stafford Loans, 3. Federal PLUS Loans, 4. Federal Pell Grants. Title IV recipients upon withdrawal from the college will be entitled to the Federal Return of Funds policy during the first 60% of the semester. There will be no return of funds during the last 40% of the semester. A full refund of all tuition and fees is due and refundable in each of the following cases: (a) if an enrollee is not accepted by the school, (b) if the course of instruction is discontinued by the school and this prevents the student from completing the course, (c) if the student's enrollment was procured as a result of any misrepresentation in advertising or promotional materials of the school or misrepresentations by the owner or representatives of the school.

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**VETERANS' CANCELLATION AND REFUND POLICY:**

If an eligible person under Chapters 34 or 35, United States Code, fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion but after expiration of the 72-hour cancellation privilege, the amount charged to the eligible person for tuition, fees, and other charges for a portion of the course shall not exceed \$10.00 plus the prorata portion of the total charges that the length of the completed portion bears to its total length. All amounts paid to the institution in excess of the above charges will be refunded to the eligible person. All refunds shall be totally consummated within 30 days after the effective date of termination.

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**TERMS AND CONDITIONS:**

If the applicant is not eighteen years of age, then the parent or guardian of applicant must sign this contract. The College of Court Reporting, Inc., provides job placement assistance without additional charge, but no guarantee of job placement or amount of earnings is stated or implied. I understand that the College of Court Reporting, Inc., reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation during the life of the catalog and without notice. I have received a copy of the school catalog. I have read and understand this enrollment contract and have kept a copy for my records. I understand that all tuition, books, supplies, and fees must be current before I can begin or continue attendance or receive any college services. All financial obligations due to the College of Court Reporting, Inc. must be paid in full before grades, transcripts, etc., can be issued or a diploma awarded. I understand that if my account is at any time turned over to an attorney for collection, all fees incurred by the college will be assessed to my account and payable by me. I understand that if I am accepted by the College of Court Reporting, Inc., I accept the standards of personal conduct, as outlined in the Student Handbook, which the college considers fundamental to the welfare of the college as a whole.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card # to Pay for Application Fee:  Visa  MasterCard Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative of CCR's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

