



College of Court Reporting
Enrollment Contract
Voice Writing - Certificate Program – 37 Credit Hours

455 West Lincolnway
Valparaiso, Indiana 46385
866-294-3974 – 219-531-1459
www.ccr.edu

Start Date: _____ / _____ / _____
 Month Day Year

Scheduled Completion Date - Normal Time Frame (45 weeks): _____ / _____ / _____
 Month Day Year

Scheduled Completion Date - Maximum Time Frame (75 weeks): _____ / _____ / _____
 Month Day Year

First Name: _____ Middle: _____ Last Name: _____

Date of Birth: _____ Last 4 Digits of Social Security #: _____

Drivers License #: _____ State Issued: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Telephone: _____ Email: _____

PROGRAM COSTS AND INFORMATION

- I understand that this contract is for the Voice Writing certificate program, which consists of 37 credit hours and a minimum time frame of 45 weeks and a maximum time frame of 75 weeks.
- I understand that to receive the certificate in Voice Writing I must complete all requirements for all classes, as well as all graduation requirements listed in the catalog.
- I understand that upon successful completion of the program requirements as listed in the college catalog, within the scheduled completion date maximum time frame of 75 weeks, I will receive a certificate.
- I understand that the program consists of academic and skill development courses and on occasion, I may have to repeat some skill development courses to reach the required skill competencies. As a result, the actual total credits attempted and earned will be higher than those required for successful program completion, which will increase the overall cost of the program. The increase in overall cost will be based on the additional credit hours attempted and the credit hour rate as identified in this contract.
- I understand that the cost of this program is subject to the cancellation and refund policies stated in this contract. Prices for book, supplies, equipment, and fees are subject to change.
- I understand that the tuition credit hour rate will not change during the period of enrollment as identified on this contract.
- I understand that if my enrollment is interrupted by voluntarily withdrawal or termination and I return at a later date, I will enter into a new enrollment contract and be subject to the charges identified on that new contract.
- I understand that the acceptance of transfer credit is determined by the receiving institution, College of Court Reporting.

Itemized below are tuition, fees, and other related charges for which I understand I am responsible:

- Registration Fee - \$50.00
- Tuition - \$375 per credit.
- Technology Fee - \$300 per semester
- Books - Books for each semester vary from course to course.
- Special arrangements may be made for students wishing to pay tuition monthly. There is no service charge for monthly tuition payments.
- The College of Court Reporting operates on a semester basis. Please refer to the college's academic calendar for specific start dates. Each semester is approximately 15 weeks in length.
- The college will provide each student a financial budget prior to starting school. This budget will identify anticipated costs of the semester, applicable financial aid eligibility and payment periods, and monthly payments if applicable. This budget will be evaluated and updated each academic year or 2 semesters. If your financial aid eligibility or credit hours change during any given semester, you will be provided an updated budget to reflect any applicable changes.

Charges for Program- 37 credit hours/3 semesters

Tuition:	\$13,875
Technology Fee:	\$900
Steno Machine:	\$1,500
Court Reporting Software (CAT)	\$500
Books	\$1,200
Registration Fee	\$50

* Please note that your costs for equipment, software, and books may vary from semester to semester based on the courses you are enrolled in. Typically you will only purchase one machine and CAT software program throughout your entire program.

CANCELLATION POLICY

1. You have the right to cancel your contract without any penalty or obligation, through attendance at the first class session, or the sixth calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. If you request cancellation more than six calendar days after signing an enrollment agreement, but prior to beginning a course or program, you are entitled to a refund of all monies paid minus:
 - An application/transfer credit evaluation fee of up to \$75 and
 - A one-time registration fee per program of no more than 20% of the tuition and not to exceed more than \$200.
 - Library services fee, if provided by a third party service (e.g., LIRN, Westlaw, ProQuest, EBSCO)
2. Upon cancellation, a student whose costs for education are paid in full, but not eligible for a refund, is entitled to receive all materials including kits and equipment.
3. If the contract is cancelled, the college will refund the student 100 percent of any money paid, less a registration or administration fee of no more than 20% of the tuition not to exceed \$200 within 30 days after the notice of cancellation is received. If notice of cancellation is made through attendance at the first class session, or the seventh calendar day after enrollment, or if any of the following conditions apply: 1) rejection of enrolled applicant by the college; 2) the program is cancelled by the college; 3) "No Show" by student or the student never starts program.
4. Students who cancel enrollment are responsible for paying all shipping costs charged to their accounts and any books, equipment, etc., charged to their accounts if not returned as new within 10 business days.
5. Refund for courses dropped after classes begin and enrollment in other courses remains will be posted to the student's account. Refund amounts for dropped courses will be determined by the date the student drops the course. The refund schedule for students who drop a course or courses and remains enrolled is as follows:
 - 100 percent refund period - first week of classes - student does not owe tuition;

- 75 percent refund period - second week of classes - student owes 25 percent of credit hours for dropped course;
 - 50 percent refund period - third week of classes - student owes 50 percent of credit hours for dropped course;
 - 25 percent refund period - fourth week of classes - student owes 75 percent of credit hours for dropped course;
- If student drops the course following the fourth week of classes, they will be obligated to pay for 100 percent of the credits hours for the dropped course.

REFUND POLICY INFORMATION

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 where the college cancels a program after expiration of the 72-hour cancellation privilege and prior to classes commence, the school will refund 100% of the registration fee and any paid tuition for the current semester and credit any unearned tuition for the same.

In cases of where the college cancels a course or program either before or after classes commence the college will refund 100% of any paid tuition for the current semester and credit any unearned tuition for the same. In cases where a student is considered a no show prior to or after classes commence, the college will refund 100% of any paid tuition for the current semester and credit any unearned tuition for the same. In cases of graduation, termination, withdrawal 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 and the period of financial obligation cannot exceed 12 months. 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, accrediting agency, and the statutory State of Indiana refund policies can be made available upon request.

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 where the college cancels a course or program after classes commence, the college will refund 100% of any paid tuition for the current semester and credit any unearned

tuition for the same. In cases where a student is considered a no show after classes commence, the college will refund 100% of any paid tuition for the current semester and credit any unearned tuition for the same. 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 31 days after the effective date of withdrawal from the college. Example calculations for the statutory Federal Pro-Rata, accrediting agency, and the statutory State of Indiana refund policies can be made available upon request.

INDIANA UNIFORM REFUND POLICY

The college shall pay a refund to the student in the amount calculated under the Indiana Uniform Refund Policy. The college must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal. The following refund policy applies to each resident postsecondary educational institution, except as noted in:

- (1) A student is entitled to a full refund if one (1) or more of the following criteria are met:
 - (A) The student cancels the institutional student contract or enrollment agreement within six (6) business days after signing.
 - (B) The student does not meet the postsecondary educational institution's minimum admission requirements.
 - (C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary educational institution.
 - (D) If the student has not visited the postsecondary educational institution 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.
- (2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary educational institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
- (5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

FEDERAL RETURN OF FUNDS POLICY

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the institution for the entire period in which federal assistance was awarded. When a student withdraws from all courses for any reason, including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-

rated schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal. Thus, a student who withdraws in the second week of classes has earned less of his/her financial aid than a student who withdraws in the seventh week. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any funds.

Federal law requires schools to calculate how much federal financial aid a student has earned if that student:

- completely withdraws or
- stops attending before completing the semester

Based on this calculation, College of Court Reporting (CCR) students who receive federal financial aid and do not complete their classes during a semester or term could be responsible for repaying a portion of the aid they received.

The following policies will help you to understand that a withdrawal potentially affects students academically as well as financially. We encourage students to read all the information below prior to making a final decision.

How the Earned Financial Aid is Calculated

Students who receive federal financial aid must “earn” the aid they receive by staying enrolled in classes. The amount of federal financial aid assistance the student earns is on a pro-rated basis. Students who withdraw or do not complete all registered classes during the semester may be required to return some of the financial aid they were awarded.

Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid programs. The school must return the funds within 45 days of the calculation. Since the State of Indiana Refund Policy requires funds to be returned within 31 days, CCR will follow the 31 day state requirement.

For example, if a student completes 30% of the payment period, they earn 30% of the aid they were originally scheduled to receive. This means that 70% of the scheduled awards remain “unearned” and must be returned to the federal government. Once 60% of the semester is completed, a student is considered to have earned all of his/her financial aid and will not be required to return any federal funds.

The following formula is used to determine the percentage of unearned aid that has to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long).
- The payment period is the entire semester.
- The percent unearned is equal to 100% minus the percent earned.

Steps in the Return of Title IV Funds Policy

Step 1: Student’s Title IV Information

CCR will determine:

- (A) The total amount of Title IV aid disbursed for the semester in which the student withdrew. A student’s Title IV aid is counted as aid disbursed in the calculation if it has been applied to the student’s account on or before the date the student withdrew.
- (B) The total amount of Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester in which the student withdrew.

Step 2: Percentage of Title IV Aid Earned

CCR will calculate the percentage of Title IV aid earned as follows:

The number of calendar days completed by the student divided by the total number of calendar days in the semester in which the student withdrew. The total number of calendar days in a semester shall exclude any scheduled breaks of more than five days.

$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$

If the calculated percentage completed exceeds 60%, then the student has “earned” all the Title IV aid for the enrollment period.

Step 3: Amount of Title IV Aid Earned By the Student

CCR will calculate the amount of Title IV aid earned as follows:

The percentage of Title IV aid earned (Step 2) multiplied by the total amount of Title IV aid disbursed or that could have been disbursed for the term in which the student withdrew (Step 1-B).

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

Step 4: Amount of Title IV Aid to Be Disbursed or Returned

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

$$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$$

- If the aid already disbursed is less than the earned aid, then CCR will calculate a post-withdrawal disbursement.

Determination of the Withdrawal Date

The withdrawal date used in the return calculation of a student’s federal financial aid is determined by the executive director and/or director of student services. If a student stops attending classes without notifying the college, the withdrawal date will be the last date of academic activity determined by the college. Additional documentation supporting the last date of academic activity may be provided by the student if they verify a later date of attendance than determined by CCR.

Withdrawing Prior to Completing 60% of a Term

Unless a student completes 60% of the term in which federal aid was disbursed, the student will be required to return all or part of the financial aid disbursed in the term. This applies to students who have officially (including medical), or unofficially withdrawn.

When a Student Fails to Begin Attendance

If a student receives financial aid, but never attends classes, the college must return all disbursed funds to the respective federal and institutional aid programs.

When a Student Fails to Earn a Passing Grade in Any Class

If the student has not completely withdrawn but has failed to earn a passing grade in at least one class for the term, federal regulations require the college to determine whether the student established eligibility for financial aid. Eligibility is based on if the student attended at least one class or participated in any College academic-related activity. All disbursed funds must be returned to the respective federal and institutional aid programs if the student cannot prove that he/she began attendance.

If the student can prove to have participated in a class or academic-related activity past the 60% date, the student will not be required to return any disbursed financial aid. The student's account will be updated and the student will be responsible for any other charges that may have been applied to their account.

Students who are able to verify attendance beyond may submit supporting documentation to the college. The student must submit supporting documentation within 30 days from the last date of the term. Recalculations for aid eligibility will not be performed for documentation received after that date.

Student Notification of Repayment

A notification letter outlining the amount returned to the federal and institutional program(s) along with the federal government's repayment worksheet will be mailed to the student's permanent address. CCR will return funds on the student's behalf to the appropriate federal and institutional aid program(s) and subsequently will bill the student's account. A statement reflecting these charges will be sent to the student. The student is responsible for all charges and overpayments resulting from a Return of Title IV calculation.

Repayment to Federal and Institutional Aid Programs

Federal regulations and Institutional policy require that the following aid programs be subject to the repayment calculation if the student did not attend 60% of the term:

- Federal Direct Loans: Unsubsidized and Subsidized
- Federal Direct Parent PLUS Loans
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Institutional Grants and Scholarships
- Overpayment of federal grant funds

Federal regulations provide that 50% of the unearned amount of all federal grants is protected by the federal calculation. Any grant amount subject to repayment will be billed to the student's account as an overpayment. Upon receipt of payment from the student, CCR will return the funds to the appropriate grant program(s).

Additional Loan Information to Consider When Withdrawing From Any Class

Anytime a student is enrolled less than part-time the grace period begins. The student's grace period for loan repayments for Federal Direct Unsubsidized and Subsidized Loans will begin on the day of the withdrawal from the college. If the student is not enrolled part-time for more than 6 months, the loans will go into repayment. The student must contact the U.S. Department of Education (ED) or his/ her lender(s) to make payment arrangements. Any questions regarding a student's grace period or repayment status should be directed to his/her lender.

School and Student Responsibility for Return of Unearned Federal Funds

The student and the college are both responsible for returning unearned federal financial aid to the federal government. The student will be billed for any amount due as a result of the return of federal aid funds (R2T4) calculation.

Consequences of Non-repayment

If a student does not repay the grant funds that are owed to the government within 45 days, the account will be turned over to the U.S. Department of Education (ED) as an overpayment of federal funds. Students who owe an overpayment of Title IV funds are ineligible for further disbursements from federal financial aid programs at any institution until the overpayment is paid in full or payment arrangements are made with the U.S. Department of Education.

If a student does not pay funds due to College of Court Reporting to cover their balance, the student's records will be placed on financial hold. This means he/she will not be permitted to register for classes or receive transcripts until the balance is paid.

School responsibilities in Regard to the R2T4 Policy & Process

(College of Court Reporting’s responsibilities in regard to the Return of Title IV funds)

1. Providing each student with the information given in this policy;
2. Identifying students affected by this policy and completing the Return of Title IV Funds (R2T4) calculation;
3. Informing the student of the result of the R2T4 calculation and any balance owed to the college as a result of a required return of funds;
4. Returning any unearned Title IV aid that is due to the Title IV programs and, if applicable, notifying the borrower’s holder of federal loan funds of the student’s withdrawal date;
5. Notifying student and/or Plus borrower of eligibility for a Post-Withdraw Disbursement, if applicable.

Sample Refund Chart

Weeks In Period	Pro-Rata Weeks Completed	Pro-Rata Refund	State of Indiana % Completed	State of Indiana Refund
15	3	80%	1 week	90%
15	6	60%	25%	75%
15	9	40%	50%	50%
15	12	20%	60%	40%
15	15	Zero Refund	Greater than 60% completion	Zero Refund

Sample Refund Calculation:

A sample refund calculation is attached to the end of this document.

