



**CERTIFICATE PROGRAM  
ENROLLMENT FORM  
PARALEGAL INSTITUTE OF WASHINGTON, D.C.  
5101 WISCONSIN AVE., NW SUITE 302, WASHINGTON, D.C. 20016  
PHONE 202-955-4562  
FAX 202-955-6069**

**Student Information**

Name of Student: (Please Print) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: (Please list at least one) (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

(Work) \_\_\_\_\_

**How did you hear about us?** \_\_\_\_\_

**Which program do you like to attend?**

Weekend Program (Saturdays, 9:00 a.m. – 12:30 p.m.)

Day Program (Tuesdays And Thursdays 10:00 a.m. – 1:30 p.m.)

Evening Program (Mondays, 5:30 p.m. – 9:00 p.m.)

**Why do you want to be a paralegal and what are your goals for the class?**

---

---



**Tuition**

Tuition:	\$3,500.00
Books/Materials:	\$ 500.00 (Separate from Promotional and Loan rates)
<b>Total</b>	<b>\$4,000.00</b>

**Payment Options: Check One**

**SPECIAL PROMOTIONAL RATE**

- PAY 30 days in advance for a \$1,000.00 tuition discount.
- Pay 15-29 days in advance for a \$750.00 tuition discount.

**Student Tuition Loan Options**

PIW offers students three student loan options, based on the principal borrowed and is calculated at an annual rate of 18% . Please review the options below and check the option of your choice. Approval will be based on applicants credit score.

- OPTION ONE:**  
\$500.00 down payment, plus \$500 for books  
Finance the remaining \$3,000.00 over 24 months  
Payments begin 60 days after the first day of class.  
Monthly payments: \$149.77.
- OPTION TWO:**  
\$1,000.00 down payment on tuition, plus \$500.00 for books.  
Finance the remaining \$2,500.00 over 24 months.  
Payments begin 60 days after the first day of class.  
Monthly payments are \$124.81
- OPTION THREE:**  
\$1,500.00 down payment on tuition, plus \$500.00 for books.  
Finance the remaining \$2,000.00 over 24 months.  
Payments begin 60 days after the first day of class.  
Monthly payments are \$99.87

PIW strongly encourages all students to pay in full whenever possible in order to take advantage of the special promotional rate and to avoid payment of additional interest fees.

**Form of Payment**

- Cash
- Check
- Credit Card

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION FORM IS ACCURATE AND COMPLETE. FAILURE TO PROVIDE ACCURATE INFORMATION MAY BE JUST CAUSE FOR DISMISSAL FROM THE PARALEGAL INSTITUTE OF WASHINGTON, D.C.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PIW DIRECTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

5101 WISCONSIN AVE., NW SUITE 302 ~ WASHINGTON, DC 20016  
202.955.4562 ~ 202.955-6069 (fax)

[www.paralegal-institute.com](http://www.paralegal-institute.com)

The Paralegal Institute of Washington, DC is not affiliated with the Federal Government or the Government of the District of Columbia.

### EDUCATION

What is the highest academic credential you possess?

- High School Diploma
- GED
- Some College (less than 2 years)
- Associate Degree
- Bachelor Degree
- OTHER: \_\_\_\_\_

Please list name of high school or college attended: \_\_\_\_\_

Can you provide transcripts?

- YES  NO

COMPUTER SKILLS/EXPERIENCE: PLEASE CHECK EITHER YES OR NO –

- YES  NO Microsoft Word
- YES  NO Microsoft Excel
- YES  NO Microsoft PowerPoint
- YES  NO Email/Internet
- YES  NO Typing (at least 30 words per minute)

### EMPLOYMENT HISTORY

Are you currently employed?  YES  NO

Current OR Previous Employer:

Company Name	Position/Title
Dates of Employment	Salary
Duties	

### EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Relation: \_\_\_\_\_



## PARALEGAL CERTIFICATE PROGRAM

### EVENING AND WEEKEND PROGRAMS

Evening: Mondays, 5:30 p.m. to 9:00 p.m.  
Weekend: Saturdays, 9:00 a.m. to 12:30 p.m.

#### **Weeks 1 – 8 (45 CLASS HOURS/HOMEWORK) Classes**

Classes are held once a week and will be limited to 12 students per session. Classes are intense, and Power Point handouts are used as a guidance tool. This format provides an excellent nurturing environment and limits the students' stress over not understanding a particular subject. In-class and homework assignments will include, among other things, researching and writing.

#### **Weeks 9-11 (60 HOURS) Independent Study Project**

The Independent Study projects are completed out of the classroom. These assignments will include, among other things, going to court and watching a trial, researching and writing papers, and participating in a mock interview.

#### **Weeks 12-14 (120 HOURS) Unpaid Internship**

We will work together to place students at an area law firm for an *unpaid* internship. The internship typically lasts 120 hours and is worked during regular business hours. They may be full-time or part-time, depending on your availability. We work with our students to accommodate geographic and subject area-interests.

### DAY PROGRAM

Tuesday and Thursdays, 10:00 a.m. to 1:30 p.m.

#### **Weeks 1-4 (45 CLASS HOURS/HOMEWORK) Classes**

Classes are held twice a week and will be limited to 12 students per session. Classes are intense, and Power Point handouts are used as a guidance tool. This format provides an excellent nurturing environment and limits the students' stress over not understanding a particular subject. You will be given homework assignments and independent study assignments out of the classroom. These assignments will include, among other things, researching and writing.

#### **Weeks 5 – 6 (60 HOURS) Independent Study Project**

Independent Study projects are completed out of the classroom. These assignments will include, among other things, going to court and watching a trial, researching and writing papers, and participating in a mock interview.

#### **Weeks 7 – 10 (120 HOURS) Unpaid Internship**

We will work together to place students at an area law firm for an *unpaid* internship. The internship typically lasts 120 hours and is worked during regular business hours. They may be full-time or part-time, depending on your availability. We work with our students to accommodate geographic and subject area-interests.



## REFUND POLICY

PIW has a liberal refund policy, and believes in the good will generated by such a policy. If you change to a different class other than the one you registered for within five days of the start of the class you will be responsible for a \$65.00 administrative change fee. This must be paid before you can begin the new class.

1. All monies paid by the student will be fully refunded if the student chooses not to enroll in or to withdraw from the Paralegal Institute of Washington, D.C. (PIW) within 5 business days of registration so long as the course has not yet begun, shall be entitled to a full refund within 3 calendar days of receipt of the first installment of materials. If a student withdraws within the 5 day window there is a \$125.00 administration fee that will be deducted from the refund.
2. If the student paid with a credit card the 2% fee charged by the credit company will not be refunded.
3. If a student enters training and withdraws or is discontinued from training prior to completion of one-hundred percent (100%) of the scheduled program, PIW shall refund to the student a sum, which is the exact pro rata portion of tuition expended by the student. The proportionate allocation is calculated using how many calendar days the student has completed.
4. If the school closes, cancels or discontinues a course or program, the school will refund to each currently enrolled student all monies paid by the student for tuition and fees and all monies for which the student is liable for tuition and fees.
5. Students are requested, but not required, to notify the Director or designated school official if they are withdrawing from the school.
6. Refunds are based on the last date of class attendance.
7. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 40 days of the scheduled last day of the leave of absence.
8. All refunds due will be paid within 40 days of the student's withdrawal notification.
9. Books purchased are the property of the student and are not refundable, except within the 5 day cancellation period prior to the beginning of the course (*See*, Number 1 above).
10. The signature below confirms that the applicant has received an exact copy of this enrollment contract, and that the applicant has been advised to keep this document.

This Enrollment Agreement and Refund Policy must be signed by the student, parent or guardian and a school representative to be valid. The Enrollment Agreement and Refund Policy may be extended or modified only with written consent of both the student and the school.

The course must be completed within six months of the start date of the class enrolled. Extensions will be reviewed on a case by case basis and granted for good cause only.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent, if applicant is a minor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of PIW Director

\_\_\_\_\_  
Date



## CRITERIA FOR CERTIFICATION

To successfully complete the course, each student must attend every lecture and successfully complete every quiz and homework assignment, achieve a grade of at least 70% on the final examination, and successfully complete the independent study project and the 120 hour internship.

I, the undersigned, do hereby state the following:

1. I have a basic understanding of computers, and am able to type at least 30 words per minute.
2. I am a high school graduate or equivalent.
3. I am fluent in English.
4. I am willing to put forth my best efforts to complete the training, including attending all courses, completing the internship, and completing the examination.
5. I understand that I will not receive a degree or diploma at the conclusion of the program.
6. My goals in taking the course include the following:
  - a. Earn my Paralegal Certificate as sanctioned by the District of Columbia Office of the State Superintendent of Education;
  - b. To learn about the law;
  - c. To improve my job marketability and professional development;
  - d. To obtain experience in a law firm setting; and
  - e. To obtain employment.
7. I understand that PIW makes **no** guarantee that I will receive a paid position at the conclusion of this program.
8. I understand that I must complete the PIW program within 6 months of the start date of the course.
9. Any disputes concerning the Paralegal Institute of Washington and/or its services shall be governed only by the Courts of the District of Columbia, and the Applicant herein expressly waives any right to a jury trial.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent, if applicant is a minor

\_\_\_\_\_  
Date



**AUTHORIZATION FOR CREDIT REPORT  
PARALEGAL INSTITUTE OF WASHINGTON, D.C.  
5101 WISCONSIN AVE., NW SUITE 210, WASHINGTON, D.C. 20016  
PHONE 202-955-4562  
FAX 202-955-6069**

**STUDENT INFORMATION**

Name of Student: (Please Print) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **(REQUIRED)** Session Desired: \_\_\_\_\_

I, the undersigned, do hereby state the following:

1. I hereby authorize the Paralegal Institute of Washington, D.C. (“PIW”) to pull my credit report and credit history in order to evaluate my creditworthiness for financial aid purposes.
  
2. I authorize PIW to share my credit report, rating, and history with other agents and/or employees of private lending companies in order to process my request for financial aid.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The Paralegal Institute of Washington DC has an established procedure for addressing student complaints. Students may at any time during school hours approach a member of the instructional or management staff with his/her concerns or complaints. All concerns and complaints must be submitted in writing and signed by the student. Anonymously signed complaints will not be accepted.

Please send any issues and/or complaints in writing to:

Tina Staples, Director  
Paralegal Institute of Washington DC  
5101 Wisconsin Ave NW, Suite 302  
Washington, DC 20016

Or by fax to: (202) 955-6069

Or by email to: [tina@paralegal-institute.com](mailto:tina@paralegal-institute.com)

Please feel free to call the Director and make an appointment to discuss any and all grievances in person when necessary.

### **Please note:**

- Formal grievances filed against administrators, faculty members and programs must be reported to the Director of the school.
- Academic assessment of students resides with the instructors. Thus, in cases of grievances relating to academic evaluation brought by a student against a faculty member, department, or program, the grievance procedure is limited to assuring that the assessment was made impartially and according to procedures applicable to all students.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_