



CERTIFICATE PROGRAM

ENROLLMENT FORM

PHONE 202-747-5534

Student Information

Name of Student: (Please Print)

Street Address: _____

City: _____ State _____ ZIP: _____

Email Address: _____

Telephone Numbers:

(Home) _____

(Cell) _____

(Work) _____

How did you hear about us?

This is a VIDEO RECORDED go-at-your-own pace program that must be completed within 6 months of the start date.

- YES NO I understand that this is a video recorded go-at-your-own pace program
- YES NO I am capable of exceling in a self-paced course
- YES NO I have the computer skills necessary to complete this course
- YES NO I have the skills need to excel in the paralegal field

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

What is the highest academic credential you possess?

- High School Diploma
- GED
- Some College (less than 2 years)
- Associate Degree
- Bachelor's 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	

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's Signature

Date

PIW Director's Signature

Date

PARALEGAL CERTIFICATE PROGRAM

Modules 1 – 12 (66 CLASS HOURS) Classes

Classes are all pre-recorded and uploaded online. Students may complete classes at their own pace, but we recommend that students complete at least one class every two weeks in order to maintain the pace to complete the program within 6 months.

Classes are intense. The PIW binder is included in the learning management system and will help guide the student through the course. This format provides an excellent nurturing environment and limits the students' stress over not understanding a particular subject.

Students must complete a variety of homework assignments, quizzes, and pass the final exam in order to pass the “classroom” portion of the course.

Weeks 13 - 17 (140 HOURS) Unpaid Internship

We will work together to place students at a law firm or legal department to complete an internship. The internship typically lasts 140 hours and usually takes place during work hours. Depending on availability, virtual internships and internships that the student can work outside of typical 9am-5pm hours may be available.

Most internship opportunities are unpaid. From time-to-time paid opportunities may become available.

Internships may be full-time or part-time, depending on the student’s availability and the needs of the internship host. We work with our students to accommodate geographic and subject area-interests. If the student is currently working, they may qualify for our Self-Directed Internship (SDI).

Weeks 13 - 17 (140 HOURS) Self-Directed Internship (Project)

The self-directed internship, also known as the project,

REFUND POLICY *(updated 2/14/2021)*

PIW has a prorated refund policy and believes in the good will generated by such a policy.

1. All refund requests must be made within 30 days of student payment. No refunds will be issued after 30 days following student payment.
2. Refunds are issued on a prorated basis. Each class has a cost of \$166 and PIW bills one class per week, beginning on the date of the student's first payment. As such, refund requests received within 30 days following student payment are subject to the following proration:
 - a. 1-7 days = Amount paid minus \$166 (1-week prorated classes)
 - b. 8-14 days = Amount paid minus \$332 (2-weeks prorated classes)
 - c. 15-21 days = Amount paid minus \$498 (3-weeks prorated classes)
 - d. 22-28 days = Amount paid minus \$664 (4-weeks prorated classes)
 - e. 29-30 days = Amount paid minus \$830 (5-weeks prorated classes)
 - f. 31+ days = No refund

Example: Student pays promotional pay-in-full price of \$1,299 on January 1. On January 10 student withdraws and requests a refund. The applicable refund would be \$1,299 (amount paid) minus \$332 (2 weeks prorated classes) = \$997

3. 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.
4. Students are required to notify info@paralegal-institute.com in writing (including email) in order to withdraw and request a refund. The date of the communication, or the withdrawal date (whichever is later) will be used to calculate any potential refund.
5. 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, any refund due a student shall be based on the date of withdrawal or termination.
6. All refunds due will be paid within 30 days of the student's withdrawal notification.
7. Books purchased are the property of the student and are not refundable.
8. 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.
9. 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.

Signature of Student

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 140-hour internship.

1. I the undersigned, do hereby state the following:
2. I have a basic understanding of computers, and am able to type at least 30 words per minute.
3. I am a high school graduate or equivalent.
4. I am fluent in English.
5. I am willing to put forth my best efforts to complete the training, including attending all courses, completing the internship, and completing the examination.
6. I understand that I will not receive a degree or diploma at the conclusion of the program.
7. 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.
8. I understand that PIW makes **no** guarantee that I will receive a paid position at the conclusion of this program.
9. I understand that I must complete the PIW program within 6 months of the start date of the course.
10. 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.

Applicant's 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:

Avon Alexander, Owner

Paralegal Institute of Washington DC

By email to: avon@paralegal-institute.com

Please feel free to call the Owner 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 Owner 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's Signature

Date

EMERGENCY CONTACT INFORMATION

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Telephone Number:

(Home) _____

(Cell) _____

(Work) _____