

# Enrollment Agreement

## Washington Online Learning Institute Tuition Protection Agreement

Washington Online Learning Institute is confident that the program you have selected will be everything we claim. Your total price includes your tuition, registration, lessons, course materials, educational services, and instruction. This is a legally binding instrument upon acceptance of the student unless cancelled pursuant to the Buyer's Right to cancel 136A.827 (136A.826 Subd. 2 (2)).

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### I. ADMISSIONS

**Minimum Admissions Requirements for a Career Certificate or Diploma Program:** Candidates must have completed a high school diploma or GED. Official high school or GED transcripts are required; submit to *Washington Online Learning Institute, Attn: Registrar, 3350 Annapolis Lane North, Suite C, Plymouth, MN 55447*. For complete information about Washington Online Learning Institute programs, admission and grading policies, technology requirements, transfer credit, and refund policy, please consult the *Washington Online Learning Institute Catalog*.

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### II. TRUTH IN LENDING DISCLOSURE CAREER CERTIFICATE PROGRAM

#### Undergraduate Career Certificate

Program	Credits/Hours	Cost
Master Paralegal Certificate Program	28 Credits (1260 Clock Hours)	\$ 1799
Senior Paralegal Certificate Program	21 Credits (924 Clock Hours)	\$ 999
National Paralegal Certificate Program	10 Credits (420 Clock Hours)	\$ 699
Paralegal Pathway Certificate Program	3 Credits (126 Clock Hours)	\$ 399
Immigration Law Specialist Certificate	4 Credits (168 Clock Hours)	\$ 499
Immigration Law Certificate (Advanced)	5 Credits (210 Clock Hours)	\$ 599
Medical Billing & Coding Certificate Program (with Foundation Courses)	15 Credits (672 Clock Hours)	\$ 1299
Medical Billing & Coding Certificate Program	8 Credits (336 Clock Hours)	\$ 799
Health Insurance & Reimbursement Certificate	4 Credits (168 Clock Hours)	\$ 399

Senior Legal Nurse Consulting Certificate Program	14 Credits (588 Clock Hours)	\$ 999
Legal Nurse Consulting Certificate Program	9 Credits (336 Clock Hours)	\$ 599
Criminal Justice Certificate Program	23 Credits (882 Clock Hours)	\$ 999
Business Administration Certificate	20 Credits (864 Clock Hours)	\$ 999
Pharmacy Technician (PTCE)	(240 Clock Hours)	\$ 899
Microsoft Office Specialist Certificate (MOS)	(240 Clock Hours)	\$ 899

### **Single Course Offerings:**

Introduction to the World of Law	2 Credits (84 Clock Hours)	\$ 299
Legal Terminology	2 Credits (84 Clock Hours)	\$ 299
Legal Research & Writing	2 Credits (84 Clock Hours)	\$ 299
Contracts	2 Credits (84 Clock Hours)	\$ 299
Immigration Law	2 Credits (84 Clock Hours)	\$ 299
Law Office Management: Systems, Procedures & Ethics	2 Credits (84 Clock Hours)	\$ 299
Insurance Law	2 Credits (84 Clock Hours)	\$ 299
Bankruptcy	2 Credits (84 Clock Hours)	\$ 299
Criminal Law	2 Credits (84 Clock Hours)	\$ 299
Ethics	2 Credits (84 Clock Hours)	\$ 299
Real Estate	2 Credits (84 Clock Hours)	\$ 299
Civil Litigation	2 Credits (84 Clock Hours)	\$ 299
Personal Injury Law (Torts)	2 Credits (84 Clock Hours)	\$ 299
Business Organizations	2 Credits (84 Clock Hours)	\$ 299
Family Law	2 Credits (84 Clock Hours)	\$ 299
Wills, Trusts & Estates	2 Credits (84 Clock Hours)	\$ 299

Investigation & Legal Reasoning	2 Credits (84 Clock Hours)	\$ 299
Law Office Administration	2 Credits (84 Clock Hours)	\$ 299
Business Principles and Management	5 Credits (210 Clock Hours)	\$ 399
Marketing	5 Credits (210 Clock Hours)	\$ 399
Economics	5 Credits (210 Clock Hours)	\$ 399
Business Law	5 Credits (210 Clock Hours)	\$ 399
Anatomy & Physiology	2 Credits (84 Clock Hours)	\$ 299
Medical Terminology	2 Credits (84 Clock Hours)	\$ 299
Legal Research for Legal Nurse Consultants	2 Credits (84 Clock Hours)	\$ 299
Civil Litigation for Legal Nurse Consultants	2 Credits (84 Clock Hours)	\$ 299
Personal Injury and Medical Malpractice	2 Credits (84 Clock Hours)	\$ 299
The American Criminal Justice System	5 Credits (210 Clock Hours)	\$ 499
Terrorism & Homeland Security	4 Credits (168 Clock Hours)	\$ 399
Criminology	4 Credits (168 Clock Hours)	\$ 399
Effective Communication for Criminal Justice	2 Credits (84 Clock Hours)	\$ 299
Ethical Dilemmas & Decisions in Criminal Justice	4 Credits (168 Clock Hours)	\$ 399
Substantive & Procedural Criminal Law	2 Credits (84 Clock Hours)	\$ 299

**Payment Plan Options:**

Washington Online Learning Institute offers flexible no interest monthly installment plans for certificate programs. Single course offerings are not eligible for installment payments and must be paid in full at the time of enrollment. Monthly tuition payments are auto billed and is due on the monthly due date and on a reoccurring monthly basis until all payments are made in full.

Undergraduate Certificate students may either pay their tuition in full or make interest-free payments according to the following schedule:

<b>Certificate Program</b>	<b>Tuition Cost</b>	<b>Monthly Installment Plan</b>
Master Paralegal Certificate Program	\$ 1,799	\$ 179.90 x 10 installments
Senior Paralegal Certificate Program	\$ 999	\$ 99.90 x 10 installments
National Paralegal Certificate Program	\$ 699	\$ 139.80 x 5 installments
Paralegal Pathway Certificate Program	\$ 399	No installment plan
Immigration Law Specialist Certificate	\$ 499	\$ 249.50 x 2 installments
Immigration Law Certificate (Advanced)	\$ 599	\$ 299.50 x 2 installments
Medical Billing & Coding Certificate Program (with Foundation Courses)	\$ 1299	\$ 162.37 x 8 installments
Medical Billing & Coding Certificate Program	\$ 799	\$ 133.15 x 6 installments
Health Insurance & Reimbursement Certificate	\$ 399	199.5 x 2 installments
Senior Legal Nurse Consulting Certificate Program	\$ 999	\$ 142.71 x 7 installments
Legal Nurse Consulting Certificate Program	\$ 599	\$ 149.75 x 4 installments
Criminal Justice Certificate	\$999	\$ 99.90 x 10 installments
Business Administration Certificate	\$999	\$ 99.90 x 10 installments
Pharmacy Technician (PTCE)	\$ 899	224.75 x 4 installments
Microsoft Office Specialist (MOS)	\$ 899	224.75 x 4 installments

Students must complete their course/program by the specified deadline, or a \$ 200 extension fee will apply.

**\*Certificates and transcripts are held until all tuition is paid in full.**

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### **Tuition Payment Schedule (Auto Payment)**

As per the enrollment agreement, tuition is auto-billed to the credit/debit card on file each month. Students must participate in the auto billing option to remain enrolled at Washington Online Learning Institute. Accounts that are two payments past due are subject to termination.

**Late Charge:** If your monthly payment is more than ten days late, you may be charged a \$10 late fee. WOLI reserves the right to end installment agreements if an account is past due on 3 or more occasions.

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## **III. TUITION, FEES, AND PAYMENTS**

The price stated above is paid in full or per month on installment and includes all registration, admission, and course fees. These fees may be refundable in accordance with the school's refund policy. After enrollment, student tuition will not increase.

For any check, draft or money order that is returned for insufficient funds (NSF), the student will be charged a \$30 fee and Washington Online Learning Institute will resubmit for payment. Students are required to use the Auto Payment option for their tuition when selecting the installment plan. Students are responsible for keeping the account information current to avoid any late or returned payment penalties. For any default not cleared within 10-days of notification of non-payment, WOLI reserves the right to discontinue services, add any collection or attorney's fees, and the student will not be entitled to any refunds. Payments should be made in U.S. dollars only. Students in Canada and foreign countries will be responsible for payment of any applicable customs duties and additional shipping fees.

### **Privacy:**

Your enrollment and academic records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA). See catalog for full policy.

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## **IV. GRADUATION**

**Career Certificate Completion Time.** The undergraduate career certificate program or single courses will be completed according to the course syllabus. Courses must be completed by the deadline or an extension fee will apply. Transfer of Credits: Washington Online Learning Institute does not transfer credits into the Undergraduate Career Certificate programs. Upon graduation, the student will be awarded a Career Certificate and an official transcript. No assurance is made of eligibility for job placement. Acceptance for transfer of academic credits is determined by the receiving institution. For complete details on graduation requirements, consult the School Catalog.

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## **V. CANCELLATION AND REFUND POLICY**

*"Buyer's Right to Cancel". (136A.826 Subd. 2 (3) Students may cancel or by phone, fax, email, or mail.*

**Binding Agreement and Governing Law:** This Agreement is a legally binding contract when signed by you and accepted by Washington Online Learning Institute at its offices in Minnesota and is governed by Minnesota law. Your digital signature on this agreement indicates you have read and understand its terms and any literature you have received from us, and you believe you are able to benefit from your program.

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give written notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to effective on the date of that the institution notifies you that you have been accepted into the institution, and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

This five-day refund policy applies regardless of when the program starts. If you give written notice more than five days after you signed the contract, but before the start of the first online lesson you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. Following 5-days, you will be provided a prorated tuition, fees, and other charges refund minus a 25%, up to \$100 administrative if you provide written notice of your withdrawal after your program has begun, but before 75% program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice, and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

You may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing if your supplies in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.

Washington Online Learning Institute reserves the right to academically cancel any student who fails to demonstrate satisfactory progress toward his or her diploma. Academic dishonesty or other violations of the School Catalog may also result in disciplinary action up to and including the termination of your enrollment.

**NOTICE: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.**

**Dispute Resolution:** Any controversy or claim arising out of relating to this Agreement, or breach thereof, no matter how pleased or styled shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction. In no event shall Washington Online Learning Institute be liable for any incidental, consequential, punitive or multiple damages of any kind. Any arbitration or other legal proceedings of any kind related to this Agreement or your enrollment with Washington Online Learning Institute shall be conducted in Hennepin County, Minnesota, and by signing this Agreement you consent to the jurisdiction of the State or Federal Courts sitting in Hennepin County, Minnesota and to holding all arbitration proceedings in Hennepin County, Minnesota. **Use of Name and Likeness:** We may use your name, likeness, personal information, and any verbiage and words you provide. You hereby release Washington Online Learning Institute from any claim you have and allow the use of said information in our marketing materials not limited to news releases, advertisement copy, web content, photographs, or testimonials. If you refuse such usage or do not wish to receive our mailings, notify us in writing: Washington Online Learning Institute, 3350 Annapolis Lane North, Plymouth, MN 55447. ATTN: Marketing Manager.

Washington Online Learning is regionally accredited by the Middle States Association, an agency recognized by the State Office of Higher Education, the US Department of Education and CHEA. Students wishing to transfer credits from Washington Online Learning Institute to another institution should check with the receiving institution to understand their policy on transfer credits.

Licensed Career School Disclosure:

Washington Online Learning Institute is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

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## VI. SIGNATURE

I acknowledge that I have reviewed and fully understand, and agree to be bound by, the terms and conditions of this Enrollment Agreement and Tuition Protection Agreement. I also understand that I am responsible for and guarantee prompt and full payment of the tuition and fees outlined in the Agreement. Washington Online Learning Institute or any of its agents may contact me, as student or guarantor, between 8 am and 5 pm, central time regarding any matter using a landline, mobile phone, or email information that I have provided; standard text messaging rates may apply. If you do not wish to be contacted by one of these methods, please advise Student Services.

*By checking this box, I hereby authorize Excel Education Systems, Inc. (EES) to use an automated system to deliver marketing text messages and pre-recorded calls to the phone number(s) I have provided. Standard text/data rates do apply. I understand that my consent is not required and is not a condition for enrollment or continued enrollment. I further understand that clicking submit constitutes my signature understanding of the tuition agreement and monthly auto-billing.*

**Student Signature:**

**Date Signed:**

*Accepted by: Dr. Mark Ulven, President*



# WASHINGTON ONLINE LEARNING INSTITUTE

## NOTICE OF CANCELLATION

What is the program you want to cancel? \_\_\_\_\_

Date you enrolled in this program \_\_\_\_\_

If you no longer want to take this program, you may cancel it by sending a signed and dated copy of this or any similar cancellation notice to:

Washington Online Learning Institute, 3350 Annapolis Lane North, Suite C, Plymouth, MN 55447,  
Fax: (952) 465-3703, email Registrar@Wolu.Edu or call Phone: (952) 465-3702.

**Not later than midnight of the fifth business day following the post-marked date of the school's letter of acceptance. If you cancel, any payments made by you under the contract or sale will be returned within 30 business days following the postmarked date of the Notice of Cancellation. Any property traded in and any instrument executed by you will be returned within ten business days following receipt by the seller of your cancellation notice and any security interest arising out of the transaction will be cancelled.**

**If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received any goods delivered to you under this contract or sale; or you may if you wish, comply with the written instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.**

**If the seller does not pick up the goods within 20 days of the date of our Notice of Cancellation, you may retain or dispose of them without any further obligation.**

I HEREBY CANCEL THIS TRANSACTION.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Student ID #)

\_\_\_\_\_  
(Student Name)

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For Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Refund processed by: \_\_\_\_\_ Date: \_\_\_\_\_