

Court Interpreter Program



STUDENT AGREEMENT

This agreement is made on _____, 20__ between the **SOUTHERN CALIFORNIA SCHOOL OF INTERPRETATION, INC.** (“Company”) and **X**_____

Print Your Name

(“Student”), both parties sometimes being referred to as the Parties.

1. INFORMATION REGARDING YOUR CLASSES

All the required courses to obtain a certificate of completion as a Court Interpreter will be held in our main campus, located at 10012 Norwalk Blvd, Santa Fe Springs, CA 90670, (562) 906-9787. This agreement covers the period _____ to _____.

Your program begins on _____ and its scheduled completion date is _____. You may exercise your right to cancel or withdraw from this course up until the sixth week from the starting date. The refund, if any applies, shall be calculated as indicated in Section 6 of this agreement (How to Request a Refund – Refund Table).

The Schedule of Total charges below, Section 2, includes tuition, registration fee and class material for the whole program. In addition, the student will have to pay \$5.00 for the non-refundable Student Tuition Recovery Fund (STRF). See Section 24 for an explanation of STRF.

X_____ **Initials**

2. SCHEDULE OF TOTAL CHARGES

The student does not need to pay the total cost of this program in advance. The student is required to pay for the course he or she wishes to take. There is a non-refundable registration fee of \$100 and a \$50 fee for non-returnable materials. Furthermore, the Student Tuition Recovery Fund (STRF) fee is non-refundable (see the description of STRF in Section 24). The following is a suggested sequence of courses to obtain a certificate of completion.

First quarter:

◆ Interpreting Criminal Proceedings I (33 hours of instruction) \$545.00

Second quarter:

◆ Interpreting Criminal Proceedings II (33 hours of instruction) \$545.00

◆ Sight Translation for Court Interpreters (33 hours of instruction) \$545.00

Third and final quarter:

◆ Advanced Criminal Proceedings II (33 hours of instruction) \$545.00

◆ For Certificate of Completion (132 hours of instruction) **\$2,180.00**

X_____ **Initials**

3. STUDENT'S RIGHT TO WITHDRAW

The student has the right to withdraw from this program at any time and obtain a refund, pursuant to the school's refund policy, as approved by the BPPE.

X _____ Initials

4. POLICY ON TRANSFERS AND/OR CREDIT FOR TUITION

There will be **NO TRANSFERS OF TUITION** and there will be **NO CREDIT OF TUITION** paid for any classes not taken. Transfers requested will not be considered and there is no exception to this policy.

X _____ Initials

5. STUDENT'S RIGHT TO CANCEL THIS AGREEMENT AND REFUND POLICY

Section 5.01 Pursuant to the Bureau for Private Postsecondary Education, you may cancel this contract in writing with the school without any penalty or obligation anytime before the class start date. If you cancel, any payment you have made shall be returned to you within 30 days following the school's receipt of your written cancellation notice or refund request. But, if the school gave you any equipment/material within this 30-day period, the school will keep an amount of what you paid that equals the cost of the equipment/material (\$50). The total amount charged for each item of equipment shall not exceed the equipment's/material fair market value. The school is required to refund any amount of the tuition paid to the school, less registration fee of \$100.00 and materials (\$50).

X _____ Initials

You may visit the school website at www.interpreting.com/refunds.htm to submit your refund request.

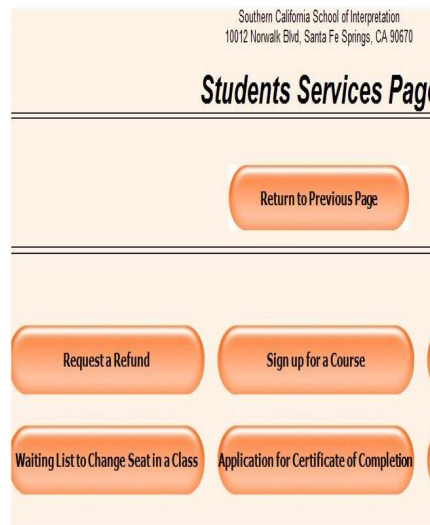
VISIT: www.interpreting.com/refunds.htm

CLICK ON:

1. Registered Students



2. Students Services Link



3. Request a Refund

All refund requests are processed through an automated system which is activated when the required information is input and received. Only the student cardholder or account holder may request a refund. If you do not have access to a computer, please visit our Media Room and log into any of our computers to request your refund. Refunds cannot be processed and will not be accepted by any other means or media other than the school website, as indicated above. School staff and/or instructors may not request a refund for any student. **If you have any complaints, questions, or problems which you cannot work out after filing a grievance with the school, write or call the Bureau for Private Postsecondary Education:**

***Bureau for Private Postsecondary Education**

2535 capitol Oaks Drive, Suite 400

Sacramento, CA 95833

E-mail: bppe@dca.ca.gov Website: www.bppe.ca.gov Toll-free (888) 370-7589

Section 5.02 REFUND TABLE

Refund Table for 11 week courses

If we receive your written refund request:	And the tuition you paid is:	Then the refund will be:
Before the beginning of the course	\$545 \$498	\$545 \$498
Before lecture 2	\$545 \$498	\$359.10* \$361.82**
Before lecture 3	\$545 \$498	\$323.20* \$325.64**
Before lecture 4	\$545 \$498	\$287.30* \$289.46**
Before lecture 5	\$545 \$498	\$251.40* \$253.28**
Before lecture 6	\$545 \$498	\$215.50* \$217.10**
After lecture 6	\$545 \$498	No refund applies No refund applies

Refund Table for 8 week courses

If we receive your written refund request:	And the tuition you paid is:	Then the refund will be:
Before the beginning of the course	\$398 \$348	\$398 \$348
Before lecture 2	\$398 \$348	\$260.75** \$273.25*
Before lecture 3	\$398 \$348	\$223.50** \$148.50*
Before lecture 4	\$398 \$348	\$186.25** \$123.75*
Before lecture 5	\$398 \$348	\$186.25** \$99*
After lecture 5	\$398 \$348	No refund applies No refund applies

*Includes registration fee and non-refundable material (\$150)

**Includes registration fee (\$100)

X _____ Initials

6. COMPLAINTS AND/OR GRIEVANCES

If a student has a complaint about the instruction received, the student understands he/she must first address the complaint directly with his/her instructor. If the instructor does not resolve said complaint satisfactorily, then the student will file a written complaint with the school Administrator. If the Administrator is unable to resolve the matter, then the student may file a grievance with the Director of Education. The school will not respond to any anonymous complaints and these steps must be followed for proper attention. SCSJ will require a reasonable period of time to investigate and respond to said complaint. All complaints submitted in writing become property of SCSJ.

X _____ Initials

7. PROPRIETARY INFORMATION

Student has been informed and understands that any and all written and audio materials provided by the school to the student as part of the training package, are proprietary information that may not be reproduced in any manner or form, unless express written approval has been received by the Director of Education or corporate officers of the school. Any disregard for this policy is punishable to the extent permitted by law and will warrant immediate expulsion from this school.

X _____ Initials

8. CHILDREN AND VISITORS

CHILDREN AND VISITORS ARE NOT ALLOWED ON CAMPUS due to strict insurance regulations. Any students who bring visitor(s) will be asked to leave the campus.

X _____ Initials

9. RULES OF CONDUCT

Obscene language or profanity used to address another student, staff member or instructor, will not be tolerated. Any student engaging in this type of behavior will be expelled on the spot indefinitely, with no right to a refund. Every student is expected to address his/her instructor, classmates, and staff members in a cordial, respectful and dignified manner. If a student is unable to observe this policy or unwilling to do so, he/she will be expelled and dropped from the program with no right to a refund. No exceptions.

X _____ Initials

10. DRESS CODE

For your protection and safety, you may not wear sandals, open-toed shoes or flip flops on campus. The school is not responsible for any injuries caused by ignoring the dress code.

X _____ Initials

11. FOODS AND BEVERAGES

All food and beverage must be enjoyed in the Student Lounge. For your safety, and to protect our equipment and facilities, only beverages with lids may be brought into the classrooms. For your protection, your safety and hygiene, **there is no eating in the hallways or classrooms. Any student who is eating in the classroom or hallways will be asked to visit the Student Lounge or step outside.**

X _____ Initials

12. NO SELLING OR SOLICITING

Selling of any sort, such as food, candy/catalog drives – raffle tickets, clothing, catalog items, etc., is not allowed on premises. Please refrain from activity of this nature while on our campus or outside of our campus doors. Any student who disregards this policy will be dropped from our program permanently with no right to a refund.

X _____ Initials

13. COMPANY EQUIPMENT AND FACILITIES

Any student found defacing, destroying tampering or misusing any company equipment or company property will be billed for any and all necessary repairs and will be expelled. Our Media Room computers are available to access the school website only. Any student found tampering with SCSI computers or accessing unauthorized sites will be expelled on the spot, with no right to a refund. Notices are posted in visible areas. Please observe this policy.

X _____ Initials

14. PROPER USE OF HEADSETS

NEVER PLACE HEADSETS DIRECTLY ON YOUR HEAD. First remove them from the partition, place them on the table, adjust the volume knob to the lowest point and then put them on your head. You can then raise the volume gradually, to suit your preference. When you are finished using the headsets, please leave the volume at the lowest point and return them to rest on the partition. The school is not responsible for any discomfort or inconvenience that may occur due to failure to follow these instructions.

X _____ Initials

15. RETAKE FEE FOR STUDENTS WHO DO NOT PASS A CLASS WITH A “C” OR ABOVE GRADE

If a student registers in an 11-week class which includes Language Lab access, and completes the class with a final grade below the school’s standard pass grade, which is a “C”, said student may re-take the class at a reduced rate of \$328.00* only if the following conditions are met by the student:

- a) The student is not absent more than 3 times during the course
- b) The student is present on the date of the mid-term and final exam, takes the entire final exam and does not pass the exam with a “C” or above grade.
- c) The student re-takes the class on the quarter immediately following the quarter he/she failed.

*Rate subject to change at anytime. This privilege may be rescinded at any time, with or without notice.

X _____ Initials

16. EDUCATIONAL SERVICES

Section 16.01 Company hereby agrees to provide educational services to Student based upon the selection by Student of the respective courses/classes and Student’s payment of the respective tuition fees, therefore, such services are subject to the Company’s Policies and Procedures which shall be distributed to Student following registration and which are incorporated herein by reference.

X _____ Initials

17. INDEMNIFICATION

Section 17.01 Student has no authority to bind Company to any legal obligations, unless otherwise specifically authorized in writing. Student agrees to defend, indemnify, and hold harmless the Company from any claims made against Company based upon any acts or conduct by Student which violate or are inconsistent with any provision of this Agreement, or State or Federal law.

X _____ Initials

18. TERMINATION OF AGREEMENT

Section 18.01 Either Party may terminate this Agreement with or without any cause at any time. Any claims for refunds shall be subject to the Company’s Policies and Procedures as approved by the Bureau for Private Postsecondary Education which shall be distributed to Student at the time of registration and which are incorporated herein by reference.

X _____ Initials

19. CONFIDENTIALITY

Section 19.01 This agreement governs all Materials which Company has disclosed, produced, exchanged, or submitted to Student in connection with this Agreement, or any Material which has been printed, distributed and/or released during any lecture, seminar or class, and includes but is not limited to any and all manuals, workbooks, audio tapes, videotapes, CD's, digital lectures, handouts, sight translation documents, mock exams, copies of transcripts, and language laboratory manuals or any material which has come into possession of Student from the Company, but does not constitute any agreement to produce any particular Materials or waive any privilege in connection with such Materials.

X _____ Initials

Section 19.02 All Materials shall be used solely for the purpose of the educational services required under this Agreement and not for any business or other purpose whatsoever of the Student. All materials designated as "Confidential" in accordance with section 4.04 herein or otherwise deemed Confidential pursuant to this Agreement, shall not be disclosed to any person, firm, or corporation for any purpose except as otherwise provided herein.

X _____ Initials

Section 19.03 Any materials may be designated as confidential by the Company whenever the Company has a good faith belief that the Materials constitute: (a) trade, confidential, commercial, business or financial position of the Company or (b) personal or private information relating to individuals protected by privacy laws of their respective states. Materials so designated (hereinafter "Protected Materials") shall without more be subject to the provisions of this Agreement and shall be deemed confidential for purposes of this Agreement, and shall be protected, used, handled, and disposed of in accordance with the provisions of this Agreement.

X _____ Initials

Section 19.04 Such Confidential designation may, but does not need to be accomplished for Protected Materials other than transcripts by placing a stamp or other clear designation stating "Confidential" on the Protected Materials to be designated. The Company may indicate on the face of the document that the entire document is confidential. In cases where Protected Material is to be revealed in a form other than paper, including without limitation audio tape, videotape, computer tape, computer card, computer disc, compact disk, digital lecture, microfilm or microfiche, the Company may affix to the Protected Materials itself or to its container, a stamp or other clear designation stating "Confidential". Such designation is not necessary to enable Protected Materials to be Confidential and the Company reserves all rights to designate any and all Protected Materials as Confidential at any time in its sole discretion.

X _____ Initials

Section 19.05 The Company may designate oral or visual depictions and/or presentations (and any information contained therein) as "confidential" by any one of the following means: (a) stating orally that the Protected Materials- or any part thereof- are Confidential: (b) sending notice designating certain testimony as confidential, which written notice shall be deemed to have been sent on the date it is personally delivered, mailed, or transmitted by facsimile, as the case may be: or c) stamping or writing "confidential" on the relevant portions of the Protected Materials. **Notwithstanding the immediately preceding sentence, all information disclosed during an oral and/or visual presentation by company shall be deemed Confidential** unless otherwise confirmed in writing by Company. Testimony concerning Protected Materials shall be deemed Confidential unless and until the party so designating the Protected Materials notifies the other parties in writing, that the testimony may be treated as not confidential.

X _____ Initials

Section 19.06 Whenever any party objects to the designation of Protected Materials as Confidential, it shall so notify the other party to this Agreement of its objection. Such notice shall specify with particularity the Protected Materials shall be treated as Confidential and remain subject to the terms of this Agreement. The burden of proving that the Protected Materials should not maintain their confidential status must be met by the objecting party. There shall be an obligation to challenge a confidential designation when made and a failure to do so, shall preclude a subsequent challenge thereto.

X _____ Initials

Section 19.07 THE FAILURE TO DESIGNATE PROTECTED MATERIALS AS CONFIDENTIAL UNDER THE TERMS OF THIS AGREEMENT SHALL NOT CONSTITUTE A WAIVER OF THE COMPANY'S RIGHT SUBSEQUENTLY TO DESIGNATE SUCH MATERIALS AS CONFIDENTIAL. Following the designation of Materials as Confidential in accordance with the terms of this Agreement, such Materials shall thereafter be treated as if they were so designated at the time of their dissemination.

X _____ Initials

Section 19.08 Except with the prior written consent of the Company, Protected Materials and information derived therefore may only be disclosed to a Court of Law or other tier of fact and to qualified persons, who are defined to consist exclusively of:

- a) The present officers, directors, employees, representatives, clients, and students of the Company who are involved in or receiving any of the Services being provided under this Agreement;
- b) Attorneys for the parties to this Agreement, and such employees of the attorneys or of the parties as are required to assist in the conduct of any litigation arising from this Agreement;
- c) Experts or consultants working with the parties or the attorneys for the parties in connection with this any litigation arising from this Agreement;
- d) The author(s) and recipient(s) of the Protected Materials, except to the extent that the Protected Materials contain information (such as marginalia) which warrants Confidential treatment and which appears to have been added to the Protected Materials after the date upon which they were created by that author or received by that recipient.
- e) Deposition and trial witnesses to the extent such Protected Materials are relevant to the subjects and scope of their testimony in any litigation arising from this Agreement;
- f) Court reporters transcribing in any litigation arising from this Agreement;
- g) Persons hired or retained by parties or their counsel for the purpose of providing document review, copying, organization or computer support services in connection with any litigation arising from this Agreement;
- h) Any governmental entity or court empowered by law, statute, rule or regulation to require the disclosure of information by a party, including without limitation the Internal Revenue Services and state insurance officials; provided, however, that the parties may, by further agreement or by order of the Court, make this Agreement more or less restrictive as to particular Protected Materials that as provided therein.

X _____ Initials

Section 19.09 If any party wishes to use Protected Materials or information derived therefore in any papers to be filed with the Court, the parties shall file such Protected Materials with the Court under seal.

X _____ Initials

Section 19.10 Before trial, arbitration, or mediation of any litigation arising out of this Agreement or any hearing involving Protected Materials or information derived there from, counsel to the parties shall meet and attempt to agree on an appropriate form of order to submit to the Court regarding the Confidential status, if any, to be afforded documents, testimony, or hearing. Nothing in this Agreement shall be construed to affect in any way the admissibility of any documents, testimony or other evidence of trial, arbitration, or mediation, nor constitute a waiver of any objection thereto.

X _____ Initials

Section 19.11 Each person (other than Court personnel or other triers of fact and counsel of record and employees of counsel of record) given access, pursuant to the terms hereof, to Protected Materials are given access pursuant to and subject to this Agreement and such Protected Materials may not be disclosed other than pursuant to the terms herein.

X _____ Initials

Section 19.12 If a party in possession of Protected Materials receives a subpoena seeking production or other disclosure thereof; such party shall immediately give written notice to counsel for the Company, indicating the Protected Materials sought and enclosing a copy of the subpoena. Where possible, at least ten (10) days notice shall be given before production or the disclosure of the Protected Materials. Where possible, production or disclosure shall not be made before notice is given to the Company.

X _____ Initials

Section 19.13 If counsel or any party becomes aware of any violation of the provisions of the Agreement, prompt written notice shall be given to the Company, and reasonable efforts shall be taken to avoid further unauthorized disclosure.

X _____ Initials

Section 19.14 Within sixty (60) days after final termination of this Agreement, all Protected Materials hereunder, all copies thereof (including any excerpts, abstracts, summaries or computerized images and digital lectures thereof) and any oral or visual depiction, exhibits or other papers that contain information treated as Confidential hereunder, in the custody of Student, their counsel and in the custody of any of the third parties to whom such counsel have disclosed such Protected Materials, shall be delivered to counsel for the Company; provided, however, that counsel may retain attorney work product: and copies of papers filed with the Court so long as such Protected Materials continue to be maintained in accordance with the provisions hereof. In lieu of returning such Protected Materials to a third party shall thereafter make good faith efforts to ensure the confidentiality of such information and shall certify to the Company that all such Protected Materials have been returned or will be destroyed or maintained as Confidential.

X _____ Initials

Section 19.15 Within sixty (60) days after final termination of this Agreement, any Protected Materials and information which have been submitted to any Court during the course of any litigation arising from this Agreement, including Protected Materials submitted for identification or received into evidence at the time of trial, arbitration and/or mediation, or hearing of any litigation arising from this Agreement, may be the subject of a withdrawal request addressed to the Court, Arbitrator, and/or Mediator, by the Company, and the consent of all parties to such request shall not be unreasonably withheld.

X _____ Initials

Section 19.16 Nothing herein shall be construed to prevent the Company from using or disclosing its own Protected Materials in any manner that the Company deems appropriate.

X _____ Initials

Section 19.17 Except as otherwise provided herein, nothing in this Agreement shall be deemed to limit or restrict any party's use, in connection with any motion, hearing, mediation, arbitration, and/or trial or otherwise, of any Protected Materials. In addition, failure to designate Materials as Confidential pursuant hereto, shall not be admissible for any purpose in a trial, arbitration, mediation, or hearing on the merits.

X _____ Initials

Section 19.18 The inadvertent production of any Protected Materials shall be without prejudice to any claim that such Protected Materials is privileged in any respect or protected from discovery as attorney work product, and company shall not be held to have waived any rights by such inadvertent production. In the event that any Protected Materials that is subject to a claim of privilege or that protected from discovery as attorney work product as inadvertently produced, every party who received the Protected Materials shall make its best effort to return said Protected Materials, including all copies thereof, to the Company promptly after receipt of notice of the inadvertent production.

X _____ Initials

20. INTELLECTUAL PROPERTY

Section 20.01 This is to confirm that Company's name, proprietary look and feel, trade secrets, Protected Materials, and other confidential and intellectual property may never be used by Student unless specifically licensed by Company. Student agrees to not reproduce or copy in any fashion any Protected Material and agrees not to use the name and logo of the Company for promotional, advertisement, or reference purposes in any written or oral presentations. Student agrees not to mention or use the Company's name or logo or Protected Materials in any catalog, brochure, flyer, announcement, newsletter, bulletin, news flash, or any printed or published matter.

X _____ Initials

21. GENERAL PROVISIONS

Section 21.01 This Agreement and any agreements expressly incorporated by reference, including the Policies and Procedures of Company, LATE EXAM POLICY and REFUND AGREEMENT constitute the entire agreement between the Parties and supersedes any prior discussions, negotiations, written and oral statements and/or agreements, and any understandings of the Parties concerning the subject matter contained herein and this Agreement may not be amended except by a written agreement signed by all the Parties hereto.

X _____ Initials

Section 21.02 This Agreement shall be governed by the laws of the State of California, and any action relating to or concerning or arising out of this Agreement shall be venued in Los Angeles County, State of California, which is hereby designated as the exclusive forum for the litigation of any such action.

X _____ Initials

Section 21.03 In the event of any dispute arising out of, concerning or relating to this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fee and costs, in addition to any damages to which the prevailing party may be entitled.

X _____ Initials

Section 21.04 A breach under any other written agreement between the Parties hereto is a breach hereof.
X _____ Initials

Section 21.05 This Agreement is binding on the successors and assigns of the Parties, and shall not be assignable except with the prior written consent of all parties hereto.
X _____ Initials

Section 21.06 Each of the Parties acknowledge that they have been represented in the negotiations for and preparations of the Agreement by counsel of their own choosing, or have had the opportunity to be represented, and that each of the Parties has read this Agreement and is fully aware of its contents and of its legal effect. This Agreement shall not be construed against either of the parties.
X _____ Initials

Section 21.07 Each of the Parties agrees promptly to perform any further acts and execute any documents that may be reasonably necessary or appropriate to effect the purposes of this Agreement.
X _____ Initials

Section 21.08 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and the remainder of the provisions of this Agreement shall continue in full force and effect without impairment.
X _____ Initials

Section 21.09 Any notices under this Agreement must be in writing and be transmitted by personal delivery (deemed communicated as of actual receipt) or by mail (deemed communicated three (3) days after mailing).
X _____ Initials

Section 21.10 Student acknowledges and agrees that activities and areas of Company's school and all events may be subject to video and audio monitoring, videotaping, and photography and Student waives any and all rights, including monetary and the right to privacy, with respect to such monitoring, videotaping, and photography.
X _____ Initials

22. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT THE SOUTHERN CALIFORNIA SCHOOL OF INTERPRETATION

The transferability of credits and acceptance of a certificate from the Southern California School of Interpretation is at the complete discretion of an institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This includes contacting an institution to which you may seek to transfer, prior to attending the Southern California School of Interpretation, to determine if a certificate from this school will transfer.
X _____ Initials

23. NOTICE REGARDING LOANS AND FINANCIAL AID

If the student obtains a loan to pay for this educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Please note that the Southern California School of Interpretation does not offer state or federal financial aid.

X _____ Initials

24. STRF (Student Tuition Recovery Fund)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following conditions apply to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and pre-pay all or part of your tuition either by cash, guaranteed student loans, or personal loans and,
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refund or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or material for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

X _____ Initials

25. UNRESOLVED QUESTIONS AND COMPLAINT FORM

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the Southern California School of Interpretation may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

A student or any member of the public may file a complaint about the Southern California School of Interpretation with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site www.bppe.ca.gov.

X _____ Initials

26. ONLY FOR DISTANCE LEARNING STUDENTS

Educational Code, Section 71716, of California requires that any institution offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. The student shall have the right to cancel the agreement and receive a full refund pursuant to Section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to Section 71750 (within 45 days after the student returns the material).

The Southern California School of Interpretation shall transmit all of the lessons/lectures and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson/lecture and initial materials, request in writing that all of the material be sent.

If the Southern California School of Interpretation (SCSI) transmits the balance of the material as the student requests, SCSI shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons/lectures submitted by the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

The Southern California School of Interpretation will allow you to watch the first lecture and receive the material without you signing up for any course. No need to return any material. No need to pay to sign up. No need to wait 45 days for any refund. Just take the first lecture of any course of your choice. If you are satisfied with our program, you may then register for the remaining lectures. Just that simple. However, once you sign up for a course you are not entitled to any refund. Furthermore, a FREE Introduction to Interpretation course is available to you before taking our admission test.

X _____ Initials

27. CATALOG/BROCHURE AND SCHOOL PERFORMANCE FACT SHEET

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a school performance fact sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the school performance fact sheet relating to completion rates, placement rates, license examination passage rates and salaries or wages, prior to signing this agreement.

X _____ Initials

28. CERTIFICATIONS

I certify that I have received the catalog or brochure, school performance fact sheet and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the school performance fact sheet, and have signed, initialed, and dated the information provided in the school performance fact sheet.

X _____ Initials

29. NOTICE REGARDING APPROVAL TO OPERATE

Although the Southern California School of Interpretation was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the Southern California School of Interpretation application for re-approval to operate has not been reviewed by the Bureau for Private Postsecondary Education pursuant to Section 94802 of the Education Code.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:	\$545
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:	\$545
ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:	\$2,180

THIS ENROLLMENT AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SOUTHERN CALIFORNIA SCHOOL OF INTERPERATION

I UNDERSTAND THAT THIS IS A LEGALLY BINDING CONTRACT. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES. FURTHERMORE, THE INSTITUTION’S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME.

STUDENT

COMPANY

Southern California School of Interpretation, Inc.

X

Signature

By: _____
Administrator
Nora M. Venegas

X

Print Name

Date

LATE FINAL EXAM POLICY – Student Agreement Addendum)

\$25.00 PROCESSING FEE

Payment does not in any way expedite the release of grades.

Students are responsible for taking their final examination with the class on the date scheduled on the course syllabus and/or by the instructor. **Late final examinations will be administered by the Front Office and the following conditions apply:**

- ❖ Students must notify their instructor in writing of their intention to take a late exam, and obtain his/her written approval to do so, otherwise they will be marked as a NO-SHOW and an “Incomplete” grade will be turned in by the instructor.
 - ***You must present a copy of your instructor’s approval at the time of taking your exam.***
 - ***You have one week from the official date of the final exam to make up the exam, the only exception is if your instructor has granted you additional time in writing to take the exam.***
 - ***There will be no extensions approved for late exams once the new quarter starts.***
- ❖ Late examinees are not eligible to take the oral component of their final exam.
- ❖ Late examinees will receive their results/final course grade when they return to campus the following quarter. Also, it is very likely that grades WILL NOT be ready by the first day of class.
- ❖ All students taking the final exam after the course end date may not call the Office for their exam results nor may they e-mail their instructor to check on status since it is very possible that a third party will be grading your exam. Instructors are on quarter break and do not return to campus until instruction resumes.
- ❖ Any student who receives approval from his/her instructor to turn in a late exam, IS required to pay the late exam fee if he/she expects his/her final exam to be graded.

If you are signed up for the following quarter and for any reason you do not pass your course due to the final exam grade, you will be eligible for a refund, based on the school's refund policy. No special consideration will be granted for the refund calculation. These are unfortunately, the consequences of taking late exams. Furthermore, if you receive your final grade 2-3 weeks into the next quarter, SCSi is not responsible for any delay in obtaining or receiving your final grade results. Very Important, if you have to drop the course and request a refund, please know you will not receive a full refund. Your refund will be calculated according to the school’s refund policies and procedures and calculated as of the date of submission of your request through the school website. INTITALS: X _____

WHAT ARE MY OPTIONS IF I FAIL THE COURSE?

If you receive a final course grade of "Fail" or below "C", pursuant to the school’s policies and procedures, Page #5, Item #15 of the Student Agreement, your options are:

1. Re-take the course you failed for \$328 on the quarter immediately following the quarter you failed.
2. Drop the program and request your pro-rated refund through the school website.

By signing below, student understands and agrees to the terms and conditions of the Late Final Exam Policy.

X _____ X _____
Student Name (please print) Student Signature Date