



Dear student,

Please make sure that you print 2 (two) copies of this agreement, one for your records and the other one to bring to school on the first day of class. NO MATERIALS WILL BE RELEASED UNLESS YOU SUBMIT THIS SIGNED AGREEMENT ON THE FIRST DAY OF CLASS.

STATEMENT OF ACCEPTANCE OF RULES

I HAVE READ AND UNDERSTOOD THE SCHOOL AGREEMENT & POLICIES AND PROCEDURES, THE REFUND POLICY, AND THE STUDENT AGREEMENT. I agree to abide by the terms and conditions of the Southern California School of Interpretation. I also understand that any refund due, if applicable, shall be calculated as indicated in the refund policy included herein.

Student's Name: **X** _____

Date: _____

Southern California School of Interpretation, Inc.

Southern California School of



INTERPRETATION, INC.

School Agreement and Policies & Procedures

The Southern California School of Interpretation has been granted approval to operate through June 3, 2013, pursuant to Section 94802(b)(1)(2) of the Private Postsecondary Education Act (BPPE) of 2009, as per Assembly Bill (AB) 48, signed on October 11, 2009 by Governor Schwarzenegger. For further information about this Act, please visit www.bppe.ca.gov.

Description of the Program

Pre-Requisite:

The applicant must be fully bilingual in Spanish and English and must take and pass the online entrance examination posted on www.interpreting.com and/or attend one, free introductory lesson offered on campus.

Schedule of Payments

The student does not need to pay the total cost of this program in advance. The student may pay only for the course he or she wishes to take. However, if the student takes all the courses needed to complete this program, the student will end up paying the total cost for the program of choice.

Medical Interpreting Program \$1,588.00

Administrative Hearings Interpreting Program \$2,033.00

Court Interpreting Program \$2,180.00

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.

Policy on Transfers and/or Credit for Tuition

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

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.

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.

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 or unwilling to do so, he/she will be expelled and dropped from the program with no right to a refund. No exceptions.

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.

Food and Beverage

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 go to the Student Lounge.**

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.

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.

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.

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 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. SCSI will require a reasonable period of time to investigate and respond to said complaint. All complaints submitted in writing become property of SCSI.

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 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.

STUDENT'S RIGHT TO CANCEL THIS AGREEMENT

Pursuant to BPPE, 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 may keep an amount of what you paid that equals the cost of the equipment/material. The total amount charged for each item of equipment shall not exceed the equipment's/material's fair market value. The school is required to refund any amount of the tuition paid to the school, less registration fee of \$100.00. Please login to:

www.interpreting.com

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 in to 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 as indicated above. The school staff 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**

PO Box 980818

West Sacramento, CA 95798-0818

E-mail: bppe@dca.ca.gov

Website: www.bppe.ca.gov

Effective January 1st 2010

TO REQUEST A REFUND:
YOU MUST GO TO THE SCHOOL WEBSITE AND 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 in to 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 as indicated above.

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	\$334.55 \$361.82
before lecture 3	\$545 \$498	\$301.10 \$325.64
before lecture 4	\$545 \$498	\$267.65 \$289.46
before lecture 5	\$545 \$498	\$234.20 \$253.28
on lecture 5	\$545 \$498	\$200.75 \$217.10
after lecture 5	\$545 \$498	No refund applies No refund applies

Refund Table for 6 or 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 \$328	\$398 \$348* \$328
before lecture 2	\$398 \$348 \$328	\$260.75 \$217.00* \$190.00
before lecture 3	\$398 \$348 \$328	\$223.50 \$186.00* \$152.00
on lecture 3	\$398 \$348 \$328	\$186.25 \$155.00* \$114.00
before lecture 4	\$398 \$348 \$328	\$186.25 \$124.00* No refund applies
after lecture 5	\$398 \$348 \$328	No refund applies No refund applies No refund applies

*Includes registration fee and non-refundable material (\$100)

Refund Policy for the Language lab and Re-take fee

No refund applies at anytime, even if it is requested before the beginning of the quarter. The Language lab and Re-take fee cannot be pro-rated. If you pay the Language lab and Re-take fee for a given quarter and you do not use it during that quarter, you cannot transfer it to the next or any other future quarter. The Language lab and Re-take fee is on a use it or lose it basis. No exceptions.

Any and all seminars offered at SCSJ are non-refundable based on speakers' fee and policy.

LATE FINAL EXAM POLICY

\$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 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 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. 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 then.
- ❖ Any student who receives approval from their instructor to turn in a late exam, are still required to pay the late final exam fee if they expect their 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 calculations. These are unfortunately, the consequences of taking late exams. This means that if you receive your final grade 2-3 weeks into the next quarter, SCSJ is not responsible for any delay in obtaining or receiving your final grade results. Furthermore, 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. 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 schools policies and procedures, Page #3 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 refund immediately.

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

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

STUDENT AGREEMENT

This agreement is made on _____, 20__ between SOUTHERN CALIFORNIA SCHOOL OF INTERPRETATION, INC. ("Company") and **X** _____ ("Student"), both parties sometimes being referred to as the Parties.

1. EDUCATIONAL SERVICES

Section 1.01 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.

2. INDEMNIFICATION

Section 2.01 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 violates or is inconsistent with any provision of this Agreement or State or Federal law.

3. TERMINATION OF AGREEMENT

Section 3.01 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 which shall be distributed to Student following registration and which are incorporated herein by reference.

4. CONFIDENTIALITY

Section 4.01 This agreement governs all Materials which Company has disclosed, produced, exchanged, or submitted to Student in connection with this Agreement or employment, 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.

Section 4.02 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.

Section 4.03 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.

Section 4.04 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.

Section 4.05 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.

Section 4.06 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.

Section 4.07 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.

Section 4.08 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.

Section 4.09 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.

Section 4.10 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.

Section 4.11 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.

Section 4.12 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.

Section 4.13 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.

Section 4.14 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.

Section 4.15 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.

Section 4.16 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.

Section 4.17 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.

Section 4.18 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.

5. INTELLECTUAL PROPERTY

Section 5.01 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.

6. GENERAL PROVISIONS

Section 6.01 This Agreement and any agreements expressly incorporated by reference, including the Policies and Procedures of Company, constitute the entire agreement between the Parties and supersedes any prior discussions, negotiations, written and oral 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.

Section 6.02 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.

Section 6.03 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.

Section 6.04 A breach under any other written agreement between the Parties hereto is a breach hereof.

Section 6.05 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.

Section 6.06 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.

Section 6.07 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.

Section 6.08 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.

Section 6.09 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).

Section 6.10 Student acknowledges and agrees that activities and areas of Company's schools and 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.

STUDENT

COMPANY
Southern California School of
Interpretation, Inc.

X _____
Signature

By: _____
Executive Administrative Assistant

X _____
Print Name

Date