



BLACKSTONE CAREER INSTITUTE

1011 BROOKSIDE RD., SUITE 300, ALLENTOWN, PA 18106

Time for a Positive Change! Enroll by 10/15/2016 to SAVE

Greetings,

Recently, you requested information about Blackstone's **accredited** Legal Assistant/Paralegal Certificate Program offered to inmates. Learning the law allows you to serve productive time, opens opportunities to make money while incarcerated and set yourself up for a career once released. Now is the time for you to make a **positive change** and take that first step - invest in yourself and your future.

Reasons to Take Advantage of Blackstone's Paralegal **Special Offer**:

Reason #1: Affordability. For a limited time, you can enroll in our quality, lowest tuition cost, all-inclusive correspondence paralegal program with interest-free payments and no shipping fees. Our tuition cost is reduced to \$699, a substantial program at an incredible price. Enroll by October 15, 2016 to receive this special offer. Please see your Enrollment Agreement for details.

Reason #2: Knowledge. Our paralegal program provides you with the opportunity to learn the law, help others, and increase earning potential now and in the future. Our 915 clock hour program qualifies you to take the Certified Legal Assistant/Certified Paralegal (CLA/CP) exam given by the National Association of Legal Assistants (NALA) as well as the Accredited Legal Professional (ALP) exam given by NALS... the association for legal professionals.

Reason #3: Value. This special offer includes: Blackstone's Law Glossary, Merriam-Webster's Dictionary of Law, and Writing to Win when you enroll before **October 15, 2016**. In addition, after successfully completing the course, you can choose either *The Power of Positive Thinking or Serving Productive Time*. Please see the enclosed blue sheet for details! All of this for the reduced price of \$699.



Reason #4: Earned Time: Many States have created and expanded earned time programs as incentives to help offenders succeed once released. Education and work offer the most common opportunities for earned time. In at least 21 states, inmates earn time off their sentences by participating in or completing educational courses. Ask your education director whether you are eligible for earned time and the policies that apply in your state.

Now is your time to make a positive change, invest in yourself and your education, it will provide you the opportunity for a better future —Enroll today for a brighter tomorrow!

Sincerely yours,

Kevin J. McCloskey
President

Choose Blackstone Career Institute

- Enroll today:
- The tuition cost on your Enrollment Agreement includes shipping & handling
 - Low, no-interest payments
 - Merchandise from the Blackstone Bookstore

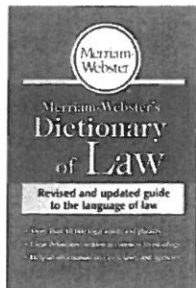
We make it easy to get started!

Now, more than ever, it's easier to make an educated decision about your future. Enroll now and get our **low cost tuition** and **no-interest payment plan**. This **special offer** provides the best educational value yet we're including additional merchandise. Remember, if you enroll before **October 15, 2016**, you'll receive our low-cost tuition and no-interest payment plan, plus the following:



INCLUDED!

Blackstone Law Glossary - Extra volume giving a concise definition of all legal words and phrases that the law student is likely to encounter, plus the phonetic pronunciation of all words - an invaluable tool when going through the Blackstone course. We'll send this to you along with your first shipment.



INCLUDED!

Merriam Webster's Dictionary of Law - This is an authoritative and up-to-date dictionary, fully defining over 10,000 legal terms. This addition is unmatched in readability and ease of use, a **must for every law student**. This is yours after you have completed your first 18 exams.

INCLUDED!

Writing To Win - The Legal Writer - Of all professions, the law has the most deserved reputation for opaque, jargon-clogged writing. Legal education, which focuses on judicial opinions, not instruments of persuasion, is partly to blame. Yet forceful writing is one of the most potent weapons of legal advocacy. Writing to Win has taught thousands of practicing lawyers how to write and it will teach you this skill too! This book is yours at graduation.



Superior Student Services!

You're never alone studying with Blackstone. Even though there is no formal campus or classrooms, we offer our inmate students assistance that is second to none.

Instructor Assistance: Our instructors are a phone call, email or letter away if you need help with your course work. Use our toll-free number to access our faculty, or email your questions directly to the instructor 24 hours a day - 7 days a week. Our dedicated staff of instructors are available to help guide and support you through your program. You can rest assured that every question related to your studies receives careful consideration by one or more members of our staff.

Thorough Testing: 31 tests comprised of approximately 120 pages, plus several writing exercises, assist us in assessing your understanding of the concepts taught.

Priority Grading: Each written assignment receives a personal review. Your submitted exams will be graded and a grade report will be mailed back to you promptly.

CHOOSE ONE:

Serving Productive Time - Stories, Poems, and Tips to Inspire Positive Change from Inmates, Prison Staff, and Volunteers. See blue sheet for details.

The Power of Positive Thinking - Has helped millions of men and women to achieve fulfillment in their lives. See blue sheet for details.

Start your training TODAY!

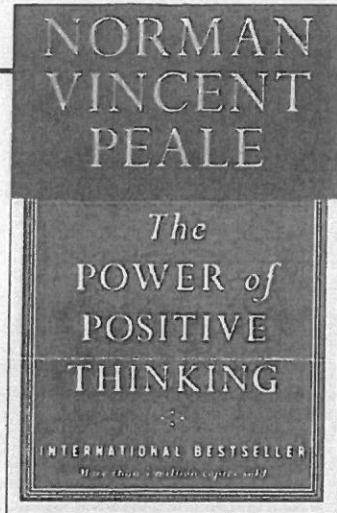
*Students enrolled under this special are expected to make all payments and be academically active. If payments and/or fees are consistently late, the special will be negated. This special is for new students only and cannot be used with any other special, promotion or offer. Blackstone reserves the right to substitute items at any time.

AS AN ADDED CHOICE

Enroll by OCTOBER 15, 2016 and choose one of these two books when you graduate.

The Power of Positive Thinking

The precursor to "*The Secret, The Power of Positive Thinking*" has helped millions of men and women to achieve fulfillment in their lives.



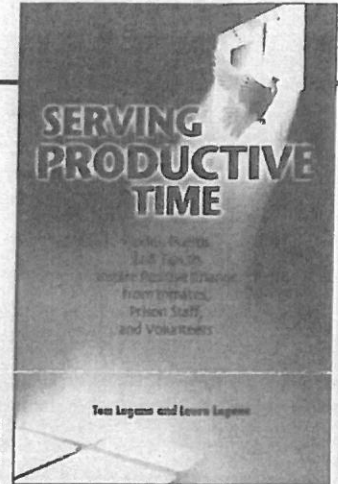
In this phenomenal bestseller, Dr. Peale demonstrates the power of faith in action. With the practical techniques outlined in this book, you can energize your life — and give yourself the initiative needed to carry out your ambitions and hopes. You'll learn how to:

- * Expect the best and get it
- * Believe in yourself and in everything you do
- * Develop the power to reach your goals
- * Break the worry habit and achieve a relaxed life
- * Improve your personal and professional relationships
- * Assume control over your circumstances
- * Be kind to yourself

Serving Productive Time: Stories, Poems, and Tips to Inspire Positive Change from Inmates, Prison Staff, and Volunteers

In *Serving Productive Time*, you'll read about extraordinary people who are taking tangible steps to make positive changes in their own lives and who are reaching out to help others do the same. Some stories will help you gain a new perspective on those who are incarcerated. Some will help you understand the need to prepare inmates for release and to support them afterward. Others will help you appreciate your freedom and remind you that we all make mistakes. And still others will reaffirm the fact that, although many of us might be imprisoned in some way (either by a limiting belief, illness, or other situation), we all need a helping hand at some point in our lives to lift us up and show us the path to a new life.

Serving Productive Time will leave you with a renewed appreciation of the need for all of us to use our time wisely to make ongoing, positive changes in our lives and to bring others along with us in the process—whether we live or work inside or outside the razor wire.



Tear along dotted line and return with Enrollment Agreement and down payment.



YES! I wish to take advantage of the special offer...I choose:

The Power of Positive Thinking

or

Serving Productive Time

(Check One Only)

Print Name _____ DOC # _____

This original blue coupon must accompany enrollment (no copies). Offer valid when coupon accompanies completed Enrollment Agreement and down payment prior to 10/15/16. This item will be shipped after graduation from program. Receipt will be verified through delivery confirmation from the U.S. Postal Service. No returns or exchanges.

What Our Students Say About Blackstone Paralegal Studies

In 23 years of being incarcerated I have never heard of an education provider who even comes close to Blackstone. From an all affordable payment plan to books being shipped, tests graded. The whole package was spectacular!

Rick- Minnesota Correctional Facility, Stillwater, MN

Blackstone's Paralegal Studies course is an incredible investment. Whether your goal is to work in the legal profession or not, this course provides extensive knowledge in law, useful to everyone.

John- State Correctional Institution, Houtzdale, PA

Blackstone has transformed my life, my future and opened the door to endless possibilities.

Malik- Fishkill Correctional Facility, Beacon, NY

Never did I see myself completing a paralegal course while being incarcerated, but this program made it not only doable, but an actual reality. I look forward to having a new career! Thank you Blackstone.

Elizabeth- York Correctional Institution, Niantic, CT

This knowledge is priceless. Choose something positive for yourself, choose Blackstone!

Piotr- Smith Unit, T.D.C.J., Lamesa, TX

The fact that computer access was not required made this course ideal for an incarcerated student. I am now in a prison work release program, working in a law office, getting paid.

**Larry- Arkansas Department of Corrections,
Benton, AR**

I started this course while incarcerated and it gave me a much needed lift, an escape and hopefully useful tools/information for life and work afterwards.

Martin- Valencia, CA

BCI brings forth everything they claim and more. They make distance learning a breeze and offer great support throughout the entire course. This program has changed my life.

**Jeremy- Fort Dodge Correctional Facility,
Fort Dodge, IA**

The course was very thorough and provided an incredible knowledge base.

Charles- Federal Bureau of Prisons, Leavenworth, KS

Blackstone gave me a chance to turn my life around and be on the right side of the law, which in turn gave me a positive outlook on life again.

Jyree- Pender Correctional Institution, Burgaw, NC

Totally satisfied with what I accomplished. I was more than sufficiently challenged and feel confident in pursuing the advanced classes. Money & time well spent!

Richard- Snake River Correctional Institution, Ontario, OR

Blackstone Career Institute programs and courses are the best in the world for training Paralegals. The staff and instructors care about you and your education and career.

Thomas- Coalinga State Hospital, Coalinga, CA

Blackstone was one of the best decisions I ever made for myself. I now have the opportunity to enter into a field that I have come to love and look forward to excelling in.

**Juanito- California Correctional Institution,
Techachapi, CA**

I am astonished by the accreditation of these courses and how affordable they are compared to other courses. Without BCI, I would be without any career path and no hope or outlook for a future with a financially secure employment potential as good as I now have. Thanks to Blackstone I was able to afford to make my future bright and full of promise with a highly recognized and reputable education.

Allen- Utah State Prison, Draper, UT

Being a student of Blackstone has opened my eyes to a world of opportunity. I am better equipped with the knowledge and skills needed to be successful in today's society.

**Shelton- Cheshire Correctional Institution,
Cheshire, CT**

Blackstone's Paralegal course has given me a sense of accomplishment and purpose, but more importantly has opened the doors to the amazing field of the law in general. The skies the limit!

Carlos- Kern Valley State Prison, Delano, CA

These courses are well put together, thorough and cover all of the need to know information for being an effective and productive paralegal.

**Dennis- Central Arizona Correctional Facility,
Florence, AZ**

LEGAL ASSISTANT/ PARALEGAL PROGRAM

Changing Lives One
Inmate at a Time

COURSE DESCRIPTIONS

Founded in 1890, Blackstone Career Institute is the oldest distance learning school in the United States. Twenty-five hundred students from all over the U.S. and around the world are currently taking Blackstone courses. All have their reasons for choosing independent study—all are on the road to a brighter future.

Inmates from over 1,800 facilities across the U.S. have turned to Blackstone to improve their understanding of the law. Perhaps you want to increase your knowledge, help others, acquire a skill you can use in the future, or prove to the parole board that you have been working hard on a positive endeavor. Whatever your reason for enrolling, now is the time to begin!

Blackstone makes it easy for you to complete your program entirely by mail without computer or Internet access:

- Receive everything you need for your program by mail.
- Mail your exams to us for grading and grade reports will be mailed back to you.
- Handwritten correspondence and homework assignments are acceptable.

COURSE MATERIALS

Blackstone will provide you with the following tools for your success in the paralegal profession, all of which are included in your program tuition:

Modern American Law

Ten volumes based on the historic Modern American Law series provide an overview of the evolution of the legal system in the U.S. and a thorough background in the basics of the law. Books average 155 pages with almost 2,150 pages in all.

Blackstone Law Glossary

An extra volume gives concise definitions of legal terms and phrases that the paralegal student is likely to encounter, plus the phonetic pronunciation of all words—a valuable asset to keep as a reference.

Merriam-Webster's Dictionary of Law

This is an authoritative and up-to-date dictionary, fully defining over 10,000 terms. This edition is unmatched in readability and ease of use and is a must for every law student.

Writing to Win: The Legal Writer
Forceful writing is one of the most potent weapons of legal advocacy. *Writing to Win* has taught thousands of practicing lawyers how to write, and it is your gift upon graduation.

Additional Blackstone Study Units

In addition to the ten-volume Modern American Law series, you will receive four more exclusive Blackstone study units to guide you through your studies: Legal Research and Writing—Parts I and II, How to Find a Job as a Paralegal, and Ethics for Paralegals.

Thorough Testing

Thirty one exams and six assignments assist us in assessing your understanding of the concepts taught.

Ample Time

You may finish in as little as four months or use the two full years you are permitted to complete the program. One additional six month extension is available for a nominal fee.

Affordable Tuition

Your tuition cost covers your entire program including all textbooks, study guides, exam and homework evaluation services, and your certificate. The tuition fee can be found on the Enrollment Agreement. Blackstone offers an interest-free, low monthly payment plan to help you finance your education.

Graduation Documents

Upon successful completion of the entire program and tuition payments, you will receive an official transcript and a certificate. A copy of your transcript will be on permanent file and available at a nominal fee.

PROGRAM OVERVIEW

Study Package 1

Volume I Modern American Law: Law—Its Origin, Nature and Development & Contracts

- Blackstone Law Glossary

Study Package 2

Volume II Modern American Law: Torts

Study Package 3

Volume III Modern American Law: Criminal Law

Study Package 4

Volume IV Modern American Law: Real Property—Part I

Study Package 5

Volume V Modern American Law: Real Property—Part II

Study Package 6

★ Volume VI Modern American Law: Pleadings and Practice in Civil Actions, Criminal Procedure

Study Package 7

Volume VII Modern American Law: Wills and Trusts

- Merriam-Webster's Dictionary of Law
(must be financially and academically current to receive)

Study Package 8

Volume VIII Modern American Law: Partnerships and Corporations

Study Package 9

Volume IX Modern American Law: Constitutional Law—Part I

Study Package 10

Volume X Modern American Law: Constitutional Law—Part II

Study Package 11

Volume XI: Legal Research and Writing Study Unit—Part I

Study Package 12

Volume XII: Legal Research and Writing Study Unit—Part II

Study Package 13

★ Volume XIII: How to Find a Job as a Paralegal Study Unit

Study Package 14

Volume XIV: Ethics for Paralegals Study Unit

Blackstone Career Institute changed life of former inmate

Reprinted with permission of JailstoJobs.org

The thousands of hits we've received – and continue to get – on the article we wrote about Blackstone Career Institute indicates the appeal of the paralegal correspondence course it offers to those in prison.

In fact, it can change their lives, as it did for Michael Harris, who was incarcerated in Arizona and is now a legal administrator/paralegal at Saldivar & Associates, PLLC in Phoenix. And he's just one example.

At any given time, more than 1,200 incarcerated students are participating in the Institute's Correspondence Paralegal Program for Inmates. The old-fashioned paper-based course – no Internet is required – has been delivered to more than 1,800 institutions since the program began in the late 1970s.



Using time in prison to one's advantage

But back to Harris. When he was sentenced to three years in prison, he was determined to make good use of the time.

"My wife and I made a strategy of how we were going to make this time work for us. I had never been able to return to school to finish a degree but wanted more education," he says. "So I researched to find a school that would give me something worthwhile and offer a chance to do it through correspondence."

Although Harris, like many others, had originally signed up for the monthly plan payment, an inheritance his wife received soon after his incarceration helped him pay off the cost of the course in one lump sum, which made things easier. If you pay on a monthly basis Blackstone only sends out the materials once it receives payment, but if the tuition is paid in full at the beginning, the books for the entire course are sent in the initial shipment.

★ Completing coursework

Of course it depends on the person and his or her background, but Harris said he only read five to 10 pages per day and developed a test strategy in which he went through the course work marking the answers to the practice questions. It took him a total of 24 months to complete the course, a bit more leisurely than he could have done it.

"I went through 16 books for the paralegal course. You could easily do one a month very comfortably," he says.

★ Making money in prison

Not only did he set himself up for a career once released, Harris also used the skills he gained to make money while incarcerated. He found that several fellow inmates, including himself, needed to file for bankruptcy, and he helped them do it, work which, he says, kept him really busy.

His selling proposition: "By being in there (in prison), I could get the Federal court to waive the filing fee. I would tell guys to give me \$200 and I'd get the \$335 filing fee waived."

• The bankruptcy filing business even got him the support of prison employees.

"Prison officials were curious about what I was doing so they'd kind of peek in and say, "Hey what've you've goin' there," and I'd explain it. Most of the guards were in financial distress and would start asking me questions, and I'd refer them to online resources. Doing work for them would have created potential conflicts of interest, so I didn't go there, but through their curiosity they were supportive," he says.

What did the course mean for Harris while he was in prison?

It meant that it wasn't wasted time. While everyone else was counting the days, I was using the time to my advantage," he says. "It was also very instrumental in keeping my marriage together because in my absence my wife knew I was doing something that was going to benefit us all in the end."

★ Prison experience makes better paralegal

And what did it mean once he got out?

Harris had worked for a law firm before he went into prison but at a lower than paralegal level, so the Blackstone paralegal certificate gave him credibility to get a better job. Because he works in a firm that specializes partially in criminal law, Harris's prison experience gives him insight that others in his firm don't have.

"I'm able to connect with the client in a way that the attorney can't. I've been there and done that," Harris says. "When clients are in custody and I meet their families and I say I've been there, they say, "No you haven't." But when he finally convinces them that he has, they know he really understands their situation.

Advice for others

His advice for those still incarcerated:

- Structure your time and make it work for you.
- As felons we've been selling ourselves our whole lives. Most of us are quite the characters. Take that skillset and turn it into an asset instead of a hustle.
- Get engaged in your community and network through nonprofits. Put yourself out there and make yourself available to others and it's amazing what comes back when you do that.

ENROLLMENT



AGREEMENT

IT'S EASY TO ENROLL. Complete and sign this form. Enclose it along with your payment in our postage-free envelope and mail it today. As soon as we receive your enrollment, we'll send your first lessons.

Please make corrections to student name or address if incorrect below. This agreement was created on: **01/19/2016**
31 Lesson Paralegal Studies Certificate Program

Prospect #: **395817 08 1 UNP08116**



**Please Respond
By: 02/23/2016.**

Tarla Gary G01635
Florida State Prison
7819 NW 228 St
Raiford FL 32026

1 Student Information: *(Required information*)*

Check here if you will be applying for Veterans' Educational Benefits.

BIRTH DATE*

EDUCATION* Circle your highest level completed:

SOCIAL SECURITY NUMBER

Month Day Year

High School GED College: 1 2 3 4

(Last 4 digits) _____

2 Payment Plan: *(Please check one only)*

- Payment Plan A** : Please enroll me in the 31 Lesson Paralegal Studies Certificate Program. I will pay the full cost in one payment of \$767.00.*
- Payment Plan B** : Please enroll me in the 31 Lesson Paralegal Studies Certificate Program. I will pay a down payment of \$59.00, 14 monthly payments of \$59.00 with a 0% finance charge for a total price of \$885.00.*
- Payment Plan C** : I enclose my \$59.00 Down Payment and will send \$30.00 for 29 months plus a final payment of \$0.00 with no finance charge for a total of \$929.00.*
(Packages shipped every other month under Plan C)

***Total cost of tuition includes a 15.00% Registration Fee and a non-refundable administrative fee of \$25.00**

3 Method of Payment: *(Please check one only)*

- Full Payment:** Check, money order or credit card information is enclosed.
- Automatic Payment:** I authorize Blackstone Career Institute to automatically charge my down payment and ongoing monthly payments to my credit card or checking account *(I have enclosed my check for my down payment and to establish my recurring check-payment account).*
- Money order, government checks, or institutional checks payable to Blackstone Career Institute enclosed for down payment. Invoice me monthly.
(\$35.00 charge on returned money orders and checks)

Billing Information: **Bill me directly** — or — **Bill my sponsor:** *(If selected, all sponsor information listed below is required – Please print.)*
(Please check one only)

Sponsor Name _____ Relationship to Student _____

Sponsor Billing Address _____ (If different from above) Sponsor E-mail Address _____

City, State, Zip _____

Sponsor Day Phone _____ Sponsor Cell Phone _____

Sponsor Signature _____ Date _____

To allow BCI to enter into a payment plan for tuition and fees of the student listed on this agreement, I acknowledge and guarantee that I will accept responsibility for the prompt and full payment to BCI of all tuition and fees of the student listed, and agree to be bound by the terms and conditions of the entire agreement.

Credit Card Account Number:

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Expiration Date: Month _____ Year _____

Cardholder/Checking Account Holder Signature Required: _____

4 Student Signature: The terms of this agreement are contained on both sides of this form. Your signature below indicates that you have read, understood, and accepted the terms on both sides of this form, as well as the enclosed information describing your program selection. Your signature also indicates that you will be the individual completing all assignments and exams within your program and responsible for payment of the tuition and fees explained within this agreement. You are not bound by this agreement until it is accepted by a representative of Blackstone Career Institute (B.C.I.). If you are under 18, your parent, guardian, or sponsor must sign this agreement above.

Student Signature *(Required)* _____ Date _____



Blackstone Student Tuition Protection Policy

Blackstone Career Institute is confident that the course you have selected will be everything we advertise. To assure you of this, we provide this cancellation and refund policy. A student may cancel the program by notifying the school with a written request. If you cancel within 5 days from the signature date on your Enrollment Agreement and have not submitted any exams, all monies will be refunded. If you cancel after 5 days from the signature date of your Enrollment Agreement, but prior to receipt by the school of your first exam, you are obligated to a registration fee of 15% of the tuition or \$150, whichever is less, and if applicable, the non-refundable administrative fee. If you cancel after submitting the first exam, you are obligated to pay the school the registration fee, the non-refundable administrative fee, plus a percentage of tuition as follows:

- A. Up to and including 10% of the exams, 10% of the tuition.
- B. After submitting more than 10% up to and including 25% of the exams, 25% of the tuition.
- C. After submitting more than 25% up to and including 50% of the exams, 50% of the tuition.
- D. After submitting more than 50% of the exams, you owe the school the full tuition.

Students who wish to cancel their enrollment with Blackstone and have a balance due, will have their terms payment processed through their existing credit card or e-check account at the time of cancellation. A reinstatement fee of \$35.00 will be required for the reactivation of any enrollment if requested within 180 days from initial cancellation. Refunds are processed within 30 days to the payee of record. No refunds will be issued after 12 months from the enrollment date.

This Enrollment Agreement is a binding contract when signed by the student/sponsor and accepted by B.C.I. at its offices in Pennsylvania as governed by Pennsylvania law. B.C.I.'s career courses prepare the student for entry level work in the field. Credit transferability is at the discretion of the receiving university or college. Educational requirements and regulations governing employment vary from state to state. It is the responsibility of each student to determine whether the B.C.I. program selected meets those educational requirements within his/her resident state. Additional information requests, comments or concerns may be directed to: Director of Operations, B.C.I., 1011 Brookside Rd., Suite 300, Allentown, PA 18106, Phone: 610-871-0031. Concerns which have not been satisfactorily resolved may be directed to: State Board of Private Licensed Schools, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, Harrisburg, PA 17126, Phone: 717-783-8229 or the Distance Education Accrediting Commission, 1101 17th Street NW, Suite 808, Washington, D.C. 20036, Phone: 202-234-5100.

All study guides, lessons, exams and access to the BCI Online Student Center are included in the tuition price for the course you select. At its sole discretion, the school reserves the right to substitute course materials of equal or superior value. The course you have selected is designed to be completed within two years. You will be allowed to purchase two six-month extensions if needed to finish your studies. B.C.I. reserves the right to discontinue the training of any student who does not submit lessons on a regular basis, who breaks the payment terms under this agreement, or who fails to maintain the school's standard of progress (70%). Lessons will be released upon receipt of appropriate payment and performance requirements. Lost or missing materials must be reported within 30 days. Once you have completed your studies and paid your tuition in full, your certificate of completion will be awarded by the school. Job placement is not guaranteed to graduates upon program completion. B.C.I. Enrollment Agreements are void after 90 days, unless approved by the Admissions Department.

GI Bill Students: Students taking the program under the GI Bill have a 10-day waiting period before submitting a signed affirmation. If you cancel within the initial 10 day waiting period, you will receive a full refund of all monies paid. If you cancel after the 10 day waiting period but prior to completing any exams, your tuition will be refunded, less a registration fee not to exceed 10% of the tuition or \$50.00, whichever is less. If you cancel after completion of less than 25% of the program exams, we will retain 25% of the tuition. If you cancel after completing 25% but less than 50% of the program exams, we will retain 50% of your tuition. If you cancel after completing 50% or more of the program exams, you will be responsible for the total program tuition plus any fees. In addition to the registration fee, if applicable, Blackstone retains an administrative fee.

International Students: (HI, AK and International students living outside the contiguous U.S. must contact the school prior to enrollment) Tuition payment must be paid in U.S. funds. International students are required to participate in the full payment plan. Contact BCI for specific details. Additional fees for shipping, handling, and applicable custom duties will be calculated on the weight of the course materials being sent and the shipping address location.

Payments: Unless you have selected the Full Payment option, the first monthly payment will be due one month after acceptance of the Enrollment Agreement and every month thereafter until the total obligation has been satisfied. Students selecting Automatic Payment will have their credit card or check routing number charged every month until their financial obligation is paid in full. The initial down payment will include any administrative fee identified within the selected course payment plan. If a student fails to make a payment within 10 calendar days of their due date, an \$8.00 late fee will be assessed. B.C.I. may cancel this Enrollment Agreement if the entire default is not covered within 40 calendar days of the student's due date, with the entire program price immediately due plus any related collection fees up to 33.3% of the balance due. Students and sponsors are responsible for reporting their address changes to Blackstone in a timely manner (*prior to actual relocation*). Failure to communicate new address information that results in additional costs associated with the replacement or reshipment of educational materials will be assessed. A \$35.00 fee will be charged for any check, draft, electronic transfer or money order which is dishonored.

Privacy Pledge: On occasion, B.C.I. will make our list of contact and student directory information available to reputable business and academic associates. If you wish to be excluded simply notify B.C.I. Student Services, 1011 Brookside Rd., Suite 300, Allentown, PA 18106 or email: optout1@blackstone.edu.

Notice to Buyer: Do not sign this Agreement before you have read it. Under the law, you have the right to pay off the full amount due, in advance, without penalty. Any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods and services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by debtor hereunder. In the event any dispute between the parties arises under this Agreement, the hearing shall be conducted in the County of Lehigh, PA. Please keep a copy for your records.

Notice to Sponsor: You are being asked to guarantee payment to Blackstone Career Institute for the tuition and fees of the student listed on this agreement, and agree to be bound by its terms and conditions. Signed sponsors will be granted access to student information.



Blackstone Student Tuition Protection Policy

Blackstone Career Institute is confident that the course you have selected will be everything we advertise. To assure you of this, we provide this cancellation and refund policy. A student may cancel the program by notifying the school in any manner; a written request is recommended. If you cancel within 5 days from the signature date on your Enrollment Agreement, all monies will be refunded. If you cancel after 5 days from the signature date of your Enrollment Agreement, but prior to receipt by the school of your first exam, you are obligated to a registration fee of 15% of the tuition or \$150, whichever is less, and if applicable, the non-refundable administrative fee. If you cancel after submitting the first exam, you are obligated to pay the school the registration fee, the non-refundable administrative fee, plus a percentage of tuition as follows:

- A. Up to and including 10% of the exams, 10% of the tuition.
- B. After submitting more than 10% up to and including 25% of the exams, 25% of the tuition.
- C. After submitting more than 25% up to and including 50% of the exams, 50% of the tuition.
- D. After submitting more than 50% of the exams, you owe the school the full tuition.

Students who wish to cancel their enrollment with Blackstone and have a balance due, will have their terms payment processed through their existing credit card or e-check account. A reinstatement fee of \$35.00 will be required for the reactivation of any enrollment if requested within 180 days from initial cancellation. Refunds are processed within 30 days to the payee of record. No refunds will be issued after 12 months from the enrollment date.

This Enrollment Agreement is a binding contract when signed by the student/sponsor and accepted by B.C.I. at its offices in Pennsylvania as governed by Pennsylvania law. B.C.I.'s career courses prepare the student for entry level work in the field. Credit transferability is at the discretion of the receiving university or college. Educational requirements and regulations governing employment vary from state to state. It is the responsibility of each student to determine whether the B.C.I. program selected meets those educational requirements within his/her resident state. Additional information requests, comments or concerns may be directed to: Director of Operations, B.C.I., P.O. Box 3717, Allentown, PA 18106, Phone: 610-871-0031. Concerns which have not been satisfactorily resolved may be directed to: State Board of Private Licensed Schools, Commonwealth of Pennsylvania, Department of Education, 333 Market Street, Harrisburg, PA 17126, Phone: 717-783-8229 or the Accreditation Commission, Distance Education and Training Council, 1601 18th Street, N.W., Washington, D.C. 20009, Phone: 202-234-5100.

All study guides, lessons, exams and access to the BCI Online Student Center are included in the tuition price for the course you select. These materials are described in detail in the literature of B.C.I. At its sole discretion, the school reserves the right to substitute course materials of equal or superior value. The course you have selected is designed to be completed within two years. You will be allowed to purchase two six-month extensions if needed to finish your studies. B.C.I. reserves the right to discontinue the training of any student who does not submit lessons on a regular basis, who breaks the payment terms under this agreement, or who fails to maintain the school's standard of progress (70%). Lessons will be released upon receipt of appropriate payment and performance requirements. Lost or missing materials must be reported within 30 days. Once you have completed your studies and paid your tuition in full, your certificate of completion will be awarded by the school. B.C.I. Enrollment Agreements are void after 90 days, unless approved by the Admissions Department.

GI Bill Students: Students taking the program under the GI Bill have a 10-day waiting period before submitting a signed affirmation. If you cancel within the initial 10 day waiting period, you will receive a full refund of all monies paid. If you cancel after the 10 day waiting period but prior to completing any exams, your tuition will be refunded, less a registration fee not to exceed 10% of the tuition or \$50.00, whichever is less. If you cancel after completion of less than 25% of the program exams, we will retain 25% of the tuition. If you cancel after completing 25% but less than 50% of the program exams, we will retain 50% of your tuition. If you cancel after completing 50% or more of the program exams, you will be responsible for the total program tuition plus any fees. In addition to the registration fee, if applicable, Blackstone retains an administrative fee.

International Students: (HI, AK and International students living outside the contiguous U.S. must contact the school prior to enrollment) Tuition payment must be paid in U.S. funds. International students are required to participate in the full payment plan. Contact BCI for specific details. Additional fees for shipping, handling, and applicable custom duties will be calculated on the weight of the course materials being sent and the shipping address location.

Payments: Unless you have selected the Full Payment option, the first monthly payment will be due one month after acceptance of the Enrollment Agreement and every month thereafter until the total obligation has been satisfied. Students selecting Automatic Payment will have their credit card or check routing number charged every month until their financial obligation is paid in full. The initial down payment will include any administrative fee identified within the selected course payment plan. If a student fails to make a payment within 10 calendar days of their due date, an \$8.00 late fee will be assessed. B.C.I. may cancel this Enrollment Agreement if the entire default is not covered within 40 calendar days of the student's due date, with the entire program price immediately due plus any related collection fees up to 33.3% of the balance due. Students and sponsors are responsible for reporting their address changes to Blackstone in a timely manner (*prior to actual relocation*). Failure to communicate new address information that results in additional costs associated with the replacement or reshipment of educational materials will be assessed. A \$35.00 fee will be charged for any check, draft, electronic transfer or money order which is dishonored.

Privacy Pledge: On occasion, B.C.I. will make our list of contact and student directory information available to reputable business and academic associates. If you wish to be excluded simply notify B.C.I. Student Services, P.O. Box 3717, Allentown, PA 18106 or email: optout1@blackstone.edu.

Notice to Buyer: Do not sign this Agreement before you have read it. Under the law, you have the right to pay off the full amount due, in advance, without penalty. Any holder of this consumer credit contract is subject to all claims and defenses that the debtor could assert against the seller of goods and services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by debtor hereunder. In the event any dispute between the parties arises under this Agreement, the hearing shall be conducted in the County of Lehigh, PA. Please keep a copy for your records.

Notice to Sponsor: You are being asked to guarantee payment to Blackstone Career Institute for the tuition and fees of the student listed on this agreement, and agree to be bound by its terms and conditions. Signed sponsors will be granted access to student information.

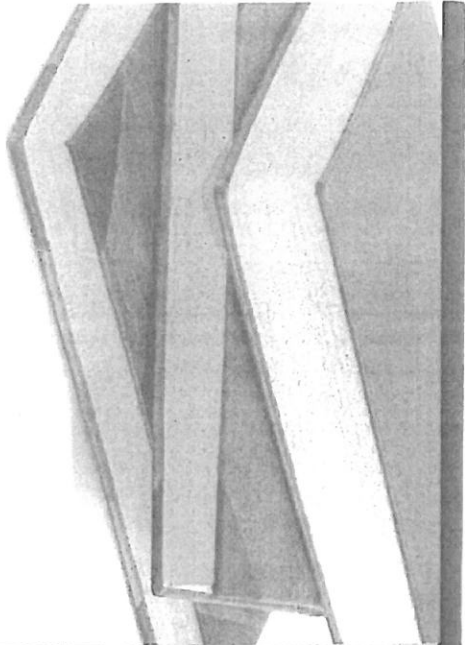
SEND FREE INFORMATION
TO YOUR SPONSOR

HOW DO I FUND MY BLACKSTONE EDUCATION?



**Blackstone
Career Institute™**

P.O. Box 3717 • Allentown, PA 18106
www.blackstone.edu



TELL MY SPONSOR

Blackstone makes sponsoring an individual to take the Legal Assistant/Paralegal certificate course easy and affordable with interest-free financing and low monthly payments.

To request information to be sent to your sponsor, send in this card.



Yes! I'd like Blackstone to send FREE course information to my sponsor, so they may learn more about this program that I am interested in!

Your Name* _____

Your DOC #* _____

* Required Information

YOUR SPONSOR'S INFORMATION

Name _____

Address _____

City _____

State _____ Zip _____

Phone # _____

Email _____

Blackstone Career Institute makes it easy for incarcerated students to pay for their career certificate program. With an interest-free payment plan and low monthly payments, inmates will find that the program is very affordable. Many students receive help paying for their program from a sponsor: an individual such as a spouse, parent or other family member who wants to assist you by making the monthly payments while the student earns his or her certificate. Sometimes community organizations, such as houses of worship, are also willing to sponsor an individual.

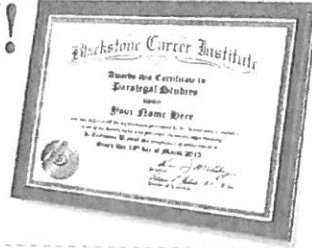
We make it easy by contacting your potential sponsor directly and explaining the benefits of the Legal Assistant/Paralegal Program:

- Enhancing your knowledge of the law and acquiring skills to help others now and in the future.
- Demonstrating to the parole board that you have been working hard on a positive endeavor.
- Receiving career training skills and preparing for a job upon release.

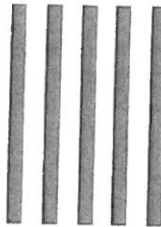
Get started on the path to a brighter future. All you need to do is fill out the attached card with the name and contact information of your potential sponsor, and we will get in touch with him or her about helping you get started with your Blackstone program.



A Sponsor Can Help You Earn a Certificate from BCI!



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 148 ALLENTOWN, PA

POSTAGE WILL BE PAID BY ADDRESSEE

BLACKSTONE CAREER INSTITUTE
PO BOX 3717
ALLENTOWN PA 18106-9940

