

TEXAS WORKFORCE COMMISSION
Career Schools and Colleges
Receipt of Enrollment Policies

Court Reporting Institute of Dallas
(Name of School)

Authority for Data Collection: *Texas Education Code, Section 132.055 & Texas Administrative Code, Section 807.193.*

Planned Use of the Data: To provide evidence of receipt of that information which is required by law to be provided the student prior to enrollment.

Instructions: This form is to be completed by the student prior to enrollment and the completed form maintained by the school in each student's file. A copy of the completed form will be given to the student. If additional clarification is needed, contact Career Schools and Colleges at (512) 936-3100.

This information is provided for the student's protection. Ensure each item of information is given to the student, fully explained and all questions answered prior to signing an enrollment agreement or contract.

The prospective student must acknowledge receipt by initialing in the space provided on the bottom of the first page and signing at the end of the form.

A:

I have received prior to enrollment:

- a copy of the school catalog and a program/course outline for the program(s) in which I wish to enroll.
- a schedule of the tuition, fees, and other charges.
- a copy of the cancellation and refund policy.
- the attendance, progress and grievance policies.
- rules of operation and conduct.
- regulations pertaining to incomplete grades.
- written and verbal explanations of the difference between a LOAN and a GRANT.
*(Complete this item only if the school participates in a loan or grant program.)
- an invitation to tour the school's facilities and inspect equipment related to my planned program of instruction. (As an enrolling student, you will be asked to sign and date a receipt on the day you receive your required tour of the school.)
- notice of all policies related to program interruption prior to completion. If printed in the school catalog, the policies are on page(s): _____

B:

- If the school awards credit hours, I understand that transferability of any credit hours earned at this school may be limited. I have also been provided a list of all known Texas institutions of higher learning and state technical institutes that will accept any or all of the credit hours earned at this school.

(Student Initials)

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PREVIOUS EDITIONS OF THIS FORM WILL NOT BE ACCEPTED

PS-005

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C:

- I have furnished information disclosing my previous education, training, and work experiences. I understand this will be evaluated and may result in my program/course length being shortened and the cost being reduced.
- I further realize that any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Colleges, Room 104T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- A comparison of the cost to me for a similar course or program at other schools is available by contacting the Texas Workforce Commission, Career Schools and Colleges, Room 104T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- Employment in this career field (*does*) (~~*does not*~~) require state or national licensing, certification, or registration. (cross out one)

Court Reporters Certification Board

(Name of State or National License, Certificate, or Registration, if required)

PROGRAM: <u>Associate of Applied Science in Court Reporting</u>	REPORT YEAR: <u>2008-2009</u>
NUMBER ENROLLED: <u>395</u>	NUMBER OF JOB OPENINGS FOR THE LAST 12 MONTHS: <u>N/A</u> (if data is available)
NUMBER OF GRADUATES: <u>16</u>	AVERAGE YEARLY STARTING SALARY: <u>N/A</u> (if data is available)
COMPLETION RATE: <u>4.05</u> %	YEARLY STARTING SALARY RANGE: <u>N/A</u> (if data is available) (Low) N/A (High)
NUMBER OF GRADUATES EMPLOYED: <u>13</u> (Graduates that found a job related to training)	EXAM PASSAGE RATE: <u>55.5</u> % (for programs that prepare for state licensing, certification, or registration exams)
EMPLOYMENT RATE: <u>86.67</u> %	
NUMBER OF GRADUATES PLACED: <u>2</u> (Graduates that found a job related to training, with the school's assistance)	
PLACEMENT RATE: <u>13.33</u> %	

(Additional information may be attached.)

D:

I understand that my certificate of completion and my transcript may be withheld if I have not fulfilled my financial obligations to this institution at the time of my graduation.

I certify that I have been provided all of the information above prior to my enrollment.

I understand that it is my responsibility to notify the school if I withdraw prior to completion.

I will receive a copy of this completed form and a copy of my enrollment agreement when signed.

(Signature of Student)

(Date)

(Signature of School Official providing the information)

(Date)

Completed forms, inquiries, or corrections to the individual information contained in this form shall be sent to the TWC Career Schools and Colleges, 101 East 15th Street, Room 104T, Austin, Texas 78778-0001, (512) 936-3100. Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

Court Reporting Institute of Dallas Student Right to Know and Campus Security Act

The U.S. Department of Education has mandated that all proprietary schools give prospective students information on full-time students enrolled. The following data will give you a profile of the entire enrollment during specific periods:

Enrollment Fall 2008

Total Enrollment	914	Total Enrollment by Gender	
Full-time Enrollment	71 %	Female	96.0 %
Part-time Enrollment	29 %	Male	4 %

First-Time Student Retention

(Retention rates measure the percentage of entering students who continue their studies the following fall)

Full-time Students	39 %
Part-time Students	43 %

Graduation Rates for Full-Time, First-Time Undergraduates Who Began Program in 2005

Percentage of entering students counted in calculation graduation rate:	64 %
Overall graduate rate:	4 %

Overall Graduation Rate by Gender

Male	0 %
Female	4 %

Overall Graduation Rate by Race/Ethnicity

White Non-Hispanic	8 %
Black Non-Hispanic	0 %
Hispanic	0 %

2008 CRIME STATISTICS

ARRESTS - ON-CAMPUS	2006	2007	2008
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
CRIMINAL OFFENSES - ON-CAMPUS	2006	2007	2008
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses - Forcible	0	0	0
Sex offenses - Non-forcible (incest and statutory rape only)	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	4	3
Motor vehicle theft	0	0	2
Arson	0	0	0

CRID's written policy regarding the following is available in the CRID Catalog 2009-2010, Volume XVIII:

- The financial aid programs that are available to students (p. 15 – 19)
- The methods by which financial aid is distributed (p. 17 – 19)
- The requirements for applying for financial aid (p. 19)
- The rights and responsibilities of students receiving financial aid (p. 15)
- The cost of attending the school (p. 93)
- The school's withdrawal policy (p. 26)
- The school's refund policy and the federal return of Title IV funds requirements, including the order in which the financial aid is refunded (p. 19 – 26)
- The terms and conditions for deferral of repayment or cancellation of federal student loans (p. 21)
- The facilities and services available to handicapped students (p. 46 - 48)
- The rights and responsibilities of students under the Family Education Right to Privacy Act (FERPA)
- The regulatory agencies that accredit, approve, or license the school and its programs (p. 9)
- The standards of satisfactory academic progress required of students (p. 34)
- The schools drug/alcohol policy (p. 49)

Signature of Student

Date

ADVISEMENT OF PARTICIPANT RIGHTS AND RESPONSIBILITIES

1. Court Reporting Institute of Dallas does not discriminate on the basis of race, creed, color, handicap, national origin, sex, age, or political beliefs.
2. I give permission to Court Reporting Institute of Dallas to use any individual or group picture for promotional activities.
3. I hereby give permission to Court Reporting Institute of Dallas to authorize emergency medical care for me in the event of an emergency.
4. I will abide by all safety rules during my training at Court Reporting Institute of Dallas.
5. As a condition of federal aid, I certify that I will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance during the period of my training.
6. I understand that if I secure a student loan for my educational expenses, it is my obligation to repay my loan according to the promissory note.
7. I understand that any federal student loan must be repaid, even if I am dissatisfied with the school or if I do not obtain employment.
8. I understand that I am taking this training at my own risk and will not hold Court Reporting Institute of Dallas responsible for injuries caused to my person while in training in school facilities.
9. I understand that I have the right to appeal any adverse action taken against me. This includes suspension, dismissal, or any other action adversely affecting my status as a participant.
10. If I wish to make an appeal of any adverse action, I should contact the school director in writing within ten days and state this desire. The school director will set a date for an appeal hearing. The results of this hearing will be binding. If termination or suspension should result after this hearing, Court Reporting Institute of Dallas will give me written notice of any adverse action taken against me including the reason for the action taken.
11. I understand that I may withdraw or cancel my contract for training at any time and for any reason by giving written notice to the school; and I will be obligated for tuition charges as dictated by the school's published refund policy plus the cost of books, supplies and fees, as applicable.
12. I have received and I have reviewed copies of the following: policies on career services assistance, drug prevention program brochure, advisement of participant rights, catalog, and enrollment agreement.