

**ENROLLMENT FORM**

New England Business Educational Systems  
146 West Boylston Drive Suite 301  
Worcester, MA 01606  
1-800-974-0041  
[www.nebes.biz](http://www.nebes.biz)

PROGRAM NAME: ***Paralegal Program***

STUDENT NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ENTRANCE REQUIREMENTS: *Must be 18 years of age prior to the start of the program.*

DATE BEYOND WHICH LATE REGISTRATION WILL NOT BE ACCEPTED. \_\_\_\_\_

CLOCK/CREDIT HOURS: *Each class in the program has 24 clock hours.*

**STUDENT COURSE CHECKLIST:**

Introduction to Legal Research	_____
Legal Writing	_____
Real Estate and Business Law	_____
Contracts and Family Law	_____
Court Procedures and Litigation	_____
General Law	_____

DATE PROGRAM BEGINS \_\_\_\_\_ DATE PROGRAM ENDS \_\_\_\_\_

TUITION FEE: \$ \_\_\_\_\_ OTHER CHARGES: \_\_\_\_\_ TOTAL CHARGES: \_\_\_\_\_

STUDENTS METHOD OF PAYMENT: \_\_\_\_\_

**REFUND POLICY** (As per M.G.L. Chapter 255, Section 13K)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy five percent of tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program you will receive a refund of at least fifty percent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five percent of the tuition, less the actual administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five percent of the contract price, whichever is less. A list of such administrative costs is attached hereto and made a part of this agreement.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day, such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

**ADMINISTRATIVE COSTS:**

A completed and signed copy of this agreement will be provided to the student.

This school is licensed by:

***The Commonwealth of Massachusetts  
Department of Elementary & Secondary Education  
350 Main Street  
Malden, MA 02148-5023  
781-338-6048  
[www.doe.mass.edu/ops/](http://www.doe.mass.edu/ops/)***

STUDENTS SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

SCHOOL OFFICIAL'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_