



# STUDENT ENROLLMENT AGREEMENT

*Washington Institute for Graduate Studies*

University Town Center, 4660 La Jolla Village Drive, Suite 500, San Diego, CA 92122

Phone: 858-546-2838 Fax: 858-535-4890 E-Mail: [info@wsltax.org](mailto:info@wsltax.org) Web address: [www.wsltax.org](http://www.wsltax.org)

## STUDENT INFORMATION

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Cell Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Transcript Included?  Yes  No *NOTE: Transcript MUST be received within 60 days (only showing Bachelor's Degree)*

## APPLYING FOR:

*For Accountants, Lawyers or Other Professionals. . .*

**Master of Science in Taxation (M.S. Tax)**

ESTIMATED START DATE: \_\_\_\_\_ ESTIMATED COMPLETION DATE: \_\_\_\_\_

## LIST OF DEGREES CONFERRED (do not list other studies)

DEGREE	MAJOR	SCHOOL	DATE

## BACKGROUND INFORMATION

Licensing Information (if more than 2, please list below or attach an additional sheet)

Your Title	License#	Name of Licensing Board	Phone

List any background experiences, training, occupational licenses, awards, honors, scholarships, professional certificates, professional associations, or other information that gives evidence of your ability to complete the studies for which you are applying.

**GRADUATE TRANSFER CREDITS.** If you have previously taken graduate level courses and want to apply for transfer credits, please provide documentation including the following information: Course Title; Course Number; Semester Units; School & Date. Be sure to send the official transcript(s) showing the graduate level course(s).

## OCCUPATIONAL INFORMATION.

Present Occupation: \_\_\_\_\_ How Long? \_\_\_\_\_  
Name of Business or Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
Business/Employer Address: \_\_\_\_\_ Best Time to Contact: \_\_\_\_\_

*Please attach a current resume showing current and previous employment with detailed information regarding the responsibilities and accomplishments of each position held.*

**WHERE DID YOU FIND OUT ABOUT OUR SCHOOL (please circle)?**

School Website (resulting from internet search)	ABA Journal
Referral	Card Deck? Which one? _____
CPA Journal	Other? Please specify: _____
Journal of Accountancy	

**TUITION/FEES** *Please see the Taxation Bulletin for full details:*

Enrollment Fee:	\$50 (must accompany this enrollment agreement)
Tuition:	\$9,500 (specify payment plan below)
Course Shipping/Handling:	\$250 (covers all courses)
A one-time shipping surcharge (Int'l Students):	\$500
Late Payment Fee:	\$20
Insufficient Funds Fee:	\$35
Additional Diploma Fee:	\$75
Transcript Fee (2 provided at no charge):	\$10
Transfer Student Evaluation Fee:	\$75
Fee per semester unit (to retake a course):	\$75 (requires approval from School)
Required Texts	At Cost

*NOTE: All tuition and fees must be paid in US Dollars.*

**PAYMENT PLAN (MUST Select One)**

- Trimester Payments** – Payable in three equal installments (one payment per trimester and not longer than 15 months apart). Students must enroll in a minimum of 7 units per trimester. If a student is interested in pursuing studies beyond the 24 units required to graduate, please contact the Administration Office for prices.
  
- Pay in Full** - A student may receive a 10% discount on tuition if the full amount is paid at the time of matriculation into the program. For example, instead of \$9,500, the total tuition for a student would be \$8,550 if paid in-full at the time of matriculation (this discount can't be combined with other offers and/or discounts).
  
- Monthly Installments** – Under this option, a 5.26% Finance Charge will be assessed and added to the tuition balance upon matriculation. The student is allowed to make equal, monthly installments for no more than 24 months until fully paid. The initial monthly payment is due once the student has been accepted and matriculated into the program, specifically prior to shipment of course materials. Subsequent monthly installments are processed on the 1st of each month (if paid by credit card) or the 15th of each month (if paid by ACH. . .automatic bank account debit).
  
- Tuition Promotion:** – Please check if you are enrolling under a tuition promotion offering. Proof of promotion is required and must be attached (i.e., copy of your email or letter with offer).

To Be Completed by Washington Institute Staff Only:	
Promotion Name/Code: _____	Tuition Amount/Terms: _____

**PAYMENT METHOD (MUST Select One)**

- **Credit Card Option. Credit Card Type:**  **Master Card**  **American Express**  **VISA**  **Discover**

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Billing Address: \_\_\_\_\_

- **Electronic Withdrawal from Bank Account Option**  **Checking Account**  **Savings Account**

**(PLEASE ATTACH A VOIDED CHECK)** Your Financial Institution Name (Depository): \_\_\_\_\_

Transit (ABA) #: \_\_\_\_\_ Account #: \_\_\_\_\_

I hereby authorize Washington Institute to initiate debit entries and if necessary credit the same to the above named financial institution and account. This authorization is to remain in full force and effect until Washington Institute has received written notification from me of its termination in such time and in such manner to afford Washington Institute and Depository a reasonable opportunity to act on it.

Name (print): \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Requirements of Program** (see *Taxation Bulletin* for full details). Those who have their Bachelor's Degree in a field relating to accounting, tax, or law; or those licensed to practice law who have their JD degree are qualified to enter into the program.

**Certifications.** The institution is not accredited by a regional or national accrediting agency recognized by the U.S. Department of Education – which does not require educational institutions in the US to become accredited; it is a voluntary process in the United States. For more information regarding our certification, please visit our website at: [www.wsltax.org](http://www.wsltax.org) and click on *Taxation Bulletin* for full details.

**Refund Policy .** If within 10 business days, commencing the day of enrollment, the student wishes to withdraw, he/she may do so with no further obligation. All money paid towards tuition and shipping and handling, providing no courses have been shipped to the student, will be refunded. A written statement of withdrawal must be received by mail, email or fax to meet these terms. There will be no refund once a course has been shipped. This refund policy was set in place to keep the tuition amount low and to protect the financial integrity of the school for all students. For more information regarding administrative policies, such as refunds, please contact our offices at: (858) 546-2838.

**Withdrawal/Dismissal.** Students who have not made their scheduled payment(s) may be withdrawn from the program and their account sent to collections. Students who have not made progress in their course work in a year's time may be withdrawn. Students who have made payment(s) and have not completed the program within five years may be withdrawn. If the student falls outside the three year time-frame, he/she must pay a \$2,500 reinstatement fee. Also, a student that violates the honor code may face dismissal.

**Contract Terms/Conditions.** This is a binding contract. I have read and understand the terms of the refund policy stated in this contract. I promise to pay the tuition and fees as specified in this enrollment agreement. All tuition and fees must be paid in full before I can graduate. I have a copy of the most recent *Bulletin* or have gone to the Website for the on-line version and have read its contents pertaining to this degree carefully. I am bound by its conditions and rules. If I fail to timely pay, then Washington Institute will enforce the terms of the Withdrawal/Dismissal Policy and collect the amount owed, plus all collection costs, and reasonable attorney fees. I consent and submit myself to the jurisdiction of (a) any arbitrator appointed by Washington Institute, for binding, mandatory arbitration under any informal procedural rules that the arbitrator deems appropriate, and/or (b) the courts of the state of Utah and/or California, and I consent to personal service of process or by certified mail, return receipt requested, addressed to my name at my work or residential address. I have also read and understand the requirements of the Master of Science in Taxation Program.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Institution Representative \_\_\_\_\_ Date \_\_\_\_\_