

Washington Institute for Graduate Studies

Graduate Tax Program

Master's Degree in Taxation Bulletin No. 34

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Washington Institute reserves the right to make changes in this Bulletin, and in its scheduling, regulations, subject offerings, policies, faculty, tuition and charges without advance notice. However, the School will pro-actively make such information available to students.

All correspondence, courses, course work and payments should be directed to

Washington Institute for Graduate Studies

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Washington Institute for Graduate Studies Mission Statement

Designed for attorneys, certified public accountants, financial advisors working in the field of taxation, and enrolled agents before the IRS, our mission is to provide a quality distance learning experience that is relevant, convenient and affordable.

A MESSAGE FROM WASHINGTON INSTITUTE

For more than 34 years, Washington Institute for Graduate Studies has been dedicated to delivering relevant, convenient and affordable content to busy tax professionals throughout the US, as well as other parts of the world. We offer a Master of Science in Taxation, as well as an outstanding research-based doctoral program, all achieved while earning required continuing professional education credits.

As Washington Institute's president since early 2008, I'm honored to build on this legacy of excellence, and enhance our institution's ability to serve all who wish to enrich their professional lives.

Students come to Washington Institute for many reasons, but our comprehensive treatment of topics and our people are key. Our courses, many exceeding 30 hours of lecture, coursework, case studies and exams, provide powerful learning; all delivered via DVD so students can pursue courses at times and days that consider their busy schedules. Our faculty members are recognized leaders in their fields. They are managers, advisors, auditors, published writers and accomplished scholars and instructors. Each brings practical, tested experience to their course.

As we move forward with an in-depth strategic planning process for the Institution, we'll continue looking for ways to enhance the educational value we provide to our students.

We look forward to welcoming you into the program!

Robert N. Hanson
President

WASHINGTON INSTITUTE...AN INTRODUCTION

Washington Institute for Graduate Studies enjoys a noble legacy that began in 1976. The tax courses offered by the school are accepted for continuing education credit by the Department of the Treasury for Enrolled Agents before the Internal Revenue Service and by many State Boards of Accountancy and State Bar Associations.

Since its inception in 1976, the School has been registered with either the Utah State Board of Regents or under the Utah Postsecondary Proprietary School Act (Title 53B, Chapter 5, Utah Code Annotated 1953) as a degree-granting institution. In 2002, regulatory oversight of all non-accredited proprietary schools in the State of Utah (which includes the School) was transferred from the Utah State Board of Regents to the Utah Department of Commerce, Division of Consumer Protection, which currently serves as the registering and regulatory agency in Utah. Since that time, Washington Institute has successfully registered under the Utah Postsecondary Proprietary School Act (Title 13, Chapter 34, Utah Code). In late 2008, the School moved its base of operation to California to better meet the needs of future students and faculty, as well as take advantage of peer-institution collaborations.

In our 34 year history, the School has never sought national accreditation. However, recently, the School began seeking national accreditation through an agency endorsed by the US Department of Education (this process is time-consuming and typically takes years to complete).

Washington Institute for Graduate Studies does not discriminate on the basis of any nationally recognized, protected status in its educational programs or in the provision of benefits and services to its students.

THE MASTER'S DEGREE IN TAXATION

The Master's Degree in Taxation is an advanced academic and professional degree recognized throughout the English-speaking world. The general requirement for the attainment of this degree in American colleges is the satisfactory completion of one graduate level academic year of study in taxation beyond the Bachelor's degree in accounting for accountants or beyond the LL.B. or the J.D. degree for lawyers.

The Master's Degree in Taxation conferred by Washington Institute is an interdisciplinary degree program for accountants, lawyers and other tax professionals. The designation of the degree is "Master of Science in Taxation," abbreviated M.S. Tax.

OBJECTIVES AND TECHNIQUES OF THE PROGRAM

The objectives and techniques of the Master's Degree in Taxation program are as follows:

- To provide a **RELEVANT AND PRACTICAL EDUCATIONAL EXPERIENCE** which provides the student with critical tax knowledge and insights with the least cost in wasted time and resources. This is done through an integrated program of up-to-date texts and techniques which give advanced knowledge, expertise, and the fulfillment of state continuing education requirements all within one coherent educational whole.
- To provide a recognized and accepted **GRADUATE LEVEL EDUCATIONAL PROGRAM** covering U.S. taxation, consisting of approximately 15 subjects and a graduation requirement of 24 semester units.

- To provide an **INTEGRATED TEXT** of the utmost quality, Washington Institute has selected RIA, a division of Thomson Corporation. RIA is the premier provider of advanced research, practice materials, and compliance tools for tax, accounting and corporate finance professionals. RIA features titles by Warren, Gorham & Lamont (WG&L), one of the nation's most respected providers of analytical and legal taxation information.
- To provide an **INDEPENDENT STUDY PROGRAM** to independent study students, recording the lectures of experienced tax practitioners, to enable students to learn at their convenience and without the burden and cost of disturbing their practice, going away to school or being pressured into an inflexible class schedule, and all at very **AFFORDABLE RATES**.

PROGRAM CERTIFICATION

The institution is not accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Unlike some countries, the U.S. does not require institutions of higher learning to be accredited. However, the institution is currently pursuing national accreditation through an agency endorsed by the U.S. Department of Education.

Our courses are accepted for CLE purposes by the States of Florida, California and New York (the only states to which the School has formally applied). Washington Institute for Graduate Studies is also currently seeking registration with the National Association of State Boards of Accountancy (NASBA) for mandatory CPE credit. The application is pending.

State boards of accountancy and bar associations have final authority on the acceptance of individual courses for CPE/CLE credit. It is the responsibility of the student to check with their own State. Also, it is the student's responsibility to determine whether credits, degrees, or certificates from the institution will transfer to other institutions or meet employer's training requirements. This may be done by calling the prospective school or employer.

The Graduate Tax Program is officially registered with the United States Treasury Department to offer continuing education credit for Enrolled Agents before the Internal Revenue Service (Sponsor Organization Number 358).

CONTINUING PROFESSIONAL EDUCATION

CPE credit hours are calculated in accordance with the standards of the National Registry of CPE Sponsors. CPE credits have been granted based on a 50 minute hour for self-study classes that qualify for CPE credit. Please visit the "Courses Offered" webpage at www.wsltax.org for more information. Historically, the courses have been registered for mandatory CPE credits and the Institute has been officially listed on the National Registry of the National Association of State Boards of Accountancy. In 2008, because of changing management, the School did not reapply; this is being remedied and the application is pending.

One of the advantages of this tax program is that the student can meet his/her CPE or CLE requirement at the same time he/she is working toward the degree. Washington Institute believes that its courses are acceptable for professional continuing education credit by state accounting societies and bar associations. Additionally, our courses are accepted for CLE purposes by the States of Florida, California and New York (the only states to which the School has formally applied).

It is believed that this Graduate Tax Program meets and exceeds all standard continuing education requirements. Washington Institute believes that its program may not be acceptable for the fifth year education requirement for the CPA license. Each student assumes the responsibility of contacting his or her own licensing board to make sure of the requirements for CPE credits or CLE credits. Washington Institute will provide the needed certification for studies completed.

STUDENT BODY

The composition of the Graduate Tax Program is 80% accountants (predominantly C.P.A.s), 15% lawyers, and about 5% have Bachelor's Degrees in other related subject areas. The following states and nations are represented in the student body: American Samoa, Alabama, Alaska, Arizona, Arkansas, California, Canada, Colorado, Connecticut, Delaware, Dominican Republic, England, Florida, France, Germany, Georgia, Ghana, Hawaii, Hong Kong, Idaho, Illinois, Indiana, Iowa, Italy, Japan, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Seychelles, Switzerland, Taiwan, Tennessee, Texas, Utah, Vermont, Virginia, Washington, Washington D.C., West Virginia, Wisconsin and Wyoming. Over the past 3 year period, 240 students have enrolled and 97 have already graduated (note that students have up to 5 years to graduate).

OUR DISTANCE LEARNING PROGRAM

The Master's Degree Program of Washington Institute is available to students through independent study and filmed lectures. Many lawyers, accountants and tax practitioners reside in areas where Graduate Tax Programs are unavailable. In traditional, campus-based Graduate Tax Programs, students find the barriers and burdens of travel, time and expense incident to such traditional programs insurmountable. Our Graduate Tax Program is meant to serve the needs of these students by providing an accessible, convenient, affordable, thorough, and quality Graduate Tax Program, but offered through independent study and filmed lectures. Students are given the opportunity to achieve the valuable Master's Degree in Taxation without sacrificing the development of their professional practice, without having to spend thousands of dollars to move to another city or state, and without unduly disturbing their family and social lives - all this at a tuition rate which is considered to be the most affordable, when compared with other Graduate Tax Programs that exist. The entire program can be taken through independent study, never having to step foot on a campus. The lectures, given by competent, practicing tax lawyers and accountants, are recorded in the realistic context of the classroom itself. Most of the students are professional tax practitioners themselves (i.e., CPA's or lawyers), many of them for a number of years. The class lectures, the assigned texts, and the examination requirements, assure the student of a quality educational experience.

DVDs are provided to the student as part of the tuition fee. All DVDs relating to a specific course are shipped at one time. The courses do not need to be returned to the School and may become the student's future resource materials. If there is difficulty viewing a DVD lecture, the student will need to contact the school to troubleshoot the problem or get a replacement. Courses are sent to the student by US Mail. Expect five to seven working days for shipment. The student must provide a physical mailing address, not a P.O. Box, for shipments. Courses may be requested through the school's website. The courses are copyrighted by the school and should not be duplicated without written permission. The school continually seeks the highest level of quality while updating its courses. The school plans updates to the major subjects once every two to three years (check our website for latest updates).

Students may begin the program at any time and move at their own rate of speed, within the time limits established. They need not attend any in-residence classes. Except for the core, foundational courses, they need not take the courses in the sequence suggested.

If independent study students take the courses at approximately 4 lecture hours per week (or 16 lecture hours per month), then the tax program can be completed in about 24 months. The student may proceed faster or slower (but no longer than five years, commencing the day of enrollment). The school reserves the right to withdraw any student according to the withdrawal/dismissal policy listed in this bulletin. If the enrollee cannot begin course work within three months after enrollment, the school must be notified. A student may proceed at his or her own rate, and take off the extra time he or she needs for emergencies, vacations, or particularly heavy work periods (i.e., tax return preparation).

CURRICULUM AND COURSE OFFERINGS

The following courses are required to be completed in the following order

FIRST TRIMESTER *(Required Courses)*

601, Taxation of Individuals
602, Business Expenses & Credits
603, Tax Accounting

SECOND TRIMESTER *(Two Required Courses plus One Elective)*

604, Partnerships & LLC's
605, Corporations & Shareholders
Elective

THIRD TRIMESTER *(All Elective Courses)*

Elective
Elective
Elective

Beyond the core courses, all courses are electives. Core courses (601 – 605) are included in the Final Comprehensive Exam, which each student must pass in order to graduate. Each student must successfully complete 24 semester hours to graduate. After the core courses are completed, you may take remaining courses in any sequence. The website includes the most current course listing for CPE, CLE and Semester Unit credit, as well as the suggested text for each course. Some courses have handouts and/or outlines, which may also be accessed on the website. The School reserves the right to make additions, deletions, changes and or to increase or decrease semester units. However the school will pro-actively notify the students of the changes.

SERIES 600 TAX SUBJECTS

TAX 601—TAXATION OF INDIVIDUALS, (Core Course – 3 Semester Units; 40 CPE Credits; 30 CLE Credits). Computing the tax, return filing, filing status, exemptions, assignment of income, gross income, interest, divorce considerations, insurance, exclusions from gross income, business-related expenses, personal deductions, medication deductions, charitable deductions, casualty and theft losses, credits, alternative minimum tax, community property, and bankruptcy. This course is considered a core course and is covered in the Final Comprehensive Exam.

TAX 602—BUSINESS EXPENSES, DEDUCTIONS AND CREDITS, (Core Course – 3 Semester Units; 34 CPE Credits; 30 CLE Credits). Trade or business expenses, start-up and organizational expenses, activities and not engaged in for profit, expenses incurred for the production of income, depreciation, amortization and depletion, introduction to tax shelters-basis, at-risk and passive activity losses, transportation and travel expenses, standard deductions, and personal exemption deductions, itemized deductions and tax credits. This course is considered a core course and is covered in the Final Comprehensive Exam.

TAX 603—TAX ACCOUNTING, (Core Course – 1 Semester Unit; 10 CPE Credits; 9 CLE Credits). A study of federal taxation as it applies to tax accounting with an emphasis on: methods of accounting, installment methods, changes in accounting methods, accounting periods, rules regarding cost recovery methods, basis, capital gains and losses, alternative minimum tax, accounting for income taxes, financial statement accruals for deferred taxes, selected provisions of the internal revenue code, treasury regulations, administrative rulings, and judicial interpretations. This course is considered a core course and is covered in the Final Comprehensive Exam.

TAX 604—TAXATION OF PARTNERSHIPS AND LIMITED LIABILITY COMPANIES, (Core Course – 3 Semester Units; 30 CPE Credits; 25 CLE Credits). Partnership characteristics, tax year, contributions to partnerships, partnership interest in exchange for services, basis, liabilities, loss limitations, family partnerships, partnership income, allocations of partner's distributive shares, shifting distributive shares, termination, partner-partnership transactions, disproportionate distributions, current distributions, liquidating distributions, transfer of partnership interests, transfer of interests in partnerships with unrealized receivables, basis adjustments, death and retirement of partners, and taxation of limited liability companies. This course is considered a core course and is covered in the Final Comprehensive Exam.

TAX 605—TAXATION OF CORPORATIONS AND SHAREHOLDERS, (Core Course – 3 Semester Units; 39.5 CPE Credits; 33 CLE Credits). Corporate characteristics, corporate deductions, transfers to corporations, losses on small business stock, dividends, earnings and profits, the accumulated earnings tax, stock redemptions and partial liquidations, preferred stock bail-outs, complete liquidations, taxable purchases of stock, reorganizations, carryover of tax attributes in corporate acquisitions, acquisitive reorganizations, corporations, collapsible corporations, personal holding companies, multiple corporations, and controlled groups, and consolidated returns. This course is considered a core course and is covered in the Final Comprehensive Exam.

TAX 606—COMPENSATION, BENEFITS AND RETIREMENT PLANNING (2 Semester Units; 25 CPE Credits; 21 CLE Credits). This course provides a comprehensive introduction to the laws governing the operation and administration of employee benefit plans. We explore the Internal Revenue Code (“Code”) tax-qualification rules applicable to retirement plans, as well as those provisions of the Code which govern health and welfare arrangements, COBRA, HIPAA and other laws. The course also provides a comprehensive review of the Employee Retirement Income Security Act of 1974, including employee benefit plan reporting and disclosure, fiduciary duties and prohibited transactions, employer withdrawal liability, the defined benefit plan termination process and regulatory investigations. The course covers issues relating to deferred compensation arrangements, stock options, fringe benefits, nondiscrimination rules, employee welfare benefits plans, medical plans, life insurance and death benefits, cafeteria plans, beneficiary associations, defined contribution plans, defined benefit plans, general plan qualifications, accrued benefits, vesting, top-heavy rules, integration, funding, limitations on benefits and contributions, distributions, and benefits issues in mergers and acquisitions.

TAX 607—ESTATE TAXES, GIFT TAXES, TRUST TAXATION AND ESTATE PLANNING (2 Semester Units; 21 CPE Credits; 12 CLE Credits). Generation-skipping transfer tax, gifts, gift tax exclusions, gift-splitting, gifts to minors, gross estate, lifetime estate transfers, powers of appointment, jointly held property, community property, valuation, administrative deductions, marital deduction, charitable deduction, estate tax credits, basis of property from decedent, income taxation of trusts, estates and beneficiaries, income in respect of a decedent, deductions and credits, distributable net income, simple trusts, complex trusts, throwback rules, grantor trust rules, and powers retained by grantor.

TAX 608—TAXATION OF EXEMPT ORGANIZATIONS (1 Semester Unit; 9 CPE Credits; 8 CLE Credits). Charitable, religious, scientific, literary or educational organizations, prohibited activities, acquiring and maintaining tax-exempt status, business activities and tax on unrelated business income, unrelated debt-financed income, private foundations, private foundation taxes, and termination of private foundation status.

TAX 611—FEDERAL TAX PRACTICE AND PROCEDURE (3 Semester Units; 37 CPE Credits; 31 CLE Credits). Organization of the IRS, practice before the IRS, filing requirements, other return requirements, time for filing returns, tax payments, return preparers, disclosure of information, regulations, and rulings, examinations, administrative summons, administrative tax appeals, deficiencies and assessments, refunds, closing agreements, compromises, interest, penalties, collection of taxes, tax liens, levy and distraint, jeopardy assessments, bankruptcy, fiduciary liability, criminal investigations, fraud, tax crimes, tax court litigation, and district court refund litigation.

TAX 619—TAX PLANNING STRATEGIES (3 Semester Units & 33.5 CPE Credits). This is an overview course which presents the major tax planning strategies involved in personal and business tax planning. Most of the tax techniques that are presented in-depth in the other graduate tax subjects are spotlighted here. This is the most popular of the tax subjects because it allows for an overview of advanced taxation techniques within a short period of time, thus clarifying and expanding the student's understanding, evaluation and implementation of those techniques. This course requires a separate set of books.

SERIES 700 TAX SUBJECTS

TAX 709—INTERNATIONAL TAX (3 Semester Units; 32 CPE Credits; 27 CLE Credits). The tax definition of resident; the distinction between domestic and foreign entities; taxation of business income and non-business income of foreign persons and foreign corporations; branch profits rules; special rules on investments in U.S. real property interests; the foreign tax credit; special rules on controlled foreign corporations; cross-border non recognition transactions; international tax treaties; and transfer pricing rules.

TAX 710—SALES, EXCHANGES AND REAL ESTATE TAXATION (3 Semester Units; 31.5 CPE Credits; 26 CLE Credits). Sales and exchanges, basis, gain or loss, discharge of indebtedness, capital gains and losses, Section 1031 exchanges, intangible property transactions, non-recognition transactions, like-kind exchanges, sale of a business, installment sales, related party transactions, leases, securities transactions, commodities, tax-exempt bonds, acquisition of real estate, financing, condominiums, rent, disposition of real estate, real estate investment trusts, and real estate mortgage investment conduits.

TAX 716&717—TAX COURT LITIGATION AND REFUND LITIGATION (3 Semester Units; 43 CPE Credits; 36 CLE Credits).

Federal Tax Court Litigation: This Course is an introduction to litigation that can be filed in the U.S. Tax Court. The Course will cover several important areas such as: (i) the Court's subject matter jurisdiction; (ii) the location of the Court; (iii) common pleadings used in resolving Tax Court cases; (iv) judgments and the types of decisions which can be entered; (v) the effect of res judicata and collateral estoppel as applied in the U.S. Tax Court; (vi) small tax case proceedings; (vii) composition of the Court; (viii) trials and post-trial pleadings; (ix) the statutory notice of deficiency; (x) trial preparation; (xi) the Court required Stipulation of the parties; (xii) motion matters; (xiii) trial location; (xiv) admission to practice before the Court; and (xv) burden of proof.

Federal Tax Refund Litigation: This introductory Course deals with the federal laws and civil procedures relating to the filing of refund suits in the refund courts in order to adjudicate a taxpayer's tax liability. The Course topics including the following: (i) refund procedures; (ii) administrative refund claims; (iii) time limits for filing refund claims; (iv) time limits for filing refund suits; (v) subject matter jurisdiction of the Court; (vi) subject matter jurisdiction of the U.S. Bankruptcy Court as it relates to tax litigation; (vii) judgment for liability; (viii) the requirement of an overpayment; (ix) the recovery of attorney's fees; (x) important case law; (xi) burden of proof on issues; (xii) appeals; (xiii) consequences of

other proceedings involved in tax matters as it relates to refund claims; (xiv) computation of tax refund and claims for credit for funds paid by third parties.

TAX 718—BANKRUPTCY TAX PLANNING (1 Semester Unit; 10 CPE Credits; 9 CLE Credits). This is an introductory course as to the treatment of federal taxes in a bankruptcy proceeding. The course topics include such things as: (i) types of bankruptcy proceedings; (ii) the treatment of the government’s tax claim as a priority claim, secured claim, or non-priority claim; (iii) eligibility of state and federal taxes to be discharged as part of a bankruptcy proceeding; (iv) planning for non-dischargeable taxes; (v) the status of the federal tax lien; (vi) minimizing tax collection in any post-bankruptcy proceeding; (vii) alternatives to bankruptcy proceedings, (viii) the effect of the automatic stay; (ix) the discharge order and its affect on tax collections; (x) collection of attorney’s fee for violations of the automatic stay and the Bankruptcy Discharge Order; and (xi) short tax years for a Debtor. This is not an accounting course for the income tax liability of the bankruptcy estate as a separate legal entity.

TUITION AND FEES

The tuition for the master program is \$9,500 and Washington Institute offers three tuition payment plans, as set forth below (note: all payments must be made in US dollars):

- 1) **Trimester** - The student pays for only one trimester at a time, and receives all courses relating to that trimester shortly after payment is received. The amount of the tuition is \$9,500 and is payable in 3 equal payments of \$3,167 (one payment per trimester and not longer than 15 months apart). Students that have successfully transferred credits will only need to pay for the courses needed to satisfy the 24 semester units to graduate. The amount of tuition per course is \$396 per semester unit.

- 2) **Pay in Full** - A student may receive a 10% discount on tuition if the full amount is paid up-front. For example, instead of \$9,500, the total tuition for a student would be \$8,550 if paid in-full at the time of enrollment (this discount can not be combined with other offers and/or discounts).

- 3) **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 monthly installments on the balance 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 if paid by credit card or the 15th if paid by ACH (automatic bank account debit).

The cost of the text is separate from the cost of tuition. Other fees include:

Application fee for enrollment must accompany all applications	\$50
A one-time shipping and handling fee (covers all course)	\$250
One-time “shipping” surcharge for students residing outside the U.S.	\$500
Transcript fee (2 provided at no charge)	\$10
Returned check fee	\$35
Late payment fee	\$20
Transfer student evaluation fee	\$75
Additional Diploma fee (per multiple copies)	\$75
Fee per semester unit to retake a course (requires approval from school President)	\$75

TAX DEDUCTION: IMPROVEMENT OF PROFESSIONAL SKILLS

Educational expenditures for the maintenance or improvement of existing professional skills are tax deductible under Section 162 of the Internal Revenue Code, Treasury Reg. Section 1.162-5 (a) (1). The expenditures cannot be used to satisfy the minimum educational requirements of the taxpayer's trade or business and cannot constitute a program of study that would qualify the taxpayer for a new trade or business, *Federal Tax Deductions*, Comerford and Sacks, P. 499. Under this test, Washington Institute believes that for lawyers, accountants, and tax practitioners, who are currently practicing in these professions, and only updating or furthering their knowledge to better perform in their professions, and NOT attempting to expand into a new field of practice, the payment of tuition in this program is a fully deductible business expense.

FINANCIAL INFORMATION AND PLACEMENT

Outside of the information contained in the *Tuition and Fees* section, Washington Institute does not provide additional financial assistance and does not assist in any type of student loans nor student loan deferrals, nor does it provide a placement service for its graduates.

TEXT AND REFERENCE MATERIALS

Every student should have an up-to-date copy of the Internal Revenue Code; any major tax publishing company supplies these. Please Note that Washington Institute has some courses that still follow Kleinrock's **TaxExpert**[™]. This CD-ROM text was previously recommended by the school for its text. The school started transitioning over to Thomson RIA text books but still recommends getting a subscription to Kleinrock until the transition is completed since some of the courses still follow Kleinrock. Please click on the "Courses Offered" link on our website at: www.wsltax.org to view the text recommendations and contact and ordering information for each of our courses.

RIA (Research Institute of America). RIA is the premier provider of advanced research, practice materials, and compliance tools for tax, accounting and corporate finance professionals. For more than 65 years, RIA has delivered accurate, insightful and accessible research and productivity-enhancing solutions, through innovative technology and the expertise of leading industry authors. Headquartered in New York City with offices throughout the U.S., RIA is a business unit of The Thomson Corporation, and was formed with the joining of Research Institute of America (now known as RIA), Computer Language Research (CLR) and Warren, Gorham & Lamont (WG&L).

RIA features titles by Warren, Gorham & Lamont (WG&L), one of the nation's most respected providers of analytical and legal taxation information. WG&L treatises, written by such expert legal interpreters as Boris I. Bittker, James S. Eustice and Lawrence Lokken, are frequently cited in federal, state and Supreme Court decisions. Student edition book prices are typically \$79.95 plus shipping & tax. All orders go directly to the RIA representative, Stephanie Kenschuh at 1-888-613-2241 or direct 1-734-205-2896, and not to the school.

Kleinrock. Kleinrock's **TaxExpert**[™] on CD-ROM and Kleinrock's **TaxExpert**[™] Online Internet Service. Both services consist of 19 volumes of expert analysis and explanation contributed by more than 35 tax specialists. The material is updated monthly or quarterly on CD-ROM and daily on the Online Internet Service. Kleinrock developed its own proprietary search engine that many people find easy and fast to use. Along with more than 7,600 pages of analysis and explanation, students will have access to IRS Codes, Regulations, Proposed Regulations, Federal Court Cases, Private Letter Rulings, Revenue Rulings & Procedures, Tax Treaties, IRS Publications, Tax Court Memo Decisions, Quick Reference Tables and other helpful information.

ADMISSIONS REQUIREMENTS – STANDARD APPLICANT

Any person who desires to take any of the subjects offered by the School for continuing education or otherwise is allowed to enroll. Students may enroll at any time of the year. However, only the following persons may be formally admitted into the Master's Degree in Taxation program to receive credit toward the Master's Degree:

1. Certified Public Accountants, Certified General Accountants, Certified Management Accountants, Chartered Accountants, licensed Public Accountants, Enrolled Agents, Tax Court Practitioners, or the like, who have a Bachelor's Degree, or
2. Lawyers, Barristers, Solicitors, or the like, licensed to practice law in any jurisdiction, or
3. Persons holding a Bachelor's Degree (or its equivalent from a non-English speaking college. . .see Admission Requirements for Non-English Degrees) which degree is in a subject area considered to be sufficiently preparatory for graduate level tax studies (i.e., Accounting, Business Administration, Finance, Investments, Banking, International Relations, Commerce, Government Studies, Public Administration, Economics, or the like), AND who have engaged in the nearly full time practice of taxation or tax preparation for five years or more.
4. Students are expected to adhere to the Washington Institute for Graduate Studies Honor Code:

I pledge to strictly adhere to the following conditions:

- a) I will not divulge my username or password to anyone.
- b) I, and only I, will post answers to course assignments using my username and password.
- c) I, and only I, will take the on-line exams using my username and password.
- d) I understand that the on-line exams are open-book (notes from video lectures are allowed, too). However, I will not obtain the assistance of others (coaching, advising, suggesting) while taking the exams.
- e) I will not divulge the content of the on-line exams to any other person, whether enrolled in the program or not.
- f) I will report any violations of this honor code to the School's administration.

I understand the violation of this honor code will constitute a violation of the Washington Institute for Graduate Studies, Inc., Honor Code and I may be subject to dismissal.

ADMISSION REQUIREMENTS – NON-ENGLISH DEGREES

Applicants with a non-English degree must provide a certified English translation of the degree and the degree must be equivalent to a bachelor's degree or J.D. degree that follows our admission requirements. In addition, applicants whose native language is not English and who have not earned a degree from an institution where English is the principal language of instruction must have received a minimum score of 620 on the Paper-based Test of English as a Foreign Language (TOEFL), a minimum 105 on the Internet-based TOEFL, or 875 on Test of English for International Communication (TOEIC) OR must be a citizen of the U.S. and have been employed in a tax related field for a minimum of five years. Verification of citizenship and employment must be submitted.

ADMISSIONS REQUIREMENTS – SPECIAL CONSIDERATION APPLICANT

Applicants not qualifying as a Standard Applicant may apply as a Special Consideration Applicant. Special Consideration Applicants are evaluated on a case-by-case basis but must have an academic and/or professional background equivalent to a bachelor's degree. As a general rule, Special Consideration Applicants must have no less than ten years of proven professional experience in the field of taxation. In addition to the information provided on the Student Enrollment Agreement, a Special Consideration Applicant must provide a written statement of his or her personal and professional goals and how completion of the Master of Science in Taxation program would assist in the pursuit and achievement of those goals.

STUDENT ENROLLMENT AGREEMENT

The Student Enrollment Agreement is available on the website (wsltax.org), or you may call and request one from the school. It needs to be filled out legibly and submitted, together with a non-refundable enrollment fee in the amount of \$50, to Washington Institute for Graduate Studies Inc. The Student Enrollment Agreement must be signed and dated. Students must request an official transcript from the school from which they received their qualifying degree (see Admission Requirements). The official transcript must be received by the school within two months of enrolling.

REQUIREMENTS FOR THE MASTER'S DEGREE IN TAXATION

There are three requirements for the conferral of the Master's Degree in Taxation:

1. Completion of graduate tax courses which total a minimum of 24 semester hours of instruction. If classroom lectures are completed at the rate of approximately four hours per week, it would take about twenty-four months of study. Studies may be accelerated to no less than ten months and extended for no more than five years. Graduate Tax transfer students are not restricted by the ten month rule.
2. The overall grade point average must be 2.75 or higher, on the following scale (i.e., A=4, B=3, C=2). If the grade point average falls below that level, the student can bring up his grade by re-doing one or more of his course examination requirements.
3. Completion of a final, comprehensive examination. This examination does not affect the student's grade point average, but it must be passed before a diploma will be granted. While the final exam does not impact GPA, it does impact our Honor's Program (see *Diploma* section). The examination must be proctored, and administered in the student's home-town and place of his/her choice. The exam is open book and the student has three hours to complete it. The exam will cover the core courses, which are: 601 – Taxation of Individuals; 602 – Business Expenses Deductions and Credits; 603 – Tax Accounting; 604 – Partnerships and LLCs; 605 – Corporations and Shareholders. Although the exam is open-book, the student may not communicate with any individuals regarding the exam questions after starting the exam. A copy of detailed instructions for the Final Comprehensive Examination will be sent to the student in a Pre-graduation Packet as well as in an e-mail as they are wrapping up their final courses. The student should review the instructions carefully.

ADVANCED-LEVEL CPE STUDIES CREDIT

Each student may, if he or she so elects, engage in tax studies, hour for hour, and receive credit for up to 80 CPE hours (or equivalent to 6 semester units). The requirements for this credit are as follows:

1. The student must be currently enrolled in the Graduate Tax Program at Washington Institute at the time the studies are undertaken. No credit is given for studies taken before enrollment.
2. The studies must be undertaken at an accepted and recognized continuing education tax program, or through their filmed lectures. Such programs include those CPE and CLE tax programs which are officially sponsored or officially recognized by state boards of accountancy, state bar associations, or NASBA.
3. The tax subject must be at the intermediate or at the advanced level.
4. Attendance at the lectures must be proved by presentation of a certificate of attendance. The certificate must indicate the number of CPE hours earned.
5. The student must provide a similar type of examination requirement satisfactory to the school (i.e., self-proctorial sheets, on-line tests, etc.) The tuition for this credit is the same as for any other subjects through Washington Institute.

INDEPENDENT RESEARCH CREDIT

Each student may, if he or she so elects, substitute independent research credit for up to three semester units (45 class hours of instruction) in place of other courses. The tax research must be approved by the School. The student must submit a suitably typed report on the conclusion thereof. This project is graded. Independent Research Credit cannot be used along with "Thesis Credit." One or the other must be chosen.

THESIS CREDIT

Each student for whom approval is given may, if he or she so elects, substitute a Master's Thesis for up to eight semester units of credit (120 class hours of instruction). The topic must be approved by the School. While any related topic may be considered, students are encouraged to consider tax topics which would be of use to their fellow practitioners in the form of continuing education materials, tax strategy portfolios, or the like. The thesis must be of scholarly quality, in conformity with an accepted graduate school or law school style manuscript, double spaced, at least one hundred typed pages in length, and suitable for publication. No student is required to do a thesis.

GRADUATE TRANSFER CREDIT

Students who have completed taxation courses at the graduate level at another school may transfer those credits to Washington Institute. Washington Institute will accept up to 180 classroom hours (12 semester units) of transfer credit. Tax courses completed toward a J.D. degree are graduate level work for purposes of the M.S. Tax degree. Students that have successfully transferred credits will only need to pay for the courses needed to satisfy the balance of the 24 semester units to graduate. The amount of tuition per course is \$396 per semester unit.

COURSE EXAMINATION REQUIREMENT

At the completion of each course, the student must take a final on-line exam and achieve a score of no less than 70% to pass. These exams are taken on a secure testing site through the school's website. Each exam consists of multiple choice and true or false type questions. Exams are open book and are not timed. The student may access an exam multiple times before final submission. Instructions for the on-line exams are found in the Student Area of the website.

Also, many courses have a review exam, which qualifies the course for CPA-CPE credit. It is the student's responsibility to check with his/her State Board of Accountancy for state requirements regarding CPE credit and to verify that the course(s) taken qualify. Some State Boards of Accountancy do not require review exams for CPA-CPE credit.

Review Exam: The review exam is designed to prepare the student for the final exam by providing valuable feedback. The score on the review exam is not counted towards the final grade of the course. The review exam is not mandatory if CPA-CPE credit is not needed or is not required, but it is highly recommended.

Final Exam: The final exam will evaluate whether learning objectives have been met by assessing the student's comprehension of the course content and accompanying text.

If a course does not have an on-line exam available, the student must choose from one of the options below:

1. **Questions & Answers:** The student designs and answers a number of questions requiring thoughtful answers (not one-word, not fill-in-the-blank and not true-false questions). They do not need to be typed. There is a presumption that less than four lines in an answer is not "thoughtful." After each answer, the student must cite the appropriate paragraph number in the text where that principle is covered. Each question must be numbered consecutively (i.e., 1, 2, 3, 4, etc.). Subjects having 1 semester unit require a minimum of 50 questions. Subjects having more than 1 semester unit require a minimum of 100 questions. The questions and answers must be in the student's own words. *For an example, go to the website www.wsltax.org in the student area and click on exams. Scroll down and click on example Questions & Answers.*
2. **Outline:** The student types a sentence outline of the tax subject, single spaced, which consists of 15 pages minimum per semester unit, which outline may be taken from the text or from any suitable tax reference materials. Each page must be numbered consecutively (i.e., 1, 2, 3, 4, etc.). The student must cite the appropriate paragraph number in the text where that principle is covered. Appearing to copy from a table of contents is not acceptable. The outline must be in the student's own words. *For an example, go to the website www.wsltax.org in the student area and click on exams. Scroll down and click on example Outline.*

EXAM SUBMISSION DETAILS

The course examination requirement for the **On-Line Exam** must be submitted to the school exactly in the following format: 1) cover sheet on top, 2) print out of test results, 3) and all the self-proctorial notes in DVD numerical/section order. They must be submitted at one time, and not in separate mailings. Do not staple or bind the papers together.

The course examination requirement for **Questions and Answers or Outline** must be submitted to the school exactly in the following format: 1) cover sheet on top, 2) then the questions and answers or outline, 3) and all the self-proctorial notes in DVD numerical/section order. They must be submitted at one time, and not in separate mailings. Do not staple or bind the papers together.

SELF-PROCTORIAL NOTES

The two major objective criteria used by the School for conferral of the degree are (1) class attendance (though "class" may be in the comfort of your own home or office) and (2) the examination requirement. Class attendance for all students is measured by the submission of self-proctorial notes taken while viewing the lectures. Submission of no less than one

full sheet per lecture is required. These are the student's notes of the content of the lecture and must show the entire lecture was viewed. All self-proctorial notes for one course must be submitted at one time and must be submitted with the on-line exam, questions and answers or outline. A recommended self-proctorial sheet form is available online at wsltax.org.

CERTIFICATE OF COMPLETION

A certificate of completion will be issued for each course completed as soon as the exam requirement is fulfilled. This will include the CPE or CLE hours for the course and grade.

GRADING SCALE

The Exam Requirement-Grading is commensurate with the following scale:

94% – 100%	A
90% – 93%	A-
86% – 89%	B+
82% – 85%	B
78% – 81%	B-
74% – 77%	C+
70% – 73%	C

Please Note: Self-proctorial notes are taken into consideration and may increase the final exam score for each course. The candidate is graded on each tax subject and must obtain a cumulative grade point average overall of at least 2.75 to graduate.

DIPLOMA

The Master's Degree Diploma is designed to be an impressive and suitable memorial to the professional and academic accomplishment of the graduate. The Diploma declares the appropriate degree (i.e., Master of Science in Taxation) and the name of the graduate. In addition, the Diploma displays in particularity each one of the tax subjects which the graduate studied. Washington Institute believes the subjects should be listed in order to provide useful notice to the public and to the professional's potential clients of the broad range of studies undertaken by the graduate and to give some idea of the graduate's extensive preparation and professional skills. There is a \$75 fee for the typesetting and printing of the Diploma.

HONORS DESIGNATION	REQUIRED GPA	FINAL COMPREHENSIVE EXAM SCORE
Summa Cum Laude	3.9	Minimum 94%
Magna Cum Laude	3.7	Minimum 90%
Cum Laude/With Honors	3.5	Minimum 86%

ADMINISTRATION AND FACULTY

The Chairman and President of Washington Institute for Graduate Studies is Robert N. Hanson. Mr. Hanson brings over two decades of business expertise to his role at the school and holds a BBA in Finance (NC Central University) and an MBA (University of New Haven). Through a distinguished career, Mr. Hanson's work has exposed him to some of the most progressive organizations in the country, including:

- Utah Valley University, as Executive Director of the UVU Foundation, overseeing all aspects of fundraising for the State's 2nd largest public university.
- Ohio State University's James Cancer Hospital planning/executing a \$600m capital expansion.
- DCH Health System (Alabama) overseeing all aspects of a capital campaign for a new \$40m Cancer Treatment Center.
- Arts councils and other health & human service organizations.
- United Ways in multiple states (NC, CT & OH).
- Laser Entertainment of the Carolinas, dba Ultrazone (Founder & CEO)

Mr. Hanson has been sought for a variety of boards (i.e., YMCA, NC Governor's SmartStart Initiative, Tuscaloosa's 211 Initiative, etc) and has chaired regional/national conferences and workshops around the country - primarily for fundraising professionals embarking upon complicated capital campaigns. Mr. Hanson is proud of his honorable service with the US Army's 82nd Airborne Division (3 years), as well as a mission for his church (2 years).

Other key personnel include: Kathryn Hanson (Academics and Admin), Wes Howell (Course Creation), Arthur McKinlay (Marketing), Bill Bridges (Program Accreditation/Certifications), Vincent Fordiani (Enrollment), Drew Williams (Program Expansion), Tim Schaap (Enrollment), Terri Hanson (Student Services) and Kyleigh Brashares (Student Services).

Washington Institute for Graduate Studies enjoys the close association of tax professionals that offer suggestions regarding curriculum, instructional techniques, and strategic direction/focus for the school. The adjunct faculty of the Graduate Tax Program of Washington Institute is as follows (in alphabetical order):

KULWANT SINGH BOORA is an Adjunct Professor of International Law with Washington Institute for Graduate Studies. Mr. Boora studied law at Sutton Coldfield College where he completed his Professional Diploma in Law and Higher Professional Diploma in conjunction with the Institute of Legal Executives Tutorial College of Law. After completing his law studies with Sutton Coldfield College, he furthered his legal education and went onto complete his Graduate Diploma in Law/CPE (Law Society of England and Wales Common Professional Examinations) with Hertfordshire University School of law. He also earned a Bachelor of Arts with Honors (B.A. Hons) from Staffordshire University. He has been a visiting lecturer at the University of Toledo, Ohio, and has served as a law tutor with ICLS and the National Association of Licensed Paralegals, England. He has also served as a judicial intern to a United States District Court Federal Judge and is also admitted as a Fellow and Legal Executive lawyer in the United Kingdom. Mr. Boora is also on the Washington Institute's International Advisory Board, where he advises on international regulations and policy.

RYAN BORNSTEIN is an advisory faculty member of Washington Institute for Graduate Studies PhD program. B.S. (Accounting, University of Delaware), LL.M. (Villanova Graduate Tax Program). He is a member of the law firm of Harvey Ballard & Bornstein, LLC and concentrates on estate and income tax planning in addition to estate administration. He focuses particularly on certain federal tax aspects of planning for substantial estates, including generation skipping transfer tax. He works with clients on tax-advantaged opportunities, analyzing stock option plans. He is Professor of Law with the Adjunct Faculty of the Graduate Tax Program at the Villanova University School of Law where he teaches Taxation of Property Dispositions. He has written a number of timely tax articles. He is admitted to the United States Tax Court and practices before the Internal Revenue Service, and is licensed to practice law in Pennsylvania and New Jersey.

THOMAS M. BRINKER, Jr., J.D., LL.M., C.P.A./PFS, ChFC, CFE, AEP, advisory faculty member Washington Institute, B.S. (Acct., Cum Laude, Saint Joseph's University), JD (International Law, Columbia Pacific University), M.S. (Acct., Widener University), M.S. (Taxation, Widener University), LL.M. (International Taxation, Regent University School of law), D.B.A. program (Acct. and Taxation, University of Sarasota), Ph.D. (Taxation, Washington Institute), professor of accounting and coordinator for the accounting program at Arcadia University, formerly with Coopers & Lybrand and Arthur Young & Co. Mr. Brinker is a member of the American and Pennsylvania Institutes of CPAs, the International Bar Association, and the Caribbean Bar Association. In addition to presenting nationally and internationally on various tax topics, he has published dozens of articles in numerous journals, including *The Journal of International Taxation*, *The Tax Advisor*, *The CPA Journal*, *The Journal of Practical Estate Planning*, and *The Journal of Financial Services Professionals*.

ROBERT S. BURDETTE, CPA, B.A. (Acct., Univ. of Utah), M.S. (Taxation, Washington Institute), Assistant Professor of Accounting at Salt Lake Community College, former member UACPA Taxation Committee, Who's Who in Finance and Industry, received the Teaching Excellence Award for Region 7 from the ACBSP in 2004, the Technology in Education Award in 2005 for work in developing distance education classes for SLCC and the Teaching Excellence Award from SLCC in 2006.

DARREN T. COLE holds a JD from Creighton University Law School (1994) and has taught as an adjunct professor at New Mexico State University, Purdue University, Indiana University and Columbia State College. His courses include Evidence, Constitutional Law, Criminal Law as well as Spanish Contract Language and Survival Spanish for Law Enforcement. He has also lectured or taught over 80 tax seminars in corporate or educational settings. Mr. Cole has served as Chief Legal Officer for Pioneer Title and Search Initiatives. Mr. Cole is currently the CEO of Strategica BPO Worldwide.

RICHARD M. EDMUNDS, C.P.A., B.S. (Acct., B.Y.U.), M. Acct. (Financial Audit, B.Y.U.), MBT (Taxation, University of Southern California), Sole Practitioner specializing in individual and closely-held company taxation.

CHRISTOPHER M. HARVEY, J.D., CPA, LL.M Taxation, managing member in the law firm of Harvey Ballard & Bornstein, LLC, Counsel to the law firm of Harvey, Casterline & Vallini, L.L.P. Formerly the managing partner of Harvey & Mortensen handling estate and tax planning for closely-held business owners and high net worth individuals. Worked as a certified public accountant for Price Waterhouse, L.L.P. in New York City and Chase Manhattan Bank. Bachelor of Science in Accounting (cum laude) from the University of Delaware and his Juris Doctor (magna cum laude) and Master of Laws in Taxation from the Villanova University School of Law where he was Associate Editor of the Law Review, Certified Public Accountant, admitted to the Pennsylvania and New Jersey bars and the United States Tax Court. Adjunct professor at Villanova University School of Law's Graduate Tax Program teaching Taxation of Property Dispositions, Income Taxation of Trusts and Estates, Post Mortem Estate Planning and Estate Planning for Small Business Owners.

BONITA L. HATCHETT, LL.M. (Labor and Employment and Certificate in Employee Benefits Law, Georgetown University Law Center), J.D. (Rutgers University Law Center), B.A. (Religious Studies, University of Michigan), partner in the Employee Benefits practice at the law firm of Bell, Boyd & Lloyd LLC, Chicago, Illinois.

W. KEVIN JACKSON, Esq. of the law firm of Jensen, Duffin, Carman, Dibb & Jackson, B.S. (Finance, Univ. of Utah), J.D. (B.Y.U.), LL.M. (Taxation, Boston Univ.), Dean of the Graduate Tax Program of Washington School of Law.

DAVID S. KERZNER, Esq. Principal, The Law Offices of David S. Kerzner, BA (Hons. Bus. Adm., Western), LL.B. (Queen's University), LL.M. (International, New York University), LL.M. (Taxation, New York University). Member of the bars of New York, Ontario, and Roll of Solicitors of England & Wales. Formerly with KPMG LLP, Washington National Tax, Washington D.C. Mr. Kerzner is a Professor Emeritus with Washington Institute for Graduate Studies.

KEVIN A. KYLE, Esq., of the firm of Green Schoenfeld & Kyle LLP, Fort Myers, Florida, B.B.A., Accounting (with highest distinction), Emory University, Atlanta, Georgia; J.D. (with honors), University of Florida, Gainesville, Florida; LL.M. (Taxation), New York University, New York, New York; Florida Board Certified Tax Attorney; Florida Board Certified Wills, Trusts and Estates Attorney.

RALPH B. LARSEN, C.P.A. of the accounting firm Ralph B. Larsen, CPA, B.S. (Acct., Univ. of Utah), M.B.A. (Univ. of Utah), M.B.A. (Univ. Utah), M.S. (Taxation, Washington Institute), UACPA and AICPA, former acting Comptroller of the 12th Coast Guard District, Commanding Officer, USCG Reserve, former Vice-Pres., Emery Energy, Inc.

PHILIP LERNER, Esq. (New York), CPA (New York & New Jersey), B.A. (Brooklyn College), M.S. Taxation (Washington School of Law, Summa Cum Laude), J.D. (Brooklyn Law School), LL.M. Taxation (Washington School of Law, Suma Cum Laude). Admitted to practice law in all State Courts in the State of New York, U.S. Tax Court, U.S. Court of Federal Claims, U.S. District Courts, the Southern District of New York and the Eastern District of New York, the U.S. Court of Appeals, Second Circuit and the U.S. Supreme Court. Member of the American Bar Association, the New York County Lawyers Association, the American Institute of Certified Public Accountants and the New York State Society of Certified Public Accountants. Former chairman of the tax sub-committee, Estates, Gifts, and Trusts, New York County Lawyers Association, Former Trustee Heisman Memorial Trust.

BRUCE L. OLSON, Esq., shareholder with law firm of Ray, Quinney & Nebeker, B.S. (Acct., Magna Cum Laude, B.Y.U.), J.D. (Cum Laude, B.Y.U.), Fellow, American College of Tax Counsel, Chair, Nonprofit/Tax-exempt Section Utah State Bar, Former Chair, Tax Section Utah State Bar, Member, IRS Central Mountain Exempt Organization Council, Former Chair, IRS Dallas Key District Exempt Organization Council, Former Chair ABA Tax Liaison Committee (Southwest Region), Former Chair, Salt Lake IRS District Advisory Council, Former Chair, IRS Southwest Region Bar Association, Original Member, IRS Ogden Service Center Advisory Council, Former Chair Utah Limited Liability Company Act Revision Committee, Principal drafter, Utah Revised Nonprofit Corporation Act, Utah Editor, Limited Liability Company Law, Aspen Law Publishers, Colonel, United States Army Reserve.

RYAN PACE, Esq., attorney Of Counsel with the law firm of Smith Knowles P.C., B.S. (Finance, University of Utah), M.T. (Taxation, Arizona State University), J.D. (with honors, Washburn University), LL.M. (Taxation, New York University).

RICHARD J. SPEAD, PhD, MST, PA, EA, CFE, DABFA, ATA, ATP, ABA, FACFEI, Managing Member of Richard J. Spead & Company, the Spead Tax Group, PLLC (Tax, Insolvency and Reorganization Accountants); Licensed to Practice as a Public Accountant by the State of New Hampshire; Enrolled to practice before the Internal Revenue Service; Certified Fraud Examiner; Diplomat of the American Board of Forensic Accountants; Accredited Tax Advisor; Accredited Tax Preparer; Accredited Business Accountant; Advanced Studies Harvard Law School Program of Instruction for Lawyers; Master of Science in Taxation, Summa Cum Laude (Washington School of Law); Doctor of Philosophy in Taxation, with Honors (Washington School of Law); published author of numerous tax articles and a nationally known lecturer on bankruptcy and tax related issues.

REFUND, WITHDRAWAL, DISMISSAL AND COMPLAINT RESOLUTION POLICIES

Refund Policy: If within ten business days, commencing the day of enrollment, the student wishes to withdraw, he/she may do so with no further obligation. A written statement of withdrawal must be received by mail or fax to meet these terms. If a student would like to withdraw within the 10 day period and a course has already been shipped to the student, the course must be returned within 14 days or the student will remain obligated. If the student meets these conditions for withdrawal, all money paid towards tuition and shipping and handling will be refunded.

Please Note: In order for the refund policy to apply, the date postmarked on the envelope or the date on the fax transmittal or email of the written statement of withdrawal must be within the required time period stated above.

Withdrawal/Dismissal: Students who have not made their scheduled payment(s) *may* be withdrawn from the program. Students who have made their payment(s), but have not ordered any 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 will also be withdrawn. The student may be reinstated within the original five year time-frame if he/she contacts the school to make arrangements (i.e., resuming a payment schedule, etc), however it will not extend their five year completion time. If the student falls outside the five year time-frame, he/she must pay a \$2,500 reinstatement fee. A student that violates the honor code may also face dismissal.

Complaint Resolution Policy: The objective of this complaint resolution policy is to provide a mechanism that is easy to use, enables students to resolve complaints in a timely manner, and addresses the complainant's interests in fairness and objectivity. Students are encouraged to raise their concerns early and Staff is required to respond to complaints immediately. When complaints are addressed at the time they arise, they can often be resolved informally.

The following procedure will be followed upon receipt of a complaint. Washington Institute will

1. Ask that the complainant voice his/her concern in writing.
2. Investigate the merits of the complaint (which could include detailed, in-depth discussion with the instructor, the complainant and/or other students, or any other investigation method deemed appropriate).
3. Notify the complainant of the status of the investigation process.

If the complaint has merit and a resolution can be negotiated, it will be done and the matter will be considered resolved. Complainant will be notified of the decision in writing.

If the complaint has merit, and a resolution cannot be negotiated, the complaint will be forwarded to the President for further investigation and resolution.

If the complaint is deemed not merited, the matter will be forwarded to the President for further investigation. After the President's independent investigation, if the complaint is found to be not merited, the student will be informed in writing and the matter will end.

Students who desire more information should contact the office of the Academic Affairs and Administration and ask to speak with Kathryn D. Hanson at 858-546-2838 (khanson@wsltax.org).