



# Center for Court Security and Jail Operations Certificate Application/Enrollment Agreement



Student Information			
Legal Name	Last:	First:	Middle:
Address Line 1			
Address Line 2			
	City:	State:	Zip:
Country	E-Mail		
Social Sec.#	Birth Date:		How did you discover the NSA Center for Court Security?
Employer			
Home Phone	(    ) -	Work Telephone	(    ) - Ext.
Course Registration Information			
Instructions: Should you elect to take two or more courses simultaneously, you will be expected to complete each within the ten-weeks allotted.			
<b>Center for Court Security Certificate Tuition Rate:</b> \$200.00 Per Credit Hour			
<b>Center for Court Security Certification Partner Tuition Rate:</b> \$180.50 Per Credit Hour			
Course #	Course Name	Credit Hours	Tuition
<input type="checkbox"/> BCJ 3450	Introduction to Court Security	3	
<input type="checkbox"/> BCJ 3451	Protecting Court Personnel	3	
<input type="checkbox"/> BCJ 3452	Physical Security	3	
<input type="checkbox"/> BCJ 3453	Court Security Supervision	3	
<input type="checkbox"/> CJC 2050	Jail Operations Management	1	
<input type="checkbox"/> CJC 2051	First and Second Line Supervisor Training	1	
<b>Total Tuition Due</b>			
<b>Total Tuition &amp; Fees Due</b>			
Educational Background			
High School:			
City/State:		Year Graduated:	
Financial Information (10-Week Programs)			
<input type="checkbox"/> Full Payment	<input type="checkbox"/> Credit Card (Complete credit card information below.) <input type="checkbox"/> Check Enclosed <input type="checkbox"/> Money Order Enclosed		
<input type="checkbox"/> Payment Plan	Tuition split over two payments and automatically charged to the credit card listed below. ½ tuition charged to credit card upon enrollment, ½ tuition charged to credit card in four weeks		
Credit Card Information	<input type="checkbox"/> Visa/MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
	Card Number		Exp. Date
	Name on Card		

	Payment above is for: <input type="checkbox"/> Total Tuition and Fees <input type="checkbox"/> Library Fee Only. The Tuition will be paid via an option below.
	* Additional Charges will be added for Next Day Air Shipping.
<input type="checkbox"/> Corporate Direct Billing	Approved company or government tuition voucher or purchase order must accompany this agreement. Employer must pay for each course at time of invoicing and not wait for course completion.
By signing below, I certify that I have read, understood, and agreed to all terms and conditions as outlined on both sides of this Enrollment Agreement and that the <u>time-based</u> cancellation and refund policy detailed on the 2 <sup>nd</sup> page of this agreement is completely understood by me. I attest that the assignments I prepare for the university will be my own work. I further understand that it will be necessary for me to have access to the Internet and an e-mail account to complete my program at CSU.	
_____ Student's Signature	_____ Date

Successful completion of all four of the NSA court security courses is worth a NSA Certificate in Court Security Operations and 12 CSU college credit hours. Successful completion of a NSA jail operations course is worth a NSA certificate of completion and one CSU college credit hour. **These certificate courses require a minimum score of 70/C to earn the certificate.**

## Terms and Conditions

**TUITION:** Tuition covers the cost of individual curriculum design, Study Guides, faculty, and administrative counseling. Tuition is payable in US funds, by check from a US bank, or by money order in US funds. Tuition must be paid in full before the final course grade will be released or the student will be allowed to continue to the next course/enrollment. Columbia Southern University will supply students with online study guides, examinations, and provide administrative staff and faculty consultation. Columbia Southern University reserves the right to change course materials (revise course content, required text, etc.) of a program as deemed necessary.

**STUDENT FEES:** Fees are charged when services are rendered. Return check fee \$25; 30 Day Course Extension Fee \$50; Change of Payment Plan Fee \$50; Shipping & Handling charge (domestic ground shipping): One Text = \$12.00 (Lower rates for ground shipping may be available at the CSU Online Bookstore.) Overnight and 2nd Day shipping are available for additional charges. Fees, shipping, & handling charges are non-refundable.

**CSU BOOK GRANT:** Through this Grant, texts are provided at no charge. CSU will automatically ship new or used textbooks to the student after processing the Per-Course Enrollment. If the same textbook is used in more than one course, the textbook will only be provided once. If a student does not complete the course with a passing grade, course textbooks must be returned (New books must be in "like new" condition). If textbooks are not suitable for return, the student will be responsible for the cost of the text and CSU may charge the credit listed on this agreement. The grant covers the cost of ground domestic shipping only. Students must pay in advance for additional cost of other shipping options.

**TRANSCRIPTS:** Official transcripts for all prior college credit must be submitted to Columbia Southern University within 60 days of enrollment. After this period has expired, students will not be allowed to continue their program until transcripts are on file.

**TUITION REFUND POLICY:** Students who find it necessary to withdraw may do so in any manner. The "date" of withdrawal will be the date CSU receives the student's request to withdraw. All money due the student will be refunded within thirty days. Fees, shipping and handling charges are not refundable. If CSU is notified of cancellation within 5 calendar days of the day on which the Enrollment Agreement is signed/submitted, all money paid to CSU will be refunded. All students withdrawing after five calendar days will be charged a 20% Registration Fee (maximum \$200). The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below.

1 <sup>st</sup> Week	80%
2 <sup>nd</sup> Week	60%
3 <sup>rd</sup> Week	40%
4 <sup>th</sup> Week	20%
5 <sup>th</sup> Week	0%

**ENROLLMENT PERIOD:** The enrollment period for the Per-Course Enrollment Agreement is 27 weeks (189 days). After the 27-week period expires, no refund of the tuition & fees will be issued.

**COURSE COMPLETION REQUIREMENTS:** A course must be completed within ten-weeks (70 days) from the course start date.

**COURSE EXTENSION:** Any student not completing his/her course in the ten-week timeframe allotted will have the option to request an extension from the University. The University must receive this request within one week of the end of the original ten-week period. The extension will provide an additional 30 days in which the student will be allowed to complete the course. For each course that a thirty-day extension is requested there will be a \$50 fee. A maximum of two thirty-day extensions are allowed for each course. Students who do not complete the course on which the extension was granted within the extension period requested will receive a grade of "0" for each assignment left incomplete and the final course grade will be calculated based upon the grade weights found within the course syllabus. In such instances where the student earns a failing grade, the course must be taken over again in its entirety and the student will be required to pay full tuition of the course.

**COURSE ASSIGNMENT COMPLETION POLICY:** Students are encouraged to complete all graded assignments as outlined in the course Study Guide (i.e. unit quizzes, unit exams, final exams, scholarly papers, research projects, etc). Assignments which are not completed by the end date of the course will be assigned a grade of zero (0) and the final grade will be calculated based upon the grade weight found in the Course Syllabus.

**HONOR PLEDGE:** By my signature on this Agreement, I attest that the assignments that I prepare for the university will be my own work and that I will cite any sources from which I use data, ideas, or words, either quoted directly or paraphrased. I also acknowledge that failure to adhere to this pledge is grounds for termination of my enrollment.

**PRE-APPROVAL RECOMMENDED:** Almost all institutions of higher learning, including CSU, restrict the acceptance of credits from other colleges and universities. This is also true of many agencies, companies, and organizations. It is, therefore, recommended that you seek prior approval of your CSU credits if you want to transfer them at a later date, or if you anticipate utilizing your CSU credits for credentialing, re-imburement, or similar reasons.

**DISCLOSURE AUTHORIZATION:** I authorize the University to discuss with me over the phone my student record. The University is prohibited from making any comment pertaining to my student record to outside parties without my expressed written permission. It is further understood that it is my assigned student I.D. or social security number that will enable me to access my student records. If I am unable to verify one of these numbers to the University, the University will not discuss my records with me.

I understand that acceptance of this Agreement by Columbia Southern University constitutes a legal Agreement. I further understand the terms and conditions stated in this Agreement supersede those in the CSU Information or University Catalogue and I agree to abide by the University policies.