

Maryland Institute of Criminal Justice

8424 VETERANS HIGHWAY, SUITE #3, P. O. BOX 458
MILLERSVILLE, MD 21108-0458

(410) 987-6665
Email: mdmicj@aol.com

FAX: (410) 987-4808
<http://www.micj.com>

STUDENT ENROLLMENT AGREEMENT

Name _____ SS# _____

Address _____

Tel: (____) _____ Cell [____] _____ Email: _____

Date Training Begins _____ Date Training Ends _____

BASIC POLYGRAPH COURSE CURRICULUM, 10 WEEKS, 400 HOURS

History & Development of Polygraph	8	Chart Analysis Skills	45	Mechanics of Instrumentation	30
Physiology, Psychology and Research	44	Test Question Construction	30	Skills Development	45
Interviewing Skills	30	Polygraph Testing Techniques	100	Ethics and Professional Obligations	6
Legal Considerations	10	Computer Instrumentation	24	Communications and Cultural Concerns	8
Countermeasures and Examiner Procedures	10	Written Examinations	12	Total Hours	400

FEES:	Non-refundable Admission/Investigative Fee:	\$150.00
	Tuition:	\$5,650.00
	TOTAL:	\$5,800.00

NOTE: Fees include the loan of textbooks, ordinary use of all school equipment and library, notebook and handout material. Fee does not include room, board, optional textbooks, abuse of school property, or the purchase of polygraph equipment.

METHOD OF PAYMENT

The admission/investigative fee in the amount of \$150.00 should be paid at the time formal application for admission is filed to guarantee a seat in the class. The tuition payment in the amount of \$5,650.00 is due on or before the first day of class. MICJ has no time payment program; however, a government purchase order is accepted providing payment is made at the start of the course. Tuition may be paid via credit card; however, a 3% service fee will be required.

SCHEDULE OF CLASSES

Class is held from 8:00 am to 4:30 pm, Monday through Friday, 40 hours weekly, for a total of ten (10) weeks. Normally classes are not held on weekends or holidays. Any closings due to weather or Holidays must be made up.

ATTENDANCE

Attendance is mandatory. 8 hours of excused absence for an emergency such as court and/or illness is permitted. All other missed classes must be made up and students may be required to pay an additional fee of \$50 per hour for make up of special instruction. Any fees required for special instruction is not included in the basic course fee.

CAREER PLACEMENT

MICJ does not have a placement service and cannot guarantee employment. The school does, however, receive numerous employment notices and these opportunities are provided to interested students. Salaries of polygraph examiners will range from about \$30,000 - \$45,000 per year, depending on professional experience.

AWARD OF COURSE CERTIFICATE OR ACADEMIC TRANSCRIPT

The CERTIFICATE of graduation or Academic Transcript will be awarded provided the student satisfied (1) all admission requirements, including evidence of higher education and all financial obligations, and (2) achieves satisfactory academic and practical performance levels through written and practical examinations. A score of 75% is passing. If a student scores below 75% on any examination, the student will be placed on temporary probation. Two consecutive scores below 75% may result in academic dismissal; and, (3) successfully passes a comprehensive written final and practical examination. The student’s academic record of attendance will be provided upon request.

REFUND POLICY

If MICJ is permanently closed any money, including the Admission/ Investigation fee will be refunded within 15 days. If a class has started and a student chooses to withdraw refunds of paid tuition will be made as regulated by the Maryland Higher Education Commission schedule which is listed below. A student may withdraw within 7 days after the Enrollment Agreement is accepted at which time all tuition monies paid in advance will be refunded within 15 days provided class has not started. The student need not cancel the enrollment agreement in writing, but must formally notify the school in person or by telephone, fax or Email of such plans to withdraw from the class. The date of withdrawal or termination is the last date of attendance by the student or upon receipt of withdrawal. A Leave of Absence may be requested as indicated in the school catalog to attend the next scheduled course without additional payment of tuition.

The Admission/Investigative fee of \$150 is not refundable and a student who withdraws after the class instruction begins will be entitled to a refund based upon the following schedule as established by the Maryland Higher Education Commission:

<u>Proportion of Total Program Taught:</u>	<u>Tuition Refund:</u>
Less than 10%	90% Refund
10% up to but not including 20%	80% Refund
20% up to but not including 30%	60% Refund
30% up to but not including 40%	40% Refund
40% up to but not including 50%	20% Refund
More than 50%	No Refund

Refunds of tuition to Veterans receiving benefits are made in accordance with the policy established by the Veterans Administration for any advance payments and will be returned to the VA.

IMPORTANT NOTE: In order for this enrollment to be binding, the contract must be signed by the applicant, or guardian if applicable, and the school official. Students are advised that they should keep all documents regarding enrollment and financial obligations. The enrollment contract may be extended or modified only with the written consent of both the student and the school.

STUDENT TO INITIAL TO INDICATE RECEIPT OF THE FOLLOWING:

1. A copy of the current School Bulletin: _____
2. A copy of this Enrollment Agreement: _____

DATE SIGNED _____ SIGNATURE _____
(Student)

DATE SIGNED _____ SIGNATURE _____
(School Official)