

# Enrollment Agreement

American Institute of Law  
18411 Crenshaw Boulevard, Suite 416, Torrance, CA 90504-5066  
Telephone: 888.412.4593 Fax: 888.657.1895 www.instituteoflaw.com



## STUDENT INFORMATION

Student Name:	
Physical Address:	
City, State and Zip:	
Email Address(s):	
Phone Number:	

## DEGREE PROGRAM: JURIS DOCTOR

This agreement is for the following program: JURIS DOCTOR FIRST-YEAR LAW STUDY (26 Semester Units-52 Weeks)

First Year Start Date: **August 11, 2024** First Year Completion Date: **August 9, 2025**

## TUITION AND FEES

American Institute of Law enrolls students on a year-by-year basis for each year required to complete the program. The Juris Doctor program can be completed in four years when the student enrolls for programs of 52 weeks. The student is responsible for the following tuition and fees:

**Annual Tuition:** \$5,490 per year for a total of four years = \$21,960 for the Juris Doctor Degree program

**Fees:** Annually reoccurring, non-refundable fees of \$100 Registration Fee, \$150 for WestLaw Membership and \$100.00 ExamSoft License Fee. The fourth-year enrollment agreement will include an additional graduation and diploma fee of \$100.

### Other Fees:

Returned Check Fee: \$35.00  
Official Transcript Fee: \$25.00  
Late Payment Fee: \$25.00

### TOTAL TUITION and FEES FOR THIS ENROLLMENT AGREEMENT:

- Year: Juris Doctor (First Year of Law Study)
- Tuition: \$5,490.00
- Registration Fee: \$100.00
- WestLaw Membership Fee: \$150.00
- ExamSoft License Fee: \$100.00
- Total Tuition and Fees: **\$5,840.00**

First Year of Study Courses for This Year of Study	Semester Units	Weeks of Study
LAW 100 – Introduction to Law	1	2
LAW 101 – Contracts	7	14
LAW 102 – Torts	7	14
LAW 103 – Criminal Law	6	12
LAW 104 – Legal Research & Writing	2	4
LAW 105 – First-Year Skills Workshop	3	6
<b>Total</b>	<b>26</b>	<b>52</b>

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## ELECTRONIC/DIGITAL SIGNATURE AGREEMENT

Hereinafter, if you choose to type your full name and/or initials, you are signing and/or initialing this enrollment agreement electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this enrollment agreement. You further agree that your use of a keypad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature (hereafter referred to as "Electronic Signature"), acceptance and acknowledgement as if actually signed by you in writing. You also agree that no certification authority or other third-party verification is necessary to validate your Electronic Signature and that the lack of such certification or third-party verification will not in any way affect the validity and of your Electronic Signature.

### STUDENT ELECTRONIC SIGNATURE

I acknowledge and agree to all terms listed above. Please type your Full First and Last Name

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

Date Signed \_\_\_\_\_

### TRANSFER STUDENTS

Please be advised that your "Plan of Study" is contingent upon receipt of your California Bar Evaluation and may be revised accordingly.

### PAYMENT TERMS FOR TUITION AND FEES

Student agrees to pay American Institute of Law the total amount for tuition and fees stated in this enrollment agreement.

### INSTALLMENT PAYMENT SCHEDULE

Student agrees and acknowledges (**each must be initialed**) to the following conditions related to payments:

### TUITION SCHOLARSHIP

If student is awarded a \$2,000.00 scholarship credit and the ExamSoft license fee is paid, there will be an immediate tuition credit and the following payment plan(s) will be available:

#### **(EACH MUST BE INITIALED)**

- \_\_\_\_\_ A tuition down payment, which is equal to the monthly payment, will be due at the submission of this enrollment agreement.
- \_\_\_\_\_ After the tuition down payment has been received, student will be awarded a **\$2,000.00** tuition scholarship credit.

**Please choose and initial ONE of the following payment plans:**

- \_\_\_\_\_ The balance of the tuition will be paid in nine (9) monthly payments of **\$384.00** or
- \_\_\_\_\_ The balance of the tuition will be paid in ten (10) monthly payments of **\$349.09** or
- \_\_\_\_\_ The balance of the tuition will be paid in eleven (11) monthly payments of **\$320.00** or
- \_\_\_\_\_ The balance of the tuition will be paid in twelve (12) monthly payments of **\$295.38** or
- \_\_\_\_\_ The balance of the tuition will be paid in thirteen (13) monthly payments of **\$274.29**
- \_\_\_\_\_ Monthly payment is due on the 1<sup>st</sup> day of each month (unless otherwise specified), beginning with the month that studies commence
- \_\_\_\_\_ The annual percentage rate (APR) for **interest is zero (0) percent**
- \_\_\_\_\_ Students who fail to make timely payments may forfeit their rights and privileges as students of American Institute of Law

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## CANCELLATION, WITHDRAWAL AND REFUND POLICY

### Student's Right to Cancel

A Student may cancel an enrollment agreement or withdraw from the American Institute of Law at any time. A student who intends to cancel or withdraw must notify the law school in writing following the directions outlined in the law school catalog. Any money due the student will be refunded within 30 days. The student has a right to a full (100%) refund of all monies paid, Fees, if cancellation is within seven (7) calendar days after midnight of the date the Agreement was signed. A student who cancels or withdraws from the program later than seven (7) days after midnight of the day on which the enrollment agreement is signed will be subject to a one-time non-refundable Registration Fee of \$100, the WestLaw Membership Fee of \$150.00 and the ExamSoft Setup Fee of \$75.00.

### REFUND POLICY

The student has a right to a full (100%) refund of all refundable monies paid, if a student withdraws or cancels WITHIN 7 DAYS after midnight (Pacific Time) of the start of classes. In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable monies.

The school of law follows a strict refund policy. Example: a student pays \$5,490 tuition plus a \$100 Registration Fee, a \$150 WestLaw Membership fee and a \$75 ExamSoft license fee, in full, for a total payment of \$5,840 for the 52 week program. If the student then decides to withdraw after 13 weeks, then the student would be entitled to a refund calculated in the following manner:  $52$  (total weeks of the program) -  $13$  (weeks of tuition used) =  $39$  (weeks of tuition that was paid but not used);  $39 / 52 = .75$  or 75% (the percentage of the unused tuition to the full tuition, excluding any tuition scholarships);  $\$5,490$  (cost of tuition only, excluding tuition scholarships, the Registration Fee, the WestLaw Membership Fee and ExamSoft License Fee are nonrefundable fees) x  $.75 = \$4,117.50$ ;  $\$4,117.50$  would be the amount refunded to the student.

The period of given instruction is counted on a weekly basis, regardless of the actual day that a particular course begins. Each week starts every Sunday at 12:00am and ends on Saturday at 11:59pm (Pacific Time). If notice is received after a particular week starts, then, that week is counted as a week of given instruction. If the school cancels a course, the school will make a full refund of all charges.

You may withdraw or cancel this agreement and receive a refund by providing notice to the Registrar by email [registrar@instituteoflaw.com](mailto:registrar@instituteoflaw.com) or by U.S.P.S. Certified Mail, addressed to: **Registrar, American Institute of Law, 18411 Crenshaw Boulevard, Suite 416, Torrance, CA 90504-5066**

This agreement is a legally binding instrument when signed by the student and accepted by the law school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the law school's cancellation, withdrawal and refund policy; (b) a law school catalog that includes a description of the educational services, including all material facts concerning the law school and the program, which are likely to affect your decision to enroll. My signature or electronic signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the law school's cancellation, withdrawal and refund policies are clear to me. I understand that I am financially responsible for any and all charges incurred no matter which payment option I have chosen.

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

Date \_\_\_\_\_

Signature of School Official \_\_\_\_\_

Title of School Official **Dean** \_\_\_\_\_

This Agreement is accepted by \_\_\_\_\_

Date \_\_\_\_\_

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## ADENDUM TO ENROLLMENT AGREEMENT



The purpose of this form is to certify that the student has read the following information contained in the American Institute of Law catalog. Student agrees and acknowledges (**each must be initialed**) each of the following:

- \_\_\_\_\_ Description of the instruction provided under each course offered by the institution including the length of programs offered.
- \_\_\_\_\_ The number of credit hours or clock hours of instruction or training per unit or units required for completion of the educational degree program.
- \_\_\_\_\_ The faculty and their qualifications
- \_\_\_\_\_ The attendance, dropout, and leave of absence policies
- \_\_\_\_\_ The schedule of tuition payments, fees, and all other charges and expenses necessary for the term of instruction and the completion of the program.
- \_\_\_\_\_ The Cancellation and Refund Policy.
- \_\_\_\_\_ The Policy for Imposition of Student Discipline – Honor Code.
- \_\_\_\_\_ All other material facts concerning the institution and the program that are reasonably likely to affect the decision of the student to enroll.
- \_\_\_\_\_ Students acknowledges that they have received an electronic or printed copy of the most recent American Institute of Law Catalog, which contains the rules, regulations, course completion requirements, and costs of the Juris Doctor program.
- \_\_\_\_\_ Student understands that ALL official transcripts listed on the student's admissions application must be received, by mail or official electronic transcript, no later than 45 Days (**September 25, 2024**) from the start of the school year, **August 11, 2024**. If all transcripts are not received by **September 25, 2024**, the student will be administratively dismissed. The student also understands that he/she will be responsible for all tuition and fees for the weeks attended school before an administrative dismissal. All monies paid in excess of the fees and pro-rated tuition will be returned to the student by American Institute of Law.
- \_\_\_\_\_ All students are provided with a student study log template to be used to log study activities completed during the year. The California Committee of Bar Examiners requires that study hours exceed 864 hours per year. Students are required to submit their current study logs every month on or before the first day of the month via email: [studylogs@instituteoflaw.com](mailto:studylogs@instituteoflaw.com); Fax: 866-657-1895 or Mail: American Institute of Law, 18411 Crenshaw Blvd., Suite 416, Torrance, CA 90504-5066. Failure to submit completed study logs showing the completion of 864 clock hours will result in official transcripts being withheld.

### Do-Over Students (Please Initial If Applicable)

Please read the following and initial if you have attended another law school and wish to repeat (Do-Over) all law school studies with American Institute of Law. (**please initial, if applicable**)

- \_\_\_\_\_ I acknowledge and accept that following: All do-over students must be placed on academic probation for one academic year in order to gain acceptance. If a student who has been placed on probation fails to complete the first-year (end of the probationary period) with a cumulative grade point average of 2.0 or greater, that student will be academically dismissed.

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## ADENDUM TO ENROLLMENT AGREEMENT: ACADEMIC STANDING

Please read the following excerpts from the American Institute of Law catalog, pages 14 and 15. Please read and initial to confirm that you understand and acknowledge that good academic standing is required for graduation and to be awarded the Juris Doctor degree and that the following policies apply:

### TIMING OF EVALUATIONS

Students are enrolled at AIL for one academic year at a time. A student's academic status will be re-evaluated and determined at the end of each academic year.

### GOOD STANDING

A student who has a cumulative grade point average of 2.0 ("C") or better will be in good standing.

### PROBATION

A student will be placed on Academic Probation under the following situations:

1. When that student finishes an academic year with a cumulative grade point average less than 2.0 but not less than 1.5;
2. When that student is transferring from another law school and was on academic probation or was academically dismissed from that law school;
3. When that student begins an academic term at AIL under the California Bar's "Starting First-Year Law Studies Over" (Do Over) program; or
4. When that student withdraws from an academic term at AIL and is allowed to re-start in a later term.

### ACADEMIC DISMISSAL

A student will be Academically Dismissed under the following situations:

1. When that student is on probation and fails to bring their cumulative grade point average up to 2.0 or better by the end of the probationary period;
2. When that student withdraws from an academic term at AIL, is allowed to re-start in a later term and then fails to complete that later term; or
3. When that student finishes an academic year with a grade point average less than 1.5 for that year (regardless of their cumulative grade point average).
4. **FIRST-YEAR LAW STUDENTS ONLY:** When a first-year student fails a class or classes that result in that student having less than 48 consecutive weeks of passing credit, then that student will be academically dismissed from the Juris Doctor program. Also, if a student finishes the first-year of studies with a grade point average of less than 1.5, then that student will be academically dismissed from the Juris Doctor program. In either case, that student will not be certified to take the First Year Law Students' Examination.

### GRADUATION

Students become eligible to graduate provided each required course is completed with a passing Grade and the student finishes their studies with a cumulative GPA of 2.0 or better.

Should any modifications to the academic standing policy become necessary, all students will be notified prior to implementation.

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

Date Signed \_\_\_\_\_

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## PREQUALIFICATION ADENDUM TO ENROLLMENT AGREEMENT

I am aware of the fact that the California Committee of Bar Examiners requires 60 semester units (or the equivalent) of undergraduate education, transferable to a bachelor's degree from a regionally accredited institution, for law school studies to commence.

I have been advised that I should have my pre-admissions education evaluated by the California Committee of Bar examiners prior to enrolling in law school. If the California Committee of Bar examiners does not find my records sufficient when I attempt to register as a law school student, I understand that I will be required to withdraw from school at that time. I will be able to apply for readmission as soon as all required credits are completed.

I also understand that I will be responsible for all tuition and fees for the weeks I attended school before my withdrawal. All monies paid in excess of the fees and pro-rated tuition will be returned to me by American Institute of Law. My signature or electronic signature below certifies that I have read, understood, and agreed to this prequalification addendum.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date Signed \_\_\_\_\_

Signature of School Official \_\_\_\_\_

Date \_\_\_\_\_

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## Student Disclosure Statements of American Institute of Law

### **CALIFORNIA BAR EXAMINERS REQUIRED DISCLOSURES - PLEASE READ**

The following disclosures are required by California Business and Professions Code § 6061, Unaccredited Law School Rule 4.241, and Guideline 2.3(E):

American Institute of Law is not approved by the American Bar Association, and not accredited by the State Bar of California. The school of law is registered with the State Bar of California to enable its graduates to take the bar examination upon completion of the Juris Doctor program.

American Institute of Law has not applied for accreditation in the previous five years

American Institute of Law Assets: \$125,000.00; American Institute of Law Liabilities: \$12,360.00

There are no pass rates available of students who have taken the California Bar Examination (GBX) since the establishment of the law school. American Institute of Law pass rates of students who have taken the GBX will be provided as soon as available from the State Bar of California.

The educational background, qualifications, and experience of the faculty and the names of any faculty or administrators who are members of the State Bar of California or who are admitted in another jurisdiction are as follows:

Edward R. Green, Dean, First-Year Law Professor

Juris Doctor, Magna Cum Laude, Valedictorian; *Simon Greenleaf University, School of Law.*

Licensed California and Utah attorney and legal educator for over twenty-five years.

Dean and First-Year Law Professor, *American Heritage University, School of Law, 2010-2015.*

Founding Dean and Emeritus Professor of Law, *Abraham Lincoln University, School of Law, 1996-2010.*

Chester S. Zaluga, Dean of Administration, Registrar, Professor

Juris Doctor, Summa Cum Laude, Valedictorian; *Abraham Lincoln University, School of Law.*

Master Business Administration, Summa Cum Laude, Valedictorian; *National University, Los Angeles.*

Master of Arts, Systems Behavioral Science; *Goddard College, Plainfield Vermont.*

Bachelor of Arts, Mathematics; *University of Southern California, Los Angeles.*

Professor, *American Heritage University, School of Law, 2011-2014.*

Adjunct Professor, *Abraham Lincoln University, School of Law, 2007-2010.*

Licensed California practicing attorney in the areas of Criminal Defense and Immigration.

Michael P. Dowd, Professor

Juris Doctor, *University of Houston.*

Bachelor of Arts, Cum Laude, *California State University, Long Beach.*

Adjunct Professor, *Abraham Lincoln University, School of Law, 2010-2011.*

Adjunct Professor, *University of La Verne, 2007-2011.*

Supervising Deputy District Attorney, *San Bernardino County District Attorney's Office, 1996-2017.*

Chief Assistant City Prosecutor, City of Pasadena, 2017 – 2023.

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Sheldrin Ruiz, Professor

Juris Doctor, American Heritage University, School of Law

Master of Arts, Latin American Studies, California State University, Los Angeles

Bachelor of Arts, Psychology, University of California, Los Angeles

Licensed California practicing attorney

Hannah Afonso, Professor

Juris Doctor, American Institute of Law

Bachelor of Arts, Thomas Edison State University of California

Licensed California practicing attorney

Lawrence Markey, Professor

Juris Doctor, Magna Cum Laude, Michigan Law School

Primary areas of practice: family law, divorce, child custody, support and domestic violence

University of Southern California School of Business

Licensed practicing attorney

Faculty to student ratio is 10:1

Current Attrition: 48%

[Note: Attrition is also based on students who had to withdraw due to illness or personal circumstances. Attrition is also based on students who were financially dismissed]

The education at American Institute of Law provides may not satisfy the requirements of other jurisdictions for the practice of law and applicants should contact the jurisdiction in which they may wish to practice for that jurisdiction's requirements.

American Institute of Law has never been issued a Notice of Noncompliance by the Committee of Bar Examiners.

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by correspondence.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code §6060(h) and Title 4, Division 1, Chapter 1 Rule 4.3(l) of the of the Rules of the State Bar of California as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for re-enrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.



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I acknowledgement receipt of a copy of this disclosure statement on the date listed below.

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Authorized Administrator: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_