

***Congratulations on your decision to enroll in
Professional Career Education!***

Once you have submitted your Enrollment Agreement online, an Adviser will be assigned to you throughout your affiliation with Professional Career Education ("PCEd").

You will receive a Welcome Email from PCEd that includes the confirmation of your deposit and payment plan. Your Adviser will also send you an email to remind you to view your Online Orientation Video. He or she will also provide you with your course schedule and booklist, and a specific login and password to access your online course. Remember that you can always call PCEd toll-free at 1.888.334.1776 with any questions. Don't forget to download the school catalog as a reference!

Our site employs SSL technology to encrypt your information and to help make sure that only you and Professional Career Education ever see it. The privacy and protection of your personal information is a serious matter to Professional Career Education and to the students that we serve. All personal information collected by us is protected and treated as highly confidential. We maintain physical, electronic and procedural safeguards that comply with federal regulations to guard your personal information.

Enrollment Agreement

My clicking "I agree" certifies that I have printed or downloaded a copy of the Enrollment Agreement and Professional Career Education's current Catalog, and that I have read, understand, and agree to this Agreement as well as the Refund Policy. My clicking "I agree" means that I have "signed" the Enrollment Agreement.

I also understand that this Enrollment Agreement is a legally binding contract when signed by me (by clicking "I agree") and accepted by Professional Career Education at its offices in California, and that it is governed by California law. I further understand that before I sign this Agreement, I can call Professional Career Education toll-free at 1.888.334.1776 and speak to an Adviser who can help answer my questions and explain the Agreement and the Refund Policy to me.

I understand that there is a \$75.00 deposit required when I sign (clicking "I agree") the Enrollment Agreement. I also understand that the \$75.00 deposit is applied toward my tuition, and is fully refundable if I choose not to start my course or program.

I understand that the total cost of tuition (shown in the "Your Enrollment Selection" box above this Agreement on the web page) will be agreed upon before I begin my classes, and that the lessons, texts, and course materials are included in the tuition for the course or program I have selected. At its sole discretion, Professional Career Education reserves the right to substitute course materials of equal or superior value.

I agree that I am responsible for the total amount of tuition. I also understand and agree that I am required to satisfy all financial obligations to Professional Career Education

before I can be awarded a Program Diploma, and that my account must be current to receive a Certificate of Completion for the course(s) that I satisfactorily complete.

My signature (clicking "I agree") below certifies that I have downloaded a copy of Professional Career Education's current Catalog, and that I have read and understand this Agreement as well as the Refund Policy.

NOTICE TO BUYERS

You must be 18 years of age or older to sign this Agreement. Please be sure you read, understand and approve of this Agreement before you click "I agree." Clicking "I agree" substitutes for a signature and legally binds you to this Agreement.

You will receive an exact copy of the Agreement you signed, once Professional Career Education has approved it. Your copy will have the School Director's signature signifying PCEd's approval, and it will be mailed to the physical address you provided in your profile.

Buyer's Right To Cancel

You, the student, have the right to cancel the Agreement, including any materials or other goods and services provided with the Agreement, and to receive a full refund of tuition monies and initial deposit, if the cancellation is requested in writing by you within five business days after signing this Agreement, or until midnight of the first day of instruction, whichever is later. Your cancellation takes effect when you submit a notice to cancel to Professional Career Education. You can submit your request for cancellation via email to: Registrar@ProCareerEd.com, or send in your request by US mail to:

Professional Career Education
1875 Century Park East, Suite 700
Los Angeles, CA 90067

If you mail your notice to Professional Career Education, the cancellation becomes effective as of the postmark. You are due a complete refund within 10 business days after Professional Career Education receives your notice to cancel.

Refund Policy

Applicants may cancel their Enrollment Agreement before the beginning of their first lesson. An applicant's \$75.00 deposit and any tuition paid in advance will be refunded in full. An applicant not requesting cancellation before the Start Date indicated on the Enrollment Agreement will be considered a student.

Students are entitled to a full tuition refund of the course fee, minus a \$50.00 administrative fee, when they drop their course before commencement of the second lesson. Each course is made up of five lessons, one lesson per week. If a student has completed the first lesson and wishes to withdraw, he or she is entitled to receive a pro-rated refund for the unused portion of the tuition paid.

If Professional Career Education does not accept the Enrollment Agreement, all monies paid will be refunded within five business days.

Student Withdrawal

You may voluntarily withdraw from Professional Career Education by notifying the Office of the Registrar in writing. You can submit your request to withdraw via email to: Registrar@ProCareerEd.com or send your request by US mail to:

Professional Career Education
1875 century Park East, Suite 700
Los Angeles, CA 90067

Please direct your request to the attention of the Registrar. If you mail your withdrawal request to Professional Career Education, it becomes effective as of the postmark. The Refund Policy outlined above shall apply in the event that a student withdraws, is suspended, or is terminated from Professional Career Education.

For the purpose of calculating a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student officially notifies Professional Career Education that he or she is withdrawing at that time. The notification date is the date of withdrawal.
2. The student officially notifies Professional Career Education that he or she is withdrawing at a later date. The later date is the last date of attendance and the date of withdrawal.
3. The Student does not notify Professional Career Education that he or she is withdrawing but stops attending. The date that Professional Career Education determines that the student is not attending the course he or she is enrolled in, or is not returning for the next course in his or her program, is the date of withdrawal.
4. Professional Career Education terminates the student's enrollment in accordance with school policies as stated in the school Catalog. The termination date is the date of withdrawal. Refund is made within 10 business days from the date of withdrawal as described above.

Cancellation of Start Date

A student is entitled to a refund of all course fees within five business days of Professional Career Education's cancellation or discontinuation of the course in which the student is enrolled. Cancellation by Professional Career Education of a scheduled class start date for any program shall also entitle a student to a cancellation of the Enrollment Agreement. However, the student can elect to accept instead a guaranteed reservation in the next scheduled class for that program.

STUDENT ACKNOWLEDGEMENT

I have downloaded a copy of Professional Career Education's current Catalog, the provisions of which I accept. I have read and understand all provisions of this Agreement, and I have printed a copy of it for my records. I understand that my enrollment and the school's obligations under this Enrollment Agreement (except the cancellation and refund provisions) may be terminated by Professional Career Education if I fail to comply with the school's attendance, conduct, academic, or financial requirements. I understand that Professional Career Education also reserves the right to cancel my enrollment if the school determines:

(1) that I have demonstrated poor academic potential (as determined by evaluation of transcript records, or any other academic evaluations deemed appropriate for the program selected); or

(2) that I do not meet all financial obligations related to enrollment and continuing enrollment. I understand that my financial obligations to Professional Career Education must be paid in full before a Program Diploma or a Certificate of Completion may be awarded for the program or course.

I accept that, to the extent permitted by law, I am responsible for all reasonable collection agency and attorney fees incurred in attempting to collect my unpaid debt to Professional Career Education.

The entire Enrollment Agreement and financial plan, together with the Catalog and other published Professional Career Education policies, procedures, provisions of any attached rider(s) signed by me, and student conduct codes shall constitute the entire agreement between the student and Professional Career Education. I understand and agree that they supersede any prior or contemporaneous oral or written agreements or statements and may not be modified without the written agreement of the School Director. I also understand that this Agreement constitutes a binding contract upon acceptance by Professional Career Education.

I understand that any controversy or claim arising out of or relating to this Agreement, or breach thereof, no matter how pleaded or styled, shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator may be entered in any court having jurisdiction. In no event shall Professional Career Education be liable for any consequential, punitive or multiple damages of any kind.

I understand that there is no assurance that my completion of a course or program will lead to a job. I further understand that Professional Career Education's non-accredited, vocational courses or programs are generally not transferable for credit to traditional colleges or universities.

I understand that I am responsible for the total amount of tuition and fees pertaining to the program's required course of study, and that the tuition and fees contained in this

Enrollment Agreement are subject to change. (Any changes to tuition and fees will be published to students as they are made.)

NON-PAYMENT OF CHARGES

Non-payment of tuition or other charges due to Professional Career Education will result in you being obligated for additional costs, collection agency costs and legal costs. In addition Professional Career Education reserves the right to report your failure to pay amounts owed to one or more national credit bureau organizations, and not release your Diploma or Certificate until your debt to Professional Career Education is paid in full.

If you fail to make any payment within ten calendar days of the program or course's due date, Professional Career Education may cancel your Agreement. Your entire tuition obligation will become due and payable immediately, and you will no longer be entitled to any refunds, unless you cure the default within 15 business days of Professional Career Education's notice to you.

You will be charged a late fee of \$5.00 for each monthly payment not paid within ten calendar days of its due date. If, under this agreement, you submit as payment a check, draft or money order, which is not honored, you will be charged a fee of \$25.00.

DUE DATES FOR TUITION AND FEES

Tuition and fees are due prior to the first day of instruction for each course. Students may not enroll in the next course in their program if they have an outstanding balance, unless they have made arrangements for an approved alternative payment plan. Students are not financially obligated beyond the course that they are currently attending.

REQUIREMENTS TO RECEIVE A PROGRAM DIPLOMA:

Eligibility

I understand that to be qualified to graduate with a Diploma from Professional Career Education, I must:

1. Receive a passing grade for all required coursework in my program.
2. Satisfy all financial obligations to Professional Career Education.

Once I have met criteria one and two above, I will receive a Diploma stating that I have satisfactorily completed my program.

To be qualified to receive a Certificate of Completion from Professional Career Education, I must:

1. Receive a passing grade for all required coursework in my course.
2. Maintain a current financial account or satisfy all financial obligations to Professional Career Education.

GENERAL INFORMATION AND UNDERSTANDINGS

Employment Assistance

Professional Career Education does not guarantee employment, or any particular level of compensation following graduation. However, Professional Career Education does offer job counseling over the phone or in person, a free five-week career development course to students who have satisfactorily completed their program, and the advice and guidance of staff, at no additional charge.

Policies and Procedures

Each student is on a continuing course-by-course enrollment basis, and agrees to comply with all published Professional Career Education policies and procedures. Professional Career Education reserves the right to add, delete, or modify its policies and procedures.

In case of student illness or accident, death in the family or other circumstances beyond the control of the student, the student shall be entitled to special consideration: Professional Career Education, at its option, may settle the account for an amount which is a lesser charge to the student than that called for by Professional Career Education's established policy.

Course Sessions

Courses run five weeks and consist of five lessons (one lesson per week). The average length of participation required for online courses is five out of seven days a week, two to four hours a day. The opportunity to participate is available 24 hours a day, seven days a week.

To access all courses, students must have no less than a 56K connection to the Internet, and will need, at a minimum, a Pentium-class PC.

Homework

In addition to the class sessions, each student will be required to devote additional time each week outside the sessions to study and work on assigned projects and homework.

Curriculum

Professional Career Education reserves the right to revise course content, course titles, and the sequence of courses, subject to applicable regulatory approval.

Course Completion and Employment Information

To help you make a sound decision about whether to sign up for one of Professional Career Education's programs or courses, Professional Career Education maintains annual completion and placement information.

Handling of Student Complaints

If you have a complaint or problem, you are encouraged to follow the Student Complaint Procedure:

1. Discuss complaints with the individual(s) in the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved, or with immediate decision-making responsibility.
2. If you feel that your complaint has not been fully addressed, please submit a written account to the School Director. Your written account should include your name, telephone number, and your login ID number, and discuss the steps you have taken to remedy the situation.
3. The appropriate Professional Career Education member will be notified of the complaint. A follow-up meeting with you, by telephone or in person, if it is more convenient for you, will be held within ten school days of the date of the written complaint, in an effort to resolve the issue.

Sale, Discount or Transfer of Agreement

The student consents to the sale, discount or other transfer of this Agreement with the understanding that, in such event, the cancellation and refund policies will continue to apply.

Non-Discrimination

Professional Career Education does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, sexual orientation, disability, marital status, or any other characteristic protected by state, local or federal laws, in the administration of any of its educational programs, activities, or in the selection of scholarship winners, or with respect to admission or employment.