NACR NATIONAL ACADEMY OF COURT REPORTING

ENROLLMENT AGREEMENT

APPENDIX E-2 | Voice Writing Program

admissions@nacracademy.com

Effective Date: November 23, 2026

STUDENT INFORMATION

Student Name	Address
City/State/ZIP	Telephone
Email	Date of Birth
Emergency Contact	Relationship
Program Start Date	Anticipated Completion Date

PROGRAM INFORMATION

Program: Voice Writing Program

Length: Approximately 12 months

Instructional/Contact Hours: 750

Delivery Method: Distance education with live online instruction and structured online coursework.

TUITION AND FEES

Application Fee: None

Published Program Tuition: $6,000.00

Payment Options: Pay in full ($6,000.00); 12 monthly payments of $500.00; or 4 trimester payments of $1,500.00.

Program tuition does not include the cost of books, equipment, software, technology requirements, certification examination fees, or other required materials. Students are responsible for purchasing these items separately.

Voice Theory Textbook (Estimated): $250.00

Voice Technology Textbook (Estimated): $285.00

The Professional Court Reporter (Estimated): $200.00

Optional Advantage Voice Laptop Bundle (Estimated): $2,425.00 (Paid to Advantage Software)

Required books, software, equipment, technology, and other educational costs are identified in the Voice Writing Program Tuition, Fees, Books & Technology Cost Sheet, which is incorporated into this Enrollment Agreement by reference.

TUITION PAYMENT OPTIONS AND AGREEMENT

Published program tuition: $6,000.00. Students may select one of the following payment arrangements: (1) payment in full of $6,000.00; (2) 12 monthly payments of $500.00; or (3) 4 trimester payments of $1,500.00. Each arrangement totals $6,000.00 if the standard program is completed. The student's selected payment arrangement determines payment timing, not a noncancelable obligation for the entire program. Students may withdraw by providing written notice. The published program tuition represents the cost of completing the standard program. Students may withdraw by written notice, and their financial responsibility upon withdrawal is determined under the applicable cancellation and refund policy. Amounts earned or due and any refund of advance payments are determined under the Enrollment Agreement, Appendix F, and applicable Oklahoma law.

SELECT ONE TUITION PAYMENT OPTION:

☐ Payment in full — $6,000.00

☐ Monthly installments — 12 payments of $500.00

☐ Trimester installments — 4 payments of $1,500.00

The student and NACR will document applicable payment due dates before enrollment. Automatic payment authorization applies only if the student selects automatic payments.

For the monthly payment option, tuition is due on or before the fifth (5th) day of each month. If automatic payments are authorized, processing occurs on the fifth or next business day when applicable. For full or trimester payment options, the agreed due date(s) will be recorded in the payment schedule.

If a payment is declined, fails, or is not received by the due date, access to classes and instructional materials may be suspended immediately unless prior arrangements have been made with the National Academy of Court Reporting, subject to applicable law.

CANCELLATION POLICY

A full refund of all monies paid will be made if an applicant is not accepted for admission, cancels in writing within three business days after signing and making the initial payment, or if the school closes prior to the start of training. A full refund will also be made if the applicant cancels prior to attending classes or does not commence training. Refunds will be made within 30 days. If the program is discontinued and no comparable program is available, the school will provide a full refund of tuition.

Refund Policy

Refunds are calculated using the student's termination date in accordance with Oklahoma Administrative Code 565:10-11-3.

Within the first week of training, the school shall retain no more than 10% of the contract price plus $150.00, not to exceed $350.00.

After the first week but within the first 25% of the period of enrollment, the school shall retain no more than 25% of the contract price plus $150.00.

After more than 25% but within 50% of the period of enrollment, the school shall retain no more than 50% of the contract price plus $150.00.

After completion of more than 50% of the period of enrollment, no tuition refund is required.

Application fees, books, software, equipment, and other separately identified non-tuition charges are excluded from the refund calculation.

WITHDRAWAL

Students should notify the National Academy of Court Reporting in writing of their intent to withdraw. Upon withdrawal, the student's financial responsibility for tuition and any refund due will be determined under the Cancellation and Refund Policy and applicable law. Any refund due will be calculated in accordance with the school's Cancellation and Refund Policy and applicable Oklahoma law.

STUDENT ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand this Enrollment Agreement, the School Catalog, the applicable Program Addendum, the applicable Tuition, Fees, Books & Technology Cost Sheet, the Academic Calendar, and the Cancellation and Refund Policy. I understand that these documents govern my enrollment and agree to comply with all applicable policies of the National Academy of Court Reporting.

HOLDER IN DUE COURSE NOTICE

NOTICE: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

ENTIRE AGREEMENT

This Enrollment Agreement, together with the School Catalog, the Voice Writing Program Addendum, the Voice Writing Program Tuition, Fees, Books & Technology Cost Sheet, the Academic Calendar, and the Cancellation and Refund Policy, constitutes the complete agreement between the student and the National Academy of Court Reporting.

RECEIPT OF DOCUMENTS

- ☐ School Catalog
- ☐ Voice Writing Program Addendum
- ☐ Voice Writing Program Tuition, Fees, Books & Technology Cost Sheet
- ☐ Academic Calendar
- ☐ Cancellation and Refund Policy

ALTERNATIVE PAYMENT SCHEDULE (IF APPLICABLE)

Students may request an alternative schedule to divide an installment into two payments per month. This arrangement must be agreed to by the student and NACR and does not change the published program tuition, the total amount due under the selected payment option, or the cancellation and refund policy.

Selected payment option:

- ☐ Monthly
- ☐ Trimester
- ☐ Other

Other payment option

Installment amount: $

Number of payments per installment

First partial payment: $

First partial payment: due day of each month

Second partial payment: $

Second partial payment: due day of each month

Other agreed payment details

Student initials

NACR representative initials

SIGNATURES

Student Signature

Printed Name

Date

Parent/Guardian (if applicable)

Authorized School Official

Title

Date