

## ADVISEMENT OF PARTICIPANT RIGHTS AND RESPONSIBILITIES

1. Court Reporting Institute of Dallas does not discriminate on the basis of race, creed, color, handicap, national origin, sex, age, or political beliefs.
2. I give permission to Court Reporting Institute of Dallas to use any individual or group picture for promotional activities.
3. I hereby give permission to Court Reporting Institute of Dallas to authorize emergency medical care for me in the event of an emergency.
4. I will abide by all safety rules during my training at Court Reporting Institute of Dallas.
5. As a condition of federal aid, I certify that I will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance during the period of my training.
6. I understand that if I secure a student loan for my educational expenses, it is my obligation to repay my loan according to the promissory note.
7. I understand that any federal student loan must be repaid, even if I am dissatisfied with the school or if I do not obtain employment.
8. I understand that I am taking this training at my own risk and will not hold Court Reporting Institute of Dallas responsible for injuries caused to my person while in training in school facilities.
9. I understand that I have the right to appeal any adverse action taken against me. This includes suspension, dismissal, or any other action adversely affecting my status as a participant.
10. If I wish to make an appeal of any adverse action, I should contact the school director in writing within ten days and state this desire. The school director will set a date for an appeal hearing. The results of this hearing will be binding. If termination or suspension should result after this hearing, Court Reporting Institute of Dallas will give me written notice of any adverse action taken against me including the reason for the action taken.
11. I understand that I may withdraw or cancel my contract for training at any time and for any reason by giving written notice to the school; and I will be obligated for tuition charges as dictated by the school's published refund policy plus the cost of books, supplies and fees, as applicable.
12. I have received and I have reviewed copies of the following: policies on career services assistance, drug prevention program brochure, advisement of participant rights, catalog, and enrollment agreement.