



The South Carolina School of Court Reporting

401 Western Lane, Suite C, Irmo, SC 29063
708 S. Century Drive, Greenville, SC 29607
admissions@scscr.org

803.945.0004
864.370.8037
www.scscr.org

COURT REPORTING TRANSCRIPTIONIST COURSE APPLICATION AND ENROLLMENT AGREEMENT

All information provided to the South Carolina School of Court Reporting becomes the property of the School and will not be disseminated to third parties.

Date _____

Part I: Personal

Name _____

Address _____

City _____ State _____ Zip Code _____

Date of Birth _____

Work Phone _____ SSN _____

E-mail _____

When is the best time to contact you? _____

Part II: Background

Have you ever been convicted of a felony? _____

Are you presently a Notary? _____

What is the level of your computer skills? _____

What is your highest level of education? _____

How much experience do you have as a court reporter? _____

What is your typing speed? _____

What is your current employment? _____

Why are you interested in court reporting transcription? _____

How did you hear about us? _____

Part III: Course Selection

Desired Location _____ Desired Session _____

Part IV:

By applying to the South Carolina School of Court Reporting, I agree to the following terms and conditions:

1. This agreement shall not become binding until it is accepted by the South Carolina School of Court Reporting.
2. The total cost of tuition is \$3,225.00 (\$4,725.00 with computer) for 54 hours of training.
3. A \$1,000.00 deposit will be submitted with this application.
4. The balance of my tuition shall be paid on or before the first day of class.
5. Tuition includes a \$150.00 non-refundable application fee.
6. *Student books, software, headphones, and foot pedal are included in the cost of tuition and will be provided during the course.
7. Upon successful completion of the course, I will receive a certificate of completion.
8. I will adhere to the rules and regulations set forth in the South Carolina School of Court Reporting Student Information Publication.
9. I may cancel this agreement, without penalty, by notifying the South Carolina School of Court Reporting within three business days after signing this agreement.
10. Should I desire to cancel this agreement after the expiration of the no-penalty grace period, but before classes begin, I may incur a \$100.00 cancellation fee.
11. Should I desire to cancel this agreement after the expiration of the no-penalty grace period, but after classes begin and before completion of the first 60 percent of the course, I may incur a \$100.00 cancellation fee plus a pro-rata tuition charge based on the last date attended, rounded down to the nearest 10 percent of that period.
12. Should I desire to cancel this agreement after completion of more than 60 percent of the course, the South Carolina School of Court Reporting may retain the entire cost of the course.
13. Should I desire to cancel this agreement, the South Carolina School of Court Reporting will make refunds within 40 days after the effective date of cancellation or the last date of course attendance.
14. The South Carolina School of Court Reporting does not guarantee job placement.
15. The South Carolina School of Court Reporting makes no claims or guarantees that any credit will transfer to another institution.

*Additional software may be required by the court reporter you transcribe for.

I, _____ certify that the information given is true and correct to the best of my knowledge. Further, I hereby acknowledge that I have read and fully understand the South Carolina Court Reporting Enrollment Agreement and Student Information Publication.

Date Signed _____

Applicant Signature

FOR SCHOOL USE

Date Application Received: _____

Application Fee Received: _____

Typing Score: _____

Applicant Accepted: _____

Applicant Denied/Reason: _____

Admissions Office Signature

Date Accepted: _____