

## Universal Accounting Center Terms and Conditions

**School Operational Summary** Universal Accounting Center (UAC) and its operations comply with standards established under law for occupational instruction by private, postsecondary educational institutions. Course instruction is updated annually and is subject to ongoing review. For a complete list of all UAC policies, please refer to the student catalog at [www.universalaccounting.com/catalog.pdf](http://www.universalaccounting.com/catalog.pdf)

**Follow-up Support** As a student and/or graduate of Universal, the student may be assisted with:

- **Academic Support** - Access to course instructors to assist in comprehending course materials
- **Accounting** - Consultation related to accounting and bookkeeping topics for a graduate's own company, client or employer.
- **Accounting Software** - Basic assistance and advice in the use and application of accounting principles related to current software applications.

**Job Placement Assistance Support** No job placement or wage/salary level is guaranteed by UAC. While eligible for follow-up support, a student may receive:

- **Resume Preparation** - Assistance via email in the review and development of a resume for the purpose of securing interviews.
- **Resume Placement Assistance** - Helping to identify possible employers and accounting-related positions by following a weekly routine.
- **Interviewing Technique Review** - Role play advice and suggestions to improve the success of interviewing opportunities.

**Accounting and Bookkeeping Marketing Support** Answers to marketing related questions will be provided with either starting or building an accounting, bookkeeping or tax practice following the strategies outlined in either the Professional Bookkeeper, Professional Tax Preparer, or Universal Practice Builder programs

**Product Shipment and Delivery** Online access to course material will be granted for 12, 18, or 24 months from date of enrollment depending upon courses purchased. Products and materials not available online will be scheduled to ship within 4 business days of receiving and processing the order. All orders will be delivered using USPS or UPS. When possible, a tracking number will be emailed to the student. Shipments will be sent "ground" unless otherwise arranged, and may arrive 7 to 10 days after being sent.

**Program Enrollment** After enrolling in a UAC study program, an Orientation Counselor will attempt to contact the student via phone and or email to advise the student with regard to the course work, support procedures and testing, if any.

**Testing Information** Practice tests and/or final exams exist online for the "Professional Bookkeeper", "Professional Bookkeeper's Guide to QuickBooks", "Professional Tax Preparer", and "Universal Practice Builder" programs. After enrolling, the student should go to: [www.uacourses.com](http://www.uacourses.com) to access the testing system. Any student who successfully completes the course of study will be awarded an appropriate certificate of completion for the course. A student may take the final exam twice. Students needing a letter of recommendation should call or email the school.

**Grading Policy** Final exams are used to evaluate performance and knowledge and are the basis for the final grade. A score of 90% or higher constitutes a comprehensive knowledge of course work and may earn a special designation (see below). Nonetheless, certification from UAC is granted for scores of 70% or higher. Scores below 70% result in a failing grade. No credit toward course completion will be granted for previous educational training or instruction. UAC is registered under the Postsecondary Proprietary School Act. This does not mean that the state of Utah supervises, recommends or accredits the institution. UAC is not accredited by a regional or national institution recognized by the US Department of Education. UAC maintains full surety as required by UT state law (bond held by the Division of Consumer Protection).

**Student Financing** Tuition is earned upon enrollment. Upon processing payment, confirmation of the order will be sent to the email address provided, if one was given at time of purchase. Financing is currently available to US, & Canadian students. A down payment is required, followed by 12, 18 or 24 monthly payments (depending upon products purchased) set up to be paid automatically on a debit card, credit card or EFT. After enrolling, the student may call **800-343-4827** or email [uacinfo@universalaccounting.com](mailto:uacinfo@universalaccounting.com) to qualify for options to adjust or extend the financing terms. Student agrees to advise UAC of a change in address during the term of any financing arrangements. It is the student's responsibility to call UAC's Finance Department and make any necessary changes to payment information including credit card type, expiration date, card number, or other pertinent information. Payments will be processed on the 15<sup>th</sup> of each month on the original payment method given at time of purchase, unless other arrangements have been made with UAC's Finance Department.

**Payment Processing** Payment in full is the preferred method of payment. We accept cash (US currency), check, credit card (American Express, Visa, MasterCard, Discover Card) or money order.

**Late Payment Fee Policies** A late fee of \$25 will be applied if any payment is not received within 10 days of its due date.

**Cancellation Policy** For the **Professional Bookkeeper Program**, the **Professional Tax Preparer Program**, and the **Professional Bookkeeper's Guide to QuickBooks Program**, the UAC cancellation policy reads: "If after completing the course, you feel the course didn't live up to your expectation, simply return the materials to Universal, for a 100% refund of any monies paid." If a student misses three (3) or more weekly coaching sessions in a row, Universal cannot guarantee the results of the coaching due to a loss of momentum during the process, and the student has forfeited his or her ability to return a program for a refund of any monies paid or due. Students may work at their own pace. If the student has watched all videos, completed all of the worksheets, practice sets and assignments, and taken the final exam and has not missed any payment deadlines, and is dissatisfied with the course, the student may request a **Return Authorization Number** to send back all the coursework at their expense at: [www.universalaccounting.com/returns](http://www.universalaccounting.com/returns) for a full refund. (Funds received will not be refunded until receipt and processing of all materials by UAC. Please allow 7 days to process)

For the **Universal Practice Builder**, the **Profit First Professional**, and the **Value Builder Programs**, the UAC cancellation policy reads: "If after following the steps of the Universal Practice Builder and/or Value Builder for 12 months, you do not have an increase of more than \$30,000 in annualized billings, then simply return all materials given and we will refund all monies paid." If a student misses three (3) or more weekly coaching sessions in a row, Universal cannot guarantee the results of the coaching due to a loss of momentum during the process, and the student has forfeited his or her ability to return a program for a refund of any monies paid or due. To qualify for a refund, a student must document that they have followed the steps taught in the course for 12 months, and the student did not achieve the \$30,000 in annualized billings. The student will be required to provide documentation of all marketing activity, including a completed marketing plan, a 12-Month Marketing and Sales Report, samples of all marketing materials, a list of all contacts made by date, a completed list of Natural Business Strategic Partners, and the completed worksheets in the curriculum. Additionally, the student's contractual payments (if any) were made on time. Once these requirements are satisfied, the student may request a **Return Authorization Number** to send back all the coursework at their expense at: [www.universalaccounting.com/returns](http://www.universalaccounting.com/returns) for a full refund. (Funds received will not be refunded until receipt and processing of all materials by UAC. Please allow 7 days to process)

A three-day cooling-off period is allowed beginning when a student receives his or her login and password from UAC until midnight three business days later. A student wanting to cancel within this time frame must notify the school in writing via certified letter, postmarked within the three-day period. A student wanting to cancel within 30 days of enrolling may be eligible but will have to pay a 15% restocking fee of the total tuition. The student must then request a **Return Authorization Number** to send back all the coursework at their expense at: [www.universalaccounting.com/returns](http://www.universalaccounting.com/returns) for a full refund. (Funds received will not be refunded until receipt and processing of all materials by UAC. Please allow 7 days to process)

**Collections, Policies** Terms: Net 30 days. Interest at the rate of 1.72 % per month (20.57% per annum), will be charged on all past due balances. If collection becomes necessary, the student or the authorized credit card holder agrees to pay all legal fees, attorney fees, court costs, also collection agency fees of up to 50% of the principal balance assigned, with or without suit. A student who has missed any payment deadlines is in breach of contract & has forfeited his or her ability to return a program for a refund of any monies paid or due. Once in default, all services including, but not limited to online access, support & coaching will cease, until the account is brought up to date.

**Legal Jurisdiction** This agreement shall be construed and enforced per the laws of the State of Utah. Furthermore, the parties agree the only courts with jurisdiction to hear disputes arising hereunder are courts located in the County of Salt Lake, State of Utah. This agreement supersedes all other agreements, verbal or otherwise.

<b>Program Title</b>	<b>Enrollment Requirements</b>	<b>Clock Hours</b>	<b>Earned Certificate</b>	<b>Occupational Preparation for:</b>
Professional Bookkeeper Program (PB)	H.S. Diploma or GED Equivalent	60	*PB Certification if test score >89% *Cert. of Completion for 70-89% test score	Accountant, AP Clerk, AR Clerk, Full-charge Bookkeeper, General Ledger Bookkeeper, Professional Bookkeeper, Bookkeeping Clerk, Contract Accountant, General Ledger Accountant, Payroll Clerk
Professional Tax Preparer Program (PTP) Clerk	H.S. Diploma or GED Equivalent	62	*PTP Certification if test score >89%	Income Tax Preparer, Tax Accounting *Cert. of Completion for 70-89% test score
Professional Bookkeeper's Guide to QuickBooks Program (QS)	H.S. Diploma or GED Equivalent	30	*QS Certification if test score >89% *Cert. of Completion for 70-89% test score	Accountant, AP Clerk, AR Clerk, Full-charge Bookkeeper, General Ledger Bookkeeper, Professional Bookkeeper, Bookkeeping Clerk, Contract Accountant, General Ledger Accountant, Payroll Clerk
Universal Practice Builder Program	H.S. Diploma or GED Equivalent	30	Cert. of Completion if test score >69%	Contract Accountant, Marketing Specialist
Profit First Professional Program (PFP)	H.S. Diploma or GED Equivalent	20	Cert. of Completion if test score >69%	Business Consultant
Value Builder Program (VB)	H.S. Diploma or GED Equivalent	14	Cert. of Completion if test score >69%	Business Consultant