



13405 NW Cornell Rd. Portland, OR 97229
Phone: (503) 646-5600 E-Mail: PnwTaxSchool@aol.com
Visit our website at www.PnwTaxSchool.com

ONLINE 80-HOUR BASIC INCOME TAX COURSE (Live Webinar) COURSE CATALOG

Program Information

The Online 80-Hour Basic Income Tax Course is offered through 80 hours of online education over a three-month period. Live class sessions will be held two days per week. Each session will run for approximately three hours and 15 minutes. This course meets all requirements set forth by the Oregon Board of Tax Service Examiners and covers both federal and Oregon individual income tax laws. Students who successfully complete this course qualify to sit the Oregon Tax Board Examinations.

Course Format	Days	Times
Live Webinar	Mondays & Wednesdays	2:00 - 5:15 PM (Pacific Time Zone)

Classes will commence on Wednesday, September 10 and end on Wednesday, December 10.

Classes will not be held on Thanksgiving Day.

Owner and Officials

Owner: Pacific Northwest Tax School Inc.
Administrators: April Gutierrez & Jess Gutierrez

Instructors

Selection of instructors is based on their practical experience and specialized education. Each instructor's qualifications are on file with the Oregon Department of Education.

Pacific Northwest Tax School Online 80-Hour Basic Income Tax Course
Catalog & Enrollment Agreement
www.PnwTaxSchool.com

Computer, Equipment & Internet Requirements

This is a live, online course. Students enrolling in this course will attend sessions via a computer with an internet connection. Students enrolled in the course will need to have:

1. Access to a computer with an internet connection (a high-speed DSL or cable internet connection is recommended), and
2. A headset or speakers to hear audio instructions and presentations.

Students who wish to speak to the Course instructor during live sessions will also need a computer microphone.

(Pacific Northwest Tax School encourages students to purchase a headset with a built-in microphone. Basic headsets with microphones can be purchased for as little as \$20.)

Legal Holidays

School programs operate from early September through early December. The school is closed Labor Day and Thanksgiving Day.

Entrance Requirements

There are no entrance requirements, but a person must be 18 years of age and hold a high school diploma or GED equivalency to be eligible to sit the Oregon Tax Preparer Exam.

Credit for Previous Training

Previous training will not be accepted as substitution for any part of course requirements.

Enrollment Dates

Enrollment will be accepted at any time with the following conditions:

1. Enrollment Agreement is signed by the student and a school official.
2. All required enrollment fees are paid.
3. Space is available. (Classes are filled on a first-come, first-serve basis and have sold out in prior years.)

Attendance Policy

Students shall be required to attend 24 course sessions from the date of enrollment to the date of course completion. All Course sessions will be recorded. Students can make-up a maximum of 5 missed sessions by completing the equivalent self-paced online session. The availability to make up additional missed sessions online will be made at the discretion of the school director. Certificates of completion will not be issued without the attendance requirement being met.

Grading System

Successful Completion: *Requires achieving a combined 70% grade on the mid-term and final exams.*

Unsuccessful Completion: *Failing to meet the combined 70% grade requirement.*

Standards of Progress, Attendance and Performance Required of Students

Students must maintain satisfactory progress while enrolled in the Course. To receive a Certificate of Completion, students must:

1. Attend all 24 online sessions.
2. Submit completed homework assignments for all course sessions.
3. Successfully complete open-book take-home mid-term and final exams.
4. Successfully complete closed-book midterm and final exams administered by a School-approved proctor.

Disciplinary Policy

Students shall be a credit to themselves and to the School. All School rules must be followed. The School administration maintains the right to dismiss students for violation of School rules or for conduct which reflects unfavorably on the reputation or operation of the School.

Reinstatement after Termination

If a student is terminated for any reason, re-admittance will be on an individual basis according to evaluations made by school officials.

Student Grievance Policy

Students aggrieved by actions of the school should attempt to resolve these problems with appropriate school officials. If this procedure fails, students may contact the Oregon Department of Education, Private Vocational Education, 255 Capital St. N.E., Salem, OR 97310-0203, Ph. (503) 947-5751.

Certificate of Completion

Students who successfully complete the Course shall be awarded a Certificate of Completion.

Placement Service

This school does not offer placement service to students. However, students who successfully complete the course are invited to apply for employment opportunities with Pacific Northwest Tax Service.

Course Outline

Pacific Northwest Tax Services' Online Basic 80 Hour Income Tax Course covers the fundamentals of income tax preparation. Our Course materials, chosen and developed by our experienced professionals, include:

- 2008 Student Handbook (a 24-session workbook designed to supplement information contained in federal and Oregon publications and to provide working problems for students to apply their knowledge.)
- Classwork Answer Keys
- Homework Answer Keys
- Quiz Answer Keys

Curriculum

Filing Requirements

Filing Status

Personal Exemptions and Dependents

Standard Deduction

Tax Tables

Wages, Salaries, Tips and other Earnings

Interest and Dividend Income

Pension, Retirement Plans and IRA's

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Taxable State Refunds, Scholarships,
Social Security & Railroad Equivalent Benefits
Alimony
Self-Employment Income and Expenses for Small Businesses
Rental Income & Expenses
Depreciation and Amortization of Property
Investment Income and Expenses
Sale of Home
Earned Income Credit
Child Tax Credit
Child and Dependent Care Credit
Estimated Tax, Amended Returns, Extensions
Penalties and Interest
Oregon Tax Laws
Oregon Rules Governing Tax Preparers

Tuition and Fee

Enrollment Fee	\$ 29.00
Tuition	200.00
Student Manual	<u>190.00</u>
Total	\$419.00

(Student Manual is delivered as a printable PDF file. Add \$50 to cost for a printed copy of the Student Manual).

Refund Policy

Refund Schedule for Resident Instruction (OAR 581-45-037) (ORS 345.115)

1. You may cancel enrollment prior to commencement of classes by giving written notice to the school.
2. If cancellation occurs after five business days of date of enrollment but before student has commenced lessons, and lesson materials have not been delivered, you will receive a 100 percent refund of Tuition and Fees.
3. If cancellation occurs after five business days of the date of enrollment, but before student commences lessons and prior to lesson materials being delivered (whichever is earlier) a \$29 Registration fee will be charged.
4. If cancellation occurs after five business days of date of enrollment but student has not commenced lessons, and lesson materials have been delivered, you will be charged a \$29 registration fee and a \$190 Student Manual fee.
5. The course start date shall begin on the date the enrollment agreement is signed by the student and a school official or on the date course materials are made available to the student, whichever is the later date. Students are required to complete this program of study within the 13-week period commencing on the course start date. Tuition shall be prorated on a per-session basis with no refund being issued after the earlier of:
 - a. 6.5 weeks from the course start date, or
 - b. Completion of Session 12 course material
6. If termination occurs later than 6.5 (6 and ½) weeks from the course start date or after receipt by the school of 50 percent or more of the completed lesson assignments, the school may retain 100 percent of the total tuition costs plus the established registration fee.
7. There will be no refund for the Student Manual once it has been delivered to the student.

ENROLLMENT AGREEMENT

Pacific Northwest Tax School
13405 NW Cornell Rd. Portland, OR 97229

Phone: 503-646-5600 E-mail: Pacnwtax@aol.com
Visit our website at www.pnwtax.com

Online 80-Hour Basic Income Tax Course (Live Webinar)

CLASS FORMAT	Days	Times
Live online course	Mondays & Wednesdays	2:00 – 5:15 PM (Pacific Time Zone)

START DATE:

Classes will commence on Wednesday, September 10th, 2008.

EFFECTIVE DATE:

The effective date of this agreement is the date it is signed by the student and an authorized representative of Pacific Northwest Tax Service, and the enrollment, tuition and student manual fees totaling \$419.00

REFUND POLICY:

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How Do I Enroll?

To secure your enrollment in this live online course, complete the enrollment agreement on the following page and fax or mail it to:

Pacific Northwest Tax School
13405 NW Cornell Rd.
Portland, OR 97229

Fax: 503-350-0265

Pacific Northwest Tax School Online 80-Hour Basic Income Tax Course
Catalog & Enrollment Agreement
www.PnwTaxSchool.com

ENROLLMENT AGREEMENT ONLINE 80-HOUR BASIC INCOME TAX COURSE (LIVE WEBINAR)

Pacific Northwest Tax School
13405 NW Cornell Rd.
Portland, OR 97229
Fax: 503-350-0265

Student's Name: _____

Student's Address: _____

Street Address

City

State

Zip

Student Contact _____

Home Phone

Work/Cell

E-Mail

I agree to enroll in Pacific Northwest Tax School's Online 80-Hour Basic Income Tax Course to be held each Monday & Wednesday 2:00 - 5:15 PM Pacific Time beginning September 10, 2008.

Tuition:	\$200.00	Student Manual: \$190.00 (Student will self-print PDF file), or \$240.00 (Student requests printed manual in addition to the self-print PDF file)
Registration Fee:	\$ 29.00	

I have read and received a copy of this Enrollment Agreement and the Course Catalog and agree to all stipulations listed therein. By initialing here _____, I hereby agree a facsimile signature on this Enrollment Agreement makes this enrollment legally binding.

- I elect to receive all course materials via email for a total program fee of \$419.00
- I elect to receive printed course materials for a total program fee of \$469.00
- My check in the amount of \$ _____ is enclosed.
- My enrollment fee of \$ _____ has been paid online.
- I authorize \$ _____ to be charged to my Credit/Debit Card # _____
Expiration Date ____ / ____

Signature of Student

Date

Signature of School Official

Date

Any Student inquiry regarding this contract may be made in writing to:

The Superintendent of Public Instruction
Oregon Department of Education
Public Service Building
225 Capitol St., Salem, OR 97310-0203