

Universal Accounting Center

Terms and Conditions

School Operational Summary Universal Accounting Center 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.

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

- **Academic Support** - Access to course instructors to assist in comprehending course materials and concepts
- **Accountant** - 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 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 or Professional Tax Preparer programs.

Product Shipment and Delivery All products and materials 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 Universal study program, a Coach will attempt to contact 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 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.universalaccounting.net/testing2 and request login information. 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 65% or higher. Scores below 65% result in a failing grade. For more information about testing, contact Universal at 800-343-4827. 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.

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.

Student financing is currently available to US and Canadian students. A down payment is required, followed by 12 monthly payments set up to be paid automatically on a debit card, credit card or EFT. 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 15th of each month on the original payment method given at time of purchase, unless other arrangements have been made with UAC’s Finance Department. Upon processing payment, confirmation of the order will be sent to the email address provided, if one was given at time of purchase. After purchasing, an individual may call **800-343-4827** for information or by email at uacinfo@universalaccounting.com. Student agrees to advise Universal of a change in address during the term of any financing arrangements.

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.

Collections, Policies If collection becomes necessary, the student or the authorized credit card holder on account agrees to pay up to an additional 50% for all collection and legal fees, with or without suit, including attorney fees and court costs. A student who has missed any payment deadlines is in breach of contract and 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 support and coaching will cease, until the account is brought up to date.

Universal's Guarantee

For the **Professional Bookkeeper Program**, the **Professional Tax Preparer Program**, and the **Professional Bookkeeper's Guide to QuickBooks Program**, the Universal return 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." No time limit is imposed upon finishing the course work. Students may work at their own pace. If the student has completed all of the worksheets, practice sets and assignments, and the final exam **and** has not missed any payment deadlines, **and** is dissatisfied with the course, the student will need to request a **Return Authorization Number** at: <https://www.universalaccounting.com/returns>.

For the **Universal Practice Builder Program**, the Universal return policy reads: "If after following the steps of the Universal Practice 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." 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 will need to request a **Return Authorization Number** at: <https://www.universalaccounting.com/returns>.

For the **Master Coaching Program**, the Universal return policy reads: "If the student does not increase income by 200% of tuition paid in annualized client billings within six months of the agreement date, and all assignments have been completed by the student, Universal will refund all monies paid by the student for coaching." If the student's contract term has expired, and he/she has fulfilled all assignments accepted during the Coaching period, and did not at least double his/her investment for coaching, the student will need to request a **Return Authorization Number** at: <https://www.universalaccounting.com/returns>.

For the **Client Generator Program**, the Universal return policy reads: "Universal Accounting will provide you 15 or more qualified face-to-face prospects. If not, simply return all materials given and we will refund all monies paid for the Client Generator" If during the 90-day term of this agreement, Universal does not provide 15 qualified face-to-face prospects, the student will need to request a **Return Authorization Number** at: <https://www.universalaccounting.com/returns>.

For all programs, refunds will be issued in the same form as payments were made. Asking for an alternative payment form may result in a 3% refund reduction.

Legal Jurisdiction This agreement shall be construed and enforced according to 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.

Program Title	Enrollment Requirements	Clock Hours	Earned Certificate	Occupational Preparation for:
Professional Bookkeeper Program	H.S. Diploma or GED Equivalent	48	*PB Certification if test score >89% *Cert. of Completion for 65-89% 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	H.S. Diploma or GED Equivalent	72	*PTP Certification if test score >89% *Cert. of Completion for 65-89% test score	Income Tax Preparer, Tax Accounting Clerk
Professional Bookkeeper's Guide to QuickBooks Program	H.S. Diploma or GED Equivalent	24	*QS Certification if test score >89% *Cert. of Completion for 65-89% 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	17	Certification if test score >64%	Contract Accountant, Marketing Specialist