



710 S. 9th Street  
Las Vegas, NV 89101  
(702) 703-0079  
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Effective March 1<sup>st</sup>, 2025

## Welcome to Paralegal Institute (PI)

At PI, we are committed to building a better world one student at a time. Our institute is a beacon of excellence, offering training programs in the legal field. With a strong emphasis on reading, writing, and using real world case studies, PI equips students with the practical and functional skills they need to thrive as a paralegal. Are you looking to embark on a new career? PI is your gateway to a world of opportunities in the ever-evolving legal industry.

PI is licensed by the Nevada Commission on Postsecondary Education. It is owned by Matthew Pfau.

## Our Dedicated Staff

At PI, our exceptional team is the backbone of our institute's success. We are proud to employ educators and support staff who are not only highly qualified but also deeply committed to the success of our students. Every member of our staff is Results Driven, meaning we are unwavering in our pursuit of excellence and the positive outcomes of our students. We are Invested in your future, tirelessly working to provide the guidance and support you need to achieve your career goals. Our staff is proactive in identifying opportunities for growth and improvement, ensuring that our programs stay at the forefront of industry trends. Most importantly, we are committed to doing the right thing on behalf of our students, fostering an environment of trust, respect, and integrity. When you choose PI, you're not just joining a school; you're becoming a part of a community dedicated to creating success.

## Leadership

Faculty		Staff	
Isabel Roblero	Paralegal Instructor	Kelly Sharkey	Finance Administrator
Matt Pfau	Paralegal Instructor	Kelly Sharkey	Student Finance Coach
Amanda Roswell	School Representative	Matt Pfau	Campus Director

## Location & Facility

We are located at 710 S. 9<sup>th</sup> Street, Las Vegas, NV 89101. Our facilities have two classrooms with one mock court room to replicate a court setting. Class size is limited to 24 students per instructor.

## School Office Hours:

Administrative Office hours are Monday through Thursday 8-5 Friday 8-4 (Except Holidays)

## Observed Holidays:

New Year's Day, Memorial Day, Independence Day, Veteran's Day, Thanksgiving Day, Winter Break (approx. the last two weeks of the calendar year).

## Entrance Requirements

All students enrolling at PI must:

- Be 18 years of age and show proof of U.S. high school diploma or equivalent.
- A valid photo ID must be provided.
- An enrollment agreement with PI must be completed.
- A minimum score of 17 on the Wonderlic SLE-Q assessment

## Credit for Previous Training

To receive credit for previous paralegal educational courses a student needs to submit transcripts, course descriptions, and program catalog from previously attended educational institutions. Prior paralegal educational courses will be evaluated for possible transfer credit. If credit can be applied, students will need to test out of any portion of program they are to receive previous credit for. All necessary documentation must be received prior to starting program. Previous training test must be completed before starting the program.

## Cancellation and Refund Policy

### 1. Refund of tuition:

#### A. Failure to Provide the Agreed-Upon Program

If the institution substantially fails to provide the training program outlined in the enrollment agreement, 100% of all money paid by the student will be refunded.

B. If student **cancels** their enrollment by delivering written notice to PI on or before the start date of the training program, PI shall refund all money they have paid, minus 10 percent of the full tuition agreed upon in the Enrollment Agreement or \$150.00, whichever is less.

C. If student **withdraws** by delivering written notice to PI or is expelled or **terminated** after the start date of the training program, but before 60% of such program has been presented, student will be charged a prorated tuition based on the percentage of the program presented prior to formal withdrawal or termination, plus 10% of the full tuition agreed upon in the Enrollment Agreement or \$150.00, whichever is less.

D. If student **withdraws** by delivering written notice to PI or is expelled or **terminated** after 60% or more of the training program has been presented prior to formal withdrawal or termination, student will be charged the full tuition agreed upon in the Enrollment Agreement.

2. If a refund is owed pursuant to Paragraph 1, Paralegal Institute shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:

- a. Date of receipt by PI of written cancellation of the enrollment of a student.
- b. Date of termination by the institution of the enrollment of a student.
- c. Last day of an authorized leave of absence if a student fails to return after the period of authorized absence.
- d. Last day of attendance of a student, whichever is applicable.

3. Books, educational supplies or equipment for individual use are not included in the policy for refund stated in Paragraph 1 and will not be refunded.
4. For purposes of this section:
  - a. The period of attendance is measured from the first day of instruction set forth in the Enrollment Agreement through the last date of actual attendance, regardless of absences.
  - b. The period for the training program is set forth in the Enrollment Agreement.
  - c. Tuition is calculated using the tuition and fees set forth in the Enrollment Agreement and does not include books, educational supplies or equipment listed separately from tuition and fees.
5. As used in this section, “Substantially failed to furnish” includes canceling or changing a training program agreed upon in the enrollment agreement without:
  - a. Offering the student a fair opportunity to complete the same program or another program with a demonstrated possibility of placement equal to or greater than the program in which the student is enrolled, within approximately the same period, at no additional cost; or
  - b. Obtaining the students’ written agreement to the changes, including a statement confirming that the student is not being coerced or forced into accepting the changes, unless the cancellation or change is in response to updated requirements to enter the occupation.

**Three Day Cancellation:** PI shall allow an applicant to **cancel** an enrollment agreement if the applicant submits a written notice of cancellation to PI within 3 days. You can mail this notice to 710 S. 9<sup>th</sup> Street, Las Vegas, NV 89101, send an email to [studentfinance@paralegalinst.com](mailto:studentfinance@paralegalinst.com) , or you can drop it off in person to the front Desk at 710 S. 9<sup>th</sup> Street, Las Vegas, NV 89101

## Account for Student Indemnification

In an event of a schools discontinued operation or a violation by the institution per NRS 394.383 to NAC 394.560, an account for student indemnification may be used to indemnify a current student or enrollee who has suffered damage because of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560.

## Attendance Policy

A minimum of **80% attendance** must be maintained throughout the entirety of enrolled program. Any student who drops below 80% attendance will meet with an administrator to determine proper course of action going forward. Withdraw, make-up, or restart with leave of absence.

- The student may be allowed to make up missed class hours on an hour-for-hour basis during the approved time.
- The student may be allowed to restart the program during a later start date at no additional cost. This restart must occur within 6 months of the original start date, and the student will be required to sign a Leave of Absence request form.
- The student may opt to withdraw from the program and receive a refund in accordance with Paralegal Institutes refund policy.
- Students will be marked Tardy if they arrive more than 15 minutes late. Tardiness will count against the clock hour attendance in 30-minute increments rounding up. EX. If a student is 20 minutes late 30 minutes will be deducted, if a student is 39 minutes late 60 minutes will be deducted.
- If a student misses half of the class, it will count as an absence.

- Students leaving before their dismissal will be marked tardy or absence in the same ratio to the tardy and absence standards.
- All absences are recorded, regardless of reason.
- Three consecutive absences are an automatic termination.
- Students may request a leave of absence (LOA) in instances of family bereavement or medical conditions pertaining to the student or immediate family. The student will be allowed to join a later program at the same point of taking leave of absence or earlier within 6 months of the start of LOA.
  - Students will only be allowed a maximum of 1 leave of absence.
  - Submit a written request stating the reason and the amount of time needed for the leave of absence to the Campus Director.
  - Complete LOA forms

## Standard of Academic Progress

All students must meet the following minimum standards of Satisfactory Academic Progress (SAP):

- Maintain a minimum 80% cumulative attendance in their enrolled program.
- Maintain a minimum 70% or higher cumulative average grade throughout program.
- Evaluations are done at 29% of program completion and 67% of program completion.
- If satisfactory SAP is not being met at the evaluation period(s), the following will take place.
  - SAP warning, conversation with instructor and/or administrator
    - Depending on the level of unsatisfactory academic achievement the student may be given the option to take a **leave of absence** until the next start date to restart the program or continue the program on a probationary period until the next evaluation.
    - At the end of a probationary period, if a student is still not meeting the SAP requirements, the student will be **terminated** or dismissed.
  - To complete the program students are required to achieve **80% cumulative attendance and 70% cumulative average grade. Within the Maximum Time Frame (MTF)**, which is one and a half times the number of hours and weeks required for the specified program of study.

## Grading Scale

100-90%	A
89-80%	B
79-70%	C
69-60%	D
59-00%	F

## Student Conduct

### Student Conduct Policy

All students are expected to act professionally, respect others, and maintain a learning environment that supports academic success. The following standards apply and will be disclosed at enrollment:

## Grounds for Termination

Students may be terminated for violating any of the following rules and regulations:

- **Academic Integrity**  
Cheating on exams or assignments or committing plagiarism.
- **Sexual Misconduct**  
Unprofessional advances, vulgar or offensive language, innuendoes, or harassment on school premises.
- **Disruptive or Unprofessional Behavior**  
Conduct that interferes with instruction or negatively impacts others' ability to learn, including failure to maintain appropriate personal hygiene.
- **Substance Use**  
Being under the influence of or possessing alcohol, marijuana, or any controlled substances on school premises.
- **Weapons**  
Possession of firearms or weapons of any nature on school premises.
- **Threats or Violence**  
Threatening or engaging in physical altercations with staff, faculty, or other students.
- **Theft or Vandalism**  
Stealing or intentionally damaging school property.
- **Smoking**  
Permitted only during breaks and in designated outdoor areas.
- **Cleanliness**  
Students must clean up classroom areas they use.
- **Dress and Hygiene Standards**
  - Students must refrain from wearing vulgar, offensive, or distracting clothing.
  - Students must maintain personal hygiene appropriate for a professional learning environment.

## Notice and Opportunity to Respond

If a concern arises, the Institute will provide written notice and an opportunity for the student to address or correct the issue before further action is taken.

## Terminated or Withdrawn Students

Terminated or Withdrawn students may re-start a program once, provided a refund has not been issued. If a refund has been issued the student will need to go through the entire enrollment process again.

## Requirements for Receiving Certificate

A student must be in good standing in all the following areas to receive a certificate of completion.

- Attendance 80% cumulative
- Academic 70% cumulative
- Financial must be current on payments.
- All requested documents on file

## Career/Placement Services

The Paralegal Institute offers employment aid to graduates, consisting of job lead referrals and job skills development. While aiding in your job search, we make no guarantee, expressed or implied, of future employment. Current law prohibits any school from guaranteeing job placement as an inducement to enroll students.

## Grievance and Complaint Policy

PER NRS 394.443 Students enrolled in licensed, private postsecondary educational institutions have the right to register a legitimate complaint with the Commission on Postsecondary Education. Prior to filing a complaint, you must attempt to resolve the issue with school officials according to the policies of the school which you are attending- **This complaint should be presented in writing to the PI Campus Director.** If you are unable to reach a solution, you may contact the Commission (see below), and the Commission will attempt to resolve the issue. If a resolution cannot be reached, you will be required to complete a formal complaint form; Formal complaints are investigated by staff and a decision by the administrator of the Commission. If either party does not agree with that decision, an appeal to the full Commission may be requested.

More information, including complaints forms, is available at [www.cpe.nv.gov](http://www.cpe.nv.gov). Or contact: Commission on Postsecondary Education 2800 E. St. Louis Avenue Las Vegas, NV 89104 702-486-7330 (Ph) 702-486-7340 (Fax)

## Program Modalities Overview

**Traditional Modality** - *Traditional modality offers in-person lectures and practicum work. Ideal for students who thrive in a structured classroom environment, this option emphasizes face-to-face interaction and direct engagement with instructors and peers.*

**Online Modality** - *Online modality is designed for students who prefer or require a predominantly online educational format, this option allows for greater flexibility and autonomy in managing coursework. The coursework and speed is identical to the Traditional modality, but no in-person classes will be held.*

## Paralegal Programs (Class sizes limit to 24)

A student with no legal experience can advance to a job-ready, entry-level paralegal job with hands on training in just 15 weeks. The objective of the paralegal program at PI is to prepare students for entry-level job opportunities within the legal industry.

Paralegal Certificate Program			
PL100 – Paralegal Practicum Studies	45	Textbooks	\$483.00
PL101 – Paralegal Law Studies	45	Tuition	\$6,495.00
<b>Total Hours for Program</b>	<b>90</b>	<b>Total Cost</b>	<b>\$6,978.00</b>

### Textbooks:

The Winning Brief by Brian A. Garner (ISBN: 978-0199378357)

The Practical Paralegal by Matthew G. Pfau, Esq. (ISBN: 979-8428006766)

Torts for Paralegals - From Theory to Application by Matthew G. Pfau, Esq. (ISBN: 9798245301464)

Contracts – Promises made and broken by Matthew G. Pfau (ISBN: 979-824-5218-17-5)

Dumb Criminals & Overeager Cops by Zachariah B. Parry, J.D. (ISBN: 978-1717901606)

## Course Listings

### PL100 – Paralegal Practicum Studies

45 Hours- Traditional, 45 Hours- Online

FORMAT: Lecture, quizzes, tests, hands-on research and writing, feedback on written assignments for improvement.

OBJECTIVE: Learn the skills a paralegal needs to fulfill their daily duties including client interaction, law firm software, research and writing.

TEACHING STEPS: Introduce progressing writing skills including typography and legal writing. Teach legal research and writing. Teach practical skills such as calendaring, file management, and case management.

### PL101 – Paralegal Law Studies

45 Hours- Traditional, 45 Hours- Online

FORMAT: Lecture, quizzes, tests, hands-on research and writing, feedback on written assignments for improvement.

OBJECTIVE: Learn the actual law, including statutory, administrative, and common law. Learn the rules that apply to litigation. The course includes the law of torts, contracts, criminal law and procedure, civil procedure, wills and trusts, and family law.

TEACHING STEPS: Introduce progressing writing skills including typography and legal writing. Teach legal research and writing. Teach practical skills such as calendaring, file management, and case management.

## Calendar

### Traditional Program

Term	Start Date	End Date
<b>Spring</b>	03/17/26	06/25/26
<b>Summer</b>	06/30/26	10/08/26
<b>Fall</b>	10/13/26	02/11/27
<b>Spring</b>	02/23/27	06/03/27
<b>Summer</b>	06/15/27	09/23/27
<b>Fall</b>	10/05/27	02/03/28
<b>Spring</b>	02/15/28	05/25/28
<b>Summer</b>	06/06/28	09/14/28

### Online Program

Term	Start Date	End Date
<b>Spring</b>	03/17/26	06/25/26
<b>Summer</b>	06/30/26	10/08/26
<b>Fall</b>	10/13/26	02/11/27
<b>Spring</b>	02/23/27	06/03/27
<b>Summer</b>	06/15/27	09/23/27
<b>Fall</b>	10/05/27	02/03/28
<b>Spring</b>	02/15/28	05/25/28
<b>Summer</b>	06/06/28	09/14/28

\*All program dates are subject to change

Students must be fully registered before the start date of our programs.

Students may withdraw at any point during the program. All withdrawals are subject to the PI refund policy.