

# *Lion Investigation Academy*

## Private Investigation Diploma Program

### APPLICATION FOR ADMISSION



Licensed by Pennsylvania State Board  
of Private Licensed Schools  
434 Clearfield St.  
Bethlehem, Pa 18017  
1-877-PI-SCHOOL  
[www.lioninvestigationacademy.com](http://www.lioninvestigationacademy.com)  
[LIADAN@aol.com](mailto:LIADAN@aol.com)

### **Mission Statement**

*Lion investigation Academy will provide the student with a profound basic knowledge within the realm of private investigations along with current changes in private investigations and security. Therein, providing the general public and the courts with a well-rounded investigator who provides competent investigative results.*

*Lion Investigation Academy provides our students with competent staff and consultants adding to the personal touch of what we call a "Class of One." The private investigative field differs somewhat from the criminal justice field. Therefore, a formal education in the private sector is much needed. Our mission is to provide this education in a manner that is easily understood by the novice.*

*Basic knowledge refers to standard application of various techniques that the investigator utilizes. A standard technique such as surveillance stakeouts have and will always have basic element.*

**Lion Investigation Academy**  
**Application for Admission/Enrollment Agreement**  
**Information Sheet**

Date: \_\_\_\_\_

Social Security #: xxx-xx-\_\_\_\_\_  
(Last 4 digits)

**Personal Information**

Name: \_\_\_\_\_  
Last first middle

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

\*E-Mail: \_\_\_\_\_

\*Lion Investigation Academy uses e-mail addresses to send you information about professional programs. We will never sell your e-mail address. May we contact you via e-mail?

\_\_\_\_\_ Yes, contact me

\_\_\_\_\_ No, do not contact me

\_\_\_\_\_ High School Diploma

\_\_\_\_\_ GED

\_\_\_\_\_ BA/BS \_\_\_\_\_ MA/MS \_\_\_\_\_ MBA \_\_\_\_\_ PHD \_\_\_\_\_ Certificate

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

College/University: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

College/University: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Trade/ Vocational School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**Employment Information**

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer: \_\_\_\_\_ Dates of employment: \_\_\_\_\_

Address: \_\_\_\_\_ Position: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: xxx-xx-\_\_\_\_\_

**{ } INV-400 Diploma Program in Private Investigations \$850.00**

- This program is in four parts
- There is a test after each part and a final examination
- { } Option A- Payment in full upon enrollment (10% discount if paid in full at this time.)
- { } Option B-First month's payment of \$35.42 plus a \$25.00 non-refundable application fee (\$60.42 due upon enrollment and 23 consecutive months of \$35.42.)
- { } Option C- First month's payment of \$70.84 plus a \$25.00 non-refundable application fee (\$95.84 due upon enrollment and 11 consecutive months of \$70.84.)

**Program Fees**

**Program fees submitted with this application:**

Program Fee	\$ _____
Application fee (non-refundable)	+ \$ <u>25.00</u>
Overseas mail (required for foreign students)	+ \$ <u>100.00 Subject to change*</u>
Subtotal	\$ _____
Payment enclosed	\$ _____

**Students, by signing this agreement you acknowledge you have received and read the enrollment application and brochure thoroughly, including the refund policy. If you do not understand any portion of this agreement, either have an Attorney read this agreement or contact the Admissions office of the academy. The effective date of this agreement is not binding until it is accepted by an academy representative.**

**Print name of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_ (must co-sign if under 18yrs of age)

\* Overseas mail charges are subject to change as postal rates change.

**What LIA promises to perform**

- To send all materials, tests, and graded answers with personal comments when called for. The tuition covers all of the above.
- Upon satisfactory completion of the course or program as outlined in this brochure, the student will receive a diploma.
- The school will answer any questions the student may have pertinent to the course, at no extra cost.
- Letters of recommendation to any employer or prospective employer the student wishes the letter sent to, at no extra cost.
- All lesson material is the student's to keep.
- Not to make any additional charges whatsoever for any of the above.
- The student must pay for all postage on lessons sent to the school for review. The school will pay for all postage on material and lessons sent to the student. (The estimated cost would be about \$25.00),
- A transcript of student's academic achievements will be sent to the student, the first copy at no charge, additional transcripts provided at \$5.00 each.

**What student promises to perform**

- Conscientiously study in order to make satisfactory progress.
- Put forth his/her effort on his/her examinations and sincerely endeavor to complete training.

**Admission Procedure**

The completed application for admission must be sent to the Academy with official evidence of high school completion. A registration fee must accompany the application. If the applicant is academically qualified and fully aware of his/her financial obligation, the applicant will be accepted and promptly notified by the academy. Instructional material will be mailed to the student after the student has submitted payment, outlined in program options.

**Completion Time**

A self paced program with a maximum of two years is permitted for the completion; however, being a self paced program the student can complete the program before the maximum time. Requests for time extension due to extenuating circumstances must be submitted to the director of the academy. Each case will be decided on an individual basis, and student counseling will be made available.

**Payment Schedule**

- All applicants are required to submit a \$50.00 (non refundable) registration fee with their application.
- Refer to our payment options on this application.
- The student will be responsible for all postage on tests and assignments returned to the academy. The academy will be responsible to pay for all postage on lessons, tests sent to the student.
- Payments to the Academy can be made by personal check, money order and credit card (Master Card, Visa, and Discover). If a personal check is sent, course material will not be mailed to student until the bank clears the check.
- A calculated one time fee will be required for overseas air mail for students residing in Africa, The Near/Far East, South America, Central America and West Indies. The fee is required after a student is accepted into the academy and is to be sent with the first payment, you will be notified of such payment.

**Refund Policy**

- Lion Investigation Academy accepts refund requests in any manner. (example: email, written, verbal, or in person)
- The application fee is non-refundable.
- For a student canceling after the fifth calendar day following the date of the enrollment, but prior to receipt of course material all monies will be refunded less the application fee.

- If a student withdraws after the submission of the first lesson refunds will be calculated as follows:
  - Up to and including completion of 10% of the program, LIA will refund 90% of the total tuition.
  - Beyond 10% and up to and including 25% completion, LIA will refund 75% of the total tuition.
  - Beyond 25% and up to and including 50% completion, LIA will refund 50% of the total tuition.
  - Beyond 50% completion of the program, students are not entitled to a refund.

### **Withdrawal**

A written request for withdrawal from the academy will be honored and reimbursement made according to the terms and conditions in the refund policy. A student who fails to meet the academic standards is subject to dismissal upon recommendation of and action by the Academic Review Board, and with the written approval of the Director of the Academy.

### **Individual Assistance**

Any student who desires educational assistance may write to, or call the academy office. Questions will be recorded by the academy secretary or answered by an instructor, if present. If an instructor is not present, one will return your call as soon as possible. LIA makes every effort to assist the student and provide the help required of the student's educational goal.

### **Records**

LIA maintains permanent student academic records. The contents of these records are confidential and will not be divulged except upon the written request of the student.

### **Transcripts**

The first transcript is available at no cost; each additional request has a fee of \$5.00. Transcripts will be made available to the student or to a designated person at the student's request.

### **Grading System**

LIA uses a letter system of grading. The lesson assignment/examination grades count as one-quarter. Letter grades are converted to quality points for the purpose of computing total Quality Point Average for each semester and the Cumulative Quality Point average for more than one semester. (Cont next page)

Quality points range from 4.0 for an A to a 0.0 for an incomplete grade.

A	Excellent	90-100	4. Grade points
B	Good	80-89	3. Grade points
C	Average	70-79	2. Grade points
D	Passing	60-69	1. Grade points
F	Failing	59-0	0. Grade points
W	Withdrawal		0. Grade points

The grade point average (GPA) is computed by dividing the total number of grade points by the number of credit hours completed.

### **Complaint Procedure**

Any questions or concerns about Lion Investigation Academy regarding the satisfaction of the term of this enrollment agreement should be directed to the Dean of Students. Any questions or concerns not satisfactorily resolved by the Dean may be brought to the attention of the State Board of Private Licensed Schools, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126-0333.

## ***PRIVATE INVESTIGATION DIPLOMA PROGRAM***

**Objective of this course:** To teach men and women the basic art of investigation in a basic manner for beginners or for those who only wish to gain basic knowledge.

**Student Policy:** The student is permitted to study the course at his/her own pace. Although the student has two year to complete the course, he or she should endeavor to submit one (1) test per month or every other month. The student should strive to complete every field assignment.

**Lesson Information:** The Diploma program in Basic Private Investigation of the Lion Investigation Academy consists of four parts, each part having five lessons, resulting in a total of twenty lessons. After each part, there is a test consisting of at least 45 questions. The student must earn a passing grade of 75% on this test. In the event the student fails the test, he/she will be allowed to take the test again, up to three times. The course requires completion of a final exam, and the student must attain a passing grade of 75%. The test questions are a combination of true/false, multiple choice and narrative.

**Special Note:** If a student should fail a test after 3 attempts, he/she will not be allowed to retake the test. However, he/she may still graduate as long as he or she attains a 75% average grade upon completion of the course.

***Complete Diploma Program includes cost of textbooks (\$55.00)***

### ***COURSE OUTLINE***

#### **Part I**

<b>Lesson I</b>	Introduction, Definition of Private Investigations
<b>Lesson II</b>	Reports and Report Writing (in-depth study)
<b>Lesson III</b>	Basic Fingerprinting
<b>Lesson IV</b>	Plaintiff & Defense Investigations
<b>Lesson V</b>	Applied Security
<b>Test</b>	45 Questions

#### **Part II**

<b>Lesson I</b>	Missing Persons (including Investigator's checklist)
<b>Lesson II</b>	Civil Investigations
<b>Lesson III</b>	Surveillance, Stakeout, & Shadowing (Mobile & Fixed)
<b>Lesson IV</b>	Undercover Investigations
<b>Lesson V</b>	Private Investigator Equipment
<b>Test</b>	45 Questions

#### **Part III**

<b>Lesson I</b>	How to Properly Testify in Court
<b>Lesson II</b>	Shoplifting Detection and Prevention
<b>Lesson III</b>	Types of Private Investigations
<b>Lesson IV</b>	Sources of Information
<b>Lesson V</b>	Criminal Justice System
<b>Test</b>	45 Questions

**Part IV**

<b>Lesson I</b>	Criminal Investigations
<b>Lesson II</b>	Interrogations & Investigative Procedure
<b>Lesson III</b>	Investigative Court Procedures
<b>Lesson IV</b>	Security Operations
<b>Lesson V</b>	The Basics of Opening and Conducting a Private Detective
<b>Test</b>	45 Questions

Final Examination	100 Questions
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# LION INVESTIGATION ACADEMY

434 CLEARFIELD ST.  
BETHLEHEM PA 18017

Office (610) 865-0402 Fax (610) 868-4503

## *Student notice/waiver*

Be advised that earning a diploma from Lion Investigation Academy *does not* give you the right to practice as a Private Investigator.

Each state/country has licensing requirements that must be met before practicing as a Private Investigator.

Some states do in fact accept credits towards a Detective License, you must check with your local authorities for specific information.

By signing this waiver means that you fully understand the above. This also must be returned with your enrollment application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

*Academy use, do not write below this line*

Placed in student file on \_\_\_\_\_ by \_\_\_\_\_

***Important: This waiver MUST be completed and returned along with the application for admission. Failure to return this waiver form will delay the shipping of student's course study***