

TaxPro Academy Enrollment Terms

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These terms apply to every participant in the Journal TaxPro Academy 2026 cohort, offered by Journal Audits (530 East Main Street, Suite 211, Richmond, VA). By checking the agreement box on the student intake form, you confirm you have read and agree to them.

1. Program overview

- **Dates:** instruction begins Tuesday, October 27, 2026, and runs 6 weeks, followed by 2 weeks of mentorship support.
- **Goal:** prepare you to complete the IRS Annual Filing Season Program (AFSP), with all coursework submitted by **December 15, 2026**, ahead of the December 31, 2026 deadline.
- **Format:** live instruction, a private online community for announcements, session links, and replays, and mentorship support.
- **Included:** live instruction and mentorship, course materials and the AFSP study guide workbook, enrollment in Fast Forward Academy (our IRS-approved continuing education provider) for the AFSP course, and practice access to professional tax software for the length of the program.
- **Not included:** your PTIN fee for public-class participants, and any exam retake fees charged by a third party.

2. Tuition, payment, and refunds

- **Tuition (public class):** \$1,599, paid in full before program access begins.
- **Non-refundable:** all tuition and fees for this cohort are non-refundable once paid, including if you withdraw, miss sessions, or do not complete the program.
- **Third-party costs:** Journal Audits purchases your Fast Forward Academy course access on your behalf. This cost is non-refundable once purchased.

3. Grant-funded participants

- Your tuition, Fast Forward Academy course access, and PTIN application fee are covered by the program's grant funding. You pay nothing to participate.
- **Do not pay your PTIN fee yourself.** Create your IRS PTIN account, save your login, and we will complete your PTIN application together in class.
- Grant funding may require attendance, progress, and completion records. By enrolling, you agree that Journal Audits may share your attendance, progress, and completion status with the grant provider for reporting.
- Grant participants follow the same attendance expectations as all participants: attend every scheduled session, and do not miss more than 2 sessions. Because your participation is grant-funded, your attendance is part of the program's reporting.

4. Your responsibilities and completion

- Obtain and keep a current PTIN, and provide a copy of your PTIN letter or account screenshot.
- Complete your Fast Forward Academy AFSP coursework and pass its comprehension test, targeting December 15, 2026.
- Log into your PTIN account and consent to the Circular 230 obligations. The IRS will not issue your AFSP Record of Completion until you do.
- **Attendance:** you are expected to attend every scheduled live session. Missing more than 2 sessions is strongly discouraged and may affect your ability to complete the program on time. If you must miss a session, let your instructor know in advance and watch the replay before the next class.
- **No guarantee:** Journal Audits provides instruction and support, but completion of the AFSP, passing any test, and receipt of an IRS Record of Completion depend on your own work and on IRS requirements. Completing this program does not guarantee employment, income, or a credential.

5. Tax software use

You may receive practice access to professional tax software for training. While using it, you agree to:

- Use it for **practice and training only**, with sample or made-up data. Never enter real taxpayer information.

- **Never transmit, e-file, or submit** any return. You may not file any return through this access.
- Keep your login private and not share it with anyone.
- Understand that access ends when the program ends, or immediately if these rules are broken.

Misuse of software access is grounds for immediate removal from the program without a refund.

6. Conduct, privacy, and recordings

- **Conduct:** treat instructors and classmates with respect. Journal Audits may remove any participant for disruptive, abusive, or dishonest behavior, or for misuse of program resources, without a refund.
- **Privacy:** we collect only the information needed to run the program and enroll you with Fast Forward Academy and the tax software. We share it only with those providers and, for grant participants, the grant provider. Never send your Social Security number by email; cover it on any document you share.
- **Recordings:** live sessions may be recorded and shared with enrolled participants in the private community. Recordings are for your personal study only and may not be shared outside the program.
- **Course materials:** all course content is the property of Journal Audits and is for your personal use only. Do not copy, resell, or redistribute it.

7. Acknowledgment

By checking "I have read and agree to the TaxPro Academy Enrollment Terms" on the student intake form, you confirm that you have read, understood, and agree to these terms. Journal Audits keeps a record of the date and time you agreed.

Questions about these terms: adelbridge@journalaudits.com · (804) 893-5007

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