



Angel of God Academy
10824 S. Halsted Street
Chicago, IL 60628
Office Number: 773-941-4691
Fax Number: 773-941-4265
E-mail address: info.aogrc@gmail.com

Enrollment Agreement

Students/Veterans Information

Name: _____

Print

Address: _____

City/State/Zip Code: _____

Phone Number: (H) _____ (C) _____

Social Security _____ Student ID _____

E-Mail Address: _____

Emergency Contact: _____

Relationship: _____ Phone _____

Date of Admission _____/_____/_____

Course Name: Financial Service Program

Training Observation Practice Program (TOP)

Program Start Date: _____ Program End Date: _____

Full-Time Part-Time Day Evening

Classes Meet (circle) M T W Th F S

Class Start Time: _____ Class Ends: _____

Number of weeks: _____ Total Clock Hours: _____

Purchase of Books and Supplies

I want to purchase books and supplies on my own.

Have AOGRC purchase books and supplies on my behalf.

Signature

Date

TRAINING OBSERVATION PRACTICE (TOP)

The Training Observation Practice (TOP) program will begin with orientation that provides a life skills workshop where students will complete JOB READINESS training courses, designed to prepare students with obtaining, keeping, and exceling at a job within their desired career field.

The Job Readiness training courses are a prerequisite to successfully completing the TOP program and must be completed before semester 1 training.

Following orientation, the Training Observation Practice (TOP) will provide an in-depth automotive training that allows students to select from the following program options:

Semester One, students may select between two program offerings: “Under the Hood” (A1-A9) and “Auto Maintenance and Light Repair”;

Semester Two, offers “Collision” (B2-B6) training.

PROGRAM REQUIREMENTS AND PROCEDURES

Age 17 years or older

High school diploma or a recognized equivalent such as a GED. Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.

If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.

Applicants who determine that they would like to apply for admission will complete an enrollment agreement that can be downloaded from the Angel of God Academy website at <http://www.angelofgodresourcecenter.org/angel-of-god-academy-program-offering.html>

Students may apply for entry at any time. Students are responsible for meeting the requirements outlined in this catalog in effect at the time of enrollment.

PROGRAM OBJECTIVE

The TOP program combines classroom work and hands-on training where the student will learn how to service vehicles. The TOP training courses will:

Prepare students with the necessary skills needed for long-term success with-in the automotive industry. Enhance students’ knowledge and understanding of career opportunities available with-in the automotive industry.

Prepare students to successfully pass the ASE certification exam.

Empower students to start their own automotive business.

PROGRAM OUTCOME

Students will gain the necessary skills to successfully pass the ASE certification exam. Successful completion of the programs will provide students the opportunity to become certified technicians.

Upon completion of the program and passing the ASE certification exam, students will have the opportunity to obtain advance careers and will develop entrepreneurial skills to potentially start their own business with-in the following capacity:

- Diagnostic Technician
- Dynamometer Technician
- Parts Manager
- Product Test Technician
- Service Manager
- Service Technician

Students will be able to demonstrate effective communication of difficult technical information both written and verbally.

Effectively diagnose complex problems through critical analysis of information and vehicle testing.

TRAINING OBSERVATION PRACTICE PROGRAM - (TOP)
TUITION & FEES

FINANCIAL AID

We do not have a financial aid policy. Both programs are grant funded.

AOGRC Purchasing Books and Supplies	Total Program Cost	\$7,973.80
NON-REFUNDABLE REGISTRATION FEE		\$ n/a
TUITION:		\$ 6,772.00
BOOKS & SUPPLIES AND EXAMS		\$ 706.85
ASE A1-A9 Books: Car & Light Truck Series ASE Study Guides ISBN-13: 978-1934855478		
ASE B2-B6 Books: Collision Repair Study Guide ISBN-13: 978-1933180144		
ASE G1 Books: ASE Technician Test Preparation Automotive Maintenance and Light Repair ISBN-13: 978-1285753805		
ASE Test - \$41.00 per Test & 90 day \$36.00 Registration Fee ASE A1 through A9 ASE B2 through B6 ASE G1		
PROGRAM SUBTOTAL:		\$ 7,478.85
ADDITIONAL FEES		
UNIFORMS		\$ 285.00
ON BOARD DIAGNOSTIC (OBD)		\$ 116.85
TOOL KITS		\$ 57.10
ASE CERTIFICATION- 90 Day REGISTRAION FEE		\$ 36.00
PROGRAM TOTAL:		\$ 7,973.80

*Prices subject to change without notice.

NOTE:

You may register and take tests (except for the X1 test) before you have the necessary experience. If you do so, you will receive a score report, but you will not earn certification or receive certificates until you fulfill the experience requirement.

To become ASE certified, you must pass an ASE test and have relevant hands-on work experience. ASE recommends submitting the Certificate of Completion after you've registered to take an ASE certification test.

Books are bought in bulk, which allows AOGRC to keep tuition low for Students/Veterans who buy the books through the Academy versus on their own. The program cost is higher when books are purchased from the vendors.

TRAINING OBSERVATION PRACTICE PROGRAM - (TOP)
TUITION & FEES

Student's/Veterans Purchasing Books and Supplies

Total Program Cost \$8,177.68

NON-REFUNDABLE REGISTRATION FEE	\$ n/a
TUITION:	\$ 6,772.00
BOOKS & SUPPLIES AND EXAMS	\$ 910.73
ASE A1-A9 Books: Car & Light Truck Series ASE Study Guides ISBN-13: 978-1934855478	109.77
ASE B2-B6 Books: Collision Repair Study Guide ISBN-13: 978-1933180144	156.01
ASE G1 Books: ASE Technician Test Preparation Automotive Maintenance and Light Repair ISBN-13: 978-1285753805	29.95
ASE Test - \$41.00 per Test & 90 day \$36.00 Registration Fee	
ASE A1 through A9	369.00
ASE B2 through B6	205.00
ASE G1	41.00
PROGRAM SUBTOTAL:	\$ 7,682.73
ADDITIONAL FEES	
UNIFORMS	\$ 285.00
ON BOARD DIAGNOSTIC (OBD)	\$ 116.85
TOOL KITS	\$ 57.10
ASE CERTIFICATION- 90 Day REGISTRAION FEE	\$ 36.00
PROGRAM TOTAL:	\$ 8,177.68

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NOTE:

You may register and take tests (except for the X1 test) before you have the necessary experience. If you do so, you will receive a score report, but you will not earn certification or receive certificates until you fulfill the experience requirement.

To become ASE certified, you must pass an ASE test and have relevant hands-on work experience. ASE recommends submitting the Certificate of Completion after you've registered to take an ASE certification test.

Books are bought in bulk, which allows AOGRC to keep tuition low for Students/Veterans who buy the books through the Academy versus on their own. The program cost is higher when books are purchased from the vendors.

CONSUMER INFORMATION-TOP

The number of students who were admitted in the program as of July 1 of that reporting period

25

The number of additional students who were admitted in the program during the next 12 Months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.

97 New Starts

30 Re-enrollments

30 Transfers

The total number of students admitted in the program during the 12-month reporting period.

182

The number of students enrolled in the program during the 12-month reporting period who:

14 transferred out of the program and into another program at the school

36 completed or graduated from a program

5 withdrew from the school and

127 are still enrolled.

The number of students enrolled in the program who were:

20 placed in their field of study,

127 placed in a related field,

137 placed out of the field,

5 not available for placement due to personal reasons

0 not employed.

The number of students who took a:

4 professional certification exam

4 the number who passed.

The number of graduates who:

0 obtained employment in the field who did not use the school's placement assistance during the reporting period

The average starting salary for all school graduates employed during the reporting period

\$17.00

*This information is based on the Training Observation Practice Program (TOPP) as of July 1, 2018-June 30, 2019

"*Angel of God Academy* is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education."

FINANCIAL SERVICE PROGRAM

The Financial Service Program will begin with orientation that provides a life skills workshop where students will complete JOB READINESS training courses, designed to prepare students with obtaining, keeping, and exceling at a job within their desired career field.

Following orientation, the Financial Service Program (FSP) will provide an in-depth insurance training that allows students to specialize in two categories:

(1) “Life and Health” and (2) “Property and Casualty”.

Prior to the end of the semester session, the student will be required to take the Insurance exam. If the student does not pass the exam on the first attempt, they will be granted a refresher course prior to rescheduling the exam.

PROGRAM REQUIREMENTS AND PROCEDURES

Age 18 years or older

High school diploma or a recognized equivalent such as a GED. Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.

If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.

Applicants who determine that they would like to apply for admission will complete an enrollment agreement that can be downloaded from the Angel of God Academy website at <http://www.angelofgodresourcecenter.org/angel-of-god-academy.html>.

Students may apply for entry at any time. Students are responsible for meeting the requirements outlined in this catalog in effect at the time of enrollment.

CRIMINAL BACKGROUND CHECK

Enrollment for students may not be granted when the background check identifies a conviction, pending case, or uncompleted deferral/diversion for any felonies or misdemeanors.

A student’s inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.

PROGRAM OBJECTIVE

This is an accelerated program that will train and prepare students to become state license individuals in the insurance industry. Students will start their training with Life & Health and complete the course with Property & Casualty. The FSP training courses will:

Prepare students with the necessary skills needed for long- term success within the insurance industry.
Prepare students to successfully pass the Illinois State Insurance Exam.
Empower students to become entrepreneurs.

PROGRAM OUTCOME

Students will gain the necessary skills to successfully pass the insurance exam and receive their insurance licenses.

Upon completion of the program and passing the Illinois State Insurance Exam, students will have the opportunity to pursue careers within the following areas:

- Insurance Sales Agent
- Assistant Underwriter – Health Insurance
- Assistant Underwriter – Life Insurance
- Insurance Company Sales Representative
- Management Trainee
- Customer Service Representative
- Sales Support Personnel
- Students will be able analyze and address deficiencies in insurance coverage's
- Effectively develop strategies for brokering corporate insurance

FINANCIAL SERVICES PROGRAM (FSP)

Tuition & Fees

FINANCIAL AID

We do not have a financial aid policy. Both programs are grant funded.

AOGRC Purchasing Books and Supplies

Total Program Cost \$7,700.00

NON-REFUNDABLE REGISTRATION	FEE:	\$ n/a
TUITION:		\$ 7,200.00
BOOKS & SUPPLIES (Books Purchased through AOGRC)		
Dearborn Life and Health: License Exam Manual ISBN -13: 978-0793127368 Dearborn Property and Casualty: Principles and Practice ISBN -13: 978-0793127528 Series 6 Edition 23 (Dearborn Passtrak) ISBN-13: 978-0793192441 Life and Health Insurance Study Guide Property and Casualty Insurance Study Guide Series 6 Study Guide Life and Health State Exam Property and Casualty State Exam License Application for State License Exam Handouts		
BOOK & SUPPLIES TOTAL		\$ 500.00
TOTAL COST FOR PROGRAM:		\$ 7,700.00

*Prices subject to change without notice.

NOTE:

To qualify for a resident Illinois state insurance producer license, the applicant must satisfy the following requirements:

- Be 18 years of age or older
- Be a resident of the state of Illinois
- Complete an approved prelicensing course of study (see prelicense requirements below)
- Pass a written examination and file a license application

Applicants must complete Prelicense education (PLE) for each major line of authority (LOA), as follows:

- Life – 20
- Health and Accident – 20
- Property – 20
- Casualty – 20

Of the 20-hour requirement, 7.5 hours must be conducted in a live classroom setting and the remaining 12.5 hours may be conducted through self-study as part of the classroom-based program.

Books are bought in bulk, which allows AOGRC to keep tuition low for Students/Veterans who buy the books through the Academy versus on their own. The program cost is higher when books are purchased from the vendors.

FINANCIAL SERVICES PROGRAM (FSP)

Tuition & Fees

Student's/Veteran's Purchasing Books and Supplies Total Program Cost \$8,242.20

NON-REFUNDABLE REGISTRATION	FEE:	\$ n/a
TUITION:		\$ 7,200.00
BOOKS & SUPPLIES		
Dearborn Life and Health: License Exam Manual ISBN -13: 978-0793127368		62.28
Dearborn Property and Casualty: Principles and Practice ISBN -13: 978-0793127528		217.92
Series 6 Edition 23 (Dearborn Passtrak) ISBN-13: 978-0793192441		197.00
Life and Health Insurance Study Guide		50.00
Property and Casualty Insurance Study Guide		50.00
Series 6 Study Guide		76.00
Life and Health State Exam		102.00
Property and Casualty State Exam		102.00
License Application for State License Exam		185.00
Handouts		
BOOK & SUPPLIES TOTAL		\$ 1,042.20
TOTAL COST FOR PROGRAM:		\$ 8,242.20

*Prices subject to change without notice.

NOTE:

To qualify for a resident Illinois state insurance producer license, the applicant must satisfy the following requirements:

- Be 18 years of age or older
- Be a resident of the state of Illinois
- Complete an approved prelicensing course of study (see prelicense requirements below)
- Pass a written examination and file a license application

Applicants must complete Prelicense education (PLE) for each major line of authority (LOA), as follows:

- Life – 20
- Health and Accident – 20
- Property – 20
- Casualty – 20

Of the 20-hour requirement, 7.5 hours must be conducted in a live classroom setting and the remaining 12.5 hours may be conducted through self-study as part of the classroom-based program.

Books are bought in bulk, which allows AOGRC to keep tuition low for Students/Veterans who buy the books through the Academy versus on their own. The program cost is higher when books are purchased from the vendors.

CONSUMER INFORMATION-FSP

The number of students who were admitted in the program as of July 1 of that reporting period

0

The number of additional students who were admitted in the program during the next 12 Months and classified in one of the following categories: new starts, re- enrollments, and transfers into the program from other programs at the school.

25 New Starts

The total number of students admitted in the program during the 12-month reporting period.

25

The number of students enrolled in the program during the 12-month reporting period who:

0 transferred out of the program and into another program at the school
0 completed or graduated from a program
0 withdrew from the school and
20 are still enrolled.

The number of students enrolled in the program who were:

0 placed in their field of study,
0 placed in a related field,
5 placed out of the field,
0 not available for placement due to personal reasons
0 not employed.

The number of students who took a:

0 professional certification exam
0 the number who passed.

The number of graduates who:

0 obtained employment in the field who did not use the school's placement assistance during the reporting period

The average starting salary for all school graduates employed during the reporting period.

\$15.00

*This information is based on the Financial Service Program (FSP) as of July 1, 2018-June 30, 2019

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Financial Aid

AOGA accepts funding through federal employment training programs such as WIA, WIOA, TAA, and the Post/9 11 G.I. Bill and State of Illinois.

G.I. Bill Pro-Rata Refund Policy

Individuals receiving funding through the Veterans' Administration will be subject to this pro-rata refund schedule.

<i>Percentage of course hours completed by student at notice of cancellation</i>	<i>Percentage of tuition and instructional charges which school may retain</i>
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%
In excess of 85% to 90%	95%
In excess of 90% to 100%	100%

REFUND / CANCELLATION POLICY

Refund Policy

1. Five-Day Cancellation: An applicant who provides written notice of cancellation within five days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a full refund. The school shall provide 100 percent refund no later than 30 days from notice of cancellation.
2. An applicant who provides written notice of cancellation to the Office of Records more than five days after signing an Enrollment Agreement and making the initial payment, but prior to the commencement of class meetings is entitled to a refund of all monies paid.
3. To be eligible for tuition refund after classes commences:
 - The student must officially withdraw from a course within the time periods or there will be no refund of any monies paid in relation to that course unless the Angel of God Academy deems that exceptional circumstances apply.
 - Recipients of grant funded programs who officially withdraw from the course are subject to grantees refund guidelines. For more information visit the Angel of God Academy 's website www.angelofgodresourcecenter.org
 - Students who are expelled, administratively withdrawn or suspended from the Angel of God Academy during the course of an academic term will lose their funding.
4. If the withdrawal from a course or courses results in a credit balance in the student's account, a refund will be issued within 30 days of the official drop or withdrawal date
5. Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

Tuition Reimbursement or Schedule

Tuition Refund Timetable for Drops/Withdrawals

Refund per Dropped Course	Fall/Spring Term	Summer/Winter Term
Full	Student has the right to cancel the initial enrollment agreement until 4:00 p.m. of 5 th business day excluding Federal and State holidays after the student has been admitted.	Student has the right to cancel the initial enrollment agreement until 4:00 p.m. of 5 th business day excluding Federal and State holidays after the student has been admitted
75 Percent	6 to 15 calendar days after the first class.	6 to 15 calendar days after the first class.
No Refund	16 calendar days or more after the first class.	16 calendar days or more after the first class.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. Angel of God Academy *does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.*
7. Coursework is graded as complete, incomplete; or pass/ fail

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until 4:00 of the 5th business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school’s catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

Student Initials _____

2. I have carefully read and received an exact copy of this enrollment agreement.

Student Initials _____

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

Student Initials _____

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

Student Initials _____

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, Angel of God Academy must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

Student Initials _____

6. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials _____

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org.

Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Signature

Date

Program Director’s Signature

Date

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