



# Student Handbook & Policy Manual Calendar Year 2025-2026



# Angel of God Academy

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[www .AngelOfGodResourceCenter.org](http://www.AngelOfGodResourceCenter.org)

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Volume 1

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

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## **Angel of God Academy**

### **Staff**

Annie Smith, Executive Officer  
Melodie Harris, Superintendent of Curriculum of Adult and Teen Education Program  
Edwin Smith, Instructor  
Brenda Ingram, Instructor

## **Angel of God Resource Center, Inc.**

### **Board of Directors**

Dr. Betty Coleman, President  
Lenora Ringo, Treasurer  
Eddie Conner, Secretary

The purpose of the Student Handbook and Policy Manual is to outline policies and procedures of the academy. The manual also provides explanations of students' rights and responsibilities while enrolled in the programs offered by the academy. Students are required to adhere to all academy policies during the time they are enrolled in academy's program(s).

Students are, therefore, responsible for reading and understanding all aspects of the Student Handbook and Policy Manual. Students who have questions regarding policies, procedures, or their training status should consult the Dean of School.



**ANGEL OF GOD RESOURCE CENTER, INC (AOGRC)**

10814-10824 S Halsted Street  
Chicago, IL 60628  
773-941-4691 Office 773-941-4265 Fax  
Annie Smith, Executive Officer

Dear Student:

Welcome to Angel of God Academy

On behalf of Angel of God Resource Center, Inc., we want to thank you for choosing Angel of God Academy and to let you know how pleased we are to have you as a student.

Our goal is to help you achieve employment success. The programs offered are designed to prepare you for employment or for admission to a vocational training program of your choice. It is our hope that through your experiences here at Angel of God Academy, you will be able to launch your career, improve your performance in your current employment, and advance your career.

Through our classes and individualized attention and instruction, we are confident that you will gain the knowledge, skills and credentials you desire.

We will assist you in any way we can and look forward to being the bridge to your future!

Best wishes.

Melodie Harris,  
Superintendent of Curriculum of Adult and Teen Education Program

## **Angel of God Resource Center, Inc.**

### ***History***

The Angel of God Academy of Angel of God Resource Center, Inc., ("AOGA") is a training and educational facility directed toward workforce needs. Angel of God Academy offers a growing array of classes and training opportunities for persons seeking to attain, maintain, or advance their employment.

The academy meets students' needs at their individual starting point in the learning and/or employment spectrum and works with them to improve their situations. The academy provides the education and skills needed to promote career and personal advancement. In addition, the academy offers support and advocacy to help students meet educational and training goals and to help students recognize and remove barriers that may be preventing them from obtaining gainful employment.

The academy also offers a number of employment and career support services, including a resource center and workshops to link and support individuals to workforce opportunities.

Angel of God has taken an at-risk population and engaged them in skills where they have a natural passion, i.e., working with race cars and old school vehicles. Agencies focusing on "Job Centered Economic Development" have demonstrated their effectiveness at helping low-income people develop skills for high-wage employment opportunities, thereby increasing life style levels and reducing incentives for criminal activity. Angel of God seeks to build coalitions among employers, colleges, social service agencies, law enforcement authorities, faith-based and government organizations, including the Center for Disease Control, and the Department of Human Services.

Angel of God Resource Center Inc., (AOGRC) is a not-for-profit 501(c) (3) organization established in 2008 and Incorporated in 2009. Our existing programs are automotive training and placement, financial insurance training & placement, mentoring, anger management and conflict resolution workshops, grant writing assistance, resource building through networking and community partnerships. AOGRC provides workshops and programs partnering with agencies and providing workshops with over 200 participants in session.

**Admission Requirements**

Prospective students must complete an admissions interview with an AOGA staff member to evaluate current skills and experience and to identify education and career goals. Applicants for AOGA’s classes must be at least 17 years of age to enroll. Additional eligibility requirements may apply to specific learning programs. Applicants utilizing state-funded or federally-funded financial aid programs may also be required to meet income and other eligibility requirements, per funder guidelines.

**Registration**

Classes at Angel of God Academy are offered year-round, on a rolling schedule, and registration is open for any class with an established start date, until the course has been filled. Students may add classes up to and including the first day of class. Full time student status is at least 25 hours per week. Visit [www.angelofgodresourcecenter.org](http://www.angelofgodresourcecenter.org) to review upcoming class schedules.

**Accreditation, Credit for Previous Education and Training, and Credit Transfers**

Angel of God Academy is not a degree- or credit-granting institution and is not accredited by a U.S. Department of Education recognized accrediting body. Angel of God Academy is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. 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 whether credit should be accepted is the decision of the receiving institution.

**Advanced/Credentialed:**

Students must be tested at enrollment to be accepted in an accelerated program. Acceptance will be credited accordingly.

**Payment**

Payment is due in full no later than the starting date of the class unless other arrangements have been approved in writing. Failure to pay tuition when due may result in cancellation of enrollment.

**Tuition:**

All items incorporated within our tuition, such as uniforms, are requirements for our program and they meet OSHA’s standards. Any additional uniforms must meet OSHA’s standards and AOGA requirements.

**Equipment:**

The Agency will provide students laptops and other equipment for use while in the program.

**Classroom Size:**

Lecture Classroom size for both TOPP and FSP at the Riverdale Site is 15x 24 square feet; the Automotive hands-on portion (Garage) is 30 x 44 square feet; the Collision hands-on portion (Fender and Body Work/Painting) is 30 x 28 square feet.

**Program Courses Tuition and Fees\***

<b>Course</b>	<b>Duration</b>	<b>Clock</b>	<b>Tuition</b>	<b>Fees</b>
Training Observation Practice (TOPP) LAB, Uniforms, Tools included Test fee, books	48 weeks	1200	\$7775.00	\$1725.00
Financial Service Program (FSP) Books, testing fees included	13 weeks	92	\$7500.00	\$1296.50

48 weeks’ x 25 hours per week = 1200 clock hours  
13 weeks’ x 7 hours per week = 92 clock hours

**Training Observation Practice (TOP)  
TUITION & FEES**

<b>AOGRC Purchasing Books and Supplies</b>	<b>Total Program Cost</b>	<b>\$9,500.00</b>
NON-REFUNDABLE REGISTRATION FEE	\$ n/a	
<b>TUITION:</b>	<b>\$ 7,775.00</b>	
<b>BOOKS &amp; SUPPLIES AND EXAMS</b>	<b>\$ 707.00</b>	
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		
<b>ASE Test - \$41.00 per Test &amp; 90 day \$36.00 Registration Fee</b> ASE A1 through A9 ASE B2 through B6 ASE G1		
<b>PROGRAM SUBTOTAL:</b>	<b>\$ 8,482.00</b>	
<b>ADDITIONAL FEES</b>		
UNIFORMS	\$ 285.00	
ON BOARD DIAGNOSTIC (OBD)	\$ 200.00	
TOOL KITS	\$ 400.00	
ASE CERTIFICATION- 90 Day REGISTRAION FEE	\$ 133.00	
<b>PROGRAM TOTAL:</b>	<b>\$ 9,500.00</b>	

\*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 (TOP)  
TUITION & FEES**

**Students/Veteran’s purchasing their own**

<b>Books and Supplies</b>	<b>Total Program Cost</b>	<b>\$9,711.00</b>
NON-REFUNDABLE REGISTRATION FEE		\$ n/a
<b>TUITION:</b>		<b>\$ 7,500.00</b>
<b>BOOKS</b>		<b>\$ 409.00</b>
ASE A1-A9 Books: Car & Light Truck Series ASE Study Guides ISBN-13: 978-1934855478		199.00
ASE B2-B6 Books: Collision Repair Study Guide ISBN-13: 978-1933180144		168.00
ASE G1 Books: ASE Technician Test Preparation Automotive Maintenance and Light Repair ISBN-13: 978-1285753805		42.00
<b>ASE Test - \$50.00 per Test &amp; 90 day \$34.00 Registration Fee</b>		<b>\$ 784.00</b>
Registration Fee \$34.00		34.00
ASE A1 through A9 (9 Exams)		450.00
ASE B2 through B6 (5 Exams)		250.00
ASE G1		50.00
<b>PROGRAM SUBTOTAL:</b>		<b>\$ 8,693.00</b>
<b>ADDITIONAL FEES</b>		
UNIFORMS		\$ 285.00
ON BOARD DIAGNOSTIC (OBD)		\$ 200.00
TOOL KITS		\$ 400.00
ASE CERTIFICATION- 90 Day REGISTRAION FEE		\$ 133.00
<b>PROGRAM TOTAL:</b>		<b>\$ 9,711.00</b>

\*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.

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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**

**AOGRC Purchasing Books and Supplies**

**Total Program Cost \$8,796.50**

<b>NON-REFUNDABLE REGISTRATION</b>	FEE:	\$ n/a
<b>TUITION:</b>		<b>\$ 7,500.00</b>
<b>BOOKS &amp; SUPPLIES (Books Purchased through AOGRC)</b>		
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		
<b>BOOKS, FEES &amp; SUPPLIES TOTAL</b>		<b>\$ 1,296.50</b>
<b>TOTAL COST FOR PROGRAM:</b>		<b>\$ 8,796.50</b>

\*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**

**Students/Veteran’s Purchasing  
their own Books and Supplies**

**Total Program Cost \$8,661.36**

<b>NON-REFUNDABLE REGISTRATION</b>	FEE:	\$ n/a
<b>TUITION:</b>		<b>\$ 7,500.00</b>
<b>BOOKS &amp; SUPPLIES</b>		
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		220.16
Property and Casualty State Exam		103.00
License Application for State License Exam		185.00
Handouts		
<b>BOOK &amp; SUPPLIES TOTAL</b>		<b>\$ 1,161.36</b>
<b>TOTAL COST FOR PROGRAM:</b>		<b>\$ 8,661.36</b>

\*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.

Visit [www.AngelofGodResourceCenter.org](http://www.AngelofGodResourceCenter.org) for starting dates, course outline and program information.

**Financial Aid**

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

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

**Cancellation & Refund Policy**

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.

Students who withdraw after classes have begun may be eligible for reimbursement of paid tuition per the schedule outlined below. Supplemental fees, such as those for registration, testing, and books/materials are nonrefundable. Any equipment, materials, and unused books must be returned to the school in original condition upon withdrawal or cancellation.

Program Completed at Withdrawal *	Refund Policy
Less than 5%	School shall retain supplemental fees and 10% of tuition.
5% -60%	School shall retain supplemental fees, a prorated percentage of tuition equal to percent of program completed, plus 10% of tuition.
In excess of 60%	School shall retain supplemental fees and entire tuition.

\* Percent of program completed shall be calculated based on actual time enrolled, divided by program duration.

Incircumstances in which AOGA cancels a program or course, or a student is denied admission by AOGA before enrollment, students shall have all tuition, fees, and other charges refunded. AOGA reserves the right to cancel or reschedule classes due to low enrollment at any time. The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification, unless a refund has been mailed to the student within the 15 calendar days. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation or date of return of any outstanding equipment, materials, and unused books, whichever is later.

**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%

**Grading Policy**

Student has completed all course requirements with an average of at least 90% proficiency.	Excellent	Pass
Student has completed all course requirements with an average of at least 80% proficiency.	Good	
Student has completed all course requirements with an average of at least 70% proficiency.	Satisfactory	
Student has earned a minimum of one professional certification	Satisfactory	Fail
Student has completed all course requirements with an average of at least 60% proficiency.	Unsatisfactory	
Student was not able to complete all course requirements with an average of at least 60% proficiency.	Failure	
Prior to satisfactorily completing the course, student withdrew or was withdrawn by school officials.	Incomplete	

## **SATISFACTORY PROGRESS POLICY FOR VETERANS**

The Satisfactory Progress Policy found in this Catalog applies to all students who are receiving federal veterans' education benefits (GI Bill®), except that these veterans must adhere to the requirements as defined in this Addendum.

### **Evaluation Time Frames**

The Angel of God Academy will evaluate veterans for attendance and grades at the end of each month for all approved programs.

### **Attendance, Satisfactory Progress and Academic Probation**

AOGA recognizes that attendance and academic performance are critical components of the learning process. Satisfactory progress expectations will be outlined in the student's enrollment agreement.

Both unexcused and excused absences will be considered equally in determining the attendance rate as well as certification attainment and completion of Semesters. To that end, students will be allowed three excused absences (i.e.: illness, emergency). Both attendance and academic progress will be monitored regularly by program staff and instructors.

Students who miss more than three days of class and/or are failing to meet the requirements of 90% attendance, score consistently below 70% on assignments, or are unable to take certification exams due to falling below the required 80% practice exam pass rate, will meet with the program manager and instructor to discuss the requirements and develop a corrective action plan.

Once the plan has been implemented, the student's progress will be evaluated for a 2 week time period. Situations will be assessed on a case-by-case basis; however, students who continue to fail to meet these requirements may be subject to early dismissal from the program.

Since the goal of the program is achievement of a recognized industry credential, should a student's attendance rate fall below 90%, but achieve one industry recognized certification, they will be considered compliant with the program and will be deemed a successful completion should they exit the program or achieve unsubsidized employment.

### **Dismissal and Reinstatement**

After the probationary period, if it is determined that the student is unable to meet the academic and attendance requirements of the program, they will be dismissed from the program.

Students dismissed for failing to meet the satisfactory academic progress policy who feel they have extenuating circumstances beyond their control may submit a written appeal, along with supporting documentation, to the school for reinstatement.

Reinstatement decisions will be made on an individual basis by Angel of God Academy, and will take into consideration whether the student has the desire and capability to successfully complete the program. Students who are reinstated may be required to repeat certain areas of the program to gain proficiency in the subject matter, upon approval from AOGA, and will reenter the program on a probationary status and evaluated for a 2 week time period. Upon successful completion of the probationary period, the student may be reinstated. Eligibility for payment of repeated classes may vary according to the source of the tuition. Students dismissed for conduct will not be considered for reinstatement.

## **Completion & Certification**

Successful completion requires a passing grade of the minimum 70% in each course of study, minimum of 90% attendance, and completion of each course of study within the specified time period for the program. Upon successful completion of the program a student will receive a certificate of completion from Angel of God Academy.

Since the goal of the program is achievement of a recognized industry credential, should a student's attendance rate fall below 90%, but achieve one industry recognized certification, they will be considered compliant with the program and will be deemed a successful completion should they exit the program or achieve unsubsidized employment.

To achieve certification, students must pass the relevant vendor-approved examination(s). In order to sit for each certification exam, students are required to twice obtain 80% on the assigned practice exams. Angel of God Academy does not grant professional certification.

Students who pass vendor approved certification exams will receive their certificates directly from the issuing vendors. The student's enrollment agreement provides details on the process for professional certification.

Prior to sitting for an exam, students should utilize all available exam preparation resources. Students will be provided with a variety of tools which may include practice exams, on-site learning labs, workshops, books, exam content guides, online courseware, virtual labs, and mentoring with a learning coach. In addition, many students also find it helpful to form study groups with their peers.

Please note, however, that the use of exam preparation tools does not guarantee a passing score and successful completion of a program of study does not guarantee licensure, certification, employment in a relevant occupation, or transferability to other educational institutions or programs. Students should consult with institutions to which they may seek to transfer, regarding transferability of courses or certifications.

## **Statement on Attendance for VA Certification**

The Angel of God Academy will certify a veteran's enrollment in an approved program to the United States Department of Veterans Affairs (USDVA). This certification, in part, requires the Angel of God Academy to report to the USDVA the amount of clock hours per week a veteran will be in attendance. If a veteran fails to attend the certified amount of hours per week and this failure results in a change of pursuit as defined by the USDVA, the Angel of God Academy must report this issue to the USDVA. This report may result in a lesser monthly payment from the USDVA to the veteran and possible overpayments from the USDVA to the veteran and the Angel of God Academy. The Angel of God Academy strongly advises veterans to pursue their training as specified in the Enrollment Contract.

**VA Pending Payment Compliance  
Compliance with 38 USC 3679(e)**

Beginning August 1 ,2019, and despite any policy to the contrary, Angel of God Resource Center, Inc. will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill@ (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to Angel of God Resource Center, Inc.:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

## **SATISFACTORY PROGRESS POLICY FOR ALL STUDENTS**

### **Attendance, Satisfactory Progress and Academic Probation**

AOGA recognizes that attendance and academic performance are critical components of the learning process. Satisfactory progress expectations will be outlined in the student's enrollment agreement.

Both unexcused and excused absences will be considered equally in determining the attendance rate as well as certification attainment and completion of Semesters. To that end, students will be allowed three excused absences (i.e.: illness, emergency). Both attendance and academic progress will be monitored regularly by program staff and instructors.

Students who miss more than three days of class and/or are failing to meet the requirements of 90% attendance, score consistently below 70% on assignments, or are unable to take certification exams due to falling below the required 80% practice exam pass rate, will meet with the program manager and instructor to discuss the requirements and develop a corrective action plan.

Once the plan has been implemented, the student's progress will be evaluated for a 2-week time period. Situations will be assessed on a case-by-case basis; however, students who continue to fail to meet these requirements may be subject to early dismissal from the program.

Since the goal of the program is achievement of a recognized industry credential, should a student's attendance rate fall below 90%, but achieve one industry recognized certification, they will be considered compliant with the program and will be deemed a successful completion should they exit the program or achieve unsubsidized employment.

### **Dismissal and Reinstatement**

After the probationary period, if it is determined that the student is unable to meet the academic and attendance requirements of the program, they will be dismissed from the program.

Students dismissed for failing to meet the satisfactory academic progress policy who feel they have extenuating circumstances beyond their control may submit a written appeal, along with supporting documentation, to the school for reinstatement.

Reinstatement decisions will be made on an individual basis by Angel of God Academy, and will take into consideration whether the student has the desire and capability to successfully complete the program. Students who are reinstated may be required to repeat certain areas of the program to gain proficiency in the subject matter, upon approval from AOGA, and will re-enter the program on a probationary status and evaluated for a 2-week time period. Upon successful completion of the probationary period, the student may be reinstated. Eligibility for payment of repeated classes may vary according to the source of the tuition. Students dismissed for conduct will not be considered for reinstatement.

### **Completion & Certification**

Successful completion requires a passing grade of the minimum 70% in each course of study, minimum of 90% attendance, and completion of each course of study within the specified time period for the program. ***Upon successful completion of the program a student will receive a certificate of completion from Angel of God Academy.***



Since the goal of the program is achievement of a recognized industry credential, should a student's attendance rate fall below 90%, but achieve one industry recognized certification, they will be considered compliant with the program and will be deemed a successful completion should they exit the program or achieve unsubsidized employment.

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Prior to sitting for an exam, students should utilize all available exam preparation resources. Students will be provided with a variety of tools which may include practice exams, on-site learning labs, workshops, books, exam content guides, online courseware, virtual labs, and mentoring with a learning coach. In addition, many students also find it helpful to form study groups with their peers.

Please note, however, that the use of exam preparation tools does not guarantee a passing score and successful completion of a program of study does not guarantee licensure, certification, employment in a relevant occupation, or transferability to other educational institutions or programs.

### **Travel**

Depending on the selected program, students may need to travel to AOGA school sites in order to complete the requirement for successful program completion, such as attending live classes or workshops and utilizing testing labs to practice or sit for certification exams. All travel expenses are assumed by the student. Students receiving federally-funded financial aid through WIA, TAA, or the VA may be eligible for reimbursement of travel costs through that agency. Students should inquire with their funding agency for details.

### **Employment**

If a student becomes employed while in a training program, the student must notify AOGA as soon as possible. Students receiving federally-funded financial aid through WIA, TAA, or the VA should also advise their contact at that agency of the change in employment status. Post-completion employment is not guaranteed by AOGA.

Students commit to maintain contact with AOGA for 6 months after program completion and provide regular updates on employment status, employer, job title, and salary in order to measure the effectiveness and employment impact of training. Future employment data will be entered into an information data base and may be shared anonymously with other agencies for the purpose of administration and advertisement.

### **Program Extension**

Once the allocated time for an assigned program has ended, the student will no longer be guaranteed access to course material and support services, including, but not limited to: online course materials, live classes and workshops, academic and technical support, and use of technology such as broadband internet service and laptop.

AOGA is not required under any circumstances to extend the period of a student's enrollment if the student has not completed the assigned program in the allocated time. However, requests for extensions will be reviewed on a case by case basis and may be approved at the discretion of AOGA. Requests for extensions must be submitted in writing to AOGA and include a) the circumstances that have prevented completion of program requirements within the prescribed time limits; and b) a realistic plan for the completion of all remaining program requirements.

Whenever possible, requests for extension must be accompanied by proof of necessity, such as doctor's note, police report, proof of full time employment, or similar.

### **Reinstatement & Repeating Courses.**

Students dismissed for failing to meet the satisfactory academic progress policy can petition the school for reinstatement. Reinstatement decisions will be made on an individual basis by Angel of God Academy and will take into consideration whether the student has the desire and capability to successfully complete the program. Students dismissed for conduct will not be considered for reinstatement.

Students who are dismissed from a course may be required to repeat it before proceeding to the next course in the program. Students may also repeat certain courses to gain proficiency in the subject matter, upon approval from AOGA. Eligibility for payment of repeated classes may vary according to the source of the tuition.

### **Standards of Conduct Policy**

While enrolled at the Angel of God Academy, students are expected to abide by the following standards of conduct:

1. Students will not engage in behavior that inflicts or threatens physical harm to another person, or that could reasonably be expected to inflict physical harm.
2. Students will not engage in behavior that threatens the safety, security, or functioning of the AOGA, its staff, or its students.
3. All forms of dishonesty, such as stealing, forgery, alteration or improper use of academy documents, records, or identification cards with intent to defraud, and knowingly furnishing false information to the academy will not be tolerated.
4. Students will not engage in sexual misconduct of any kind, including perceived or threatened misconduct.
5. Students will not consume alcoholic beverages, tobacco products, or illegal drugs of any kind while on AOGA premises.
6. Students will not intentionally disrupt, interfere with, or obstruct teaching at any time while on AOGA premises.

### **Conditions for Dismissal Based on Unsatisfactory Conduct**

Any student who violates any standard of conduct is subject to suspension or dismissal from the AOGA.

### **Safety & Security Policy**

Angel of God Academy has an obligation to provide a safe environment free from violence and threats of violence where civility is valued. To that end, it is the intent of the academy to make reasonable efforts to provide for the safety and security of its students, faculty, staff, public, and property.

### **Angel of God Academy Rules**

1. Except on special occasions, as designated by academy staff, all food and beverage consumption is limited to the break room. Food and drink may not be taken into other unauthorized places
2. Students must leave the academy's premises at closing time
3. Children are not allowed on the premises
4. Changes of name, address, email address, cellphone or work status must be reported promptly to the training manager

### **School Calendar**

Angel of God Academy is closed in observation of the following holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday\*
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

### **Student Records**

AOGA maintains permanent educational records on each student as required by state and federal law, partnering organizations, and school management necessity and Veterans records will be maintained for at least 5 years. Students and former students may review and/or obtain a copy of their educational records upon presentation of photo ID, calling in or providing a written request directed to:

#### **Headquarters of Main Office**

Angel of God Resource Center, Inc. d/b/a  
Angel of God Academy  
10824 S Halsted Street  
Chicago, IL 60628

#### **Satellite:**

Angel of God Resource Center, Inc.  
14527 S Halsted Street  
Riverdale, IL 60827

JLM Abundant Life Center  
2622 West Jackson Blvd.,  
Chicago, IL 60612

**Equal Opportunity, Non-Discrimination & Accessibility**

Angel of God Academy does not discriminate or harass on the basis of race, color, national origin, religion, gender, sexual orientation, marital status, age, veteran's or military discharge status, disability, medical condition, or any other condition protected by state, local, or federal law.

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the academy's services, programs, or activities. AOGA will provide reasonable modifications and/or accommodations to such individuals in accordance with the Americans with Disabilities Act (ADA) of 1990 and all pertinent federal, state, and local anti-discrimination laws. Students who believe they have a need for disability accommodation or modification must request such accommodation or modification and provide all required documentation to verify their eligibility.

AOGA expects all employees and students to take responsibility for supporting and maintaining these policies. Students who have questions or concerns regarding any type of discrimination may bring them to their instructor or the Angel of God Academy director. Students found to be engaging in unlawful discrimination will be subject to disciplinary action, including exclusion from AOGA programs.

**Complaints**

Complaints against this school may be registered with the Board of Higher Education.

It is Angel of God Academy's policy to resolve student concerns in a swift and equitable manner. In the event that a student feels they have been mistreated or has experienced a problem with a policy, procedure, or practice of Angel of God Academy, the student should first discuss the matter with the individual involved in the complaint. If a satisfactory resolution cannot be reached, the student should submit a written complaint within five (5) days of the incident to the school director, describing the nature of the problem, dates, names of individuals involved, and copies of any relevant documentation. Complaints should be signed, dated, and include a contact phone number. Complaints will be reviewed with due diligence and the student will be notified regarding the finding and action taken within 30 days.

The Angel of God Academy is approved to operate by the PBVS division of the Illinois Board of Higher Education, and if after exhausting all remedies provided by Angel of God Academy the student does not feel the issue has been resolved to his or her satisfaction, the student has the right to file a complaint with the Illinois Board of Higher Education at the address below:

Illinois Board of Higher Education Private  
Business and Vocational Schools  
1 North Old State Capital Plaza, Suite 333  
Springfield, IL 62701-7342  
Phone: (217) 782-2551 | Fax: (217) 782-8548

You can also now access the IBHE online complaint system at <http://complaints.ibhe.org/> accessible through the agency's homepage ([www.ibhe.org](http://www.ibhe.org))

## Information Technology Policy

Angel of God Academy's computer and technology resources are provided for educational and administrative purposes only and are to be used in a manner that is consistent with those purposes.

Clients using academy technological services and facilities have access to valuable resources and must conduct themselves in a responsible, ethical, and legal manner when utilizing these resources.

Students must also respect the rights of others and abide by the licenses and other contractual and legal obligations by which the academy makes technology resources available to all. In addition, all students have a responsibility to help the academy maintain a secure technology network that can be shared by everyone.

The following rules apply for the use of the academy's technology resources:

1. Unauthorized use of the academy's resources for commercial purposes, personal gain, or for any other purpose inconsistent with the academy's mission is prohibited.
2. Students should use only their fair share of technological resources. Use of these resources for non-educational purposes, such as playing games, sending chain letters or other mass mailings, or any activity that would disrupt the normal operations of the academy's systems, is prohibited.
3. Students may not display, retrieve, or send violent, pornographic, obscene, harassing, or illegal material or messages on the academy's technological resources.
4. Downloading files from sources outside of the academy is not allowed.
5. Since there is no guarantee of privacy in the use of computers and technological resources, students should be civil in all their communications. Also, on certain occasions, it will be necessary for the academy's administration to access computer accounts in order to prevent disruption to the network or other shared services.
6. Students must identify themselves clearly and accurately in electronic communications. Individuals or campus organizations may only use their own passwords and are responsible for protecting those passwords from use by others. Additionally, students are responsible for reporting any unauthorized use of the system as well as any breach of system security of which they are aware.
7. Students are expected to use technological resources in ways that are ethical and honest. It is, for example, unethical to represent someone else's work as your own or to allow someone to represent your work as theirs since plagiarism and cheating will not be tolerated. Additionally, students may not modify or change the electronic communications of others (a form of fraud). The academy's intention is to honor all of its Software licenses as well as all other contractual and legal obligations regarding the use of software and other computer-related products.
8. The academy forbids, under any circumstance, the unauthorized reproduction of software or use of illegally obtained software. Using academy equipment to make illegal copies of software is prohibited.

9. Students may not open files or documents or gain access to areas or systems for which they have not been granted authorization.
10. Academy students who violate this policy are subject to appropriate disciplinary action including, but not limited to, the suspension of their computer privileges. Serious violations of this policy may result in suspension or expulsion.
11. Individuals who violate state or federal privacy laws, copyright laws, or software licensing agreements also may be subject to criminal or civil action by the appropriate authorities or by the owner of the copyright.

We, the staff of Angel of God Academy, will do everything we can to ensure that your time spent here will be meaningful, enlightening, and beneficial to your careers. Working together, we can build a bridge to your future.

***Acknowledgment of Receipt & Understanding of the Student Handbook***

**ANGEL OF GOD ACADEMY  
STUDENT HANDBOOK  
ACKNOWLEDGMENT FORM**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
School/Site

\_\_\_\_\_  
Program

Since the information, policies, and benefits described in the Student Handbook are necessarily subject to change, I acknowledge that revisions to the ***Student Handbook*** I may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

A copy of this ***Student Handbook*** has been given to me to retain for future reference and/or I have been provided with the following website address,

<http://www.AngelofGodResourceCenter.org>,

Where, I have obtained an electronic copy of the ***Student Handbook***. I agree to familiarize myself with its contents and comply with the information provided.

Furthermore, I acknowledge that this ***Student Handbook*** is not a legal document. I understand this ***Student Handbook*** is not intended to cover every situation which may arise during my attendance, but is simply a general guide to the goals, policies, practices, benefits, and expectations of AOGA.

I have received the ***Student Handbook*** and I understand that it is my responsibility to read and comply with the policies contained in this ***Student Handbook*** and any revisions made to it.

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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