



CHICAGO INSTRUCTION CENTER FOR CAREER DEVELOPMENT

CHICAGO INSTRUCTION CENTER FOR CAREER DEVELOPMENT, LLC

TEL: 312-723-4654

WEBSITE: chicagoinstructioncenterforcareerdevelopment.com

E-MAIL: info@chicagoinstructioncenterforcareerdevelopment.com

ENROLLMENT AGREEMENT

STUDENT INFORMATION (PLEASE PRINT) REGISTRATION DATE: _____

STUDENT NAME: _____ SOCIAL SECURITY: ____--____--____
First MI Last

ADDRESS: _____
Street City State Zip Code

PHONE NUMBERS: (Home) _____ (Cell) _____ E-MAIL ADDRESS: _____ @ _____

EMERGENCY CONTACT: _____ RELATIONSHIP: _____ TEL#: _____

PROGRAM / COURSE NAME: (Circle One) Phlebotomy Technician
PROGRAM START DATE: _____ SCHEDULED END DATE: _____ NUMBER OF WEEKS: _____

[] DAY [] EVENING [] WEEKEND CLASS MEETS: (circle) MON TUES WED THURS FRI SAT SUN

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____ TOTAL CREDIT or CLOCK HOURS: 70 Clock hrs

Tuition & other fees: NON-REFUNDABLE REGISTRATION FEE: \$ 250.00 We do not process any form of FINANCIAL AID and CASH IS NOT ACCEPTED

Table with 3 columns: Course Program, Phlebotomy Technician, Miscellaneous Expense (cost of each may vary). Rows include Tuition, Registration Fee, Additional Fees, Additional CPR, Grand Total, 1st Payment Received, 2nd Payment Received, Final Payment Received, Cash, Check, Money Order, Credit Card.

Note: Please check the method of payment

1st Installment (Upon Registration includes Registration Fee)
2nd Installment (3rd week of the program)
Final Installment (6th week of program)

\$667.50 1st Installment
\$296.25 2nd Installment
\$296.25 Final Installment

CPR Fee paid separate prior to CPR Class

Note: 50% of Tuition due at time of registering for class and 25% due at week 3 and 25% due at week 6- Program Completion. Students with unpaid Tuition cannot have degree conferred and receive certificate of completion for the Phlebotomy Technician Program.

REFUND / CANCELLATION / WITHDRAWAL POLICY

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until midnight of the 5th business day after the student has been admitted (Registration Date). Cancellation should be submitted to the authorized official of the school in writing.

Registration Date is the same of the Acceptance Date

1. Student must submit a written notice of cancellation or withdrawal
2. School shall, when a student gives **written notice of cancellation**, provide a refund in the amount of at least the following:
 - a. When notice of cancellation is given **before** midnight of the fifth (5th) business day after the date of enrollment but prior to the first day of class, payment for tuition fee shall be refunded to the student.
 - b. When notice of cancellation is given **after** midnight of the fifth business day after the date of enrollment but prior to the first day of class, the school will retain 25% of the cost of full tuition fee.
 - c. When notice of cancellation is given during the first week of class attendance, the school will retain all payments made up to 50% of the cost of full tuition fee
 - d. When notice of cancellation is given during the second week of class attendance or 50% of the course schedule, the school will retain the 75% of the cost of full tuition fee
 - e. When notice of cancellation is given after 50% of the course schedule, the student has to pay the full cost of tuition fee and will not be eligible for refund.
3. Deposits or down payments shall become part of the tuition
4. 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. Such written acknowledgement is not necessary if a refund has been mailed to the student within 15 calendar days.
5. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
6. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 2 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
7. A school may not make refunds which exceed those prescribed in this Section. The school has no refund policy that returns more money to a student than those policies prescribed in this Section. A school shall refund all monies paid to it in any of the following circumstances:
 - a. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin. (can be downloaded from the School website :)
 - b. The school cancels or discontinues the course of instruction in which the student has enrolled.

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 or the admissions officer at 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 or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school 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.

ACCREDITATION

Chicago Instruction Center for Career Development is NOT accredited with any recognized accrediting body by US Department of Education. Chicago Instruction Center for Career Development is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.



STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school’s catalogue, 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 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.
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 <http://complaints.ibhe.org> or www.ibhe.org. See detailed process on next page.
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.

_____/_____
Student’s Signature (If Minor) Parent / Guardian Signature Admission Date

Chief Office Manager Signature Date



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Complaints

Any student or faculty who has a complaint will be given an opportunity to complete a complaint form and has the right to have their complaint resolved promptly and fairly. Any student or faculty who files a written grievance shall not be subject to punitive action. If a student or faculty has a suggestion or complaint against Chicago Instruction Center for Career Development LLC., or any instructor(s), we recommend that your complaint or suggestion be addressed to the appropriate authority at Chicago Instruction Center for Career Development LLC. You will not in any way be retaliated against or punished for making a suggestion or complaint. Retaliation is prohibited by federal and state law: any evidence of retaliation will be acted upon immediately. More importantly we value your feedback, comments, or suggestions for improvement at Chicago Instruction Center for Career Development LLC.

It is part of our mission to provide our students with the highest level of education in a professional manner. Please provide specific details of the incident, which prompted your complaint or suggestion, also provide in details the solution or suggestion you recommend. The chain of command is: student and instructor(s) will ideally try to reconcile the issue or complaint, at which point the issue is resolved. However, if the student or faculty is not satisfied with the resolution, you may proceed to the next level of resolution, in which the Chief Managing Officer or Administrator will be involved to achieve the best possible resolution.

If the following steps are not satisfactory to the student, the student or faculty may proceed in filing a complaint.

Complaints against this school may be registered with the:

**Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Ste 333
Springfield, IL 62701**

**Verbal instructions on submitting complaints are available by calling IBHE at
(217) 782-2551**

Online: at <http://complaints.ibhe.org> or www.ibhe.org



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Institutional Disclosures Reporting Table

July 1 through June 30 of the past fiscal year
Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name:

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

Disclosure Reporting Category	Program Name	Phlebotomy Technician			
	CIP**	31.1009			
	SOC*	31.9097			
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.					
		50			
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
	a) New starts	20			
	b) Re-enrollments	0			
	c) Transfer into the program from other programs at the school	0			
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).					
		50			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
	a) Transferred out of the program or course and into another program or course at the school	0			
	b) Completed or graduated from a program or course of instruction	46			
	c) Withdrew from the school	4			
	d) Are still enrolled	20			
5) The number of students enrolled in the program or course of instruction who were:					
	a) Placed in their field of study	20			
	b) Placed in a related field	20			
	c) Placed out of the field	0			
	d) Not available for placement due to personal reasons	0			
	e) Not employed	0			
<small> *If students did not provide data of employment, however 20 are placed in field of study data not provided from 30 graduates are assumed provided data of employment in the related field **All students did not provide data if they are employed and 20 new starts not included </small>					
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
		46			
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
		38			
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period, such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
		3			
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
		\$39,933.00			

*CIP: Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/data/cipcode/index.html>

**SOC: Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/codes.html>

*A course of instruction for a certificate or diploma that meets the minimum standards and provides instruction that may or may not be related to a program of study, but is either not part of the program or not to be taken independently of the full program as a stand-alone option. A course of instruction may directly prepare students for a certificate or other credential, credential or to be used alone as an optional preparation or, in the case of students requiring such support, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession or it might improve, enhance or add to skills and abilities related to occupational or career opportunities.

In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.