



# **BUILDING & FIRE CODE ACADEMY PLUMBING APPRENTICE PROGRAM**

## **Location**

BUILDING & FIRE CODE ACADEMY  
2401 WEST HASSELL ROAD, SUITE 1550  
HOFFMAN ESTATES, IL 60169

CLASSES BEGIN: Monday/Wednesday (Level 1-2) September 8, 2010 6:00 p.m.  
Tuesday/Thursday (Level 3-4) September 7, 2010 6:00 p.m.

**(First class will include a brief orientation with Raymond C. Dean)**

### **Tuition Refund Schedule - Courses Exceeding 20 Clock Hours**

- When notice of cancellation is given before midnight of the fifth business day after the date of enrollment, but prior to the first day of class, all application-registration fees, tuition and any other charges shall be refunded to the student.

After the fifth business day from the date of enrollment and prior to the first day of class, if a student cancels or does not begin classes, and tuition and fees have been collected, a refund of all monies paid shall be made within 30 days of the start of the program and an amount not more than \$150 may be retained for application and recruiting costs.

If no notice of withdrawal is received and a student has had an unexplained absence of five (5) or more consecutive class days, Building & Fire Code Academy shall consider the student to have withdrawn from the program. In all cases, the date of withdrawal shall be the last day of attendance.

If a notice of withdrawal is given after the first day of classes but prior to the end of 5% of the program, Building & Fire Code Academy may retain the application/registration fee, an amount not to exceed 10% of the tuition and other instruction charges of \$300, whichever is less, and the cost of any books or materials which have been provided by Building & Fire Code Academy.

When a student has completed in excess of 5% of a course of instruction, Building & Fire Code Academy may retain the application/registration fee, and an amount computed pro rata by days in class, plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction.

When a student has completed in excess of 60% of a course of instruction, Building & Fire Code Academy may retain the application/registration fee and the entire tuition, plus other charges.

When a student enrolls in a program lasting longer than 12 months and withdraws during the first 12 months, the refund formula shall be based on tuition paid.

### **For More Information on Building & Fire Code Academy Policies**

Please contact the Academy at 847-884-4969 and request a Student Handbook, or pick one up the next time you are attending a class.