

## ENROLLMENT AGREEMENT

### Student Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Address City State Zip

Telephone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ E-Mail \_\_\_\_\_

### Program/Course Information

Program Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ Days/Evenings (circle one)

Program Length \_\_\_\_\_ Days/Weeks/Years (circle) Days of Week (circle): Mon / Tue / Wed / Thurs / Fri / Sat

Program Location: \_\_\_\_\_ Total Clock Hours: \_\_\_\_\_

### PROGRAM MATERIALS AND FEES

Registration Fee:	\$ _____
Tuition:	\$ _____
Books:	\$ _____
Supplies/Tools:	\$ _____
<b>TOTAL:</b>	<b>\$ _____</b>

Information on fees can be found on each Certificate Program's web page, or by calling the Building & Fire Code Academy at 847-884-4969.

Students will receive a Certificate of Completion upon successful completion of a program or course and when all fees due the Building & Fire Code Academy have been paid.

### **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. Read it before you sign it. This agreement becomes a binding instrument when signed by the student and accepted by the Academy.
- 3) You are entitled to an exact copy of the agreement and any disclosure pages you sign.
- 4) This agreement, the school/course catalog, and Professional Service Agreement (if any) constitute the entire agreement between the student and the Academy.
- 5) Any changes in this agreement must be made in writing and shall not be binding on either the student or the Academy unless such changes have been approved in writing by the authorized school official and by the student. No changes can be made by oral agreement.
- 6) Every assignee of this agreement takes it subject to all claims and defenses of the student or his successors in interest arising under this agreement.
- 7) I understand that should I withdraw from a program or course prior to the completion of said program or course, I am responsible for returning all property including textbooks and workbooks when applicable.

### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the student attends any course prior to the fifth business day after the student has been admitted, then the refund shall be based upon the percentage of the course attended. If the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a full refund of all monies paid. Notice of cancellation shall be made in writing to: Manager, Training Services, Building and Fire Code Academy, 2401 W. Hassell Road, Suite 1550, Hoffman Estates, IL 60169.

### **REFUND POLICY**

- 1) Student application and registration fee is not refundable.
- 2) Any student applying for a program that is discontinued by the Academy shall receive a complete refund of all fees and/or tuition paid, including the application/registration fee. It is the policy of Building & Fire Code Academy to issue refunds in a prompt manner. To expedite the refund process, students should give written notification to Building & Fire Code Academy (in person or by registered mail) of their intention to withdraw from a program. However, written notification of withdrawal as a condition for making refunds is not mandatory.
- 3) If no notification 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.
- 4) Refunds shall be made within 30 days of the last day of the attendance if written notification has been provided to the institution by the student; otherwise, refunds shall be made within 30 days from the date the institution terminates the student or determines that the student has withdrawn. Determination that a student has withdrawn shall be made within 30 days of the last day of attendance; Building & Fire Code Academy shall provide written acknowledgment of a student's notification of withdrawal within fifteen (15) calendar days of the postmark date of the notification of withdrawal.
- 5) In all instances, refunds shall be based on and computed from the last day of attendance. Any unused portion of a book fee shall be refunded.

**TUITION REFUND SCHEDULE**

- 1) If a student does not begin classes, and tuition and fees have been collected, a refund of all monies paid shall be made within thirty (30) days of the start of the program and an amount not more than \$150 may be retained for application and recruiting costs.
- 2) 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 instructional charges or \$300, whichever is less, and the cost of any books or materials which have been provided by Building & Fire Code Academy.
- 3) When a student has completed in excess of 5% of the course of instruction Building & Fire Code Academy may retain the application/registration fee but shall retain an amount computed pro-rata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of course of instruction.
- 4) When a student has completed an excess of 60% of a course of instruction, Building & Fire Code Academy may retain the application/registration fee and the entire tuition and other charges.
- 5) The refund policy for short courses up to 20 clock hours shall refund pro rata up to 60% of the course of instruction.

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 owed for 12 months. Building & Fire Code Academy shall refund 100% of any tuition collected for the obligation beyond the 12 months. The refund policy for short courses up to 20 clock hours shall refund pro rata up to 60% completion of the course.

Complaints against the school may be registered at one of the addresses listed below:

Illinois State Board of Education Accountability Division Private Business and Vocational Schools 100 North First Street, E230 Springfield, IL 62777 (217) 782-2948	Illinois State Board of Education Accountability Division Private Business and Vocational Schools 100 West Randolph, Suite 14-300 Chicago, IL 60601 (312) 814-5818
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Beginning with the 2009 school year, the following data shall be provided to students:

FISCAL YEAR _____ - _____	NUMBER	PERCENT
1. Number of students enrolled in programs.		
2. Number of students not completing course of instruction.		
3. Percentage of non-completers compared to total enrollment.		
4. Number and percentage of graduates requesting school placement assistance.		
5. Number and percentage of graduates obtaining employment as a result of placement assistance by the school.		
6. Number and percentage of graduates obtaining employment in the field who did not use the school's placement assistance.		
7. Average starting salary for all graduates employed.		
8. Number of students re-enrolling in other programs.		

The school reserves the right to cancel any student's enrollment on the basis of misconduct, misbehavior and refusal to abide by the policies of Building & Fire Code Academy and retain tuition and fees according to the above schedule, plus ten percent of tuition of the entire package and other instructional charges.

I have read and agree to the above statements:

Student signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby certificate that I have complied with the statute and rules applicable to Private Business and Vocational Schools throughout the process of enrolling the student.

\_\_\_\_\_  
 Signature of School Representative Agreement Accepted Date \_\_\_\_\_

\_\_\_\_\_  
 Date of Notification to Student of Acceptance Staff Initials \_\_\_\_\_