



ENROLLMENT AGREEMENT

FOR WISCONSIN RESIDENTS

Your Program Is Checked Below

- [] **AUTOMOTIVE TECHNOLOGY – AUTO105D**
 DAYS / EVE: Approx. 30 Hrs./Wk: 56 Wks.
 1560 Instructional Hours
 13 Courses
 Total Semester Credit Hrs.: 60
Graduation Award - Diploma
- [] **ELECTRICAL AND ELECTRONIC SYSTEMS TECHNOLOGY SERVICE MANAGEMENT – EEST410A**
 DAYS / EVES: Approx. 24 Hrs./Wk: 74 Wks.
 1530 Instructional Hours
 21 Courses
 Total Semester Credit Hrs.: 61.5
Graduation Award – Associate in Applied Science Degree
- [] **AUTOMOTIVE SERVICE MANAGEMENT – AUTO213AAS**
 DAYS / EVES: Approx.. 30 Hrs./Wk (gen educ courses 24 Hrs/Wk) Total: 74 Wks.
 1920 Instructional Hours
 21 Courses
 Total Semester Credit Hrs.: 75.5
Graduation Award – Associate in Applied Science Degree
- [] **COLLISION REPAIR AND REFINISHING TECHNOLOGY– COL105BD****
 DAYS / EVE: 16 Hrs./Wk: onground; approx.. 4 hours /Wk. online
 Total 54 Wks.
 1000 Instructional Hours
 10 Courses
 Total Semester Credit Hrs.: 41.5
Graduation Award – Diploma
- [] **AUTOMOTIVE SERVICE MANAGEMENT with AUDI OPTION - AT213AASAU**
- [] **MEDICAL ASSISTANT – MA525D**
 DAYS: Approx. 24 Hrs. P/Wk - 40 Wks.
 900 Instructional Hours (includes 180 hours externship*)
 10 Courses
 Total Semester Credit Hrs.: 34
Graduation Award - Diploma
- [] **AUTOMOTIVE MECHANICS – AUTO101C**
 DAYS / EVE: Approx. 30 Hrs. P/Wk - 28 Wks.
 720 Instructional Hours
 6 Courses
 Total Semester Credit Hrs.: 29.5
Graduation Reward – Certificate

*Medical Assistant Externship (clinical) are full-time commitments of 180 hours at 25 per week for 8 weeks.

**Mode of delivery: Blended Learning is the method we may use to deliver content of each course. The Blended courses are offered by delivering a fraction of the course in an online format as well as traditional face to face method. The Blended delivery plan will implement distance education activities into each course in the program of study. The use of simulations, case studies, assessments and multimedia will be used to enhance the students understanding of the learning objectives outlined in the course syllabus.

Externship hours are daytime hours for both day and evening programs. Actual times are set by the externship sites. All weeks exclude holidays, course change days and make-up hours for absences during externship. Students are responsible for transportation to and from the extern site, as well as meals.

The listing of credit hours is not meant to imply that credits can be transferred into college or other private career school programs. Transfer credits are at the sole discretion of the receiving school.

Days of Attendance _____

Hours of Attendance _____

Gen Ed Hours of Attendance _____ to _____

STUDENT NAME <i>(please print)</i>			(FOR SCHOOL USE ONLY)	
_____			This enrollment agreement is approved subject to the enrollee meeting all the admission requirements as stated in the school's general information catalog.	
Last Name	First Name	Initial	Signature of Campus President or Designee _____ Date _____	
Address _____			Acceptance Letter Mailed: _____	
City	State	Zip	Date _____ By Initial _____	
() _____			Admissions Representative _____	
Telephone Number _____			Enrollment Date _____	
Email Address _____			FINAL ACCEPTANCE	
Social Security Number _____			Signature _____ Date _____	
Start Date _____				

Scheduled Completion Date*

*Approximate date based on full-time student status. Any interruption in education will result in this date changing.

THIS AGREEMENT made and entered into between LINCOLN COLLEGE OF TECHNOLOGY, Melrose Park, Illinois, hereinafter referred to as the SCHOOL, and the STUDENT, whose name appears on this AGREEMENT.

The STUDENT will be given a reasonable extension of time to report in case of illness, or any Act of God that would necessitate a delay in starting, but cannot begin a new course beyond the third academic day of class.

The SCHOOL agrees to provide instruction for the total number of hours comprising the program described on PAGE ONE. At the conclusion of the program, provided all specified requirements have been met, the STUDENT will be awarded a Diploma or Certificate. Graduation Requirements - Successfully complete all required courses within a maximum of one and one half (1.5) times the planned program length. Achieve an overall grade point average of 2.0. In addition to the minimum GPA, the total number of credit hours as stated on Page One (1) of this Agreement. STUDENT must be free of indebtedness to the SCHOOL and meet satisfactory academic progress requirements.

APPLICANTS with previous experience or formal training in the field for which they have elected to enroll may be granted credit toward completion of the program based on an evaluation of their experience in that field. If credit toward the completion of the Program is granted, the applicant will be advanced to the highest level for which he/she can qualify, not to exceed 50% of the Program. For details regarding testing and testing fees, contact the School's Director of Education. Appointment for Advanced Standing Tests must be scheduled prior to starting classes. Tuition will be adjusted accordingly.

The SCHOOL is relieved and released of all claims by the STUDENT that may arise as a result of the School's temporary failure to perform hereunder as a result of an Act of God, strike or any other matter or thing beyond the control of the SCHOOL.

Failure to maintain satisfactory progress or to abide by the schools rules and regulations, may subject STUDENT to immediate termination from the SCHOOL, at the option of the SCHOOL. STUDENTS who are dismissed will be governed by the same REFUND POLICY as STUDENTS who withdraw. The SCHOOL reserves the right to limit re-entries.

The SCHOOL reserves the right to alter class starting dates, hours of attendance and curriculum content when deemed necessary. Such changes will be in writing, signed by both parties and will not alter program costs or the Refund Policy stated in this AGREEMENT. If conditions beyond the control of the SCHOOL require postponement of a starting date, or temporary suspension of classes, appropriate adjustment will be made to provide STUDENTS all of the Instruction to which they are entitled under the terms of this AGREEMENT. STUDENTS who have enrolled but have not started attending school will, upon request, be issued a refund of monies paid if postponement of classes extends beyond the next class starting date.

A STUDENT will be allowed to repeat one failed course at no additional tuition charge provided the student graduates and providing the repeat will not prevent the student from completing the program in the maximum time permitted by the SCHOOL'S Satisfactory Progress Policy.

The STUDENT shall have the right to terminate training at any time at his/her option. If the STUDENT withdraws, or is terminated by the SCHOOL all unearned tuition will be refunded according to the REFUND POLICY in this AGREEMENT.

The SCHOOL CANNOT GUARANTEE EMPLOYMENT. The STUDENT may avail himself/herself of the SCHOOL'S Employment Assistance Service during training and after graduation at no additional cost. Considerable effort is put forth to give students the interpersonal skills needed to secure today's challenging positions. In addition, our Career Services Office will be working with you in making industry contacts as well as periodically bringing employers in the school for published career days.

The STUDENT understands that absence from a regularly scheduled class DOES NOT relieve him/her of tuition liability.

New STUDENTS enrolling at this campus will be entering an introductory period of enrollment where a STUDENT does not incur a financial obligation to Lincoln College of Technology until meeting the conditions set forth in the catalog.

It is further understood and agreed that this AGREEMENT constitutes the entire contract between the parties and that no representations other than herein contained have been made. Any alterations, cancellations or revocations of this agreement not otherwise provided herein must be in writing and signed by the STUDENT and the School's Campus President. The School's Campus President is the individual at the school to whom questions or concerns may be directed regarding the school's satisfying the terms of the Enrollment Agreement.

LINCOLN COLLEGE OF TECHNOLOGY does not charge interest on installment payments while the STUDENT is still in SCHOOL. In case of Federal Financial Aid, the appropriate agency document governs pay-backs and any interest charged will be in accordance with the regulations as established by the U.S. Department of Education and/or "Appropriate Governmental Agencies."

Complaints against this school may be registered with the Illinois Board of Higher Education at 1 N. Old State Capital Plaza, Suite 300, Springfield, IL 62701, Telephone: 217-782-2551 or the State of Wisconsin, Department of Safety and Professional Services, Attn: Educational Approval Board, P.O. Box 8366, Madison WI, 53708-8366, 608-266-1996, eabmail@eab.wisconsin.gov.

The administration of this school is able to address all student matters. If in the event a student requires further assistance, the student can contact the corporate headquarters – Lincoln Educational Services Corporation, 200 Executive Drive, Suite 340, West Orange, NJ 07052. Phone (800) 806-1921.

NOTICE

ANY HOLDER OF THIS CONSUMER CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

CANCELLATION AND REFUND POLICY

1. CANCELLATION PRIOR TO STARTING CLASSES:
 - a. If the school does not accept this Agreement, all monies will be refunded.
 - b. If the student requests cancellation within six (6) business days after signing this agreement and paying the registration fee, all monies will be refunded. Cancellation must be in writing, addressed to the School's Campus President, the school address on Page 1 of this Agreement and, in the case of minors, signed by the parent or guardian. If sent by mail, the postmark will determine the effective date of the cancellation.
2. CANCELLATION AFTER SIX (6) BUSINESS DAY PERIOD OR STARTING CLASSES:
 - a. If the student cancels after the period stated in 1.b above, prior to close of business of the first day of class, all monies in excess of \$150.00 Registration fee will be refunded.
 - b. If the student voluntarily withdraws or is suspended or terminated by the school prior to completion of the program, the school will charge for tools and materials fees issued to the student and will refund tuition and fees according to the following schedule.

RETURN OF TITLE IV FEDERAL STUDENT AID *

Federal regulations regarding repayment of Federal Financial Aid has changed the formula for calculating the amount of aid a STUDENT may retain when a STUDENT withdraws. STUDENTS who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for Federal Aid recalculated based on the percentage of the term completed, which shall be calculated as follows:

$$\frac{\text{\# of calendar days completed by student}}{\text{total \# of calendar days in term}}$$

The total number of calendar days in a term excludes any scheduled breaks of 5 days or more.

If a student is entitled to a post-withdrawal loan disbursement, the borrower must respond to the school's notice of the intended disbursement within 14 days.

Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date

Please note that STUDENTS are responsible for any balance owed to Lincoln College of Technology as a result of the repayment of Federal aid funds.

STATE REFUND POLICY *

A student who withdraws or is dismissed after the period of time identified under s. EAB 8.03 (1) has passed, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$100.

- (1) Pro rata refund shall be determined as the number of units remaining after the last unit completed by the student, divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.
- (2) All efforts will be made to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.
- (3) Refunds shall be paid within 40 days after the effective date of termination.
- (4) After the student's first period of enrollment, if a student withdraws or is dismissed in a subsequent enrollment period, the school may also retain an administrative fee of 15% of the total cost of a resident program, or \$400, whichever is less.
- (5) No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

History: Cr. Register, October, 1997, No. 502, eff. 12-1-97; **CR 02-135; am. (intro.) Register April 2003 No. 568, eff. 5-1-03.**

* Plus charges for student fees and (if purchased from the School) tools.

- a. The calculations of refunds will be based on the effective date of termination.
- b. Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date. All other refunds (i.e.; FFELP, FDSL, etc.) will be issued in accordance with applicable State and Federal mandates.
- c. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.
- d. Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement which is reasonable and fair to both parties.
- e. The policy of Lincoln College of Technology is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1 - Unsubsidized Federal Stafford Loan / Direct 2 - Subsidized Federal Stafford Loan / Direct 3 - Federal Perkins Loan Program 4 - Federal / Direct Graduate Plus Loan 5 - Federal / Direct Parent Plus Loan 6 - Federal Pell Grant 7 - Federal Supplemental Educational Opportunity Grant (FSEOG). The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school. If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

To obtain a refund of unearned tuition, STUDENTS are not required to notify the school in writing, but are requested to complete a Student Withdrawal Request, available from the SCHOOL office.

REGISTRATION FEE, STUDENT FEE, TECHNOLOGY FEE & TOOL REFUND POLICY

With the exception of students who cancel prior to the sixth (6th) business day, the school does not refund any monies for registration fees, or tools for any reason. Any refund due for student fees or technology fees will be prorated based on use. Registration fee shall be chargeable at initiation enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

The STUDENT AGREES to the following financial terms subject to the CANCELLATION & REFUND POLICY on this Agreement.

Academic Terms

Semester/Trimester/Term

(Circle One)

TUITION BREAKDOWN

Registration Fee	\$ _____	One (1)	\$ _____
Student Fee	\$ _____	Two (2)	\$ _____
Technology Fee	\$ _____	Three (3)	\$ _____
Estimated Cost of Tools	\$ _____	Four (4)	\$ _____
Tot. Tuition (includes books and uniforms)	\$ _____	Five (5)	\$ _____
Total Program Cost	\$ _____	Six (6)	\$ _____
Less Payment Toward Reg. Fee	\$ _____	Seven (7)	\$ _____
Unpaid Balance of Cash Price	\$ _____	Eight (8)	\$ _____
Bal. of Fees due on or before Start Date:	\$ _____	TOTALS:	\$ _____

The Academic Term Tuition shown above is subject to adjustment each Academic Term. Students are given 60 days notice in the event of an adjustment.

TOOLS AND FEES: The SCHOOL provides all major equipment and special tools. STUDENTS are required to provide a basic set of hand tools as needed throughout the program. Estimated Cost of Tools (if purchased from the School) is subject to supplier price changes and sales tax if applicable is shown below each program. Student Fees are charged for consumable supplies as used in the program and cover the Administrative Processing fee for student injuries as well as costs of handling I.D. Cards, Parking Permits and the Student Catalog. The Technology fee covers computer & network services.

*** The Melrose Park campus has offered to subsidize a bus transportation service on behalf of students living in selected areas I understand and agree that Lincoln is under no obligation to guarantee me this transportation service and reserves the right to cancel upon 30 days notice to me. I further understand and agree that if I need to repeat a course(s), I will incur an additional charge of \$_____ per course for my bus transportation.

*** Bus: \$ _____

The School works with a number of vendors who supply a variety of products to the School and who may provide benefits, such as commissions and/or discounts to the School as a result of such purchases. The student is under no obligation to purchase such products from the School and always has the option to buy these items from any other outside source of the student's choosing.

Methods of Payment: Total Academic Term Costs are due in advance of each Academic Term. However, if this presents a hardship, please visit the Financial Aid office to determine your eligibility for alternative methods of payment. These may include short term payment plans, long-term payment plans, long-term extended financing plans and/or Title IV financial aid programs. If installment payments are made, a separate contract must be completed and made part of this agreement. Students who receive financing from LincCredit must review and sign the Supplement Enrollment Agreement.

Failure to comply with the payment schedule will be cause for suspension of training. It is further understood that tuition payment liability rests with the STUDENT regardless of source of funds or financial aid which may be available. In the event the STUDENT'S account becomes delinquent, the STUDENT will be responsible for all costs of collection. These include fees, attorney fees, court costs, judgment interest and any other reasonable cost.

The STUDENT also understands that should he/she not start on the scheduled starting date or withdraws prior to completion, he/she be required to sign a new contract at prevailing rates at the time training resumes.

By initialing here _____, I acknowledge that I have received the current school catalog describing the programs prerequisites and had an opportunity to review the catalog prior to signing this AGREEMENT.

By initialing here _____, I acknowledge the student consumer information for this school is posted on the website www.lincolnedu.com/consumerinfo.

NOTE: A fee of \$25.00 will be charged for checks returned due to insufficient funds and/or for late payment of tuition and fees, per occurrence. A \$50.00 processing fee may be assessed for student initiated program changes.

Prior to signing to this AGREEMENT, I certify that all information provided about me is accurate and that I have read all pages of this AGREEMENT. I am fully informed of my rights, responsibilities and obligations and accept its provisions. I have retained a completely filled in copy of this AGREEMENT.

IF UNDER LEGAL AGE HAVE PARENT OR GUARDIAN PROVIDE REQUESTED INFORMATION AND SIGN AS INDICATED BELOW.

If Applicant is a minor and a parent or guardian signs this ENROLLMENT AGREEMENT, such signature shall bind such person to all terms herein.

I have read all pages of this AGREEMENT and accept its provisions.

BUYER'S RIGHT TO CANCEL

You, the buyer, may cancel this transaction within six (6) business days after acceptance by the School. Failure to exercise this option, however, will not interfere with any other remedies against the retail seller you may possess.

"THIS AGREEMENT is a legally binding instrument when signed by the student and the Student is accepted by the SCHOOL."

Date Signature of Applicant

I hereby certify that I have complied with statute and the rules in relation to Private Business and Vocational schools throughout the process of enrolling this student.

Date Signature of ADMISSIONS Representative

Name in Full - Please Print

Address

City State Zip

Telephone # Relationship to Applicant

Date Signature of Parent / Guardian / Co-Signer

Customer's Right to Cancel

 Date of Transaction

You may cancel this transaction, without any penalty or obligation, within six business days from the above date (Saturday, Sundays and holidays are not business days).

If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instruments executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk.

If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without further obligation.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to Lincoln College of Technology, Attention: Campus President, 8317 W. North Avenue, Melrose Park, IL 60160 no later than midnight of _____, _____.

Note: Purchase of educational goods and services offered by a school is deemed to take place when written and final acceptance is communicated to the student by the school. If the representative who enrolls you is authorized to grant written acceptance at the time you enroll, and does so, the cancellation period ends at the time specified above. If you have not been accepted in writing at the time you enroll, the cancellation period does not end until midnight of the sixth business day after the day you receive written acceptance by certified mail from the school.

I hereby cancel this transaction.

Date _____ Buyer's Signature _____

Buyer's Name – Please Print _____

Street Address _____

City, State, Zip Code _____