



Enrollment Agreement

1130 S. Alpine Road
Rockford, IL 61108
815-965-8616

(A Branch Campus of Stautzenberger College – Maumee, Ohio)

www.rockfordcareercollege.edu

Effective 08/10/18

Last Name _____ First Name _____ Middle Initial _____

Address _____ City _____ State _____ Zip _____

Social Security # _____ Date of Birth ____ / ____ / ____ State of Residence _____

Home Ph _____ Cell Ph _____ Email address _____

Program Name _____ Program shift: ☐ Morning ☐ Evening ☐ Online

Start date _____ Estimated Completion Date _____ Class time _____ Days of week _____

I certify that I graduated/earned my GED at _____ in _____ on _____
(Circle one) (Facility/School Name) (City, State) (MM/YY)

Initial each item:

	I am applying for enrollment to the above named program. If accepted I understand that I will be bound by this Agreement and that this is the complete and full agreement and that no oral promises or inducements have been made to me.
	I agree to follow College rules, including consistent attendance, ethical conduct, preparation for classes, and any make-up classes offered. If I fail to follow College rules or fail to make satisfactory progress, I understand I could be dismissed from College.
	After completion of the program, I will be eligible for the College's job placement assistance. By initialing here, I give my consent to release information from my educational records to anyone or agency considering me for externship or employment. <i>I understand that the College does not guarantee placement in a job nor how much salary I will earn.</i>
	I am aware that if I attempt to transfer educational credit from this institution to another, the receiving institution determines how much credit, if any, and what kinds of credit it will accept. The College makes no representation whatsoever regarding transferring credits to any other college or university. I further understand certifications and licenses may require additional study and cost.
	I understand if my program requires an externship for completion of academic requirements, I will adjust my schedule in order to fulfill this requirement within the designated timeframe. I further understand that while most externship opportunities are only available during regular daytime business hours, Monday through Friday, this schedule is dependent upon program. Some programs have evening, night, and/or weekend schedules. For ABHES approved programs (see catalog for program-specific accreditation information), I am further aware that I may be required to travel up to 100 miles for externship site placement.
	I have toured Rockford Career College and determined for myself that the class sizes, facilities, and the computers/equipment are satisfactory. If I am enrolling in an online program, I understand I must attend an online orientation prior to the commencement of classes.
	I have received a copy of the program outline (catalog), the College's rules (catalog), this agreement, and information to access an electronic copy of the College catalog. I have read these documents and agree to be bound by them.
	I agree that the College or its representatives can contact me on my cell phone.
	I am aware Rockford Career College reserves the right to change courses, programs, tuition costs, or class times.
	I agree to provide absolute rights and permissions to Rockford Career College to use photographic portraits, pictures or videos of me in character form, for advertising or any other lawful purpose whatsoever. I may opt out of this clause without affecting my enrollment by drawing an "X" through this box.
	I am aware and have been provided the link to the Jeanne Clery Act / Crime and Drug Awareness information at www.rockfordcareercollege.edu
	I am aware and have been advised that some or all of my classes may be offered in an online modality. I have reviewed the technology requirements in the catalog and have access to the appropriate technology to complete my coursework. I understand what percentage of the course is available on-line and what percentage is available on campus.
	I acknowledge Rockford Career College can text me information using the telephone number(s) entered above. I understand communications may also be initiated using an automatic telephone dialing system and by initialing I am providing consent to contact me via text message and/or through an automated dialer. By not initialing, I am not providing consent to Rockford Career College to send me text messages and/or call me through an automated dialer regarding goods and services offered by the College.
	I acknowledge, in the event of an accident on campus property, I will notify campus personnel immediately. I understand it is my decision to seek medical attention, unless otherwise incapacitated, and accept financial responsibility for the medical treatment.
	I understand I must provide my high school diploma, GED, or home study certificate prior to being accepted into the school.



Tuition and Fees

The tuition charge covers costs for instruction and supervised laboratory periods; however, it does not cover the costs of books and supplies. Any future change in tuition or fee rates will be posted in various locations within the school at least one month prior to implementation and will apply to future terms. Quarterly payments in all courses are due on or before the start of each quarter, unless other financing arrangements have been made. Students are charged tuition only for the full and partial quarters that they attend. Prepaid tuition for a quarter beyond that in which a student withdraws is fully refundable. For a description of each program, go to www.rockfordcareercollege.edu.

Mark Program	Program	Credits	Length (in months)	Estimated Fees	Estimated Books	Estimated First Term Costs	Estimated Tuition Costs*
DIPLOMA PROGRAMS							
<input type="checkbox"/>	CNC and Robotic Manufacturing Technology	64	10	\$0	\$75	\$5,575	\$22,000
<input type="checkbox"/>	Contemporary Business Administration (Online Only)	61	10	\$0	\$75	\$4,950	\$19,500
<input type="checkbox"/>	Dental Assistant	60	10	\$0	\$75	\$4,575	\$18,000
<input type="checkbox"/>	Electrical Technician	58	10	\$200	\$75	\$5,775	\$22,000
<input type="checkbox"/>	Heating, Ventilation, Air Conditioning and Refrigeration	60	10	\$0	\$75	\$5,575	\$22,000
<input type="checkbox"/>	Massage Therapy	61	10	\$0	\$75	\$3,825	\$15,000
<input type="checkbox"/>	Medical Assistant	60	10	\$0	\$75	\$4,825	\$19,000
<input type="checkbox"/>	Medical Office Billing & Coding (Online Only)	60	10	\$0	\$75	\$5,075	\$20,000
<input type="checkbox"/>	Paralegal (Online Only)	60	10	\$0	\$75	\$5,450	\$21,500
<input type="checkbox"/>	Welding	54	10	\$200	\$75	\$5,775	\$22,000
ASSOCIATE DEGREE PROGRAMS							
<input type="checkbox"/>	Allied Health (Online Only)	101	7	\$0	\$75	\$5,075	\$15,000
<input type="checkbox"/>	Business Administration (Online Only)	102	7	\$0	\$75	\$5,075	\$15,000
<input type="checkbox"/>	Construction Management (Online Only)	95.5	7	\$0	\$75	\$4,775	\$14,100
<input type="checkbox"/>	Paralegal (Online Only)	101	7	\$0	\$75	\$5,075	\$15,000
<input type="checkbox"/>	Surgical Technology	102.5	18	\$0	\$75	\$3,142	\$23,000
<input type="checkbox"/>	Veterinary Technician	114.5	24	\$0	\$75	\$2,775	\$27,000

*Based on current term rate. Tuition rates are subject to change for future terms.

STUDENT'S RIGHT TO CANCEL

Students who have signed a new enrollment agreement have the right to cancel the Enrollment Agreement for a program of instruction - including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement - up until midnight of the seventh business day (excluding weekends and holidays) after the first scheduled class. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within seven business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Agreement. A student can do this by mail, hand delivery, or fax. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within 7 days following the date of Notice of Cancellation. If a



student fails to return this equipment, including books, or other materials, in good condition within the 7-day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within 30 days after Notice of Cancellation is received.

WITHDRAWAL OR DISMISSAL

Students have the right to withdraw from a program of instruction at any time. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs. Students may officially withdraw from school by delivering written notice of their intent to withdraw to the schools Registrar by email, U.S. Mail, or in person.

The school will determine a student's unofficial notice of withdrawal to have occurred when they miss 14 consecutive calendar days of their scheduled academic program. If a student does not communicate their intent to return to class during a 14 calendar consecutive day absence, they will be withdrawn from school. The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance.

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within 30 days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of 30 days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made available to the student within 30 days of the last day of attendance (see Post Withdrawal Disbursements).

REFUNDS

1. When a student gives written notice of cancellation, a refund in the amount of at least the following will be made:
 - a. 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 fees, tuition, and any other charges shall be refunded to the student;
 - b. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of the first week of the course of instruction, the school may retain the cost of any books or materials which may have been provided by the school.
 - c. When a student has completed the first week of the course of instruction the school shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
 - o If the student withdraws during the first 25% of the course of instruction, the school shall refund at least 55% of the charged tuition & fees for the term.

- o If the student withdraws during the second 25% of the course of instruction, the school shall refund at least 30% of the charged tuition & fees for the term.
- o In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition for the term.

% of Term Enrolled	Institution Refund Policy
0 – 25%	55% of Tuition
25.1 – 50%	30% of Tuition
50.1% - 100%	None

2. A student, who, on personal initiative and without solicitation, enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
3. Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
4. Deposits or down-payments shall become part of the tuition.
5. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgment will not be necessary if a refund has been mailed to the student within 15 calendar days.
6. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
7. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from school for more than 14 calendar days shall constitute constructive notice of cancellation to the school. For the purpose of calculation, the date shall be the last date of attendance.
8. The school will refund all monies paid by a student for 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;
 - b. The school cancels or discontinues the course of instruction in which the student has enrolled;
 - c. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
9. The school will refund any book and material fees when: (a) unmarked; and (b) the student has provided the school with a notice of cancellation.

Return of Title IV Funds

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:



1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
2. The student

The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official or unofficial withdrawal date, Rockford Career College will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).

Federal Title IV Post Withdrawal Disbursements

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for a post-withdrawal disbursement of Pell Grant or SEOG, the grant money will be disbursed directly to the student's account at the College within forty-five (45) days of determination of the student's withdrawal or graduation date.

If a student is eligible for a disbursement of loan funds (different from Pell Grant), the College will send the student written notification within thirty (30) days of the student's withdrawal or graduation date indicating the type and amount of the eligible disbursement. If the student accepts the post-withdrawal disbursement, they must give the College either a verbal or written approval within forty-five (45) days of the student's withdrawal or graduation date. If the student accepts the eligible loan funds, they will be disbursed to the account. After institutional charges are paid, if excess funds remain the excess funds will be disbursed to the student within fourteen (14) days of the credit balance occurring on the student's account.

FEDERAL OR STATE LOANS

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

CASH PAYING STUDENTS

Students who opt to pay cash for any portion of their tuition, fees and books must make satisfactory payment arrangements. Various payment options are available for those who prefer to pay in installments. Rockford Career College offers cash payment plans without additional upfront fees. Students may be subject to dismissal for non-payment.

TEXTBOOKS / SUPPLIES / EQUIPMENT

The estimated cost of textbooks is listed in the above chart. Textbooks will be provided to students on or before the first day of a course. Textbooks are provided for student use during the program. Students may purchase additional textbooks from the College at any time, however, will need to pay the current costs of the textbook. The costs of textbooks, supplies and equipment is nonrefundable.

CERTIFICATIONS AND LICENSES

The College's educational programs lead to knowledge and skills for a stated major. The College does not guarantee that completion of the educational programs will necessarily be sufficient to obtain a certification or a license issued by a public or private agency. A third party may administer examinations for certifications and licenses and further study and a fee may be required.

CAREER SERVICES ASSISTANCE

Career success will depend mainly on the student's attitude, the effort put into studies, the diligence of the job search, and the job finally accepted. Therefore, we do not and cannot guarantee students a job. Our employees are prohibited from making any representations or any promises in regard to placement.

DISCONTINUED PROGRAMS

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student.

TERMINATION BY THE SCHOOL

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

CANCELLATION OF CLASSES

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

TRANSFER OF CREDIT TO ANOTHER INSTITUTION

The transferability of credits earned at Rockford Career College is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma, or certificate earned in a program of study is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma, or certificate earned at Rockford Career College are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason a student should make certain that attendance at Rockford Career College will meet his or her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Rockford Career College to determine if the credits or degree, diploma or certificate will transfer. A student should assume that no credits or degree, diploma or certificate will transfer to another institution.

UNFAIR BUSINESS PRACTICE

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or student's parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

NOTICE TO BUYER

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding.

You are entitled to an exact copy of the agreement, school catalog and any other papers you sign. You are required to sign a statement acknowledging receipt of those.

If you have not started training, you may cancel this contract by providing written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the seventh business day (excluding Sundays and holidays) following your signing this contract or the written notice may be hand delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.

**AGREEMENT IS BINDING**

This agreement will be binding only when it has been fully completed, signed, and dated by the student and authorized representative of the school prior to the time instruction begins.

CHANGES IN THE AGREEMENT

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor.

SEVERABILITY

If any paragraph or sub-paragraph is held invalid, the paragraph shall not affect any other paragraph or sub-paragraph that can have effect without the paragraph or sub-paragraph and thus is separate one from the other.

Note: Any holder of a consumer credit 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 (FTC Rule effective 5/14/1976).

EFFECTIVE DATE OF ACCEPTANCE

I certify I have read and understand the cancellation and refund policy and the compliant procedure. I have reviewed a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any paper I sign. I hereby agree to abide the conditions set forth herein.

Student's initials_____

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME. I FURTHER UNDERSTAND THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY ME AND AN OFFICIAL OF THE COLLEGE AND I HAVE RECEIVED A COPY FOR MY RECORDS. FURTHER, BY SIGNING BELOW I ATTEST THAT I AM OVER THE AGE OF 17. IF I AM NOT OVER THE AGE OF 17, MY PARENT/GUARDIAN WILL SIGN.

Applicant

Date: _____

Parent(s) Guardian(s)

Date: _____

Admissions Representative

Date: _____

School Official

Date: _____



STUDENT ACKNOWLEDGMENTS – Illinois Students Only

1. I hereby acknowledge receipt of the school's catalog, 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 and received an exact copy of 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. In cases where transferability is guaranteed, Rockford Career College must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

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 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at complaints.ibhe.org.

Student Initials _____

I certify that I have reviewed this Enrollment Agreement and the disclosures and conditions of enrollment. I understand my rights and responsibilities. I will re-read these documents before the end of the 7-day termination period specified herein. This agreement contains all of the terms of our agreement. I understand that written or oral changes to this Enrollment Agreement and/or promises or guarantees or inducements to enroll outside of this agreement are not permitted and I certify to the College that none have been made.

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME. I FURTHER UNDERSTAND THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY ME AND AN OFFICIAL OF THE COLLEGE AND I HAVE RECEIVED A COPY FOR MY RECORDS.

Applicant

Date: _____

Parent(s) Guardian(s)

Date: _____

Admissions Representative

Date: _____

School Official

Date: _____



ENROLLMENT DISCLOSURE
Originated 01/18/15 Revised 08/10/18

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling in the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Rockford Career College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history except in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Illinois were researched. Many medical, accounting and paralegal careers prohibit externship or employment to individuals with a history of criminal offenses. Rockford Career College recommends that all potential employability questions are discussed with the campus Career Services Department.

The following programs require either some form of application for certification or extensive background checks and a prospective student with any felony and/or drug, monetary theft, or assault/battery related misdemeanor offenses may not enroll into:

- **Allied Health Programs**
 - **Massage Therapy, Medical Assistant, Medical Office Billing and Coding, Surgical Technology**
- **Veterinary Technician**

The following program requires some form of state registration and requires that anyone seeking registration disclose felony criminal history (admissions will not be denied):

- **Dental Assisting**

The following program has employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three years may not enroll into:

- **Electrical Technician**
- **Heating, Ventilation, Air Conditioning & Refrigeration**

NOTE: If conditions for enrolling into the above programs have not been met per restrictions outlined above, do NOT complete an enrollment agreement or proceed with this form.

Please check one of the following prior to enrolling and sign below:

- ☐ I do not have any prior misdemeanor or felony charges on record.
- ☐ I have a prior misdemeanor or felony charge(s) on record. By deciding to attend the College I accept that my externship and/or employment opportunities may be limited. Complete all required areas in box below so you may be advised accordingly:

CHECK ONE	DATE RECEIVED	OFFENSE (Provide detail explanation of offense)
<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor		
<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor		

Prospective Student Signature

Date

Admissions Representative Signature

Date