



**Website:** www.itexps.com  
**Office:** 951 N Plum Grove Rd,  
Suite A, Schaumburg, IL 60173  
**Email:** info@itexps.com  
**T:** 847-350-9034

## ENROLLMENT AGREEMENT

### STUDENT INFORMATION

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_ W) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

Immigration Status: Please select 1 From Below Option

CITIZEN     PERMANENT RESIDENT     ALIEN IMMIGRANT     OTHER

### PROGRAM INFORMATION

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROGRAM / COURSE NAME: Hybrid Management Program

PROGRAM / COURSE CODE: 1003

FULL DESCRIPTION OF PROGRAM / COURSE: Plan, initiate, and manage information technology (IT) projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to ensure deadlines, standards, and cost targets are met.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE: High school diploma, bachelor's degree or global equivalent, and Experience in Project Management, Accounting, Engineering, or IT.

PROGRAM / COURSE OBJECTIVES: This will enable students taking the program to excel in Management-related positions such as Manager, Software Manager, Technical Project Manager, Program Manager, Development Manager, Scrum Master, Product Owner, and Product Manager.



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PROGRAM / COURSE OUTCOMES: This will enable students taking the program to excel in Management-related positions such as Manager, Software Manager, Technical Project Manager, Program Manager, Development Manager, Scrum Master, Product Owner, and Product Manager.

**PROGRAM INFORMATION(CONTINUED)**

PROGRAM START DATE: \_\_\_\_\_ SCHEDULED END DATE: \_\_\_\_\_

FULL-TIME       PART-TIME       DAY       EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: \_\_\_\_\_ TIME CLASS ENDS: \_\_\_\_\_

NUMBER OF WEEKS: \_\_\_\_\_ TOTAL CREDIT or CLOCK HOURS: \_\_\_\_\_

**TUITION & FEES**

1. Tuition – \$6400
2. Books/ Software/Supplies – \$600
3. Certifications/Tests – \$800 (PMP, ACP, and ITIL)
4. Registration Fee - \$200
5. Discount - \$3000

TOTAL COST FOR PROGRAM / COURSE:

DEPOSIT ACCEPTED: \_\_\_\_\_

BALANCE DUE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CANCELLATION & REFUND POLICY**

IT Expert System Inc.'s cancellation and refund policy has been constructed to balance students' occasional need to change their education plans with the institution's financial investment in reserving a seat for that student in a classroom.

Students should be aware that timely notice of cancellation or withdrawal is essential to securing the maximum refund. Students must take care of notifying the institution as soon as possible regarding their intention either to cancel their enrollment contract or withdraw from the institution.

**Cancellation Policy**

- **Rejection of Applicant:** If an applicant is rejected for enrollment by an institution, a full refund of all monies paid to the applicant.
- **Program Cancellation:** If an institution cancels a program after a student's enrollment, the institution refunds all monies paid by the student.
- **Cancellation Prior to the Start of Class or No Show:** If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution refunds all monies paid.



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- **Cancellation After the Start of Class (Optional Student Trial Period):** At IT Expert System we consider a withdrawal as a cancellation or no-show (for example, within the first week of the program) provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no-show under such a policy has all charges refunded and all payments returned to the individual or the applicable funding source.

### **Withdrawal or Termination after the Start of Class and after the Cancellation Period**

- Refund amounts based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, we consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- During the first week of classes, tuition charges withheld do not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained do not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. (See example.).
- After fifty percent (50%) of the period of financial obligation is completed by the student, the institution retains the full tuition for that period.
- When calculating a refund, the percentage of tuition retained by the institution is based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

### **Refund Due Dates:**

- If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
- For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

### **Refund Computation Example**

- The student enrolled in a 24-week program, starting on January 9th, and scheduled to be completed on June 23rd.
- The total tuition is \$8,000.
- The last date of attendance (LDA) for the student is March 3rd.
- The date of determination is March 8th.

$$\frac{\text{Number of weeks student attended}}{\text{Number of weeks financially obligated}} = \frac{8 \text{ Weeks}}{24 \text{ Weeks}} = 33.3\%$$

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Pro rata portion completed based on 8 weeks = 33.3%  
33.3% of \$8,000 tuition = \$2,667 (earned tuition)  
10% of unearned tuition (\$8000-\$2,667 = \$5,333 unearned) = \$ 533.3  
Owed to institution = \$3,200  
Total Tuition (Student Payment) = \$8,000  
Refunded to student by April 22nd = \$4,800

### **Charges Other Than Tuition:**

- All extra costs, such as books, supplies, equipment, certification, and any similar charges not included in the tuition price, are clearly stated in the enrollment agreement. Charges that are non-refundable are those materials that are distributed and attributable to the portion of the program attended by the student.

### **Definitions:**

- **Cancellation:** A student who never attends classes at the institution after enrolling and informs the institution, except as noted in the section entitled “Cancellation After the Start of Class (Optional Student Trial Period).”
- **Cancellation Period:** From enrollment to before the first instruction class start date.
- **No Show:** A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no-shows as identical to cancellations.
- **Withdrawal:** A student who attends at least one class at the institution but does not complete his/her program.
- **Termination:** A type of withdrawal initiated by the institution due to failure to meet one or more institutional policies.
- **Period of Financial Obligation:** The portion of the program for which the student is legally obligated to pay, which may be less than the full program and may not, under any circumstances, exceed a period of 12 months.
- **Last Date of Attendance (LDA):** The final date the student attends class.
- **Date of Determination (DOD):** The date the student notifies the school of his or her withdrawal, or the date the institution terminates or administratively withdraws the student.

**Note:** Our goal is to ensure the students are trained and are competitive in the job market.

### **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, please refer to the credit transfer policy for more details in the student catalog. Credits or coursework are not likely

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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.

7. IT Expert System, Inc. is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.
8. IT Expert System, Inc. is not accredited by a US Department of Education-recognized accrediting body.

**STUDENT DATA: From July 1, 2022, to June 30, 2023**

Program	Particulars	Numbers
Database and Data Analytics Combo Program	Total students enrolled	2
	New starts	2
	Re-Enrollments	0
	Transferred out of the program	0
	Graduated/Completed	2
	Placed in the field of study	2
	Placed in a related field	0
	Not available for placement due to personal reasons	0
	Govt/Certification taken/passed	2
	Student placed by IT Expert System	0

**STUDENT’S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until 23:59 hours of the 5th business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 15 days of cancellation. Cancellations should be submitted to the authorized official of the school in writing.

**STUDENT ACKNOWLEDGMENTS**

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** \_\_\_\_\_

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5. I understand that the school does not guarantee the 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, IT Expert System, Inc. must provide me with 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, that cannot be resolved by direct negotiation with the school in accordance with 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. ([www.ibhe.org](http://www.ibhe.org) / [www.complaints.ibhe.org](http://www.complaints.ibhe.org)).

**Student Initials** \_\_\_\_\_

8. I acknowledge that the institute may publish my success story with my personal information (name, email, picture, phone, address, academic records).

**Student Initials** \_\_\_\_\_

9. I acknowledge that I will pursue industrial certification as listed in the training plan, and I will provide the test registration and test results to the institute and follow the other guidelines.

**Student Initials** \_\_\_\_\_

10. I acknowledge that I will provide my job placement data like (employer information, job title, start date, and current manager information) within 30 days of my employment.

**Student Initials** \_\_\_\_\_

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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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Signature

\_\_\_\_\_  
Date