

# Enrollment Agreement

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**Acme School, Locksmith Division**  
**11350 South Harlem Avenue**  
**Worth, IL 60482**  
**708-361-3750 (Office)**  
**708-448-9306 (Fax)**

**Website:**  
[www.acmelocksmithschool.net](http://www.acmelocksmithschool.net)

**Email:**  
[acmelocksmithschool@comcast.net](mailto:acmelocksmithschool@comcast.net)

**Student Information:**

Name of Student (Last, First, Middle)	Telephone Number (include area code)
	Cell Phone Number (include area code)
Address (Street, City, State, Zip Code)	Email address:
Date of Birth	Social Security Number
Emergency Contact Information (Name, Phone Number, Relation)	
Student ID Number	Program/Course Name Locksmithing
Admission Date (mm/dd/yyyy)	General Locksmith Training Prerequisites: None
Program Start Date (mm/dd/yyyy)	Program End Date (mm/dd/yyyy)
Class Hours: 58.5	<input type="checkbox"/> Day Class <input type="checkbox"/> Night Class
Number of Weeks	Day/Evening Class Meets (Circle) M T W T F

**Course Tuition, Materials and Fees:**

Registration Fee	\$ 100.00
Tuition Cost	\$1,050.00
Books/Tools	<u>\$ 400.00</u>
<b>Total Instructional Cost</b>	<b>\$1,550.00</b>

**Notice to Applicant:**

1. Do not sign this Agreement before you have read it or if it contains any blank spaces.
2. The Agreement is a legally binding document. Both sides of the document are binding only 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 both sides of the document before signing.
3. You are entitled to an exact copy of this Agreement and any disclosure papers you sign.
4. This Agreement and the Catalog constitute the entire agreement between the student and the school.
5. Any changes in this Agreement must be made in writing and will 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/guardian. All terms and conditions of the Agreement are not subject to amendment or modification 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. When applicable it is understood that if I withdraw from a program/course prior to the completion of said program/course, I am responsible for returning all property including textbooks. The cost of books and materials is refundable if they are returned to the school unmarked and in good condition.
8. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit whether credit should be accepted is the decision of the receiving institution.

**Buyer's Right to Cancel:**

The student has the right to cancel the initial Enrollment Agreement until Midnight of the 5<sup>th</sup> 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 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

**Refund Information:**

- 1) Acme School shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
  - a) When notice of cancellation is given before midnight of the 5<sup>th</sup> business day after the date of enrollment but prior to the first day of class, all registration fees, tuition and any other charges shall be refunded to the student.
  - b) When notice of cancellation is given after midnight of the 5<sup>th</sup> business day following acceptance but prior to the close of business on the student's first day of class attendance, the school may retain no more than the registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less;
  - c) 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 5% of the course of instruction, the school may retain the 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 the school.
  - d) When a student has completed in excess of 5% of the course of instruction the school may retain the registration fee but shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
    - i) All other schools regulated under this Section may retain an amount computed prorata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction. When the student has completed in excess of 60% of the course of instruction, the school may retain the registration fee and the entire tuition and other charges.
- 2) A student, who on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the 5<sup>th</sup> 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 their registration and tuition costs paid within 30 calendar days after the determination of non acceptance is made.
- 4) Registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
- 5) Deposits or down payments shall become part of the tuition.
- 6) The school shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days.
- 7) All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
- 8) A student may give notice of cancellation to the school in writing.
- 9) Acme School shall refund all monies paid to it in 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.
- 10) Acme School must refund any book and materials fees when:
  - a) The book and materials are returned to the school unmarked;
  - b) The student has provided the school with a notice of cancellation.

# Institutional Disclosures Reporting Table

**Reporting Period: July 1, 2014 to June 30, 2015**

**Per Section 1095.200 of 23 Ill. Adm. Code 1095**

<b>Institution Name:</b> <b>Acme School Locksmith Division</b>
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	Program Name	Acme School
<b>Disclosure Reporting Category</b>	CIP*	47.0403
	SOC*	49-9094
A) For each program of study, report:		
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		42
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:		
a) New starts		0
b) Re-enrollments		0
c) Transfers into the program from other programs at the school		0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).		42
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:		
a) Transferred out of the program or course and into another program or course at the school		0
b) Completed or graduated from a program or course of instruction		37
c) Withdrew from the school		5
d) Are still enrolled		0
5) The number of students enrolled in the program or course of instruction who were:		
a) Placed in their field of study		0
b) Placed in a related field		0
c) Placed out of the field		0
d) Not available for placement due to personal reasons		0
e) Not employed		0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.		0
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.		0

<b>Student Acknowledgements</b>	<b>Student Initials</b>
1. I acknowledge that I have received a copy of the school's current catalog.	
2. I have read this agreement and have received a copy.	
3. I understand 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.	
4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information Section (Program Outcomes) of this Enrollment Agreement.	
5. I understand that credits or coursework will not transfer to another institution.	
6. I understand that Acme School does not provide job placement upon program completion.	
7. I understand that complaints which cannot be resolved by direct negotiation with Acme School in accordance with its Grievance Policy, may be filed with: Illinois Board of Higher Education 1 N. Old State Capitol Plaza Suite 333 Springfield, Illinois 62701-1377 Phone: (217) 782-2551 Fax: (217) 782-8548 Website: www.ibhe.org Link to online complaint system: <a href="http://complaints.ibhe.org/">http://complaints.ibhe.org/</a>	

The student acknowledges receiving a copy of this completed Agreement, 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.

Signature of Student	Date
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Signature of School Representative	Date
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I hereby certify that I have complied with the statute and rules applicable to Private Business and Vocational School through the process of enrolling the student.

Signature of Sales Representative	Agreement Accepted	Date
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Date of Notification to Student of Acceptance	Staff Initials
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