

**IBHE PBVS Enrollment Agreement Requirements**

*Fishes & Loaves Vocational Center*

*FLVC*

2945 Stanton Suite D  
Springfield, Illinois 62703  
217 529-3333  
FAX 217 529-6390  
www.fishesnloaves.org

This school is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education"  
And the Illinois Department of Public Health

**ENROLLMENT AGREEMENT**

**STUDENT INFORMATION**

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ APT# \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CELL # \_\_\_\_\_ WORK# \_\_\_\_\_ ALTERNATE# \_\_\_\_\_

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

**BEST WAY TO CONTACT YOU: CALL [ ] TEXT [ ] EMAIL [ ]**

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ AGE \_\_\_\_\_ RACE \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_/\_\_\_\_/\_\_\_\_ STUDENT ID # \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ TELEPHONE# \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

**PROGRAM INFORMATION**

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

PROGRAM / COURSE NAME: **CNA**

DESCRIPTION OF PROGRAM / COURSE: \_\_\_\_\_

**PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:**

- 
- Must have a reading level of 8.5 and math level of 5.0 GLE
  - Must be able to pass criminal background check and drug test
  - Must complete and present 2 Step TB Skin tests.
  - Immunization record
  - Flu vaccine during flu season

**PROGRAM INFORMATION (To be completed by staff)**

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: 126

**FINANCIAL AID**

Financial Aid is not available at this school

**NON-REFUNDABLE REGISTRATION FEE: \$ 100.00**

TUITION: \$ 896.00

BOOKS & SUPPLIES \$ 80.00

OTHER: \$ 124.00

**Other Includes** name tags, backgrounds checks, and state exam fees.

**TOTAL PROGRAM COST: \$1200.00**

*Students are responsible for watches with second hand and black or white leather or vinyl shoes and scrubs.*

## **REFUND / CANCELLATION POLICY**

### **Student Cancellation Policy:**

A student shall have the absolute right to cancel this contract at any time up until the (5) day after both signatures has been affixed to this agreement of student and Fishes & Loaves Literacy and Vocational Center (FLVLC). Upon such cancellation, all payments made shall be refunded in total to the student with exception of the enrollment fee. If the student cancels this agreement, the school, shall mail to the student's address an acknowledgement of the cancellation within (15) days of notification and shall refund the payments made within thirty (30) days. The student may cancel this agreement by a letter directed to the school, or by appearing in person at the school and indicating his/her decision to cancel this contract. If the student does not give notice of cancellation in writing, the unexplained absence of a student from the school for more than three (3) school days constitutes constructive notice of cancellation, the date is the last day of attendance.

### **Refund Policy after start of class:**

The school shall adhere to the following refund policy. (A) If notification of cancellation by the student is given to the school prior to the first day of class attendance, all tuition and books and material charges shall be refunded to the student or sponsor, excluding the enrollment fee. (B) If 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 5% of the course of instruction; the school will retain the enrollment fee, 10% of the tuition plus the cost of any books and materials, which have been provided by the school. (C) If a student has completed in excess of 5% of the course of instruction, the school will retain the enrollment fee and the cost of books and materials that have been provided, and an amount computed prorate by days in class plus 10% of tuition and other instructional charges up to completion 60% of the theory portion of instruction. When the student has completed in excess of 60% of the course of instruction, the school will retain the enrollment fee and the entire tuition and other charges.

**Cancellation of Classes:** Classes may be cancelled for insufficient enrollment. When a class is cancelled for insufficient enrollment, all tuition and fees will be refunded within 30 days after the class cancellation. (see catalog for specific programs)

## **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. Credits or coursework are not likely 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.

## **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 and read 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, [school name] 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 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://www.ibhe.org).

**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