



Chicago Campus: 840 W. Irving Park Road, suite 203 Chicago Illinois 60613 Tel: (773) 506-1503 Fax: (773) 506-1528
Evergreen Park Campus: 9730 S. Western Ave, suite 502 Evergreen Park, IL 60805
www.cclctraining.org

ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT NAME: _____ Student ID Number: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

EMAIL ADDRESS: _____

SOCIAL SECURITY #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION DATE OF ADMISSION: ____/____/____

PROGRAM / COURSE NAME: _____

DESCRIPTION OF PROGRAM / COURSE: _____

PROGRAM INFORMATION (CONTINUED)

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

FULL-TIME ☐ PART-TIME ☐

DAYS/EVENINGS CLASS MEETS: DAY ☐ EVENING ☐

MON	TUE	WED	THR	FRI	SAT	SUN
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

NUMBER OF WEEKS: _____ TOTAL CLOCK HOURS: _____

CONSUMER INFORMATION

See Attachment on page 6.

FINANCIAL AID***Chicago Community Learning DOES NOT offer Title IV Financial Aide at this time.*****TUITION & FEES**

NON-REFUNDABLE REGISTRATION FEE: \$ (USD)

TUITION: _____

BOOKS & SUPPLIES: _____

MISC. EXPENSES: _____

OTHER: _____

Other Includes: _____

TOTAL COST FOR _____

PROGRAM /COURSE: _____

Please Circle Sizes for Uniform

Top	XS	S	M	L	XL	2XL	3XL	4XL	SXL	6XL
Bottom	XS	S	M	L	XL	2XL	3XL	4XL	SXL	6XL

REFUND/ CANCELLATION POLICY

Students not accepted into the school are entitled to refund by method of payment. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students who withdraw after three (3) business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid except the maximum cancellation charge of \$150.00 or 25% of the contract price, whichever is less. In the case of students withdrawing after commencement of classes, the school will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended as described in the table below. The refund is based on the last date of recorded attendance.

Refund Table

Student is entitled to upon withdrawal/termination	<i>Refund</i>
Within first 10% of program (Lessons 1 - 2)	90% less cancellation charge
After 10% but within first 25% of program (Lessons 3 - 5)	75% less cancellation charge
After 25% but within first 50% of program (Lessons 6 - 10)	50% less cancellation charge
After 50% but within first 75% of program (Lessons 11 - 15)	25% less cancellation charge
After 75% (Lesson 16) [if paid in full, cancellation charge is not applicable]	NO Refund

- 1) The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
- 2) All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a) The date on which the school receives written notice of the student's intention to discontinue the training program; or
 - b) The date on which the student violates published school policy, which provides for termination.
 - c) Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
- 3) The student will receive a full refund of tuition and fees paid if the school discontinues a program/standalone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- 4) The policy for granting credit for previous training shall not impact the refund policy.
- 5) All refund requests must be submitted to Chicago Community Learning Center's Director Asfia Rather in writing at
840 W. Irving Park Rd, suite 203, Chicago, IL 60613 or aspencer@cclctraining.org

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 Chicago Community Learning Center 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'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until midnight of the 15 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 the monies paid to date within 10 days of cancellation. Cancellation 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 _____

5. I understand that Chicago Community Learning Center does not guarantee transferability of credit and that in most cases, credits are not likely to transfer to another institution. In cases where transferability is guaranteed, Chicago Community Learning Center 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.

Student Initials _____

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

****Attachments****

1. Tuition Cost Breakdown
2. Program Pre-Requisites
3. Consumer Information
(CCLC Disclosure Report 7/1/2018-6/30/2019)

CCLC Programs	Hours	Tuition	Misc. Cost	Total
Nurse Aide Program & CPR	144.5	\$1,230.00	\$405.00	\$1,635.00
Phlebotomy Technician & CPR	104.5	\$1,521.00	\$329.00	\$1,850.00
EKG Technician & CPR	104.5	\$1,472.00	\$379.00	\$1,850.00
Medical Bill & Coding & CPR	104.5	\$1,321.00	\$529.00	\$1,850.00
Pharmacy Technician & CPR	104.5	\$1,571.00	\$329.00	\$1,900.00
Medical Terminology & CPR	104.5	\$1,500.00	\$125.00	\$1,625.00
Hospitality I	180	\$2,425.00	\$225.00	\$2,650.00
Hospitality II	180	\$2,425.00	\$225.00	\$2,650.00
Microsoft Office/Comp Skills	100	\$1,550.00	\$150.00	\$1,700.00
A+ 112	100	\$2,500.00	\$170.00	\$2,670.00
Network +113	100	\$1,800.00	\$170.00	\$1,970.00
ESL	100	\$1,550.00	\$170.00	\$1,700.00
CPR/BLS Course	4.5	\$90.00		\$90.00
Patient Care Technician w/ Computer Fundamentals	900	\$4,900	\$2,000.00	\$6,400.00
Certified Medical Assistant Plus	1200	\$8,000.00	\$5,089.00	\$13,089.00

SIUC/IDPH/ NHA/AMCA Testing Fees

Misc. Cost	Fees	Uniform	Stethoscope	Blood Press. kit	Fingerprinting	Books	CPR	Binder
Nurse Aide Program \$405	\$80.00	\$25.00	\$25.00	\$25.00	\$35.00	\$100.00	\$90.00	\$25.00
Phlebotomy Technician \$329	\$104.00	\$25.00	0	0	0	\$100.00	\$90.00	\$10.00
EKG Technician \$379	\$104.00	\$25.00	0	0	0	\$150.00	\$90.00	\$10.00
Medical Bill & Coding \$529	\$104.00	\$25.00	0	0	0	\$300.00	\$90.00	\$10.00
Pharmacy Technician \$329	\$104.00	\$25.00	0	0	0	\$100.00	\$90.00	\$10.00
Medical Terminology \$125	0	\$25.00	0	0	0	\$100.00	0	0
Hospitality I \$225	\$100.00	\$25.00	0	0	0	\$100.00	0	0
Hospitality II \$225	\$100.00	\$25.00	0	0	0	\$100.00	0	0
Microsoft Office/Comp Skills \$150	0	\$25.00	0	0	0	\$80.00	0	\$25.00
A+ 112 \$170	0	\$25.00	0	0	0	\$100.00	0	\$45.00
Network+113 \$170	0	\$25.00	0	0	0	\$100.00	0	\$45.00
ESL \$170	0	\$25.00	0	0	0	\$80.00	0	\$45.00
CPR/BLS Course \$90	\$90.00	0	0	0	0	0	0	0
Patient Care Technician w/ Computer Fundamentals	\$925.00	\$25.00				\$960.00	\$90.00	0
Certified Medical Assistant	\$2,849.00	\$50.00				\$2100.00	\$90.00	0

CCLC Program Pre-Requisite

Nurse Aide Program & CPR:	18 years or older, GED or High School Diploma & no criminal background and physical health screening with TB skin test is required.
Phlebotomy Technician & CPR EKG Technician & CPR	18 years or older, GED or High School Diploma is required.
Medical Terminology & CPR	18 years or older, GED or High School Diploma is required.
Medical Billing & Coding & CPR	18 years or older, GED or High School Diploma is required.
Pharmacy Technician & CPR	18 years or older, GED or High School Diploma is required.
Patient Care Technician w/ Computer Fundamentals	18 years or older, GED or High School Diploma is required.
Certified Medical Assistant	18 years or older, GED or High School Diploma, No Criminal background and physical health screening with TB skin test is required.
Microsoft Basic Office	18 years or older, GED or High School Diploma, No Criminal background and physical health screening with TB skin test is required.
Computer Skills	18 years or older, GED or High School Diploma is required.
A+ 112	18 years or older, GED or High School Diploma is required.
Network+ 113	18 years or older, GED or High School Diploma is required.
Hospitality One	18 years or older, GED or High School Diploma is required.
Hospitality Two	18 years or older, GED or High School Diploma is required and completion of Hospitality One is required.

Institutional Disclosures Reporting Table FY 2019
Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: Chicago Community Learning Center
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The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

Disclosure Reporting Category	Program Name CIP* SOC*	A+	Network +	Patient Care Tech	ESL in the wrkplc	C. Medical Asst
		11.0101	11.0103	51.3902	13.1401	51.0899
		15.1131	15.1131	29.9099	25-3011	31.9092
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.		0	0	185	0	0
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	0	170	0	0
b) Re-enrollments		0	0	17	0	0
c) Transfers into the program from other programs at the school		0	0	0	0	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).		0	0	372	0	0
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	0	0	0	0
b) Completed or graduated from a program or course of instruction		0	0	280	0	0
c) Withdrew from the school		0	0	31	0	0
d) Are still enrolled		0	0	61	0	0
5) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study		0	0	180	0	0
b) Placed in a related field		0	0	40	0	0
c) Placed out of the field		0	0	10	0	0
d) Not available for Placement due to personal reasons		0	0	20	0	0
e) Not employed		0	0	30	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.		0	0	230	0	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	0	200	0	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	0	15	0	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.		\$21-\$25	\$25-\$30	\$17-\$21	\$10-\$12	\$18-\$25

*CIP-Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC-Please insert the program SOC Code. For more information on SOC codes: <https://www.bls.gov/soc/classification.html>

*A course of instruction is a standalone course that meets for an extended period of time and provides instructions that may or may not be related to a program of study but is either not part of the sequence or can be taken independent of the full sequence as a standalone option. A Course of Instruction may directly prepare students for a certificate or other completion credential, or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A standalone course might lead to a credential to be used toward preparing individuals for a trade, occupation, or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

CHICAGO COMMUNITY LEARNING CENTER
Institutional Disclosures Reporting Table FY 2019
Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name:
Chicago Community Learning Center

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

Disclosure Reporting Category	Program Name	Nurse Aide	EKG Tech.	Phlebotomy T	Medical Billing	Pharmacy Tech.
	CIP*	51.2699	51.0902	51.1009	51.0713	51.0805
	SOC*	31-1011	29-2031	31-9097	29-2070	29-2052
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.	185	0	0	0	0	
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	170	0	0	0	0	
a) Re-enrollments	17	0	17	0	0	
b) Transfers into the program from other programs at the school	0	0	0	0	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).	372	0	0	0	0	
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	0	0	0	0	
b) Completed or graduated from a program or course of instruction	280	0	0	0	0	
c) Withdrew from the school	31	0	0	0	0	
d) Are still enrolled	61	0	0	0	0	
5) The number of students enrolled in the program or course of instruction who were:						
a) Placed in their field of study	180	0	0	0	0	
b) Placed in a related field	40	0	0	0	0	
c) Placed out of the field	10	0	0	0	0	
d) Not available for Placement due to personal reasons	20	0	0	0	0	
e) Not employed	30	0	0	0	0	
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	230	0	0	0	0	
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	200	0	0	0	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.	15	0	0	0	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.	\$13.60-\$16	\$15-\$17	\$15-\$17	\$18-\$21	\$12-\$14	

*CIP-Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC-Please insert the program SOC Code. For more information on SOC codes: <https://www.bls.gov/soc/classification.html>

*A course of instruction is a standalone course that meets for an extended period of time and provides instructions that may or may not be related to a program of study but is either not part of the sequence or can be taken independent of the full sequence as a standalone option. A Course of Instruction may directly prepare students for a certificate or other completion credential, or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A standalone course might lead to a credential to be used toward preparing individuals for a trade, occupation, or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.