



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

Little Village Campus: 3948 W. 26th St. suite 103 Chicago, Illinois 60623

www.cclcusa.org

ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

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

E-MAIL 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 ☐ DAY ☐ EVENING ☐ Not Being Offered

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

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: \$ _____

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	5XL	6XL
Bottom	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL

REFUND / CANCELLATION POLICY

Students not accepted to the school are entitled to all moneys paid. 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	Refund
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/stand alone 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 request must be submitted to CCLC's director Asfia Rather in writing at 4753 N. Broadway, suite 602, Chicago, IL 60640 or www.cclc602@gmail.com

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'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until midnight of the 15th 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.

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the Chicago Community Learning Center'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 Chicago Community Learning Center 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, 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 Chicago Community Learning Center 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 Chicago Community Learning Center's 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. Consumer Information
(CCLC Disclosure Report 7/1/2021-6/30/2021)

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
CPR/BLS Course	4.5	\$90.00		\$90.00
Patient Care Technician w/ Computer Fundamentals	900	\$4,900	\$2,000.00	\$6,900.00
Certified Medical Assistant Plus	1200	\$8,000.00	\$5,089.00	\$13,589.00

**SIUC/IDPH/
NHA/AMCA Testing Fees**

Misc. Cost	Equipment/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
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				\$2,100.00	\$90.00	0

CCLC Program Pre-Requisite

<u>Nurse Aide Program & CPR:</u>	18 years or older, GED or High School Diploma & no criminal background and physical health screening with TB skin test is required.
<u>Phlebotomy Technician & CPR</u>	18 years or older, GED or High School Diploma is required.
<u>EKG Technician & CPR</u>	18 years or older, GED or High School Diploma is required.
<u>Medical Terminology & CPR</u>	18 years or older, GED or High School Diploma is required.
<u>Medical Billing & Coding & CPR</u>	18 years or older, GED or High School Diploma is required.
<u>Pharmacy Technician & CPR</u>	18 years or older, GED or High School Diploma is required.
<u>Patient Care Technician w/ Computer Fundamentals</u>	18 years or older, GED or High School Diploma , No Criminal background and physical health screening with TB skin test is required.
<u>Certified Medical Assistant</u>	18 years or older, GED or High School Diploma, No Criminal background and physical health screening with TB skin test is required.

Consumer Information and Institutional Disclosure Reporting Table

Calendar Year January 1, 2020-December 31, 2020 Program Outcomes	Number	Percent
1. Number of students enrolled in program	177	100%
2. Number of students not completing course of instruction	20	11.3%
3. Percentage of non-completers compared to the total enrollment	20	11.3%
4. Number and percentage of graduates requesting placement assistance by school.	157	88.7%
5. Number and percentage of graduates obtaining employment as a result of placement assistance by the school	120	76.3%
6. Number and percentage of graduates obtaining employment in the field who did not use the school's placement assistance	37	23.57%
7. Average starting salary for all graduates	\$18-\$21 an hour	
8. Number of students re-enrolling in other programs	5	3.18%
9. Number of students still enrolled	40	25.48%
10. Number of students who were placed in related field	90	76.9%
11. Number of students who were placed out of field	15	12.82%
12. Number of students who were not available for placement due to personal reasons	12	10.26%
13. Number of students who took a state licensing examination or professional certification examination (if any) during the reporting period, as well as the number who passes	117	74.52%
14. Additions during the year due to new starts	30	46%
15. Number of students who transferred into course of instruction from other course of instruction at the school	0	0
16. Total number of students admitted during the reporting period included from new additions, transfers and new starts.	177	100%
17. Number of students who transferred out of the course of instruction to another course of instruction	0	0
18. Number of students who completed or graduated from a course of instruction	157	88.7%
19. Number of students who withdrew from the school	0	0%

