

PEMBROKE HOPKINS PARK CONSTRUCTION OUTREACH PROGRAM  
 2530 S 14000E RD, Pembroke Township, IL 60958  
 (815) 405-5033  
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[admin@phpcop.net](mailto:admin@phpcop.net)

Printing Date: \_\_\_\_\_

**Enrollment Agreement**

STUDENT NAME	STUDENT ADDRESS
STUDENT TELEPHONE NUMBER	STUDENT EMAIL ADDRESS
EMERGENCY CONTACT NAME & NUMBER	RELATIONSHIP
SOCIAL SECURITY NUMBER	STUDENT ID #
DATE OF ADMISSION	TITLE OF COURSE OF INSTRUCTION
DESCRIPTION OF PROGRAM / COURSE:	
METHOD OF DELIVERY (In-Residence or Distance Ed.) COMPLETED	DATE BY WHICH COURSE MAY BE COMPLETED

**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: \_\_\_\_\_

COSTS OF THE COURSE OF INSTRUCTION	
	Tuition: \$ 0 (See Tuition note below)
	Book Fees: \$ 0
	Lab Fees: \$ 0
	Material Fees: \$ 0
	Registration Fee: \$ 0
	Other Fees: \$ 0
	Total Cost of the Course of Instruction: \$ 0

Student \_\_\_\_\_ (the "Student") and PEMBROKE HOPKINS PARK CONSTRUCTION OUTREACH PROGRAM, an Illinois Not-For-Profit Corporation (the "School") agree as follows:

### Tuition

Student hereby enrolls in the School Program (PHPCOP), which lasts four years from the date of Student's entry. Student shall pay tuition in the total amount of \$ 0.00, for the four year Program. The Student understands and agrees that the School will invest a significant amount of additional administrative cost, time and resources in a Student's training who chooses "Field Education", which would be a lost if the Student fails or refuses to complete the four year Program. Therefore, Student agrees to complete the four year Program. Any student who chooses "Field Education" tuition shall be payable as follows:

### Payment of "Field Education" Tuition \*\*\*\*See note "C" below

Student agrees to pay "Field Education" tuition in one of the following ways:

1. In weekly installments, through check deduction authorized by student from employer, or through the use of Debit Card System approved by the Pembroke Hopkins Park Construction Outreach Program (PHPCOP) which shall debit the installments of tuition weekly in the following amounts and as follows:
  - a. Thirty-three percent (33%) of Field Education income earned.
  - b. A different amount as selected by the Student, as long as it is not less than the 33% amount.
  - c. \*\*\*NOTE\*\*\*If a student has no field education or chooses not to participate in field education, no tuition will be charged during the term of his/her enrollment at PHPCOP. (Field Education is defined as the opportunity by "STUDENT CHOICE" to participate in paid hands on training on an actual paying construction site.) Field Education is not mandatory for PHPCOP students, this is only an option made available by PHPCOP that a student may choose to "earn while you learn" to help support themselves while attending PHPCOP.

### Student Obligations (See attached current School Rules and Regulations)

Student shall abide by the School Rules and Regulations, as currently distributed to Student and may be revised from time to time. At all times, Student is obligated to comply with the School Rules and Regulations, including any revisions made to them in the future.

### Field Education

The Student shall comply with the requirements of the employer at which Student participates in the field education, and its site supervisor and representatives.

### Default

The Student shall be considered in default if the Student does one or more of the following:

1. fails to faithfully attend classes and field education assignments;
2. fails to follow School Rules and Regulations;
3. fails to make tuition payments when due; or
4. alters the method of payment without prior approval from the School.

In the event of default, all tuition and fees shall become due immediately, and Student shall be responsible for all costs of collection and enforcement of this Enrollment Agreement, including attorney's fees and court costs.

### School Policies and Disclosures

#### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been accepted; and if the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation.

#### **REFUND POLICY**

When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all application-registration fees, tuition, and any

other charges shall be refunded to the student.

When notice of cancellation is given after midnight of the fifth 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 application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less.

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 of 5% of the course of instruction, the school may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, and, subject to the limitations of paragraph 12 of this Section, the cost of any books or materials which have been provided by the school.

After the student has completed in excess of 5% of the course of instruction the school may retain the application-registration fee but shall refund a part of the tuition and other instructional charges computed prorate 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 application/ registration fee and the entire tuition and other charges.

The refund policy for short courses up to 20 clock hours shall refund prorate up to 60% completion of the course.

A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this refund policy.

Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.

Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.

Deposits or down payments shall become part of the tuition.

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.

All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

A student may give notice of cancellation to the school in writing. The unexplained absence of a student from a school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

A 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; and (c) the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

A school must refund any book and materials fees when: (a) the book and materials are returned to the school unmarked; and (b) the student has provided the school with a notice of cancellation.

<b>SCHOOL STATISTICS AND DATA DISCLOSURES</b>	
Information below must be from the most recent 12 month reporting period of July 1 through June 30	
1) The number of students who were admitted in the course of instruction as of July 1 of this reporting period:	0
2) Additions during the year due to new starts:	0
3) Additions during the year due to re-enrollments:	0
4) Additions during the year due to transfers into the course of instruction from other courses of instruction at the school:	0
5) Total number of students admitted during the reporting period (1) plus (2), (3) and (4) above:	0
6) Of the total course of instruction enrollment, the number of students who:	0
(a) Transferred out of the course of instruction to another course of instruction:	0

(a) Completed or graduated from a course of instruction:	0
(c) Withdrew from the school:	0
(a) Are still enrolled:	2
The number of students listed in item (6) above who:	
(a) Were placed in their field of study:	2
(a) Were placed in a related field:	0
(a) Placed out of the field:	0
(a) Were not available for placement due to personal reasons:	0
(a) Were not employed:	0
The number of students who took a State licensing examination or professional certification examination (if any) during the reporting period:	0
The number of students who passed a State licensing examination or professional certification examination (if any) during the reporting period:	0
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
The average starting salary for all school graduates employed during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence:	50,000/yr

## **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.
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## **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 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** \_\_\_\_\_

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 \_\_\_\_\_

**NOTICE TO THE STUDENT**

1. This agreement is a legally binding instrument when signed by the student and accepted by the school.
2. Any cancellation should be in writing and must be delivered to school management.
3. Every assignee of a student enrollment agreement takes it subject to all claims and defenses of the student or his successors in interest arising under the agreement.
4. Do not sign this agreement before you read it or if it contains any blank spaces.
5. This is a legal instrument. All pages and sides of the contract are binding. Read all pages and both sides before signing.
6. You are entitled to receive one copy of the agreement you sign and any information disclosure pages presented by the school.
7. Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.
8. This agreement will be 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.
9. Any changes in the agreement 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 if the student is a minor.
10. The terms and conditions of this agreement are not subject to amendment or modification by oral agreement.

By signing and dating this agreement below, I affirm that I have read the entire document. I also attest to having received a copy of the school's current catalog, any supplements and errata sheets, and the school statistics and data disclosures above.

STUDENT'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

By signing and dating this agreement below, the school representative affirms that he/she has complied with all provisions of 105 ILCS 425 et (PBVS Act) and its related Illinois Administrative Code regulations (23 Ill Adm Code 451).

\_\_\_\_\_  
SCHOOL OFFICIAL (Print Name)

\_\_\_\_\_  
SCHOOL OFFICIAL SIGNATURE

\_\_\_\_\_  
DATE OF ACCEPTANCE

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE ILLINOIS BOARD OF HIGHER EDUCATION:

Illinois Board of Higher Education  
Division of Private Business and Vocational Schools  
1 N. Old State Capitol Plaza  
Suite 333  
Springfield, IL 62701-1377  
Fax Number: 217-782-8548

Website: <http://www.ibhe.org/contactUs.htm>

## AUTHORIZATION AND WAGE ASSIGNMENT

Name \_\_\_\_\_, Employer \_\_\_\_\_

I authorize and direct my employer to deduct from my wages every pay period an amount equal to 33% of my gross wages to pay for my school tuition at Pembroke Hopkins Park Construction Program, and direct that such amounts be so deducted and forwarded monthly to the School, together with all requested wage and hour payroll information. This authorization and assignment also extends and applies retroactively to any previous amounts deducted by my employer and remitted to the school. This authorization and assignment is voluntarily given and is not conditioned on my present or future membership in the School. I understand that executing this form is not a condition of continued employment. This authorization and assignment shall be irrevocable for the term of the applicable school membership agreement between me and my employer, or for four years, whichever is the lesser, and shall automatically renew itself for successive yearly or applicable membership agreement periods thereafter, whichever is the lesser, unless I give written notice of my desire to revoke same to my employer and the School at least thirty (30) but not less than sixty (60) days before any periodic renewal of this authorization and assignment.

I also acknowledge my right to be or remain a non-member. I understand that, if I choose to be or remain a non-member, I have the right to object to paying for activities not germane to the School's duties as my educational agent and to obtain a reduction in fees for such activities. I further understand that, upon my request, the school will provide me with sufficient information to make an intelligent decision whether to object and will apprise me of any internal School procedures that I must follow to file an objection.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ SSN: \_\_\_\_\_