

**HILL FOODSERVICE CONSULTING
ENROLLMENT AGREEMENT FORM**

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ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

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

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ STUDENT ID #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____ / ____ / ____

TRAINING LOCATION _____

PROGRAM / COURSE NAME: _____

DESCRIPTION OF PROGRAM / COURSE: _____

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

PROGRAM / COURSE OBJECTIVES:

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: _____

Location of Training _____

CONSUMER INFORMATION

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and 3) as an addendum to their Enrollment Agreement:

- The number of students who were admitted in the program as of July 1 of that reporting period.
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school.
- The total number of students admitted in the program during the 12-month reporting period.
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled.
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

FINANCIAL AID

Students in need of financial aid to pay for training programs may do so via the following ways;

- A. Seek WIOA funding voucher for training through an official Chicago area Work Force Center.

- B. Seek financial assistance through a community based organization that offers funding for its clients for work force training.
- C. HFC does not offer Title IV funding and does not offer grants, scholarships or student loans of any kind for training programs.

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE:	\$ <u>0</u>
TUITION:	\$ <u>5000.00</u>
BOOKS & SUPPLIES:	\$ <u>0</u>
MISC. EXPENSES:	\$ <u>0</u>

TOTAL COST FOR \$5000.00 PROGRAM / COURSE: \$ _____

REFUND / CANCELLATION POLICY

POLICIES AND PROCEDURES

REFUND AND WITHDRAWALS

Participants who withdraw ten (10) days prior to the first day of classes (unless specified otherwise) will not be charged program costs and/or tuition, but will incur an administrative cancellation fee of \$100. See the *Refund Schedule* for additional details. For non-voucher programming, no tuition refund will be given for any reasons after the first day of class.

REFUND FOR VOUCHER PARTICIPANTS

For Voucher and some third party or agency paid programming, no tuition refund will be given for any reason after the first (1) day of class unless other contractual agreements have been made prior to the start of registration. Vouchers will not be submitted to third party agencies for students who do not begin programs. **Note: Refund may be defined as non-submission of program costs or tuition payment vouchers. Funding vouchers may not under any circumstances be submitted for cash refunds by program participants.**

REFUNDS FOR LECTURES, WORKSHOPS AND SEMINARS

No refunds will be allowed for lectures, workshops and seminars and others as assigned.

REFUNDS – NO SHOW WITHDRAWAL/NO SHOW 1 DAY (NSW AND NS1)

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW or NS1’s). Participants will be held accountable for the full payment of tuition and fees of NSW/NS1 courses. Federal financial aid cannot be used to cover the cost of NSW/NS1 classes. Participants who do not attend the first day of class will be automatically withdrawn.

STANDARDS OF ACADEMIC PROGRESS

Students will be graded on a weekly basis. During weeks where there are no certification examinations the grades will reflect attendance and class participation with a grade of A, B, C, D or F. As a passing grade for Professional Certification Examinations is approximately 75% this grade will supersede other means of evaluation. In addition to the achievement of certification, each student upon completion for a program will also receive a certificate of completion from Hill Food Service Consulting. While a D is considered a passing grade for course work. The desired student grade is a C which is indicative of a passing grade on a certification examination. Each program provides student the opportunity to gain diverse skills and multiple professional certification.

All Professional Certifications are nationally recognized and derived from the following agencies.

- National Restaurant Association Educational Foundation
- City of Chicago Department of Public Health
- State of Illinois Department of Public Health
- American Hotel and Lodging Educational Institute
- National Retail Federation
- American Heart and Lung Association

EACH PROGRAM HAS A SPECIFIC ABSENTEE POLICY

- A. Classes scheduled for one week or less: No excused absences.
- B. Classes scheduled for five weeks: A maximum of (3) excused absences.
- C. Classes scheduled for more than five weeks: A maximum of (6) excused absences.

During all programming guest speakers, field trips and other external learning experiences will not be repeated or rescheduled.

Students may be dismissed from the program for the following reasons

- A. Academic cheating.
- B. Failure to maintain a C average I.E. 75% passing on certification examinations on a second attempt after failure occurs on a first attempt.
- C. Absenteeism that exceeds the policy stated above.
- D. Violence of any kind.
- E. Harassment of any kind.
- F. Possession and or use of drugs on campus.
- G. Sleeping during training classes.
- H. Any behavior that endangers the safety or right to participate of other students.
- I. Failure to participate in the reasonable pursuit of successful program completion. I.E. not completing assignments, not taking examinations etc.

In the event that HFC takes action to dismiss a student from any of its programs, a formal letter will be provided to the student outlining the reason for dismissal. The student will then be given the

opportunity to appeal the determination. If the reason for termination is due to attendance or for academic reasons short of cheating, the student will have the opportunity to re-enter the program at the next scheduled start. It is the sincere desire of HFC to see all of its students through to completion. Expulsion is a last option.

APPEAL PROCESS FOR STUDENT PROGRAM TERMINATION

In the event that a student is terminated from a program for reasons stated above the student may follow the following steps for reinstatement.

- A. Contact via writing the program instructor and request an appeal meeting
- B. Attend an appeal meeting with the instructors and Dr. Hill (Company CEO)
- C. The students appeal will be heard and given impartial fair treatment
- D. The student will be notified in writing within 48 hours of the decision
- E. HFC will do everything within the agencies power to expedite such hearings to ensure students training schedules are not disrupted.

*****Activities missed on days of absence will not be available for rescheduling. It is expected that you will attend all classes scheduled as some activities will not be announced as part of the program track. Every day is a mandatory class even if excused.***

***** Participants who do not attend the first class session of any course, which meets only once per week, will be considered No-Show (NSW) and withdrawn from class.***

*****Important information is provided during the Orientation. All participants must attend the orientation. If participants miss the orientation and/or first day of class you will need to reschedule for the next program session.***

***** Participants who do not attend the first class session of any course, which meets only once per week, will be considered No-Show (NSW) and withdrawn from class.***

CANCELLATION

REFUND/CANCELLATION/WITHDRAW AND VETERANS PRO-RATA REFUND POLICY

Participants may cancel a class at any time. However in order to receive a tuition credit and/or refund, the assigned schedule must be followed based upon the term in which participants are registering. All class withdrawals must be presented in writing and signed by the participant to the Registrar's Office at least ten (10) business days prior to the start of the first day of class unless otherwise specified. Please note not all classes are eligible for a refund. This policy applies specifically and only to long programs such as multiple week trainings such as Retail Manager, Food Service Manager, Hospitality and Service Industry, Event Planning and Catering, Book Keeping and Hotel Manager and all State of Illinois WIOA and Veterans Administration certified programs. Individuals enrolled in training programs via WIOA Voucher or Veterans funding may not receive cash refunds under any circumstances. The Veterans Administration may be refunded for students who withdrawal or are exited from the program based upon the week of enrollment achieved. I.E. each week is prorated at \$1000.00 per week per student.

Should a student leave the program, the VA will be refunded the remaining balance of full weeks remaining in the program. Such as a student leaving during week three of a five-week program, the VA will be refunded for two full weeks at approximately \$2,000.00 or \$1000.00 per week. HFC does not bill any agency prior to the student starting a program. Single full day training programs such as Alcohol Awareness or Food Service Sanitation are not eligible for refund once the training has begun.

Short programs and single certification classes such as two day customer service or food service sanitation classes are nonrefundable. However, in extreme cases HFC may reschedule individuals for a future training as determined appropriate.

TUITION POLICIES

All program fees, tuition, and registration fees must be paid at least ten (10) days prior to the start of the first day of any class unless appropriate arrangements have been made with the Office of Financial Services and all requirements including documentation and signage has been completed and approved. Participants will not be registered and may not participate in classes until tuition and fees are paid. Voucher recipients must present payment voucher, which will be verified, at least (5) days prior to the start of program session. For WIOA participants this may also be within one business week of the class start date.

Accreditation

All certificates and licenses are sanctioned by the National Restaurant Association Educational Foundation; Department of Public Health; State of Illinois Foodservice Sanitation; American Hotel and Lodging Educational Institute, Department of Public Health City of Chicago. ANSI and the National Retail Federation. All Programs are approved by the Illinois Board of Higher Education Division of Business and Vocational Schools.

Refund Schedule:

- Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:
 - A. For all WIOA workforce and Veterans programs, if a student does not begin class, HFC will not bill voucher authority and will return ITA training voucher to the issuing agency. Under no circumstances are cash refunds given to students from vouchers.
 - B. HFC does not provide refunds due to student withdraw due to expulsion. Expulsion may result via any unlawful activity, academic cheating or any actions that endanger students and staff inclusive of insubordinate behavior.
 - C. Veterans Administration Refunds as stated in the Refund Policy section are done based upon the number of full weeks remaining in a participant training course. This is prorated by the week.
 - D. For Cash pay students enrolled in long programs, HFC will refund the remaining full weeks balance unused within two weeks of withdraw from the program.

- E. Under extreme circumstances such as severe illness or family catastrophe HFC may excuse a student from training and allow them to re-enter another cohort at a later date once the student is able with no additional charge to student. This policy applies for both voucher and cash pay students in long programs. *long programs are defined as WIOA 5-week training 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. HFC does provide academic credit for student's prior academic achievement and Professional Industry Certification. Students must provide proof of prior certification and or area of training program completion to receive credit. HFC accepts proof in the form of Professional Certificates and or Licenses from accredited agencies such as the National Restaurant Association, National Retail Federation, American Hotel and Lodging Educational Institute, American Heart and Lung Association and State and Municipal Agencies that mandate Food Safety Licensure.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until the start of class on the first day of the class the student has been admitted to. 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. No Student will receive a refund of third party payments from sponsoring organizations such as WIOA vouchers or Veterans Administration funding sources. In this case sponsoring agencies will not be billed for services. 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 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.

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