



ROCKFORD CAREER COLLEGE

Enrollment Agreement

Rockford
1130 S. Alpine Rod
Rockford, IL 61108
815-965-8616

Minneapolis
4444 W 76th Street
Edina, MN 55435
888-380-4510

Madison
2821 Dairy Road
Madison, WI 53718
888-380-4510

www.rockfordcareercollege.edu
Effective 06/29/16

Last Name First Name Middle Initial
Address City State Zip
Social Security # Date of Birth State of Residence
Home Ph Cell Ph Email address
Program Name Program shift: Morning Evening Online

Start date Estimated Completion Date Class time Days of week

I certify that I graduated/earned my GED at in on
(Circle one) (Facility/School Name) (City, State) (MM/YY)

If I have not graduated high school or obtained my GED initial here and once the information is obtained, it will be submitted prior to the commencement of classes.

Initial each item:

Table with 2 columns: Initial, Statement. Contains 13 rows of consent statements regarding enrollment, rules, job placement, credit transfer, externship, orientation, catalog, contact, photography, technology, and medical attention.



## Tuition and Fees

The tuition charge covers costs for instruction and supervised laboratory periods; however, it does not cover the costs of books and supplies. Any future change in tuition or fee rates will be posted in various locations within the school at least one month prior to implementation and will apply to future terms. Quarterly payments in all courses are due on or before the start of each quarter, unless other financing arrangements have been made. Students are charged tuition only for the full and partial quarters that they attend. Prepaid tuition for a quarter beyond that in which a student withdraws is fully refundable. For a description of each program, go to [www.rockfordcareercollege.edu](http://www.rockfordcareercollege.edu).

Mark Program	Program	Credits	Length (in months)	Estimated Fees	Estimated Books	Estimated First Term Costs	Estimated Tuition Costs
<b>DIPLOMA PROGRAMS</b>							
<input type="checkbox"/>	<b>Audio Visual Equipment Technician</b> (Madison, WI Campus Only)	59	10	\$0	\$75	\$2,625	\$10,500
<input type="checkbox"/>	<b>CNC and Robotic Manufacturing Technology</b> (Rockford, IL Campus Only)	64	10	\$0	\$75	\$2,819	\$11,200
<input type="checkbox"/>	<b>Contemporary Business Management</b> (Online Only- All Campuses)	61	10	\$0	\$75	\$2,669	\$10,675
<input type="checkbox"/>	<b>Electrical Technician</b> (Rockford, IL Campus Only)	58	10	\$200	\$75	\$2,625	\$10,500
<input type="checkbox"/>	<b>Facilities Maintenance Technician</b> (All Campuses)	56.5	10	\$0	\$75	\$2,625	\$10,500
<input type="checkbox"/>	<b>Heating, Ventilation, Air Conditioning, and Refrigeration</b> (Madison, WI and Minneapolis, MN Campuses Only)	60	10	\$0	\$75	\$2,669	\$12,000
<input type="checkbox"/>	<b>Hospitality Management</b> (Online Only- All Campuses)	61	10	\$0	\$75	\$2,669	\$10,675
<input type="checkbox"/>	<b>Information Technology Network Administration</b> (Rockford, IL Campus Only)	57	10	\$0	\$75	\$2,669	\$10,500
<input type="checkbox"/>	<b>Massage Therapy</b> (Rockford, IL Campus Only)	61	10	\$0	\$75	\$2,669	\$10,675
<input type="checkbox"/>	<b>Medical Assistant</b> (All Campuses)	60	10	\$0	\$75	\$2,625	\$10,500
<input type="checkbox"/>	<b>Medical Office Billing &amp; Coding</b> (Online Only- All Campuses)	60	10	\$0	\$75	\$2,625	\$10,500
<input type="checkbox"/>	<b>Paralegal</b> (Online Only- All Campuses)	62	10	\$0	\$75	\$2,712	\$10,850
<input type="checkbox"/>	<b>Pharmacy Technician</b> (Rockford, IL Campus Only)	65	10	\$0	\$75	\$2,844	\$11,375
<input type="checkbox"/>	<b>Social Media and Digital Marketing</b> (Online Only- All Campuses)	62	10	\$0	\$75	\$2,712	\$10,850
<input type="checkbox"/>	<b>Welding</b> (Rockford, IL Campus Only)	54	10	\$200	\$75	\$3,000	\$12,000
<b>ASSOCIATE DEGREE PROGRAMS</b>							
<input type="checkbox"/>	<b>Allied Health</b> (Online Only - All Campuses)	105.5	7	\$0	\$75	\$2,625	\$10,500
<input type="checkbox"/>	<b>Business Administration</b> (Online Only- All Campuses)	106.5	7	\$0	\$75	\$2,625	\$10,500
<input type="checkbox"/>	<b>Construction Management</b> (Online Only - All Campuses)	96	7	\$0	\$75	\$2,625	\$10,500
<input type="checkbox"/>	<b>Information Technology</b> (Rockford, IL Campus Only)	100.5	7	\$0	\$75	\$2,625	\$10,500
<input type="checkbox"/>	<b>Paralegal</b> (Online Only- All Campuses)	107.5	7	\$0	\$75	\$3,500	\$10,500
<input type="checkbox"/>	<b>Veterinary Technician</b> (Rockford, IL Campus Only)	117.5	24	\$0	\$100	\$2,625	\$21,000

**STUDENT’S RIGHT TO CANCEL**

Students who have signed a new enrollment agreement have the right to cancel the Enrollment Agreement for a program of instruction - including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement - up until midnight of the seventh business day (excluding weekends and holidays) after the first scheduled class.

Cancellation shall occur when a student has given written Notice of Cancellation at the College address shown on the top of the front page of the Agreement. A student can do this by mail, hand delivery, or fax. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written Notice of Cancellation need not take any particular form, and, however expressed, it is effective if it shows that a student no longer wishes to be bound by the Agreement. If the College has provided any equipment, including books or other materials, the student shall return them to the College within 7 days following the date of Notice of Cancellation. If a student fails to return this equipment, including books, or other materials, in good condition within the 7-day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within 30 (or 10 days if enrolling in Wisconsin) days after Notice of Cancellation is received.

**WITHDRAWAL OR DISMISSAL**

Students have the right to withdraw from a program of instruction at any time. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs. Students may officially withdraw from school by delivering written notice of their intent to withdraw to the schools Registrar by email, U.S. Mail, or in person.

The school will determine a student’s unofficial notice of withdrawal to have occurred when they miss 14 consecutive calendar days of their scheduled academic program. If a student does not communicate their intent to return to class during a 14 calendar consecutive day absence, they will be withdrawn from school. The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance.

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within 30 days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student’s account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of 30 days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student’s permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made available to the student within 30 days of the last day of attendance (see Post Withdrawal Disbursements).

**REFUNDS**

**ILLINOIS STUDENTS**

1. When a student gives written notice of cancellation, a refund in the amount of at least the following will be made:
  - a. 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;
  - b. 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.
  - c. 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 the first week of the course of instruction, the school may retain the application/registration fee, an amount not to exceed 10% of the tuition and other instruction charge or \$300, whichever is less, and the cost of any books or materials which may have been provided by the school.
  - d. When a student has completed the first week 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 in accordance with whichever of the following applies:
    - i. If the student withdraws during the first 25% of the course of instruction, the school shall refund at least 55% of the charged tuition for the term.
    - ii. If the student withdraws during the second 25% of the course of instruction, the school shall refund at least 30% of the charged tuition for the term.
    - iii. In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition for the term.

% of Term Enrolled	Institution Refund Policy
0 – 25%	55% of Tuition
25.1 – 50%	30% of Tuition
50.1% - 100%	None

2. 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 section.
3. 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.
4. Application/registration fees shall be chargeable at the initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
5. Deposits or down-payments shall become part of the tuition.
6. The school shall mail a written acknowledgment of a student’s cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgment will not be necessary if a refund has been mailed to the student within 15 calendar days.
7. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student’s cancellation.



8. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from school for more than 14 calendar days shall constitute constructive notice of cancellation to the school. For the purpose of calculation, the date shall be the last date of attendance.
9. The school will refund all monies paid by a student for 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;
  - c. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
10. The school will refund any book and material fees when: (a) unmarked; and (b) the student has provided the school with a notice of cancellation.

#### **Return of Title IV Funds**

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
2. The student

*The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Rockford Career College will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).*

#### **Post Withdrawal Disbursements**

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for the Pell Grant, grant money will be disbursed directly to the student's account at the College. That is, because Pell grants are not loans, the student does not have to approve receiving grant money. If a student is eligible for disbursement of loan funds (different from Pell Grant), the student must submit a written acceptance/approval of those loans within 14 days of written notification from the College. If the student approves the loans, the loan funds will be disbursed to the student's account at the College. The student must accept the loan disbursement or the College will not be permitted to disburse the loans. If the student fails to accept the disbursement, any balance which would be covered by the loan disbursement will become the responsibility of the student and due within 30 days.

After outstanding institutional charges are paid and if excess funds remain, the excess funds will be refunded to the student within 14 days of the credit balance.

#### **MINNESOTA AND WISCONSIN STUDENTS Standard Term Refund Policy**

A student who withdraws or is dismissed from Rockford Career College after the first week of classes, but on or before completing 60% of a term, the number of weeks that make up the period of enrollment for which the student has been charged will be divided into the number of weeks remaining to be completed by the student as of the student's last recorded date of attendance. The resulting decimal will be converted to a percentage and that percentage will be rounded down to the nearest ten percent. This percentage applied to the charges for the period of enrollment will be the amount of refund to which the student is entitled.

All Rockford Career College students receiving Federal Title IV Grants and Loans who withdraw will be subject to a calculation of earned funds up through the 60% point in the term. All unearned Title IV grants and loans will be returned to the appropriate program (Pell Grant, Staff or Subsidized and Unsubsidized Loans, and PLUS Loans). If the withdrawal occurs after the 60% point in the term, then the percentage of aid earned is 100%. To calculate the amount of Title IV funds not earned by a student, the school must determine the last date of attendance. If a student withdraws before the 60% point (day specific), the school will calculate the percentage of aid not earned by the student and return the funds to the appropriate fund.

If a student withdraws from school before the 60% point, he/she may owe a refund to the federal government for unearned Title IV funds.

If a student withdraws or is dismissed after the first week of classes, but on or before completing 60% of a course(s), the number of weeks that make up the period of enrollment for which the student has been charged will be divided into the number of weeks remaining to be completed by the student as of the student's last recorded day of attendance. The resulting decimal will be converted to a percentage and the percentage will be rounded down to the nearest ten percent. This percentage applied to the charges for the period of enrollment minus a \$100.00 administrative fee will be the amount of refund to which the student is entitled.

#### **Return of Title IV Funds**

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Direct Unsubsidized Stafford Loan
2. Direct Subsidized Stafford Loan
3. Direct Plus Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order:

1. Third party funding such as Veterans Administration Rehabilitation, Division of Vocational Rehabilitation, Worker's Compensation, WDP, and/or foundation funding
2. The student

*The percentage of earned Title IV aid may include disbursed and not disbursed funding for which students were eligible prior to the withdrawal from the College. If withdrawing students are determined to have been eligible for and earned more aid than was actually disbursed before the official withdrawal date, Rockford Career College will disburse the funds in accordance with federal regulations (see Post Withdrawal Disbursements).*

#### **Post Withdrawal Disbursements**

Earned Title IV funding that has not been disbursed may be applied to outstanding institutional charges.

If a student is eligible for the Pell Grant, grant money will be disbursed directly to the student's account at the College. That is, because Pell grants are not loans, the student does not have to approve receiving grant money. If a student is eligible for disbursement of loan funds (different from Pell Grant), the student must submit a written acceptance/approval of those loans



within 14 days of written notification from the College. If the student approves the loans, the loan funds will be disbursed to the student's account at the College. The student must accept the loan disbursement or the College will not be permitted to disburse the loans. If the student fails to accept the disbursement, any balance which would be covered by the loan disbursement will become the responsibility of the student and due within 30 days.

After outstanding institutional charges are paid and if excess funds remain, the excess funds will be refunded to the student within 14 days of the credit balance.

#### **FEDERAL OR STATE LOANS**

If a student is eligible for a loan(s) guaranteed by the federal or state government and the student defaults on the loan(s) both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

#### **CASH PAYING STUDENTS**

Students who opt to pay cash for any portion of their tuition, fees and books must make satisfactory payment arrangements. Various payment options are available for those who prefer to pay in installments. Rockford Career College offers cash payment plans without additional upfront fees.

#### **TEXTBOOKS / SUPPLIES / EQUIPMENT**

The estimated cost of textbooks is listed in the above chart. Textbooks will be provided to students on or before the first day of a course. Textbooks are provided for student use during the program. Students may purchase additional textbooks from the College at any time, however, will need to pay the current costs of the textbook. The costs of textbooks, supplies and equipment is nonrefundable.

#### **CERTIFICATIONS AND LICENSES**

The College's educational programs lead to knowledge and skills for a stated major. The College does not guarantee that completion of the educational programs will necessarily be sufficient to obtain a certification or a license issued by a public or private agency. A third party may administer examinations for certifications and licenses and further study and a fee may be required.

#### **CAREER SERVICES ASSISTANCE**

Career success will depend mainly on the student's attitude, the effort put into studies, the diligence of the job search, and the job finally accepted. Therefore, we do not and cannot guarantee students a job. Our employees are prohibited from making any representations or any promises in regard to placement.

#### **DISCONTINUED PROGRAMS**

If the school discontinues instruction in any program after students enter training, including circumstances where the school changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable training is arranged for by the school and agreed upon, in writing, by the student.

#### **TERMINATION BY THE SCHOOL**

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

#### **CANCELLATION OF CLASSES**

The school reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the school and will entitle the student to a full refund of all money paid.

#### **TRANSFER OF CREDIT TO ANOTHER INSTITUTION**

The transferability of credits earned at Rockford Career College is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma, or certificate earned in a program of study is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma, or certificate earned at Rockford Career College are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason a student should make certain that attendance at Rockford Career College will meet his or her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Rockford Career College to determine if the credits or degree, diploma or certificate will transfer. A student should assume that no credits or degree, diploma or certificate will transfer to another institution.

#### **UNFAIR BUSINESS PRACTICE**

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or student's parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

#### **NOTICE TO BUYER**

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of the contract are binding.

You are entitled to an exact copy of the agreement, school catalog and any other papers you sign. You are required to sign a statement acknowledging receipt of those.

If you have not started training, you may cancel this contract by providing written notice of such cancellation to the school at its address shown on the contract. The notice must be postmarked no later than midnight of the seventh business day (excluding Sundays and holidays) following your signing this contract or the written notice may be hand delivered to the school within that time. In event of dispute over timely notice, the burden to prove service rests on the applicant.

#### **AGREEMENT IS BINDING**

This agreement will be binding only when it has been fully completed, signed, and dated by the student and authorized representative of the school prior to the time instruction begins.

#### **CHANGES IN THE AGREEMENT**

Any changes in the agreement will not be binding on either the student or the school unless such changes are acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor.

#### **SEVERABILITY**

If any paragraph or sub-paragraph is held invalid, the paragraph shall not affect any other paragraph or sub-paragraph that can have effect without the paragraph or sub-paragraph and thus is separate one from the other.

**Note: Any holder of a consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/1976).**



**EFFECTIVE DATE OF ACCEPTANCE**

I certify I have read and understand the cancellation and refund policy and the compliant procedure. I have reviewed a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement,

school catalog, and any paper I sign. I hereby agree to abide the conditions set forth herein.

Student's initials \_\_\_\_\_

**MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME. I FURTHER UNDERSTAND THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY ME AND AN OFFICIAL OF THE COLLEGE AND I HAVE RECEIVED A COPY FOR MY RECORDS.**

\_\_\_\_\_  
Applicant

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

\_\_\_\_\_  
Parent(s) Guardian(s)

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

\_\_\_\_\_  
Admissions Representative

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

\_\_\_\_\_  
School Official

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



**STUDENT ACKNOWLEDGMENTS – Illinois Students Only**

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, Rockford Career College 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 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [complaints.ibhe.org](http://complaints.ibhe.org).  
**Student Initials** \_\_\_\_\_

I certify that I have reviewed this Enrollment Agreement and the disclosures and conditions of enrollment. I understand my rights and responsibilities. I will re-read these documents before the end of the 7-day termination period specified herein. This agreement contains all of the terms of our agreement. I understand that written or oral changes to this Enrollment Agreement and/or promises or guarantees or inducements to enroll outside of this agreement are not permitted and I certify to the College that none have been made.

**MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION’S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME. I FURTHER UNDERSTAND THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY ME AND AN OFFICIAL OF THE COLLEGE AND I HAVE RECEIVED A COPY FOR MY RECORDS.**

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Admissions Representative

\_\_\_\_\_  
Parent(s) Guardian(s)

\_\_\_\_\_  
School Official



**ENROLLMENT DISCLOSURE**  
**Originated 01/18/15      Revised 04/25/16**

Since most employers conduct background checks prior to hiring, it is important to make our prospective students aware that many career fields prohibit or discourage hiring individuals with a history of criminal background. It is important to provide full disclosure of past criminal history (misdemeanors and/or felonies) to your Admissions Representative prior to enrolling in the College. Failure to disclose this history may affect externship and/or employment opportunities upon completion of your program.

Rockford Career College will not deny enrollment to any prospective student on the basis of a felony or misdemeanor criminal history *except* in the case for enrollment into a program requiring state licensure. Only the state licensure requirements for Illinois, Wisconsin and Minnesota were researched. Many medical, accounting and paralegal careers prohibit externship or employment to individuals with a history of criminal offenses. Rockford Career College recommends that all potential employability questions are discussed with the campus Career Services Department.

**The following programs require either some form of application for certification or extensive background checks and a prospective student with any felony and/or drug or monetary theft related misdemeanor offenses may not enroll into:**

- **Allied Health Programs**
  - **Massage Therapy, Medical Assistant, Medical Office Billing and Coding, Pharmacy Technician**
- **Veterinary Technician**

**The following program has employment limitations for individuals who fail to pass a drug test and/or background check. Employment opportunities are limited for individuals without a valid driver's license. Additionally, a prospective student with any violent felonies, DUIs and/or a suspended or revoked driver's license within the past three years may not enroll into:**

- **Heating, Ventilation, Air Conditioning & Refrigeration; Electrical Technician; Facilities Maintenance Technician**

NOTE: If conditions for enrolling into the above programs have not been met per restrictions outlined above, do NOT complete an enrollment agreement or proceed with this form.

Please check one of the following prior to enrolling and sign below:

- I do not have any prior misdemeanor or felony charges on record.
- I have a prior misdemeanor or felony charge(s) on record. By deciding to attend the College I accept that my externship and/or employment opportunities may be limited. Complete all required areas in box below so you may be advised accordingly:

CHECK ONE	DATE RECEIVED	OFFENSE (Provide detail explanation of offense)
<ul style="list-style-type: none"> <li>○ <b>Felony</b></li> <li>○ <b>Misdemeanor</b></li> </ul>		
<ul style="list-style-type: none"> <li>○ <b>Felony</b></li> <li>○ <b>Misdemeanor</b></li> </ul>		

\_\_\_\_\_  
**Prospective Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Admissions Representative Signature**

\_\_\_\_\_  
**Date**





**ARBITRATION AGREEMENT AND WAIVER OF JURY TRIAL**

**Minnesota and Wisconsin Students Only**

I, \_\_\_\_\_, agree as follows:

Initials

1 Any dispute I may bring against Rockford Career College, or any of its parents, subsidiaries, officers, directors, or employees, without limitation, or which the College may bring against me, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration, conducted by the American Arbitration Association, under its Consumer Rules, and decided by a single arbitrator. The arbitrator will decide the case pursuant to the Federal Arbitration Act, and under the laws of the states of Wisconsin or Minnesota. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. I explicitly waive any right I may have to a jury trial, and understand that the decision of the arbitrator will be binding, and not merely advisory.

\_\_\_\_\_

2 Neither the College nor I shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both the College and I agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

\_\_\_\_\_

3 The costs of the arbitration filing fee, arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by the College.

\_\_\_\_\_

4 I agree that any dispute or claim I may bring shall be brought solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

\_\_\_\_\_

5 Any remedy available from a court under the law shall be available in the arbitration.

\_\_\_\_\_

6 To the extent I have outstanding federal student loan obligations incurred in connection with my enrollment at the College, any arbitration award providing monetary damages shall direct that those damages be first paid toward my student loan obligations.

\_\_\_\_\_

7 I may, but need not, be represented by an attorney at arbitration.

\_\_\_\_\_

8 Except as specifically required by the laws of the states of Wisconsin or Minnesota, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives and AAA. I agree that any actual or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined.

\_\_\_\_\_

9 If I desire to initiate arbitration, Information about the AAA arbitration process and the Consumer Rules also can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. I shall disclose this document to the AAA.

\_\_\_\_\_

10 If any paragraph, sub-paragraph, provision, or clause herein is held invalid, said paragraph, sub-paragraph, provision, or clause shall not affect any other paragraph, sub-paragraph, provision, or clause that can have effect without the invalidated paragraph, sub-paragraph, provision, or clause, and thus is severable one from the other.

\_\_\_\_\_

Students with grievances may wish to contact the Campus President. Any other controversy or complaint arising out of or relating to this contract, or the breach thereof, shall be settled by binding arbitration in accordance with the applicable rules of the American Arbitration Association.

Prospective Student Signature \_\_\_\_\_

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

Parent Guardian Signature \_\_\_\_\_

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

Admissions Representative \_\_\_\_\_

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