ENROLLMENT AGREEMENT

Illinois Welding School
1315 Enterprise Drive
Romeoville, IL 60446
(630) 679-0566 – Main Number
Website: www.ILWS.edu
E-mail: Debra@ILWS.edu

First Name: MI: Last Name: Date of Birth: M/F:

Street Address: Telephone:

City: State: Zip Code: Cell Phone:

Email: Social Security Number:

Emergency Contact:

Relationship: Telephone:

PROGRAM/COURSE:

Date of Admission:

Program Start Date: End Date: *Note: End Date takes Holidays & Days off into consideration*

Class hours are: to Monday through Friday

Day Course: Evening Course: Custom Course Schedule: ☐

VOCATIONAL PROGRAMS

*The **costs listed below do not include required textbooks**, which are the student's responsibility to purchase. The estimated cost of books is between $150 to $300, depending upon the program of enrollment. A list of required textbooks for each program can be found in the Student Catalog.*

#102 **Structural Welding Specialist**: 525 clock hours; 15 weeks (First Shift) / 18 weeks (Second Shift); Diploma

Total Cost: $12,000

- Registration Fee (*Non-refundable*): $100
- Welding Kit (*Non-refundable*): $150
- Tuition: $11,750

Program Content: Training in Oxyfuel cutting and Safety; Shielded & Gas Metal Arc Welding; Advanced Shielded Metal Arc Welding; Flux Cored Arc Welding; Gas Tungsten Arc Welding; Welding Symbols; and Blueprint reading.

☐**#103** **Pipe Welding Specialist**: 700 clock hours; 20 weeks (First Shift) / 24 weeks (Second Shift); Diploma

Total Cost: $15,000

- Registration Fee (*Non-refundable*): $100
- Welding Kit (*Non-refundable*): $150
- Tuition: $14,750

Program Content: Training in Oxyfuel cutting and Safety; Shielded Metal Arc Welding; Advanced Shielded Metal Arc Welding; Shielded Metal Arc Welding, Pipe-Uphill: Gas Tungsten Arc Welding; Advanced Gas Tungsten Arc Welding Pipe and Pipe Fitting.

#104 Combination Structural/Pipe Welding Specialist: 900 clock hours; 26 weeks (First Shift) / 30 weeks (Second Shift); Diploma

Total Cost: $19,000

- Registration Fee (*Non-refundable*): $100
- Welding Kit (*Non-refundable*): $150
- Tuition: $18,750

Program Content: Training in Oxyfuel cutting and Safety; Shielded Metal Arc Welding; Advanced Shielded Metal Arc Welding: Shielded Metal Arc Welding Pipe-Uphill; Gas Metal Arc Welding; Flux Cored Arc Welding; Gas Tungsten Arc Welding; Advanced Gas Tungsten Arc Welding Pipe; Pipe Fitting: Welding Symbols; and Blueprint reading.

CONTINUING EDUCATION

☐**#201 Refresher Welding** – 1 week, 35 clock hours……..……Certificate…….……..$ 1,250.00
Program Content: Refresher course for students with previous welding experience.

☐**#202 Basic Welding** – 2 weeks, 70 clock hours……Certificate……...…$ 2,100.00
Program Content: Advanced refresher course for students with previous welding experience.

Price does NOT include Steel toed, above the ankle, leather upper work shoes and a 4 ½ grinder, these must be provided for by the student.

Registration Fee……. $ 100.00

Welding Kit……$ 150.00

Tuition Due……..……...$

Total Amount Due……..$

Method of Payment:

Deposit (Receipt #_____)....$

Balance Due……..……..$

PAYMENT PLAN POLICY:

Payment is due before the start of classes. However, Illinois Welding School (IWS) is committed to helping individuals pursue their welding career dreams, even when finances may be a hindrance. All tuition ideally should be paid prior to starting the welding training. However, for those individuals who need assistance in paying their tuition, a payment plan has been implemented. IWS is offering a payment plan that does not involve a credit check or any additional finance charges, with the exception of credit card fees, while at the same time maintaining operational costs, in an effort to make pursuing a welding career doable. With this in mind, the following particulars will apply to this payment plan:

1. A written arrangement will be established with the student and IWS.
2. If the payment is not made or arrangements made on the day the payment is due, the student may be sent home. Until the payment is paid or arrangements made, the student may not be allowed to attend the school, at the discretion of the administration.
3. If a student is on a leave of absence and still does not adhere to the payment plan arrangements, their booth space may be given away.
4. In the event that a student has been expelled from the school, the following refund schedule will be applied:
   A. IWS will pro-rate any monies due in accordance with time in attendance & monies paid by the student.
   B. Any monies remaining will be returned back to the student.

Illinois Welding School reserves the right to cancel or change a class start date. In the event that that occurs, a new enrollment agreement would need to be issued. Also, if this occurs, the student may request a full refund of all monies paid or apply previous payments to another scheduled start date.

There are attachments presented with this Enrollment Agreement. They are:

- Illinois Welding School Catalog (includes Veteran's Addendum)

NOTICE TO STUDENTS:

1. Do not sign this agreement before you read all pages or if it contains any blank spaces.
2. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
3. This agreement and the attachments listed above constitute the entire agreement between the student and the school.
4. 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. The terms and conditions of the agreement are not subject to amendment or modification by an oral agreement.
5. I understand that should I withdraw from a program or course prior to the completion of said program or course, I am responsible for returning all property, including textbooks, when applicable.
6. **This is a legally binding instrument. All pages of the contract are 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. Read all pages before signing.**
7. The school does not guarantee the transferability of credits to another school, college, or university. Credits/clock hours or coursework are not transferable; any decision on the comparability, appropriateness, and applicability of credit and whether credit should be accepted is the decision of the receiving institution.
8. Illinois Welding School is approved by the "Division of Private Business and Vocational Schools of the Illinois Board of Higher Education."

REFUND POLICY

Any applicant rejected for admission by Illinois Welding School will be refunded all tuition and fees within 30 days.

BUYER'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement until 8 a.m. of the first day of classes or within 3 days after signing the enrollment agreement, whichever comes last, with a full refund for all fees and tuition paid. 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 of all monies paid to date within ten (10) days of cancellation. Cancellation must be submitted to the authorized official of the school in writing.

TUITION REFUND SCHEDULE

If a student does not begin classes and fees and/or tuition have been collected, a full refund of tuition and/or fees shall be made within thirty (30) days of the start of the program.

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, Illinois Welding School may retain the non-refundable registration fee of $100, an amount not to exceed 10% of the tuition and other instructional charges of $300, whichever is less, and the cost of any non-refundable books or materials which may have been provided by the school. (See sample refund calculation #1.)

Refund Calculation Sample #1 – Prior to 5% completion: **SEE CATALOG FOR MATERIALS COSTS**

Start Date: 10/5/17
Scheduled End Date: 6/7/18
Withdrawal/Termination Date: 10/13/17
Last Date of Attendance: 10/9/17
Percent of Completion: 35 clock hours completed/900 total clock hours = **4%**

Program Name: Program 104 – Combination Structural Pipe Welding Specialist

- Registration Fee (*Non-refundable*): $100
- Materials/Welding Kit (*Non-refundable*): $150
- Tuition: $15,250

Calculation:
4% of Tuition: $15,250 x 4%= $610 (**exceeds max of $300**)
IWS Retains:
Registration Fee…….$100
Welding Kit……$150
Pro-Rata Tuition…….$300
Total…….$550

Student Refund Amount: $14,950*****
** Please note: the refund amount due will be subtracted from any balance owed to the school by the student.*

When a student has completed in excess of 5% of the course of instruction, Illinois Welding School may retain the non-refundable registration fee of $100, an amount computed pro-rata by days in class plus 10% of tuition and other instructional charges up to completion of 59% of course of instruction, and the cost of any non-refundable books or materials which may have been provided by the school. (See sample refund calculation #2.)

Refund Calculation Sample #2 – After 5 % but prior to 60% completion: **SEE CATALOG FOR MATERIALS COSTS**

Start Date: 10/5/17
Withdrawal/Termination Date: 12/14/17
Last Date of Attendance: 11/27/17
Percent of Completion: 252 clock hours completed/900 total clock hours = **28%**

Program Name: Program 104 – Combination Structural Pipe Welding Specialist

- Registration Fee (*Non-refundable*): $100
- Welding Kit (*Non-refundable*): $150
- Tuition: $13,760

Calculation:
28%+10% of Tuition: $15,250 x 38%= $5,795

IWS Retains:
Registration Fee…….$100
Welding Kit……$150
Pro-Rata Tuition…….$5,795
Total……$6,045

Student Refund Amount: $9,455*
** Please note: the refund amount due will be subtracted from any balance owed to the school by the student.*

When a student has completed an excess of 60% of a course of instruction, the Illinois Welding School may retain the entire amount tuition and other charges.

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

The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within fifteen (15) calendar days of the postmark date of notification. Such written acknowledgment 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 thirty (30) calendar days from the date of receipt of the student's cancellation or from the date of the student's termination by the school.

A student may give notice of cancellation to the school in writing. The unexplained absence of a student from school for more than fourteen (14) calendar days shall constitute constructive notice of cancellation to the school.

For purposes of refund calculation, the date shall be the last day of attendance.

The 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 brochure.
B. The school cancels or discontinues the program of instruction in which the student has enrolled.
C. The school fails to conduct classes on days or times scheduled, detrimentally affecting the student.

Veteran students will follow the GI Bill pro-rata refund policy. This policy can be found on page 38 of the IWS Catalog, in the Veteran's Addendum.

CONSUMER INFORMATION by course: (Students do not take State Licensing exams)

Program Outcomes	102	103	104
1. Number of students who were **admitted** in the program as of **July 1, 2022 - 6/30/2023.**	18	14	21
2.The number of additional students admitted in the program during next 12 month for **new starts**.	20	8	14
3.The number of additional students admitted in the program during next 12 month for **Re-enrollment**.	0	0	0
4.The number of additional students admitted in the program during next 12 month for **transfers i**n another program at the school	0	0	0
5. The **total number** of students admitted in the program during 12 month period.	18	14	21
6. The number of students enrolled in the program during the **12 month reporting period that transferred** to other programs.	-3	0	+3
7. The number of students enrolled in the program during the **12 month reporting period who graduated**.	16	13	16
8. The number of students enrolled in the program during the **12 month reporting period who withdrew**.	1	1	3
9. The number of students enrolled in the program during **12 month reporting period who are still enrolled**.	1	0	2
10. The number of students enrolled in the program that were placed in their **field of study**.	15	9	16
11. The number of students enrolled in the program that were placed in **a related field**.	0	0	0
12. The number of students enrolled in the program that were placed **out of the field**.	0	0	0
13. The number of students enrolled in the program that were **not available for placement** due to personal reasons.	1	4	0
14. The number of students enrolled in the program who were **not employed**.	0	0	0
15. The number of graduates who obtained employment in the field who **did not use the school's placement assistance** during the reporting period.	0	0	0
16. Average starting salary for all graduates employed.	$22.00	$28.00	$23.00

COMPLAINTS AGAINST THIS SCHOOL SHALL FIRST BE DIRECTED TO THE ILLINOIS WELDING SCHOOL STAFF. IF A STUDENT DOES NOT FEEL THAT THEIR COMPLAINT WAS RESOLVED IN A SATISFACTORY MANNER, THEN THE STUDENT MAY REGISTER THE COMPLAINT WITH THE ILLINOIS BOARD OF HIGHER EDUCATION:

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701 or at www.ibhe.org

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, read and I understand 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 Orientation Manual/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/clock hours and that in most cases, credits or coursework are not likely to transfer to another institution.

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, may be filed with the Illinois Board of Higher Education, 1 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701. Complaints can also be filed at http://complaints.ibhe.org/, which is accessible through http://www.ibhe.org. The IBHE online complaint site includes step-by-step instructions and key information about the complaint process.

Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and understands that this is the written confirmation of acceptance into the school before 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	School Official's Signature	Date

Student's Name (Printed)	School Official's Name (Printed)