



INTERNATIONAL EDUCATIONAL CENTER

1245 N. Milwaukee Ave. Suite 100, Glenview, IL 60025

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info@linguachi.com / www.linguachi.com

Student Enrollment Agreement

Name _____

First

Last

Middle

Address _____

Street

City

State

Zip Code

Student ID# _____ Social Security # _____ Cellphone # _____

Date of Birth: _____ E-mail: _____

Emergency Contact Name: _____ Relationship: _____

Phone # _____

Date of Admission _____ Course & Code _____ Start Date _____ End Date _____

Days: Mon Tues Wed Thus Fri Sat Sun
Hours: _____

FULL-TIME PART-TIME DAY EVENING

Registration fee: \$25 *

Course materials: \$90

Tuition per Course: \$1,470.00 can be paid in 3 (or fewer) payments:

Payment Schedule 1 _____ 2 _____ 3 _____

Date: _____ D: _____ D: _____ D: _____

Total Tuition and Fees: \$1,495 (*Registration fee is waived for continuing students)

New classes begin monthly when there are a minimum of 6 registered students. When enrollment does not meet this minimum, IEC may place students in the next available level and provide tutoring (free of charge) if necessary. Please see the course calendar for anticipated start dates.

ENGLISH AS A SECOND LANGUAGE (CERTIFICATE PROGRAM)

COURSE NAME: **Basic A**

COURSE NUMBER: **ESL-101**

TOTAL CLOCK HOURS – 216

12 Weeks

Course Prerequisite:

Placement Test score of 0-12

Course Description:

This course is designed for non-native speakers of English who have no or very little experience in speaking English. It lays the foundations for future study in terms of language learning skills and strategies. Students work toward building English vocabulary and intonations so that they are able to speak effectively as well as understand the expected behavior in a variety of everyday survival situations. These include being able to speak effectively about greetings, hobbies, employment, family and the home.

Course Objectives:

- Demonstrate how to introduce oneself
- Illustrate how to describe a place using there *is/there are*
- Explain how to use possessive pronouns
- Contrast singular and plural nouns correctly
- Present the modal verb “can”
- Illustrate responses to simple commands
- Present vocabulary related to family, meeting people, etc.
- Practice spelling of basic vocabulary
- Introduce the components of basic sentences & questions

Institutional Disclosures Reporting Table

July 1, 2022 through June 30, 2023 (past fiscal year)

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

International Educational Center

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Program Name	ESL Basic A	ESL Basic B	ESL Inter A	ESL Inter B	ESL Adv A	ESL Adv B	ESL Adv +A	ESL Adv +B	ESL TOEFL	
Disclosure Reporting Category	CIP*	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	32.0109	
	SOC*	0	0	0	0	0	0	0	0	
A) For each program of study, report:										
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.										
		0	0	14	27	0	19	0	0	0
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:										
a) New starts										
		0	47	15	24	11	18	10	15	1
b) Re-enrollments										
		0	0	1	0	0	0	0	0	0
c) Transfers into the program from other programs at the school										
		0	5	34	30	48	50	60	59	27
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).										
		0	52	64	81	59	87	70	74	28
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:										
a) Transferred out of the program or course and into another program or course at the school										
		0	23	30	81	58	86	33	45	28
b) Completed or graduated from a program or course of instruction										
		0	0	0	1	1	0	2	3	0
c) Withdrew from the school										
		0	0	0	1	0	1	1	2	0
d) Are still enrolled										
		0	29	34	0	0	0	34	23	0
5) The number of students enrolled in the program or course of instruction who were:										
a) Placed in their field of study										
		0	0	0	0	0	0	0	0	0
b) Placed in a related field										
		0	0	0	0	0	0	0	0	0
c) Placed out of the field										
		0	0	0	0	0	0	0	0	0
d) Not available for placement due to personal reasons										
		0	0	0	0	0	0	0	0	0
e) Not employed										
		0	0	0	0	0	0	0	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.										
		0	0	0	0	0	0	0	0	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.										
		0	0	0	0	0	0	0	0	0
C) 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	0	0	0	0	0	0	0	0
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.										
		0	0	0	0	0	0	0	0	0

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

] In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

] If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

Financial Aid:

International Educational Center is not authorized to offer financial aid.

Refund Policy:

Withdrawing from school may have academic consequences. You are encouraged to understand the consequences before you decide to withdraw. Students must submit a formal written request and present it to the Director of Education in person. When a student provides a written notice of cancellation to an advisor at the Main Office, International Educational Center will provide a refund in the amount equal to the least the following:

SEMESTER (12 weeks)	
Weeks	Refund %
Week 1	90
Week 2	80
Week 3	75
Week 4	70
Week 5	60
Week 6	50
Week 7	40
Week 8	30
Week 9	25
Week 10	15
Week 11	10
Week 12	0

- Application-registration fees will be chargeable at initial enrollment and shall not exceed \$175.
- Deposits or down payments will become part of the tuition.
- The school will 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 school for more than 15 class days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
- The school will refund all monies paid to it in any of the following circumstances: the school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin; the school cancels or discontinues the course of instruction in which the student has enrolled; the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
- The school will refund any fees collected for course materials if such materials are returned to the school unmarked and the student has provided the school with a notice of cancellation.
- Applicants not accepted by the school will receive a refund of all tuition & fees paid within 30 calendar days of the determination of non-acceptance.

Cancellation Policy:

The student has the right to cancel the initial enrollment agreement until midnight of the 5th 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 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing. The school also reserves right to turn all of the outstanding payments over to a collection agency for garnishment.

IEC students who wish to cancel class must submit a written request to the Educational Director. Simply ceasing to attend classes or notifying the instructor does not constitute an *authorized* cancellation.

Withdrawal Procedure:

IEC students who wish to withdraw from class must submit a written request to the Educational Director. Simply ceasing to attend classes or notifying the instructor does not constitute an *authorized* withdrawal.

IEC reserves the rights to dismiss any students whose conduct or attendance does not meet the requirements as written herein. Students may be dismissed if they have been absent from more than 30% of classes or has been involved in conduct disruptive to the education process or to school property, or has not made tuition payments as agreed.

Notice To Students:

- Do not sign this agreement before you read it or if it contains blank spaces.
- 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.
- You are entitled to an exact copy of this agreement and any disclosure pages you sign.
- This agreement, the school catalog, and the student handbook constitute the entire agreement between the student and the school.
- 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 legal guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
- I understand that should I withdraw from the program or course prior to completion of said program or course, I am responsible for returning all property including textbooks, when applicable. Costs of books and materials may be refundable if returned in good condition.
- 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. In cases where transferability is guaranteed, IEC must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

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 certify that I have received a copy of IEC's Student Handbook and have read and agree to all of the policies and procedures therein.

Student Initials _____

3. I have carefully read and received an exact copy of this enrollment agreement.

Student Initials _____

4. 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 _____

5. 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 _____

6. 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, IEC must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations

Student Initials _____

7. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials _____

8. 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, 1N Old State Capitol Plaza, Ste.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.

The undersigned as a representative of the school hereby certifies that he/she has complied with Rules and Regulations applicable to Private Business and Vocational Schools of the Illinois Board of Higher Education.

Name of Student (Please Print)

IEC Authorized Representative

Signature of Student

Print name & Title

Date

Date