

**ACME SCHOOL
LOCKSMITH DIVISION
11350 S. Harlem Ave., Worth, IL 60482
www.acmelocksmithschool.com
acmelocksmithschool@comcast.net**

708-361-3750

Fax 708-448-9306

STUDENT INFORMATION

Name of Student (Last, First, Middle)		Telephone (Include Area Code)	
ADDRESS (Street, City, State, Zip)		CELL PHNONE (Include Area Code)	
		EMAIL	
DATE OF ADMISSION (mm/dd/yyyy)		PROGRAM/COURSE NAME	
PROGRAM START DATE	PROGRAM END DATE	__DAY COURSE __EVENING COURSE	NUMBER OF WEEKS
CLOCK HOURS	DAYS OF WEEK: __ MONDAY __ TUESDAY __ WEDNESDAY __ THURSDAY __ FRIDAY __ SATURDAY		

DATE OF BIRTH _____

PROGRAM MATERIALS AND FEES ARE \$1275.00

NOTICE TO BUYER:

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. Both sides 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 both sides 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 have conditions of the agreement are not subject to amendment or modification by oral agreement.
6. Every assignee of this agreement takes it subject to all claims and defenses of the student or his successors in interest arising under this agreement.
7. 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. Costs of books and materials are refundable if returned in good condition.

BUYER'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 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 with 10 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

REFUND AND TUITION REFUND SCHEDULE INFORMATION

1. Acme School shall, when a student gives written notice of cancellation, provide a refund in the amount of at least the following:
 - 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 or 50% of the cost of tuition, whichever is less;
 - 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 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.
 - d. When a 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 in accordance with whichever of the following applies:

- (2) All other schools regulated under this Section may retain an amount computed prorata 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.
- (3) The refund policy for short courses up to 20 clock hours shall refund prorata up to 60% completion of the course.
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 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 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.
 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 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.
 9. A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.
 10. 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;
 - c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student.
 11. 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.
- (Source: P.A. 90 649, eff. 7 24 98.)

FISCAL YEAR 2008 - 2008 PROGRAM OUTCOMES	NUMBER	PERCENT
1. Number of students enrolled in programs.	30	
2. Number of students not completing course of instruction.	0	0%
3. Percentage of non-completers compared to total enrollment.		0%
4. Number and percentage of graduates requesting placement assistance by school.	N/A	N/A
5. Number and percentage of graduates obtaining employment as result of placement assistance by the school.	N/A	N/A
6. Number and percentage of graduates obtaining employment in the field who did not use the school's placement assistance.	N/A	N/A
7. Average starting salary for all graduates employed.		
8. Number of students re-enrolling in other programs.	N/A	N/A

Complaints against the school may be registered at one of the addresses listed below:

Illinois State Board of Education Accountability Division Private Business and Vocational Schools 100 North First Street, E230 Springfield, IL 62777 217-782-2948	Illinois State Board of Education Accountability Division Private Business and Vocational Schools 100 West Randolph Street, Suite 14-300 Chicago, IL 60601 312-814-5818
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I acknowledge that I have received a copy of the school's current catalog. I have read this agreement and have received a copy.

_____	_____
Signature of Student	Date
_____	_____
Signature of Parent (if student is a minor)	Date

I hereby certificate that I have complied with the statute and rules applicable to Private Business and Vocational Schools throughout the process of enrolling the student.

_____	_____	_____
Signature of Sales Representative	Agreement Accepted	Date
_____	_____	_____
Date of Notification to Student of Acceptance	Staff Initials	