

Orig.: Mod.: X Date: 11/17/16 Programs approved until 6/30/17

- B.S. or B.A. in Business Administration
- Tuition increase for 2016-2017



RECRUITMENT AND REFERRAL FORM
WIOA & Trade ITA Programs

Programs: See next page

Program Provider: Columbia College
(Freeport Campus – at Highland Community College)

FEIN: 430655867

Address: Main Campus: Columbia College
1001 Rogers Street
Columbia, MO 65216

Training Site Address: Columbia College (Freeport campus)
2998 W. Pearl City Road
Freeport, IL 61032-9338

Telephone: 815-599-3585 (Freeport)
Fax: 815-235-1107 (Freeport)

Contact Person: Kay Oppold (Freeport campus at HCC), 815-599-3585

Email: Kay/Oppold@highland.edu

Activity Name: Occ. Class. Training (Adult & DW)

Program: Training Services

Provider Code: 2009-506

Agreement Start Date: 3/8/10

CIP Code: See next page

OES: Look up appropriate code

Session Dates or Open Entry-Open Exit: See website

Maximum Time to Complete Program/Certificate/Degree: See website

Last Day Program Will Accept Referrals: Call

Program Description: Check catalog on website: <http://www.ccis.edu/nationwide/main.asp?Freeport>

Expected Outcome: Employment related to training

Program Schedule: See website

No. of Participants: -Total: - Per Session: -- Age: Math Level: -- Reading Level:

Other: High School Diploma or GED

Referral Procedures: Call Kay Oppold, 815-599-3585

Costs: See next page

Authorization: Northern Illinois Workforce Alliance

R&R prepared by Valerie Johnson, NIWA Planning & Quality Assurance Manager

Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by the NIWA

Columbia College Policies on Refunds – 2015-2016

Dropping a Class

Financial liability is assessed at the completion of the drop period for each session. Final dates for courses to be added or dropped are listed for each semester on the [Academic Calendar](#). If students drop a class prior to the end of the drop period, they do not incur financial or academic liability. If students withdraw from a class after the drop period, they are financially liable for the full amount of tuition. No reduction of charges is made for laboratory/course fees, etc.

Withdrawal from College

Students who receive any form of federal Title IV assistance, and who withdraw, may be required by federal regulations to return some or all of the federal aid received. This includes the federal Pell and SEOG grants and the Federal Perkins, Stafford and PLUS loans. See the [Financial Aid](#) portion of the College catalog for additional information.

Students receiving financial assistance should be aware that their financial aid package could be affected, should the student elect to drop an individual course. For additional information, please refer to the Financial Aid portion of the catalog.

Columbia College recognizes that individuals serving in both National Guard and Reserve units may be in need of tuition refunds or credits if called to active service. Columbia College will assist students called to active military service with options regarding their registration in classes including, but not limited to, course work completion, tuition refunds or tuition credits.

A student who withdraws for extraordinary circumstances, even with the College's concurrence, may still be required to return some or all of the federal financial assistance received for that term. The College follows the federal guidelines concerning return of Title IV funds, and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances.