

Orig.: X Mod.: Date: 8/8/16 **Adult Education & Literacy/English Language Acquisition - Non-Credit courses (remedial) have been approved until June 28, 2017.**

- Recertification for CNA's NRS 031 isan SUR services option.



RECRUITMENT AND REFERRAL FORM

WIOA Adult Education & Literacy/English Language Acquisition (formerly Intensive) Services

Also use this Provider Code (2006-403) for courses that are part of an ITA program but taken as Skills Upgrade/Retraining Services prerequisite courses. (See SUR R&R)

**Provider and Programs: ROCK VALLEY COLLEGE—REGULAR COLLEGE
Non-Credit Courses & Remedial AEL/ELA – Non-ITA courses**

<u>Program Provider:</u> Rock Valley College	<u>Telephone:</u> 921-4100 <u>Fax:</u> 921-4131
<u>Address:</u> 3301 North Mulford Road Rockford, IL 61114	<u>Contact Person:</u> Counseling
<u>Training Site Address:</u> RVC and off-site buildings	<u>FEIN:</u> 36-2557781
<u>Activity Name:</u> Short Term Prevocational Skills Training	<u>Program:</u> Intensive Services
<u>Provider Code:</u> 2006-403	
<u>CIP Code:</u> N/A	<u>OES:</u> Varies. Look up appropriate code.

Session Dates or Open Entry-Open Exit: See appropriate RVC *Credit Classes* Schedule.

Average Time to Complete Course: Varies—see appropriate RVC *Credit Classes* Schedule

Last Day Program Will Accept Referrals: See appropriate RVC *Credit Classes* Schedule.

Program Description: See third page for list of courses approved as AEL/ELL courses under this Agreement.

For a description of the courses, see the RVC catalog.

Expected Outcome: Enrollment in the course (for which the perquisite course is taken) in an approved ITA program..

Program Schedule: -

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

Referral Procedures:

1. The applicant must have been accepted for enrollment by RVC to begin (continue) study in and ITA-approved program.
2. **Voucher:** **The participant must be registered for a prerequisite class prior to your issuing a *Voucher*.** When you know the participant has registered for class, complete the voucher, have the participant sign it, and sign it yourself. The participant will be responsible for delivering the **white (original) and green (vendor) copies** of the appropriate voucher to **RVC Accounting** when he/she pays his/her bill. RVC Accounting must have the original copy of the voucher by the time the participant's payment is due or the participant will be dropped from the class(es).

When you complete the appropriate voucher, **write on the bottom of the voucher** the **name of the ITA program in which the participant is (will be) enrolled** (A.A.S. or Certificate) and the **name and number of the course within that approved ITA program for which the course(s) on this voucher are prerequisites.**

3. **Voucher** (books): Give the participant the **white (original) and green (vendor) copies** of the *Voucher* (checked for training-related) to give to the RVC Bookstore when he/she purchases books. Also give the participant the **gold** copy (student copy) of the voucher.
4. If applicable, you are also responsible for giving the participant **time sheets and payroll schedule**; the participant is responsible for getting the completed time sheets to RRTC Accounting.
5. Give the **canary copy** of both vouchers to RRTC Accounting; put the **pink copy** of both vouchers in your participant's file.

Costs: **See page 4.** Student may purchase only **books required** for his/her classes.

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.

(Approved courses list begins on the next page.)

Rock River Training Corporation—Adult Education & Literacy/English Language Acquisition Services

All courses listed below are approved for both WIOA and TAA participants.

Approved Courses and Costs

**Rock Valley College Courses that are Non-Credit (Remedial)
That may be required prior to enrolling in Courses for Individual
Account Program (ITA) Certified by the Northern Illinois Workforce Alliance:**

COURSES APPROVED UNTIL JUNE 28, 2017:

The following courses are non-credit/remedial courses which may be required of individual students prior to entering into Individual Training Account (ITA) programs certified by NIWA.

This list was originally developed by Dislocated Worker Program staff and has been updated, as needed.

Math courses:

MTH 088 – Prealgebra I
MTH 089 – Prealgebra II
MTH 091 – Beginning Algebra Part 1
MTH 092 – Beginning Algebra Part 2
MTH 093-- Intermediate Algebra 1
MTH 094 – Intermediate Algebra 2
MTH 096S – Combined Beginning & Intermediate Algebra
MTH 097 – Elementary Plain Geometry

Chemistry courses:

CHM 099 – Introductory Chemistry

English courses:

ENG 097 – Essentials of Writing
ENG 099 – Introduction to College Writing
ENG 101 – Composition I

Reading courses:

RDG 092-- Reading for Bilingual Students
RDG 080 – Basic Reading Skills
RDG 096 – Essentials of Reading
RDG 099 – Reading and Study Skills Improvement

RVC TUITION AND FEES Effective Fall Semester 2016

Tuition for regular college courses is **\$100** per credit hour. In addition, the following fees are charged:

- . \$3.00 per credit hour activity fee
 - . \$7.00 per credit technology fee
 - . \$1.00 per course/course fee
 - . Lab fees as applicable.
- Specific lab fees are listed in the class schedule.
- . *Field Trip fees*, as applicable.

Books: At the college bookstore, participants may purchase only the books that are required for the course(s) for which they are registered. Participants must present a *Voucher*, which lists the required books when they purchase their books and supplies at the college bookstore.

Rock Valley College Tuition & Fees – Fall 2016

Tuition is charged per semester hour and varies depending upon [residency](#):

Tuition per Semester Hour

- In-district student: \$100/credit hour
- Illinois out-of-district student: \$277/credit hour
- Out-of-state/International student: \$509/credit hour

Tuition rates and fees are subject to change during the academic year without notice.

Fees

Fees for Credit Courses (subject to change without notice)

- Technology fee: \$7/credit hour
- Activity fee: \$3/credit hour
- Registration fee (non-refundable): \$2/term
- Course fee: \$1/course
- Distance Learning Fee: \$50/class

Laboratory Fees

Certain courses require expendable materials that are used. A lab fee is charged to partially cover this extra expense. The specific fees are listed in the detailed course information found when [browsing classes on our online schedule](#).

Tuition Refunds

The [Registration and Payment dates calendar](#) for each semester lists the last day for refunds for 16-week courses. Tuition refunds are issued based upon the official drop date. To receive a full refund students must drop by completing the appropriate steps with the Records and Registration office on the second floor of the student center no later than the **final refund date**. The college reserves the right to make the final decision on all refunds.