

Orig.: Mod.: **X** Date: **10/12/16****Note Registered Nurse O\*Net Code has changed to 29-1141.  
Programs recertified until 6/26/17**

- **Students must give copy of their book receipt to SAS (Student Administrative Services)**
- Note: Tuition and other cost for 2016-2017 on page 3.



## RECRUITMENT AND REFERRAL FORM

### WIOA ITA Program

**Programs:** See next page**Program Provider:** Rockford University**FEIN:** 36-2167842**Address:** 5050 East State Street  
Rockford, IL 61108-2393**Telephone:** 815-226-4000**Fax:** 815-394-3706**Training Site Address:** (Same)**Contact Person:** Heidi Babcock, 815-226-4071  
Assistant Director of SAS/Financial Aid SpecialistEmail: [HBabcock@rockford.edu](mailto:HBabcock@rockford.edu)**Activity Name:** Occ. Class. Training (Adult & DW)**Program:** Training Services**Provider Code:** 2005-504**Agreement Start Date:** 8/8/05**CIP Code:** See next page**OES:** Look up**Session Dates or Open Entry-Open Exit:** See Rockford University Schedule on college website**Average Time to Complete Program/Certificate/Degree:** varies**Last Day Program Will Accept Referrals:** Call to see if class has openings**Program Description:** See information on-line at [www.rockford.edu](http://www.rockford.edu)**Expected Outcome:** Employment in position related to training**Program Schedule:** Varies

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

**Other:** entry requirements vary by program**Referral Procedures:** Contact Heidi Babcock, Student Advocate, 815-226-4071**Costs:** See the next page**Authorization:** Northern Illinois Workforce Alliance

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

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

**PROGRAMS APPROVED FOR FUNDING AND COSTS**

**Programs Approved for Funding  
and  
Tuition and Fees and Other Required Expenses for Approved Programs**

RRTC will pay for required books and supplies for courses in approved programs.

**All programs are approved for both WIOA and TRADE participants.**

**Provider: Rockford University**

Specific Programs/CIP Code    O\*NET codes are on the next page.    Tuition Costs and Fees            Supplies

**PROGRAMS APPROVED UNTIL JUNE 26, 2017**

**See last page for Costs.**

<b>Program – Credential</b>	<b>CIP</b>	<b>O*Net and Name</b>
Bachelor of Science in Management Studies (BSMS)	520201	111021 General and Operations Managers 119199 Managers, All Other
Basic BSN Track	513801	291141 Registered Nurses
BSN - Completion Track	513801	291141 Registered Nurses

**Program Description:**

**B.S. in Management Studies** (Accelerated program) CIP 520201

Program (60 credit hours) is designed for adult learner who has an Associate Degree or equivalent. Program can be completed in 18-24 months.

**Bachelor of Science in Nursing (BSN)** CIP 513801

- **Basic BSN Track** (regular 4-year program)
- **Completion BSN Track** (for those who already have R.N. and want BSN– Student takes whatever is needed.)

**COSTS:** See next page

## Rockford University - Undergraduate Tuition and Fees Full-Time Enrollment

Full-time enrollment includes 12-18 semester hours of credit or audit course work (day, evening or combination there-of) during the fall or spring semesters. Note: A student enrolling in more than 18 credit hours in a fall or spring semester will be charged \$765 tuition for each credit hour beyond 18 in addition to the regular full-time tuition.

### 2016-2017 Academic Year

Tuition*	\$ 29,050
Summer classes*	\$ 560 per credit hour for undergraduate courses
Tuition deposit	\$ 100 (non-refundable; required when a student accepts admission to Rockford University)
Activity fee	\$ 130

At Rockford University, you can take one or two classes at a time—whether you are pursuing a degree from Rockford University or not. Part-time fees are \$765 per credit hour (excludes the Accelerated Degree Completion BSMS program).

### Part-Time Enrollment

Part-time students are those enrolled for fewer than 12 credit hours, including tutorials or independent study and courses audited.

### 2016-2017 Academic Year

Tuition* per credit hour	\$765
Summer tuition* per credit hour	\$560
Non-refundable registration fee per semester	\$50

### Insurance Costs

All full-time and/or residential students are required to have some type of health insurance. Rockford University uses a "mandatory with waiver" system. Students will be charged the health insurance fee, and the fee waived when proof of insurance (copy of card, front and back) and the fee waived when the online waiver form is completed. Contact Lang Center for further information, 815-226-4083.

### 2015-2016 Academic Year

Domestic insurance (\$5,000 basic policy)	\$ 2,210 annually (est)
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For questions concerning International Health Insurance requirements, contact Lang Center or the Office of Global Affairs at 815-394-5112.

### *Employee/employer reimbursement*

Students who are receiving employer assistance are required to submit an Employer Reimbursement form to the SAS office **each semester** prior to the first class period of the semester. Forms are available at [www.rockford.edu](http://www.rockford.edu) under resources/SAS/Financial Aid/Financial Aid forms. **Students are responsible for full payment of accounts.**

### *Refund Policies*

Students can receive full refunds of prepaid tuition, fees, and room-and-board costs (less the non-refundable deposits) if they present written notice of withdrawal at the SAS office before the last drop date. Refer to academic calendars (<http://www.rockford.edu/academics/resources/schedules/>). Students who withdraw after classes begin receive refunds based on the following schedule.

*Important:* Students receiving financial aid should confer with the SAS office to determine how their aid packages will be affected before they change their status. Students who withdraw from all classes after the last day to withdraw with a refund will be subject to removal of Title IV aid based on results from the U.S. Department of Education.

Tuition refunds for fall, 2015 will be made on this basis:

Through Aug 25, 2015 ..... 100% of tuition

**After Aug 25, 2015 .....No refund**

Tuition refunds for spring, 2016 will be made on this basis:

Through Jan 25, 2016 ..... 100% of tuition

**After Jan 25, 2016 .....No refund**

Refund policies for summer, 2016 are as follows:

If you withdraw before 3rd class date ..... 100% refund

**If you withdraw on or after 3rd class date .....No refund**

Appropriate refunds will be made by check within 45 days of receipt of a request for refund.

Board (meal) and room charges will not be refunded after the last date to drop. No refunds will be made for temporary absence during the regular school year. For information concerning board and room refund policies, contact the SAS office.

Special instructional fees will not be refunded unless students withdraw before the first day of class. No refund will be made of the deposits or the \$50 registration fee.

Refunds will not be distributed until a student's account reflects a credit balance (all financial aid has been fully disbursed). Subsequent to the add/drop period, students having a credit remaining will have the option of leaving the credit on account or receiving a check for the total credit. A "Request for Refund" form must be completed at the SAS office.

The University reserves the right to dismiss any student whose conduct is not satisfactory in any area of University life (under procedures stated in the Rockford University Student Handbook). No refund of tuition, room, board or fees is made in such cases.

Students may appeal any refund policy decision to the Assistant Vice President for Student Administrative Services.

## Academic Regulations for Undergraduate Programs

### Academic Honor Code

The Academic Honor Code, enacted more than a century ago, is a code of personal responsibility accepted by the students of Rockford College (now University), which demands absolute integrity in all academic relationships. It attempts to prevent students from gaining an unfair advantage in classes and to guarantee students that they will have an equal opportunity with others in completing requirements for any course.

It is important for students to realize that the primary responsibility for making the Honor Code work is in their hands. Although a faculty member may initiate an action against a student who is suspected of violating the Honor Code, the main responsibility for enforcing the Honor Code rests with the students.

A student's matriculation at Rockford University implies understanding and mandates acceptance of the Academic Honor Code. No formal written agreement is required, and this acceptance is binding.