

Original: Mod.: X Date: **11/17/16** Programs currently approved through **6/30/17**.

- Hemodialysis Technician and Hemodialysis Care Technician programs



RECRUITMENT AND REFERRAL FORM

WIOA ITA Program

Program: **See next page**

Program Provider: Tukiendorf Training Institute

FEIN: 203392387

Address (Office):

Tukiendorf Training Institute
5310 N Harlem #209
Chicago IL 60656

Telephone: 773/941-9000 or 773/817-4515

Fax: 773/763-1773

Training Site Address: Same as above

Contact Person:

Anna Wilhite, Director

Direct: 847/414-4625

Email: office@ttimedicalschoo.com

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

Program: Training Services

Provider Code: 2015-504

Agreement Start Date: 10/28/15

CIP Code: See below

OES: varies – select appropriate OES

Session Dates or Open Entry-Open Exit: call

Average Time to Complete Program/Certificate/Degree: varies

Last Day Program Will Accept Referrals: call

Program Description: Review program descriptions and costs on Illinois WorkNET site or IWDS site. Review information about trainer and program descriptions in catalog available at www.TTiMedicalSchool.com

Expected Outcome: employment in area of training

Program Schedule: Varies

Program Admission Requirements: Varies according to customer's skills.

Referral Procedures: Call

Costs: See next page

Authorization: Northern Illinois Workforce Alliance (WDB)

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 WDB.

REFUND POLICY ATTACHED

T.T.I. WITHDRAWAL FROM COURSES, REFUNDS, DISMISSAL AND CANCELLED CLASSES

T.T.I. allows student withdrawal from courses, by letter addressed to the Director. Ceasing to attend classes or notifying the instructor does not constitute an authorized withdrawal from courses. Upon processing the withdrawal, the tuition charge will be reduced according to the terms and conditions of the T.T.I. Refund Policy:

1. The 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 5th business day after the date of enrollment but prior to the 1st 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 5th business day following acceptance but prior to the close of business on the student's 1st 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 1st 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, 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:

(1) All other school 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.

(2) 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 has on personal initiative and without solicitation enrolls, starts and completes a course of instruction before midnight of the 5th business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.

3. Applicant 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 the 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;
- (b) the student has provided the school with a notice of cancellation.