

Orig.:X Mod.: Date: **10/12/16** NOTE: Approved until 6/30/17.



RECRUITMENT AND REFERRAL FORM
TRADE ONLY - ITA Program

Programs: See next page

Program Provider: University of Wisconsin – Platteville

FEIN: 391805963

Address: University of Wisconsin – Platteville
 Distance Learning Center
 1 University Plaza
 Platteville, WI 53818

Telephone: 608-342-1468 or 800-362-5460
Fax: 608-342-1454

Training Site Address: Same as above

Contact Person: Michelle Zasada, 608-342-1468
 Student Services Manager

Email zasada@uwplatt.edu

Activity Name: Vocational Re-training (TRADE)

Program: Training Services

Provider Code: 2016-802

Agreement Start Date: 7/22/16

CIP Code: 140101

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 course description on website:

<https://www.uwplatt.edu/distance-education/online-master-science-engineering>

Expected Outcome: Employment related to training

Program Schedule: See website

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

Other: B.S. in Engineering or related field

Referral Procedures: Call Michelle Zasada, Student Services Manager at 608-342-1468

Costs: See next page

Authorization: Northern Illinois Workforce Alliance (NIWA)

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.

UW – Platteville Online Programs Drop/Refund Policy

FALL 2016 DROP/REFUND POLICIES

Important Information for All Students

--You will be charged a **\$25 Registration Fee** each semester when you register for UW-Platteville online courses. This fee is non-refundable once registration closes.

--You will be subject to a **\$50 Late Transaction Fee** for late payments and registration requests that are received after registration closes.

--There is a **\$45 Drop Fee** for dropping a course (regardless of credits) after class has begun. The date that the fee starts depends on the format of the course you are taking. Review the deadline information to determine the exact date for your course.

--You are responsible for the payment of all charges posted to your account. You will be dropped from your course before Preview Week begins unless your account is paid in full OR indicates that anticipated financial aid, military benefits, or a third party payer will cover ALL charges. If you have third party payment arrangements (i.e. financial aid, veteran's benefits, etc.), you are responsible for all charges to your account that are not paid by those parties for ANY reason.

--Due to increased federal regulations, UW-Platteville is required to verify that all enrolled students are participating in courses prior to the census date of each semester. Please review the **Participation Policy**.

--If you are a resident of Maryland, an alternate refund schedule applies. Before classes start, an email will be sent to your CAMPUS email address with specific dates and refund information. By accepting this agreement, you are acknowledging that you are aware of an alternative refund schedule for Maryland residents.

--Tuition paid by credit card or e-check through your Self Service in PASS or through PASS EXPRESS will be refunded back to your credit card or bank account and will be posted according to the policies of your financial institution. If you pay by phone, personal check, money order, or financial aid, your refund will be delivered electronically through Higher One using the refund preference you select.

--Students are responsible for all costs associated with past due amounts that are referred to a collection agency including, but not limited to, attorney fees and collection agency fees. Accounts sent to a collection agency are also sent to the credit bureaus.