

Orig.: Mod.: X Date: 11/17/16 NOTE: All programs re-certified through 6/26/17.

- WIOA/Trade participants enrolling in Upper Iowa U will typically have an associate degree or have completed the first two years of college



RECRUITMENT AND REFERRAL FORM
WIOA ITA Program

Programs: See page 3

Program Provider: Upper Iowa University
Rockford Campus

FEIN: 420680372

Address: 1161 Tebala Blvd. (Rockford campus)
Rockford, IL 61108

Telephone: 815-332-1414

Fax: 815-332-5275

Training Site Address: same

Contact Person: Pam Timmons, Center Director, 815-332-1414

Email: timmonsp@uiu.edu

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

Program: Training Services

Provider Code: 2009-509

Agreement Start Date: 2/16/10

CIP Code: See third page

O*Net Code: See third page

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.uiu.edu>

Expected Outcome: Employment related to training

Program Schedule: See website

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

Other: Will have associate's degree or completed 2 years of college

Referral Procedures: Call Center Director, 815-332-1414

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.

PROGRAMS APPROVED FOR FUNDING AND COSTS

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 TAA

Provider: Upper Iowa University

Specific Programs/Credential/CIP code

Tuition Costs and Fees

Supplies

Programs listed on the next page are certified until JUNE 26, 2017

COSTS:

Book and supply costs are estimated at \$100-\$150 per course. Fees vary, but typically there are no fees attached to the vast majority (95%) of classes.

2016-2017 Costs:

Tuition per undergraduate semester credit for Illinois (Rockford)	\$415
Tuition Per 3-Credit Hour Course for Illinois (Rockford)	\$1,245

PROGRAMS CERTIFIED UNTIL JUNE 26, 2017:

PROGRAM NAME in IWDS	Cert/Degree/License	CIP Code	O*Net Code	O*Net Title in IWDS
Accounting	Bachelors Degree	520301	433031 132011	Bookkeeping, Accounting, and Auditing Clerks Accountants and Auditors
Business Administration	Bachelors Degree	520201	411011 431011 511011 531031	First-Line Supervisors/Managers of Retail Sales Workers First-Line Supervisors/Managers of Office and Administrative Support Workers First-Line Supervisors/Managers of Production and Operating Workers First-Line Supervisors/Managers of Trans and Material-Moving Machine and Vehicle Operators
Health Services Administration	Bachelors Degree	510705	119199 431011	Managers, All Other First-Line Supervisors/Managers of Office and Administrative Support Workers
Human Resources Management	Bachelors Degree	521001	119199 299011 431011	Managers, All Other Occupational Health and Safety Specialists First-Line Supervisors/Managers of Office and Administrative Support Workers
Management	Bachelors Degree	520201	111021 119199 431011	General and Operations Managers Managers, All Other First-Line Supervisors/Managers of Office and Administrative Support Workers
Marketing	Bachelors Degree	521499	112011 112021 411011 413099 414011	Advertising and Promotions Managers Marketing Managers First-Line Supervisors/Managers of Retail Sales Workers Sales Representatives, Services, All Other Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products

U.S. Center Program Information

Programs, Majors and Courses

The programs, majors and courses available at each center are accessible on the UIU web page at www.uiu.edu under the location and distance education section or by contacting the center.

Center Program Refund Policy and Course Withdrawal

If a student decides to withdraw from the University before the end of a semester or term, the student's charges, financial aid, tuition assistance, and/or veteran benefits could be affected. Tuition adjustments are independent from academic and financial aid deadlines.

EXTENDED UNIVERSITY/CENTER FOR INTERNATIONAL EDUCATION UNDERGRADUATE PROGRAM GENERAL INFORMATION

Tuition will be adjusted based on the percentages listed below for the weeks completed in the eight-week enrollment period. If the course meets on an alternative schedule, consult your center for refund schedule. Withdrawing from a course in progress may result in significant student account charges. Consult with the Business Office before withdrawing. **For students from Wisconsin, Maryland, Georgia, Oregon, or Arizona centers, state laws apply.**

Refund Percentage

Withdrawal before the first class meeting 100%

Withdrawal during week one 75%

Withdrawal during week two 50%

Withdrawal after week two 0%

Course withdrawal may impact financial aid eligibility.

A financial aid counselor is available to discuss this decision with you. Upper Iowa University is required to use a statutory schedule to determine the amount of Title IV aid that you have earned when you cease attendance based on the period of enrollment. Up through the 60 percent point in each period of enrollment, a pro rata schedule, based on number of days in attendance divided by number of days in the payment period, will be used to determine the amount of Title IV aid you have earned at the time of withdrawal. View the financial aid refund policy for more information.

Withdrawing from a course in progress may result in significant student account charges. Consult with your center advisor before withdrawing. For more information on financial aid implications, go to www.uiu.edu/financialaid.

Validation of Enrollment

Registration for each course must be validated by attending at least one of the first three class sessions. A class session equals 2.25 hours or 2.75 hours for education courses. For classes meeting twice per week, you must attend the first, second or third session.

For classes meeting once per week, you must attend either the first week or the second week. Failure to validate enrollment

when courses begin will result in a grade of NA (never attended) and removal from the course.

Administrative Withdrawal

During weeks one through six of the term if your consecutive absences exceed the number of class meetings per week, three absences for classes meeting twice per week or two absences for classes meeting once per week, the center director will initiate the administrative withdrawal procedure and the staff will contact you. In the absence of extenuating circumstances, a grade of AW will be recorded and you will be removed from the class. A student enrolled in the Senior Project who does not submit the rough draft of the project to the instructor by the end of week five will be withdrawn from the course and a grade of AW will be recorded. Administrative withdrawal will affect financial aid funding.