

Original: X Mod.: Date: **5/15/18** Please Note: Programs approved through **9/26/18**.

- **Must be a permanent resident or US citizen (work permit not acceptable)**
- **Must have paper copy of permit to verify student successfully passed state issued CDL A testing (not program graduation certificate)**
- **No DUI in past five years now**
- **No tickets in past three years or accidents in the last year**
- **REQUIRED – IDOT Physical card must be good for at least one year**

**NOTE: TRAINING LEADS TO TRUCK DRIVING JOBS; MOST OVER-THE-ROAD, SOME LOCAL. CANDIDATE MUST COMMIT TO OVER-THE-ROAD JOB AFTER TRAINING IF LOCAL JOB NOT AVAILABLE.**



**RECRUITMENT AND REFERRAL FORM**  
**WIOA ITA Program**

**Programs: See pages 2-3**

**Program Provider: America Business College**

**FEIN: 36-4326067**

**Address: 5649 W Fullerton  
Chicago, IL 60639**

**Telephone: 773/615-6617**

**Training Site Address: 1731 N Farnsworth, Aurora, IL 60505**

**Contact Person: Sara Jakubczak, 773/615-6617**

**E-mail: [sarahr@americaabc.com](mailto:sarahr@americaabc.com)**

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

**Program: Training Services**

**Provider Code: 2018-501**

**Agreement Start Date: 5/11/18**

**CIP Code: 490205**

**O\*Net: See page 3**

**Session Dates or Open Entry-Open Exit: On-going, Call**

**Average Time to Complete Program/Certificate/Degree: See pages 2 & 3.**

**Last Day Program Will Accept Referrals: Call**

**Program Description: See attached brochure. See Website: [www.americacollege.org](http://www.americacollege.org)**

**Expected Outcome: Employment as over-the-road truck driver**

**Program Schedule: See page 2**

**Referral Procedures: Call Sara Jakubczak, 773/615-6617**

**Costs: See pages 2 & 3**

<p><b>Program Schedule:</b></p> <p>Classes are available for:                  Full time                  Part time                  Days                  Evenings                  Weekends                  Non-English instruction</p>	<p><b><u>Admission Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Must be 21 years or older</li> <li>• Hold current Illinois driver’s license</li> <li>• Reading grade level in English at not less that 7<sup>th</sup> grade level</li> <li>• Have passed a DOT physical and drug screening</li> <li>• Have a good driving record</li> <li>• Must be a permanent resident or US citizen (work permit not acceptable)</li> </ul> <p><b>PLEASE NOTE:</b> America Business College does the Driver’s License and background checks and it is included in the cost of tuition.</p> <p>Individuals must obtain a copy of their <u>Motor Vehicle Report</u> from Secretary of State’s office (Driver’s License Bureau), including from ALL states participant has had a driver’s license in the past 5 years prior to TWC enrolling them in the program.</p> <p>The following <b><u>may disqualify</u></b> individuals from entering the 160 Driving Academy program:</p> <ol style="list-style-type: none"> <li>1. Driving record inconsistent with industry standards for entry-level driving positions</li> <li>2. Any alcohol-related violations on motor vehicle record in past <b>five</b> years,</li> <li>3. Recent felony convictions or criminal background</li> <li>4. History of drug or alcohol abuse</li> <li>5. History of mental disorder</li> <li>6. Permanent disability or physical limitations</li> </ol>
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**Authorization:** The Workforce Connection, Inc. (TWC)

R&R prepared by Valerie Johnson, TWC Planning & Quality Assurance Manager.

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

**PROGRAMS APPROVED FOR FUNDING AND COSTS**

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

TWC will pay for required books and supplies for courses in approved programs.  
**All programs are approved for both WIOA and TAA participants.**

**Provider: America Business College**

Specific Programs/Credential/CIP code

Tuition Costs and Fees

Supplies

**PROGRAMS CERTIFIED UNTIL September 26, 2018:**

<b>Program – Credential</b>	<b>CIP</b>	<b>O*Net Code and Name</b>
<b>Truck Driving and Tractor Training Program</b> 240 hours – 6 weeks <b>Commercial Drivers’ License — CDL-A</b>	490205	537051 Industrial Truck and Tractor Operators 533033 Light Truck or Delivery Services Drivers 537121 Tank Car, Truck , and Ship Loaders

**COST: \$5,161.00 includes tuition, D.O.T. Physical & 5-panel drug screen, and Permit Fee\***

\* Do NOT submit yellow copy of voucher until after participant passes permit test & attach Letter of Intent issued to customer from America Business College.

Program is 240 hours: 80 hours in classroom; 20 hours range. 30 hours over the road, 50 hours observation, and 60 remedial training. Full-time classes last six weeks. **America Business College** class room is located at 1731 N Farnsworth, Aurora. Practical training located at 2600 W 35<sup>th</sup> Street, Chicago, IL 60632.

Training program meets with students prior to training to enroll students through the Secretary of State system by their Driver’s License number. Program is notified if student has any stops or holds on the license that would interfere with the driver's license.

America Business College uses system for background and Driver's License checks in order to help speed up the process of grant applicants.... If there is any question on a potential student the training program will run the report in order to assess if the applicant is eligible.

Contact: Sara Jakubczak, 773/615-6617

E-mail: [sarahr@americaabc.com](mailto:sarahr@americaabc.com)

See RVC procedures manual for referral details.

**REFUND POLICY See Attached**

# America Business College

## REFUND AND CANCELLATION POLICY

**Should a student be terminated or canceled for any reason, all refunds will be made according to the following guidelines:**

Students may withdraw from a class at any time by providing notice of cancellation to the assigned academic advisor at America Business College, Inc. in writing.

Students who cancel within the first business day of the enrollment agreement and before the start day of their first class, will receive a full refund of all tuition. Registration fee is non-refundable.

The unexplained absence of a student for more than 15 school days will constitute cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

Students who withdraw after the first class has begun may be eligible for reimbursement of paid tuition per the schedule outlined below. Supplemental fees, such as those for registration, testing, and books/materials are nonrefundable.

### **Distribution of Refunds:**

#### **Program Completed at Withdrawal \***

Less than 5%

#### **Refund Policy**

School shall retain all fees and 10% of tuition.

5% - 60%

School shall retain all fees, a prorated percentage of tuition equal to percent of program completed, and 10% of tuition

Over 60%

School shall retain all fees and entire tuition.

ABC has the right to change the start date of a program or classes if the number of participants is estimated insufficient. In circumstances in which America Business College, Inc. cancels a program or course, or a student is denied admission before enrollment, students shall have all tuition, fees, and other charges refunded.

America Business College, Inc. 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 the cancellation notice, unless a refund has been mailed to the student within the 15 calendar days. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.