


Orig.: Mod.: **X** Date: **8/30/18** Programs approved through 6/24/20. **Note: program locations clarified. SHRM Certification Prep - Continuing Professional Education program. Available to customers with HR experience that want to advance and earn certification. New program: Electrical Engineering (B.S)**



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

**Programs:** See next page

**Program Provider:** Northern Illinois University **FEIN:** 366008480

**Address:** DeKalb Campus NIU--Rockford **Telephone:** 815-753-0446 (Admissions)  
1425 W Lincoln Rd 8500 East State St  
DeKalb, IL 60115 Rockford, IL 61101

**Training Site Address:** (varies – check schedule)

**Contact Person:** Admissions  
(Student Receivables, Swen Parson, Rm 210, DeKalb, IL 60115)

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

**Provider Code:** 2004-512 **Agreement Start Date:** 2/22/05

**CIP Code:** See next page **OES:** Look up

**Session Dates or Open Entry-Open Exit:** See appropriate catalogs and schedules  
**Average Time to Complete Program/Certificate/Degree:** varies  
**Last Day Program Will Accept Referrals:** See appropriate schedule

**Program Description:** See catalog

**Expected Outcome:** employment in area related to training

<b>Program Schedule:</b> Varies	<b>No. of Participants:</b> <b>Total:</b> <b>Per Session:</b> <b>--Age:</b> <b>- Math Level:</b> <b>-- Reading Level:</b> <b>--</b> <b>Other:</b>
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**Referral Procedures:** Admissions

**Costs:** See next page  
Authorization: The Workforce Connection, Inc. (TWC)  
R&R prepared by Valerie Johnson, TWC Planning & Quality Assurance Manager.  
The Workforce Connection (TWC) is the fiscal agent for WIOA & Trade programming.



## Undergraduate Refund Policies 2017-2018

In the following discussion of policies governing refunds of tuition and fees it should be understood that “refund” refers to “refund of monies paid” only in cases in which a student has already paid the full balance due. Where payment in full has not yet been made, an equivalent adjustment may be made on the total amount due. If only a partial reduction in tuition or fee liability occurs, a student who had a balance due may still owe an additional amount beyond that already paid. If no reduction in liability occurs, not only will funds paid not be refunded, but the student will be liable for the unpaid balance.

Tuition and fees, due at the time of registration, include tuition, general student fee, material fees, academic program enhancement fee, outreach delivery fees, regional course fees, and health insurance fees. The following provisions govern refunds of tuition and fees.

A student who has registered and officially withdraws from the university may receive a refund of tuition and fees including any advance deposit thereon, according to the following schedule.

If withdrawal is prior to the first regularly scheduled class day-all tuition and fees.

If withdrawal is prior to the end of the add/drop period for the courses in which the student is registered- all tuition and fees.

If withdrawal is within the period following add/drop and before 60% point in time of the period of enrollment-a refund equal to the portion of the period of enrollment remaining.

If withdrawal is after the 60% point in time of the period of enrollment-no refund shall be made.

The university may designate shorter refund periods for special courses, short courses, and other enrollments of a limited nature.

Students may receive a refund of tuition and fees if the university declares them ineligible for enrolled status prior to the first day of regularly scheduled classes.

Students who reduce the number of semester hours carried prior to the end of the add/drop period may receive a refund of tuition and all fees not applicable to their new status, excluding student medical insurance. If the number of semester hours is reduced to fewer than 6, the student medical insurance may be refunded.

Students who reduce the number of semester hours carried (but remain enrolled in some course work) after the end of the add/drop period day but no later than the 30th calendar day of a 16-week term, or the equivalent of, may receive a refund of 25 percent of the difference in tuition only. If the number of semester hours is reduced to fewer than 6, the student medical insurance may be refunded.

Part or all of a student's tuition and fees may be refunded because of a student's death, disability, extreme hardship, or being called to active military service. The student, or in the event of a student's death, his or her family, must contact the vice president for [Student Affairs and Enrollment Management](#) to request an adjustment of charges for tuition and fees and to receive a partial or full refund when university withdrawal is the consequence of one of the aforementioned circumstances. The student or his or her family will be required to provide documentation supporting the request. In the event of disability (medical withdrawal), medical documentation is to be sent to the [University Health Service](#). In the event of being called to active military service, a student's death, or extreme hardship, documentation should accompany the request sent to the vice president for Student Affairs and Enrollment Management. University withdrawal (i.e., withdrawal from courses) is an academic procedure that must be completed by the student's college advisement office. Contact with the vice president for Student Affairs and Enrollment Management should be only for the purpose of seeking an adjustment of tuition and fees charges.

Students who have paid tuition and fees may receive a refund if they later receive scholarships which cover tuition and fees.

Students who receive financial assistance and withdraw from the university after the 60 percent point in time of the period of enrollment may be required to repay a portion of their award(s) from any university refunds which they may have been eligible to receive. The exact amount to be repaid will be determined by the amount of aid received, the educational costs incurred, and the length of time attended during the semester.

For answers to questions on tuition and fee payment refunds call 815-753-1885, 8:00 a.m. to 4:30 p.m.

**The above refund policies are subject to change.**