

Original: Mod.: X Date: 9/19/18 NOTE: Programs approved through 5/17/19. Medical Assisting Diploma program approved, new diploma programs approved for CNC & Robotics Manufacturing Technology, Electrical Technician and Welding.



RECRUITMENT AND REFERRAL FORM
WIOA ITA Program

Programs: See page 3

Program Provider: Rockford Career College

FEIN: 300167257

Address: 1130 S. Alpine Road
Rockford, IL 61108

Telephone: 815-965-8616
Fax: 815-965-0360

Training Site Address: same

Contact Person: Admissions, 815-965-8616

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

Program: Training Services

Provider Code: 2004-522

Agreement Start Date: 4/29/05

CIP Code: See page 3

OES: Varies. Look up code for occupation for which participant is training

Session Dates or Open Entry-Open Exit: See schedule in RCC catalog

Average Time to Complete Program/Certificate/Degree: Varies by program

Last Day Program Will Accept Referrals: See schedule in RCC catalog

Program Description: See course catalog at www.rockfordcareercollege.edu

Expected Outcome: Placement in jobs related to vocational training. Earn diploma/certification as indicated on IEP

Program Schedule:	No. of Participants: <u>Total:</u> <u>Per Session:</u> -- <u>Age:</u> <u>Math Level:</u> - <u>Reading Level:</u> -- <u>Other:</u>
Varies according to courses taken.	High school diploma or HSE/GED. Applicant must test at college prior to enrollment and apply for Pell and other financial aid. College screens applicants, accepting only those they believe can succeed.

Referral Procedures: Contact College Admissions office, 815-965-8616

RCC WIOA and TAA students will be processed in the same manner as any other customer. They will take individual responsibility for providing any necessary paperwork or documentation required to proceed through the funding process. (It will be RCC's decision whether or not to have a designated single person that all RCC students will use as a contact person.) **From TWC's standpoint, the final responsibility for providing all necessary information will rest with**

the RCC student directly. Counselors will not intercede and contact RCC personnel for needed information if it is not forthcoming from the student in a timely manner. This could result in a delay of funding to the student if he/she is not conscientious in this matter.

Career Planners: Before you enroll a student in a program, ask him/her to bring you the handout (if applicable) with any special needed program requirements such as certain supplies, medical exam, drug tests, shots, background checks, testing fees, etc. (Ask for the list even if it is included in this R&R.)

Costs: See Attached

Authorization: The Workforce Connection

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

The Workforce Connection (TWC) is the fiscal agent for WIOA programming.

Programs Approved for WIOA/Trade 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.

Career Planners: Again, before you enroll a student in a program, ask him/her to bring you the handout (if applicable) with any special needed program requirements such as certain supplies, medical exam, drug tests, shots, background checks, testing fees, etc. (The items that WIOA will cover for Medical Assistant are listed in this R&R.)

Provider: ROCKFORD CAREER COLLEGE

Programs/CIP Code/O*Net Code

Tuition Costs and Fees See page 5

PROGRAMS CERTIFIED UNTIL May 17, 2019:

CIP Code = Classified Instructional Program Code

*O*Net Code = Occupational Information Network Code*

Program	CIP Code	O*Net Code	
Medical Assistant Diploma	510801	319092	Medical Assistants
CNC and Robotics Manufacturing Technology Diploma	480510	514011	Computer Controlled Machine Tool Operators, Metal and Plastic
		514041	Machinists
Electrical Technician Diploma	150399	512022	Electrical and Electronic Equipment Assemblers
		492094	Electrical and Electronics Repairers, Commercial and Industrial Equipment
		472111	Electricians
Welding Diploma	480508	514121	Welders, Cutters, Solderers, and Brazers
		514122	Welding, Soldering, and Brazing Machine Setters, Operators and Tenders

ROCKFORD CAREER COLLEGE TUITION AND FEES information received as of August 10, 2018 on page 5.

***COSTS RELATED TO MEDICAL ASSISTANT--
WIOA/TAA will cover the costs of these items.***

FOR MEDICAL ASSISTANT: WIOA/TAA Staff: If a RCC Medical Assistant student applies for WIOA assistance, he/she must get a background check done (at his/her own expense unless already a WIOA/TAA participant) before you can enroll him/her as a Medical Assistant student in WIOA/TAA. (Prospective Medical Assistant student with any felony and/or drug, monetary theft, or assault/battery related misdemeanor offenses may not enroll.) Another criminal background check may be required before a participant begins an externship.

RCC covers the \$125 fee for the Medical Assistant RMT exam through the American Medical Technologists (AMT).

Medical Assistant students are required to have a Medical Exam before they enter an externship. TWC will cover the cost of this exam.

White tennis shoes or nurses clogs – 1 pair

Wrist watch w/ 2nd hand.

Scrubs – Navy, -1 pair

Stethoscope – provided in the bookstore and will be on the student's audit as a book charge

Adult Blood Pressure Cuff – provided in the bookstore and will be on the student's audit as a book charge

CPR

CPR training is not included in the regular program coursework. RCC does not currently offer **CPR**. A student may receive CPR training from another organization. The student must submit the request and costs of the CPR training to his/her counselor and receive approval to enroll in the CPR training.)

Vaccinations*

1. **Hepatitis B series – three injections over a 6 month period**
 - a. **Approximate cost is \$40 per injection. Students must have this done before entering Externship.**
2. **Varicella Vaccine – one injection**
 - a. **If student has not had chicken pox, he/she needs the vaccine.**
 - b. **If student has had chicken pox, he/she needs to provide documentation stating such.**
3. **Proof of Measles, Mumps, and Rubella vaccination**
 - a. **If student is unable to get their medical records, he/she may have titers done.**
4. **Diphtheria, Tetanus, and Pertussis (DPT)**
 - a. **Boosters are given every ten years.**
 - b. **Must have proof of current booster.**
5. **TB skin test**
 - a. **Performed within 6 months before entering externship.**
 - b. **Must have proof of a negative test result.**
 - c. **If test result is positive, the student must have proof a negative chest x-ray.**

*All Vaccines must be completed with documentation received by the Program Director before the student will be allowed to participate in externship. NO EXCEPTIONS.

FOR ELECTRICAL TECHNICIAN: WIOA/TAA Staff: If a RCC Electrical Technician student applies for WIOA assistance, he/she must get a background check done (at his/her own expense unless already a WIOA/TAA participant) before you can enroll him/her as an Electrical Technician student in WIOA/TAA. (Prospective Electrical Technician student has employment limitations if he or she fails to pass a drug test and/or background check. Employment opportunities are limited if he or she does not have a valid driver's license. Additionally, a prospective student with any violent felonies, DUS's and/or a suspended or revoked driver's license within the past three years may not enroll into Electrical Technician program.

Estimated Tuition Costs

Additional tuition fees and book charges may be incurred based on student's entrance exam scores and the addition of pre-curriculum courses to program requirements. Fees may also vary depending on the choices made for elective courses. Additional fee for graduation cap and gown.

Rockford Career College

Tuition Rates and Other Fees

Effective: 08/10/2018

Program	Credit	Length (in months)	Estimated Fees	Estimated Books	Estimated First Term Costs	Estimated Tuition Costs
DIPLOMA PROGRAMS						
CNC and Robotic Manufacturing Technology	64	10	\$0	\$75	\$5,575	\$22,000
Electrical Technician	58	10	\$200	\$75	\$5,775	\$22,000
Medical Assistant	60	10	\$0	\$75	\$4,825	\$19,000
Welding	54	10	\$200	\$75	\$5,775	\$22,000

Other Costs

Proficiency Fee

\$60

Cash/check/credit card

REFUND POLICY ATTACHED

student fails to return this equipment, including books, or other materials, in good condition within the 7-day period, the College may deduct its documented cost for the equipment from any refund that may be due. Once students pay for the equipment, it is theirs to keep without further obligation.

If a student cancels this agreement, the College will refund any monies paid, less any deduction for equipment not timely returned in good condition, within 30 days after Notice of Cancellation is received.

WITHDRAWAL OR DISMISSAL

Students have the right to withdraw from a program of instruction at any time. If a student attends the College and officially withdraws or is involuntarily withdrawn or dismissed, the student is obligated to pay for the institutional charges (tuition and fees) and possible equipment costs. Students may officially withdraw from school by delivering written notice of their intent to withdraw to the schools Registrar by email, U.S. Mail, or in person.

The school will determine a student's unofficial notice of withdrawal to have occurred when they miss 14 consecutive calendar days of their scheduled academic program. If a student does not communicate their intent to return to class during a 14 calendar consecutive day absence, they will be withdrawn from school. The amount of tuition and fees owed to the College is prorated based on the week of the last day of attendance.

If a student obtains equipment, as specified in the Enrollment Agreement, and returns it in good condition within 30 days following the date of withdrawal, the College will not charge for the equipment. If a student fails to return the equipment in good condition, allowing for reasonable wear and tear, within 30 days, the College may charge the student for the cost of the equipment. A student will be liable for the amount, if any, if the cost of the equipment exceeds a prorated refund amount. A list of equipment costs is available at the College.

The amount of tuition and fees owed to the College and charges for equipment are subtracted from the amount a student paid for tuition and fees. **If the amount owed is more than the amount paid to the student's account, the student must make arrangements to pay the College the outstanding balance.** Student balances that remain unpaid for a period of 30 days without payment will be forwarded to an agency for collection. Additional fees will apply and this further attempt to collect the outstanding debt will adversely affect a student's permanent credit history.

If the amount paid for institutional charges is more than the amount owed, a refund will be made available to the student within 30 days of the last day of attendance (see Post Withdrawal Disbursements).

REFUNDS

1. When a student gives written notice of cancellation, a refund in the amount of at least the following will be made:
 - a. When notice of cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all fees, tuition, and any other charges shall be refunded to the student;
 - b. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of the first week of the course of instruction, the school may retain the cost of any books or materials which may have been provided by the school.
 - c. When a student has completed the first week of the course of instruction the school shall refund a part of the tuition and other instructional charges in accordance with whichever of the following applies:
 - o If the student withdraws during the first 25% of the course of instruction, the school shall refund at least 55% of the charged tuition & fees for the term.

- o If the student withdraws during the second 25% of the course of instruction, the school shall refund at least 30% of the charged tuition & fees for the term.
- o In cases of withdrawal after 50% of the course, the school may commit the student to the remaining obligation of tuition for the term.

% of Term Enrolled	Institution Refund Policy
0 - 25%	55% of Tuition
25.1 - 50%	30% of Tuition
50.1% - 100%	None

2. A student, who, on personal initiative and without solicitation, enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this section.
3. Applicants 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. Deposits or down-payments shall become part of the tuition.
5. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification. Such written acknowledgment will not be necessary if a refund has been mailed to the student within 15 calendar days.
6. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.
7. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from school for more than 14 calendar days shall constitute constructive notice of cancellation to the school. For the purpose of calculation, the date shall be the last date of attendance.
8. The school will refund all monies paid by a student for 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.
9. The school will refund any book and material fees when: (a) unmarked; and (b) the student has provided the school with a notice of cancellation.

Return of Title IV Funds

After a return of unearned federal aid has been calculated, the portion of aid to be returned to federal programs is distributed in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant

After a return of unearned federal aid has been calculated and returned as listed above, the portion of aid to be returned to other funding programs is distributed in the following order: