

ART TEACHER TRAINING PROGRAM



Enrollment Agreement

NAME: _____ SSN: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

PROGRAM INFORMATION

DATE OF ADMISSION: (M) / (D) / (Y)

PROGRAM/ COURSE NAME: _____ STUDENT ID: _____

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

FULL-TIME: ____ PART-TIME: ____ DAY: _____ EVENING: _____

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

NUMBER OF WEEKS: _____ TOTAL CREDIT OR CLOCK HOURS: _____

EMERGENCY CONTACT: _____

TUTION & FEES:

NON-REFUNABLE REGISTRATION FEE: \$ _____

TUITION: \$ _____

BOOKS& SUPPLIES: \$ _____

MISC. EXPENSES: \$ _____

OTHER EXPENSE INCLUDE: \$ _____

TOTAL COST FOR PROGRAM/COURSE: \$ _____

FINANCIAL AID:

There is no financial aid available through the school at this time.

Course Descriptions:

1. Learning to Teach Art: 1 year – 1,200 hours

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Course Start & Course End	7.8.2019 - 9.14.2019	10.7.2019 - 12.21.2019	1.6.2020 - 3.14.2020	4.6.2020 - 6.13.2020
Length of course	10 Weeks 300 Hours	10 Weeks 300 Hours	10 Weeks 300 Hours	10 Weeks 300 Hours

Students will learn to teach K-12 art education. This class provides a comprehensive overview of general art information appropriate to grades K-12. The Learning to Teach Art course will include: foundational skills in drawing and painting, concept development, an explanation of the value of art education, Art Education, Art History, Aesthetics and Art Criticism, Studio Time, and Student Teaching.

Prerequisites:

- High School Diploma or equivalent degree
- Passing grade on Glenview School of Arts English Skills Entrance Exam or complete *Bridge to English Fluency*.

Objectives:

1. Students will enhance their English proficiency, art-related vocabulary, idioms, concepts, reading, and research. Sources for career guidance will be understood.
2. Students will become familiar with all studio products and processes necessary for teaching art.
3. Students will achieve an understanding of Art History, Art Criticism and Aesthetics and will be able to teach these subjects.
4. Students will become familiar with all current art education practices, theories, and resources.

2. Learning to Teach Art Portfolio Development: 1 year – 1,280 hours

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Course Start & Course End	7.8.2019 - 9.14.2019	10.7.2019 - 12.21.2019	1.6.2020 - 3.14.2020	4.6.2020 - 6.13.2020
Length of Course	10 Weeks 320 Hours	10 Weeks 320 Hours	10 Weeks 320 Hours	10 Weeks 320 Hours

Students will learn to teach Art Portfolio Development to high school art students, college students who seek to study art and job-searching adults, using the English language. This class is designed to help students teach high school students how to prepare quality art portfolios. High quality art portfolios are required to gain admission into colleges and universities. This class will provide a comprehensive overview of all areas necessary for teaching Art Portfolio Development: foundational skills in drawing and painting, concept development, exposure to various artistic media and techniques, instructional presentation including critique sessions, and exhibitions. Finally, students will learn how to teach high school students about the preparation of college-entry materials including home exams, or specific requirements.

Prerequisites:

- High School Diploma or equivalent degree
- Passing grade on Glenview School of Arts English Skills Entrance Exam or finish *Bridge to English Fluency*.
- Students who finished *Learn to Teach Art* or students who have completed a Portfolio of 20 artworks meeting Glenview School of Arts Standards

Objectives:

1. Students will enhance their English proficiency, especially art related vocabulary, idioms, concepts, reading skills, research and sources for career guidance will be easily understood.
2. Students will learn how to instruct and guide others who choose a career in the arts.
3. Students will guide the professional artist seeking employment to build a job resume and portfolio.
4. Students will learn basic concepts of Art History, Aesthetics and Art Criticism.
5. Students will learn to conduct peer portfolios reviews and group and individual critiques

3. Bridge to English Fluency: 6 months /400 hours

	1 st Quarter	2 nd Quarter	1 st Quarter	2 nd Quarter
Course Start & Course End	7.8.2019 - 9.14.2019	10.7.2019 - 12.21.2019	1.6.2020 - 3.14.2020	4.6.2020 - 6.13.2020
Length of Course	10 Weeks 200 Hours	10 Weeks 200 Hours	10 Weeks 200 Hours	10 Weeks 200 Hours

Students who do not pass the Glenview School of Arts English Skills Entrance Exam must take this course in order to enroll in the Art Teacher Training Program.

Prerequisite:

- High School Diploma or equivalent degree

Objectives:

1. English proficiency through listening, reading, writing, and conversation.
2. Assessment and placement in appropriate level classes.
3. Consistent practice in all classroom levels of learning.
4. Passing grade on Glenview School of Arts Entrance Exam to enroll in the more advanced courses.

Enrollment Deadline:

	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Application Deadline	07.06.2019	10.05.2019	01.04.2020	04.05.2020
Registration Deadline	07.27.2019	10.26.2019	01.25.2020	04.26.2020
First day of day	07.08.2019	10.07.2019	01.06.2020	04.06.2020
End of Class	09.14.2019	12.21.2019	03.14.2020	06.13.2020

This course is year-round and sequential. Students may join Learning to Teach Art in English at the beginning of any semester as long as they apply by the registration deadline. This course is designed so each quarter can stand on its own, allowing students to join at the beginning of any quarter as long as they complete the total quarters required for the course. Students must pass all of their classes in order get their certification of completion. We will teach a small group of students allowing for customized instruction.

ACADEMIC CALENDAR (2019 – 2020):

The school will be closed on the following holidays.

Labor Day: September 2, 2019

Thanksgiving Break: November 25 – December 1, 2019

Fall Break: September 16 – October 6, 2019

Winter Break: December 23, 2019 – January 5, 2020

Spring Break: March 23- April 5, 2020

Summer Break: Jun 15 – July 5, 2020

Refund Policy:

Should the student’s enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

Week of withdrawal	Institution Refund Policy
Before start of class	100%
1st week	90%
2nd week	75%
3rd week	25%
4th week	10%
5th week	0%

TUITION, FEE, AND REFUND POLICY

	Learning to Teach Art	Learning to Teach Art Portfolio Development	Bridge to English Fluency
Tuition	\$8,200.00/yr	\$9,800.00/yr	\$2,280.00/6 months
Materials Fee	\$250.00	\$200.00	
Textbooks	\$300.00	\$300.00	\$300.00

Course Registration Fees..... \$90.00

Late Registration Fees..... \$100.00

Monthly payments in equal installments are accepted.

Check, Money Order, and Credit Cards are acceptable forms of payment.

Tuition covers use of all computer hardware necessary for participation in the course

REFUND/CANCELLATION POLICY:

Payment is required in full at the time of registration.

Monthly payments of equal installments are accepted with approval from the Director.

Checks, Money Orders, and Credit Cards are acceptable forms of payment.

Registration fee is non re-fundable.

Cancellation:

The student has the right to cancel the initial enrollment agreement until the first day of class. If the right to cancel is not given at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the Director in writing.

Withdrawal Procedure:

Students must submit a written request to the Director. The letter should include date of request and explain in detail the reason for withdrawal.

State/ Federal Certification:

Illinois Board of Higher Education:
1 North Old State Capital Plaza,
Suite 333
Springfield, IL 62701

CONSUMER INFORMATION - Disclosure Information

All schools are required to make available, at a minimum, the following disclosure information clearly and conspicuously on their 1) internet website, 2) school catalog, and, 3) as an addendum to their enrollment agreement.

Enrollment Agreement:

- The number of students who were admitted in the programs as of July 1 of that reporting period:
4 students
- The number of additional students admitted in the programs during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school:
New Starts: 2 students
Re-Enrollment: 1 students
Transfer: 0 students
- The total number of students admitted in the programs during the 12 months reporting period:
4 students
- The number of students enrolled in the programs during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled:
Completed: 0 student
Transferred: 0 students

Withdrawal: 2 students

Still Enrolled: 2 students

- The number of students enrolled in the program that will be: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed:

Placed in their Field of Study: 1 student

Placed in a related field: 1 student

Placed out of the field: 0 students

Not available for placement due to personal reasons: 0 students

Not employed: 0 students who are still enrolled in the program

- The number of students who will take a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed:

0 students

- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period:

0 students

- The average starting salary for all school graduates employed during the reporting period:

Part Time: \$25,000.00

NOTICE TO STUDENT:

1. Do not sign this agreement before you read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed and dated by the authorized official of the school or the admissions officer at the school's principal place of the business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreements are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel the initial enrollment agreement until the first day of class. A student may cancel after that time, but will not receive any refund. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

STUDENT ACKNOWLEDGMENTS:

1. I hereby acknowledge receipt of the school’s catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

Student Initials _____

2. I have carefully read and received an exact copy of this enrollment agreement.

Student Initials _____

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements, or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

Student Initials _____

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

Student Initials _____

4. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed Glenview School of Arts must provide me copies of transfer agreements that name the exact institution(s) and agreement details and limitations.

Student Initials _____

6. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials _____

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701.

Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and not be modified without the written agreement of the student and the School Official. The student and school will retain a copy of this agreement

Student’s Signature

Date

Program Director’s Signature

Date

Institutional Disclosures Reporting Table

Reporting Period: July 1, 2017 - June 30, 2018

Glenview School of Arts	<p style="text-align: center;">Indicate all ways the disclosure information is distributed or made available to students at this institution:</p> <ul style="list-style-type: none"> * Attached to Enrollment Agreement * Provided in Current Academic Catalog * Reported on School Website <p>_____ Other: _____</p>
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Per Section 1095.200 of 23 Ill. Adm. Code 1095:

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

DISCLOSURE REPORTING CATEGORY	<i>Learning to Teach Art CIP Code: 13.1302 SOC Code: 25-3090 Art Teacher Education</i>	<i>Learning to Teach Art Portfolio Development CIP Code: 13.1302 SOC Code: 25-3090 Art Teacher Education</i>	<i>Bridge to English Fluency CIP Code: 13.1401 SOC CODE: 25-3090 Teaching English as a Second or Foreign Language /ESL Language Instruction</i>
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1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	4	0	0		
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	2	0	0		
b) Re-enrollments	0	0	0		
c) Transfers into the program from other programs at the school	0	0	0		
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	4	0	0		
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or	0	0	0		

course at the school					
b) Completed or graduated from a program or course of instruction	0	0	0		
c) Withdrew from the school	2	0	0		
d) Are still enrolled	2	0	0		
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	0	0	0		
b) Placed in a related field	2	0	0		
c) Placed out of the field	0	0	0		
d) Not available for placement due to personal reasons	0	0	0		
e) Not employed	0	0	0		
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
	0	0	0		
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the					
	0	0	0		

reporting period.					
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	0	0	0		
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	\$25,000	\$25,000	0		

*A course of instruction is a standalone course that meets for an extended period of time and provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation or, in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

The Glenview School of Arts is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education. The Glenview School of Arts is not accredited by the U.S. Department of Education.