

ENROLLMENT AGREEMENT

Student Information

FIRST NAME:	MIDDLE NAME:	LAST NAME:
ADDRESS (STREET, APT/UNIT, CITY, STATE, ZIP CODE):		
EMAIL:	PHONE#: HOME: _____ CELL: _____ WORK: _____	
SOCIAL SECURITY #:	STUDENT I.D.# (ISSUED BY KSI):	
EMERGENCY CONTACT INFORMATION: RELATIONSHIP: _____ CONTACT NUMBER: HOME: _____ CELL: _____		

Program Information

DATE OF ADMISSION (MM/DD/YYYY):
PROGRAM/COURSE TITLE:
PROGRAM DESCRIPTION:
PROGRAM OBJECTIVES:
PREREQUISITE/ADMISSIONS REQUIREMENTS: <input type="checkbox"/> APPLICATION FORM <input type="checkbox"/> \$75 NON-REFUNDABLE APPLICATION FEE & ENTRANCE EXAM <input type="checkbox"/> GOVERNMENT ISSUED I.D. <input type="checkbox"/> HIGH SCHOOL DIPLOMA OR GED COPY <input type="checkbox"/> JAVA WAIVER EXAM FEES (IF APPLICABLE) <input type="checkbox"/> JAVA WAIVER EXAM TEST SCORE: _____ (80% NEEDED TO PASS)
PROGRAM DURATION: START DATE (MM/DD/YYYY): _____ END DATE(MM/DD/YYYY): _____ SCHEDULE: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> DAY-TIME <input type="checkbox"/> EVENING DAY'S OF ATTENDANCE PER WEEK (CHECK ALL THAT APPLY): <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> SUN TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____ NUMBER OF WEEKS: _____ INSTRUCTOR NAME: _____

Financial Aid

Knowledge Systems Institute does not participate in state or federal financial aid programs.

Financial Aid & Loans

If a student receives a private/independent loan to pay for this educational program, the student will have the responsibility to repay the full amount of the loan plus interest, and to inform the loan provider of completion or withdrawal from the program. Knowledge Systems Institute does not offer institutional loans or scholarships to its students.

Tuition & Fees

Tuition is due in full on the respective registration day listed in the academic catalog of KSI. Below is a chart reflecting the tuition and fees of KSI.

Description	Fees
Tuition 9-week intensive program, 3 courses	\$8,550
Application Fee (non-refundable)	\$75
Official Transcript (rush 1-day processing)	\$15
Official Transcript (2-day processing)	\$10

Cancellation and Refund Policy

All refunds are processed within 30 days of the request date. Students are expected to provide full documentation at the time of withdrawal to request a refund. Students have four (4) days to request a refund once the program has begun.

Refund requests are based on the money a student has paid and submitted to Knowledge Systems Institute and based on the student's last day of attendance in the program or course. The chart below reflects refund amount depending upon the number of days the student has attended and requests for a refund:

Mobile Software Development Intensive Training Program Refund Chart (based on tuition paid in full)		
Number of Days Attended	Percent KSI Keeps	Percent Student Keeps
Signed enrollment agreement, but prior attending any class	0%	100%
Day 1 - 3	33%	67%
Day 4	75%	25%
Day 5	100%	0%

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement with a full refund of all ***tuition fees*** paid to Knowledge Systems Institute. Student's seeking a refund of tuition but have started attending the program may expect a refund per the refund chart listed above. To be clear, students may receive a refund of tuition up to the 4th day of the student's attendance in the program. Cancellation/Refund Requests must be submitted via the Official Withdrawal Form attached. The completed Withdrawal Form should be submitted to the Administrative Office in person or via email.

REFUND CANCELLATION POLICY

Students eligible to receive a refund must follow the **Withdrawal Procedure listed below:**

1. Students who wish to cancel their enrollment in a course at the school must do so **in writing via KSI's Official Withdrawal Form** – *a signed & dated from the student sent from the student to the Administrative Office of KSI in person or via email.*
2. There will be no refund of Application fees.
3. There will be no refund of Waiver Exam fees.
4. If a student needs to leave school due to health issues, medical emergencies, or death in the family, a prorated refund of the unused portion of tuition shall be issued. The following proof should be submitted to the Administrative Office of KSI to process said refund:
 - Photocopy of Death Certificate
 - Digital or physical Signed Letter from Physician
 - Prescriptions and handwritten notes are not accepted
 - Digital or physical hospitalization records
 - Must reflect your name, date, and hospitalization reason

TERMINATION OF ENROLLMENT

The intensive program's success is dependent upon attendance of a student. If, during classroom study, a student fails to meet the minimum 90% attendance (4.5 days of attendance) standard, their enrollment in the program will be terminated. A refund calculation will be done in accordance with the Refund Chart.

GREIVANCE POLICY

Any student complaint may be directed to the Executive Director of Knowledge Systems Institute. This complaint must be in writing with the date and signature of the student. Upon receiving written notice, the Executive Director will reach out to the student and set up a meeting within 3 to 5 business days. After meeting with the Executive Director, the Student with a complaint can expect a decision from the Executive Director within thirty days. A written decision will be sent to the student's email address on file by the Administrative Office of Knowledge Systems Institute.

If the issue is not resolved after following the school's grievance policy, you can file a complaint with the Illinois Board of Higher Education using their Online Complaint System at: <http://complaints.ibhe.org>

CREDIT POLICY

Private career schools, such as Knowledge Systems Institute, offer curricula measured in clock hours, not credit hours. Certificates of Completion are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a private career school is solely at the discretion of the institution that the student may opt to subsequently attend. As this program is not accredited, it is the student's responsibility to review transfer-out policies of an institution if/when requesting transfer of credit.

LEAVE OF ABSENCE

Knowledge Systems Institute promotes a very rigorous and immersive approach to learning, so the student is expected to attend class daily. When a student misses class, they miss the valuable daily practice and instruction that supports their career goals. For this reason, Knowledge Systems Institute strongly encourages full attendance

and active participation in class on a daily basis. Please read the guidelines below regarding KSI's expectations and policies for attendance as well as consequences for not meeting the minimum standard of attendance.

A leave of absence is to be granted only in extenuating circumstances, such as an accident, prolonged illness, or the death of a relative. If the student fails to return on the agreed upon date, the student will be dismissed and a refund calculation performed, or the student may attend the next cohort at the discretion of KSI. The Executive Director will review the student's request, in person with the student requesting the leave. Not all leave requests will be granted. All leaves of absence must be requested in writing and approved in writing. Leave of absences are generally granted only in courses greater than 6 weeks in length, and can be requested in the range of 3 to 10 days in duration.

Notice to Student

1. Do not sign this agreement before you have 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 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 agreement 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.

Consumer 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:

- The number of students who were admitted in the program as of July 1 of that reporting period.
- The number of additional students who were admitted in the program 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.
- The total number of students admitted in the program during the 12-month reporting period.
- The number of students enrolled in the program 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.
- The number of students enrolled in the program who were: 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.
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).

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 _____

5. 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, Knowledge Systems Institute must provide me copies of transfer agreements that name the exact institution(s) and include 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, 431 East Adams Street, 2nd Floor, Springfield, IL 62701 or at www.ibhe.org.

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 may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student's Signature

Date

Executive Director's Signature

Date