



KAM Institute of Technology and healthcare **KAMITH**
 6707 North Ave. Oak Park, IL. 60302 PH (708) 848-1700 FX (708) 848-3701 Web:www.kamith.org

Enrollment Agreement

Student Name:	Social Security Number: ***-**-****
Address:	
City:	State:
Zip:	
Phone Number Home:	Cell Phone:
E-mail Address:	
Emergency Contact:	
Relationship:	Phone:

Program Information

Date of Admission:	Program/Course Name:				
Description:					
Prerequisite Courses & other requirements for admission:					
Objectives:					
Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>	# of wks	Day <input type="checkbox"/>	Evening <input type="checkbox"/>	
Program Start Date		Program End Date			
Course/Program Name	Cr/Ck Hours	Day		Time	
		M T W Th F Sa Su			
		M T W Th F Sa Su			
Total Credit or Clock Hours					

Payment Schedule

Tuition and Fees

Payment Date	Amount	Course Fees	Amount
		Tuition	
		Books & Supplies	
		Fees	
		Other Cost _____	
		Required Deposit	
		Balance Due.....	

Financial Aid: A variety of financial aid packages are available to prospective students. Our financial aid department will assist students in financial aid planning.

School Enrollment Agreement - continued

School Required Placement Statistics (2018)

1. The number of students enrolled in the school during past fiscal year: 115
2. The number of students who did not complete the course of instruction for which they enrolled during the school's past fiscal year 19
3. The percentage of students who did not complete the course of instruction for which they enrolled for the past fiscal year as compared to the number of students who enrolled at the school during the school's past fiscal year. 17%
4. The number and percentage of students from the particular school who passed the State licensing examination (if any) during the school's last fiscal year. NA
5. The number and percentage of graduates who requested placement assistance by the school during the school's last fiscal year. 100%
6. The number and percentage of graduates who obtained employment as a result of placement assistance by the school during the school's last fiscal year. 43.48%
7. The number and percentage of graduates of the particular school who obtained employment in the field who did not use the school's placement assistance during the school's last fiscal year. 0%
8. The average starting salary for all school graduates employed during the school's last fiscal year. 10.05/hr

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until midnight of the 7th calendar day after the student has been admitted. 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 (5) days of cancellation.

Cancellation should be submitted to the authorized official of the school in writing.

REFUND POLICY

When notice of cancellation is given within the 7th calendar day after the date of acceptance but prior to the first day of class, all application-registration fees, tuition, and any other charges shall be refunded to the student. If books and materials provided by the school are part of the tuition; they must be returned, in original condition, before the refund will be processed.

When notice of cancellation is given after the 7th calendar day following acceptance but prior to the close of business on the student's first day of scheduled class attendance. The school may retain no more than the application-registration fee of \$50.00.

When notice of cancellation is given after the student's completion of the first day of scheduled class attendance, but prior to the student's completion of 20% of the course of instruction. The school may retain the application-registration fee, an amount not to exceed 50% of the tuition and other instructional charges, plus the cost of any books or materials that have been provided by the school.

When a student has completed in excess of 5% of the course of instruction, the school may retain the application-registration fee, and the cost of any books or materials which have been provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the following:

Percentage of days in class completed by student at notice of cancellation	Percentage of tuition and instructional charges which school may retain
In Excess of 5% - 10%	0%
In Excess of 10% - 20%	20%
In Excess of 20% - 40%	50%
In Excess of 40% - 50%	100%

When notice of cancellation is given after the student has completed over 50% of the course of instruction, measured by days in class, the school may retain the application-registration fee and the entire tuition and other charges.

1. A student who, on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before the 7th day after the enrollment agreement is signed, is not subject to the refund provisions of this section.
2. Applicants not accepted by the school shall receive a refund of all tuition and fees paid.
3. Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$50.00
4. All deposits or down payments shall become part of the tuition and/or fees.
5. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days.
6. If the school cancels or discontinues a course, the student shall have all tuition, fees and other charges refunded.
7. The school shall make all student refunds within 30 calendar days from the date of receipt of the student's cancellation.
8. A student may give notice of cancellation to the school in writing. The unexplained absence of a student from the school for more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.
9. The school reserves the right to make refunds that exceed those prescribed in this section.
10. The school shall refund all monies paid to it in 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.

FINANCIAL AID

A variety of financial aid packages are available to prospective students. Financial aid is primary awarded in the form of grants instead of loans. A complete financial aid application, computations of household income and financial aid transcripts are required before an applicant's need can be established.

COMPLAINTS

COMPLAINTS AGAINST THE SCHOOL MAY BE REGISTERED WITH THE ILLINOIS STATE BOARD OF HIGHER EDUCATION BY SENDING A LETTER TO EITHER OF THE FOLLOWING ADDRESSES:

Private Business and Vocational School Division
Illinois Board of Higher Education
1 N. Old State Capital Plaza, Suite 333
Springfield, Illinois 62701-3407
(217) 782-2511

Institutional Disclosures Reporting Table 1

Click to add header

Institutional Disclosures Reporting Table
Reporting Period: July 1, 2017 - June 30, 2018

Per Section 1095.200 of 23 Ill. Adm. Code 1095:					
ing information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit o					
Institution Name: KAM Institute of Technology and Healthcare					
Program Name/Course of Instruction ¹	Basic Nursing Assistance	Computer Business Skills	Computer Programming	Summer Youth Program	Dislocated Workers Program
CIP Code ²	51-3902	52-0407	52-0407	N/A	N/A
SOC Code ²	311011	436011	436011		
Disclosure Reporting Category					
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.					
	5			74	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					
a) New starts	5	0	0	60	0
b) Re-enrollments	0	0	0	14	0
c) Transfers into the program from other programs at the school	0	0	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).					
	5	0	0	71	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) the school	0	0	0	0	0
b) Completed or graduated from a program or course of instruction	5	0	0	47	0
c) Withdrew from the school	0	0	0	0	0
d) Are still enrolled	0	0	0	28	0
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	3	0	0	4	0
b) Placed in a related field	0	0	0	14	0
c) Placed out of the field	2	0	0	29	0
d) Not available for placement due to personal reasons	0	0	0		0
e) Not employed	0	0	0	28	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	0	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
	0	0	0	0	0
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					
	n/a	n/a	n/a	n/a	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.					
	\$14.60	n/a	n/a	\$12.00	0

¹ **Course of Instruction** -- A course of instruction is a sequence of courses designed for a particular time and place for the acquisition of knowledge, skills, or abilities that are necessary for the successful completion of a program of study, but a single part of the sequence 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 task skills and abilities related to occupational/career opportunities.

² **CIP Code** -- Please insert the program CIP Code. For more information on CIP codes:

<https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55>

SOC Code -- Please insert the program SOC Code. For more information on SOC codes:

<http://www.bls.gov/soc/classification.htm>

Notes: PBYS Administrative Rules, Sections 1095.200(4)(2) and 1095.240, provide additional information related to disclosure data and completion rates. Failure to meet minimum standards may result in probation and/or revocation of IBHE approval.

Institutional Disclosures Reporting Table 2

Institutional Disclosures Reporting Table
Reporting Period: July 1, 2017 - June 30, 2018

Per Section 1095.200 of 23 Ill. Adm. Code 1095:
ing information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit o

Institution Name: KAM Institute of Technology and Healthcare

Program Name/Course of Instruction ^a	Networking	Computer Office Skills	Computer Office Skills I	Computer Repair and Maintenance	IT/IS Design and Animation
CIP Code^a	11-1001	52-0407	52-0407	11-1006	11-0801
SOC Code^a	151142	436011	436011	151151	151134

Disclosure Reporting Category

A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction as of July 1 of this reporting period.					
				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					
a) New starts	0	0	0	0	0
b) Re-enrollments	0	0	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).					
	0	0	0	0	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
the school	0	0	0	0	0
b) Completed or graduated from a program or course of instruction	0	0	0	0	0
c) Withdrew from the school	0	0	0	0	0
d) Are still enrolled	0	0	0	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	0	0
b) Placed in a related field	0	0	0	0	0
c) Placed out of the field	0	0	0	0	0
d) Not available for placement due to personal reasons	0	0	0	0	0
e) Not employed	0	0	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	0	0
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
	0	0	0	0	0
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					
	n/a	n/a	n/a	n/a	n/a
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.					
	n/a	n/a	n/a	n/a	n/a

Notes: ^a Courses of instruction are those courses or programs that are offered for a period of time and provide instruction that may or may not be related to a program of study, but which are not part of the sequence or can be taken independent of the full sequence or 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.

CIP Code --Please insert the program CIP Code. For more information on CIP codes:

<https://nces.ed.gov/ipeds/data/cipcodes/Default.aspx?ys55>

SOC Code --Please insert the program SOC Code. For more information on SOC codes:

<http://www.bls.gov/soc/classification.htm>

Note: PBYS Administrative Rules, Sections 1095.200(4)(2) and 1095.240, provide additional information related to disclosure data and completion rates. Failure to meet minimum standards may result in probation and/or revocation of IBHE approval.