

C H I A G O  
P O R T F O L I O  
S C H O O L

**Enrollment Contract**

**Student Information**

Student Name \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Social Security Number \_\_\_\_\_

Name of Parents or Legal Guardian(s) \_\_\_\_\_

Quarter #1 \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Quarter Fee **\$3,600.00**

Quarter #2 \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Quarter Fee **\$3,600.00**

Quarter #3 \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Quarter Fee **\$3,600.00**

Quarter #4 \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

\_\_\_\_\_ Quarter Fee **\$3,600.00**

*(There is a 5% discount for payment of the entire year's tuition at the time of Quarter #1 Registration.)*

Credit Card: \_\_\_\_\_ MC Visa Expires: \_\_\_\_\_

**Notice to Students and Parents:**

**Student acknowledges that this is a legally binding Agreement. And that he/she has received and read a copy of this Enrollment Agreement and Chicago Portfolio School's financial information, in its entirety, the provisions of which he/she accepts. The provisions of this Agreement are in effect throughout the period of time the Student attends classes.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE USE ONLY: I certify that the enrollment of this student complied with all Illinois rules and statues.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Further Financial Information**

Each school quarter is approximately 11 weeks. An Application Fee of \$100 must be submitted with the Application for Admission - a Fee of \$250 must be included with applications for I-20 students.

Tuition and fees applicable to the Chicago Portfolio School are as follows:

Full time tuition per quarter	\$3,600.00
Total fees for One Year Program	\$14,400.00

## **Payment Schedule**

Payment for the year program may be paid according to one of the following payment schedules:

One Payment Plan	Annual payment due in full Week 1 (- 5% discount)
Four Payment Plan	Quarterly payment due in full Week 1 of each Quarter
Twelve Payment Plan	Payment due in full Week 1 of each Month (+2.5% service charge)

## **Buyer's Right to Cancel**

The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in writing to the Director of Admissions and mailed or delivered to CPS at the address stated herein within six (6) business days after the Enrollment Agreement is accepted. An applicant requesting cancellation more than six days after the Enrollment Agreement is accepted, but prior to the beginning of class, will receive a refund of all monies paid, less the application fee.

## **School's Refund Policy**

The Chicago Portfolio School (CPS) will notify the applicant, in writing, of his/her acceptance or rejection. In the event that an applicant is not accepted by CPS, all tuition, fees, and other charges shall be refunded except for the Application Fee. All applicants not requesting cancellation before the scheduled class starting date indicated on this Enrollment Agreement will be considered enrolled and bound by this agreement.

In all subsequent Quarters, students who attend even one class are automatically bound by this Agreement and all its provisions and are considered enrolled, fulltime students unless they cancel his/her enrollment in person or in writing (see Cancel Notice Requirements) before the beginning of classes.

In the event of withdrawal by a student or termination by CPS during any quarter of study, prepaid tuition and fees for any period beyond the current quarter will be refunded in full.

In the event of a fully documented extreme illness or personal emergency that makes it impractical for a student to complete the quarter, CPS may modify the tuition refund policy as deemed appropriate to the circumstances.

Each academic quarter is approximately 11 weeks in duration. The calculation of refunds is based upon the last day of attendance or the delivery of a written withdrawal notice, whichever is later, within the quarter. Any portion of a day's attendance is considered a full day of attendance for refund purposes.

In the event CPS cancels or changes a course or program of study in such a way that a student who had started the program is unable to complete it, CPS will refund all monies paid for the course or program within 30 days.

Refunds are subject to state and federal guidelines and may be adjusted accordingly at any time.

**Cancel Notice Requirements**

A student may voluntarily withdraw from CPS by notifying the Office of the Registrar in person or in writing. Written notice of cancellation shall take place on the date the letter of cancellation is received or, in cases where the notice is hand carried, it shall occur on the date that the notice is delivered to CPS. CPS shall pay the refund within 30 business days of that date. Refunds shall be paid directly to the student unless payment to the lender or other entity is required by the terms of the student's financial plan in which CPS participates. The termination date will be the date of the notice indicated above. If the student has given no written notice, CPS shall determine the date of withdrawal from within 15 school days after the last date of attendance and shall pay the refund within 30 business days of making that determination.

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 5 percent of the quarter of instruction, the school may retain an amount not to exceed 10 percent of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials that have been provided by the school.

When a student has completed in excess of 5 percent of the course of instruction, the school may retain the Application Fee and the cost of any books or any materials that have been provided by the school, but shall be entitled to retain a part of the tuition and other instruction charges according to the table below.

Cancellation during:	CPS entitled to retain:
Week 1	10% of the quarter's tuition and fees plus \$100 administration fee;
Week 2	20% of the quarter's tuition and fees plus \$100 administration fee;
Week 3	30% of the quarter's tuition and fees plus \$100 administration fee;
Week 4	40% of the quarter's tuition and fees plus \$100 administration fee;
Week 5	50% of the quarter's tuition and fees plus \$100 administration fee;
Week 6	60% of the quarter's tuition and fees plus \$100 administration fee;
Weeks 7-11	100% of the quarter's tuition and fees.

## **Further General Information**

If a student feels that a concern or complaint has not been adequately resolved using the Student Complaint Procedure described in the CPS catalogue, the student may direct his/her complaint or concern in writing to the Board of Education, State of Illinois, 4 West Old Capitol Plaza, Room 500, Springfield, Illinois 62701, or the Illinois State Board of Education, Private Business and Vocational Schools Unit, at either 100 West Randolph, Suite 14-300, Chicago, Illinois 60601 (312) 814-3517, or 100 North First Street, E-438, Springfield, Illinois, 62777 (217) 782-0736.

## **Employment Assistance**

The Chicago Portfolio School does not guarantee employment or any particular level of compensation following graduation. CPS does, however, offer assistance in finding employment to all graduates at no additional charge. Graduates who confine employment considerations to the metropolitan area served by CPS may limit the particular employment opportunities available to them.

## **Policies and Procedures**

Each student is on a continuing quarter enrollment basis and agrees to comply with all published CPS policies and procedures. CPS reserves the right to add, delete, or modify its policies and procedures.

## **Curriculum**

The Chicago Portfolio School reserves the right to revise course contents, course titles, and the sequence of classes, subject to applicable regulatory approval. Also, as a professional school, our faculty are full time, working professionals and therefore, course instructors may change due to their workload and travel commitments.

## **Cancellation of Start Date**

Cancellation of a scheduled class start date for any program shall entitle a student to elect a guaranteed reservation the next scheduled class for that program, however, a postponement of scheduled start date does not entitle students to refund of all monies paid.

## **Nondiscrimination**

The Chicago Portfolio School does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, sex, age, sexual orientation, or disability in the administration of its education programs or activities with respect to admission or employment. For information on CPS's equal opportunity policy and grievance procedure, contact the Director, Chicago Portfolio School, 25 West Hubbard Street, 4th FL, Chicago, Illinois, 60610, (312) 321-9250.