



Website: www.itexps.com
Office: 951 N Plum Grove Rd,
Suite A, Schaumburg, IL 60173
Email: info@itexps.com
T: 847-350-9034

ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ STUDENT ID #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____

PROGRAM / COURSE NAME: eCommerce Program

PROGRAM / COURSE CODE: 1002

FULL DESCRIPTION OF PROGRAM / COURSE: Design, create, and modify web sites. Analyze user needs to implement web site content, graphics, performance, and capacity. Integrate web sites with other computer applications. Convert written, graphic, audio, and video components to compatible web formats by using software designed to facilitate the creation of web and multimedia content.

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE: High school diploma, Bachelor's degree or global equivalent, and Basic computer skills.

PROGRAM / COURSE OBJECTIVES: This will enable students taking the program to excel in development related position such as Web Designer, Web Developer, Webmaster, E-commerce Developer, Software Developer, Software Engineer, Java Programmer/Developer, Oracle Programmer/Specialist, Database Specialist, and Database Engineer.

PROGRAM / COURSE OUTCOMES: This will enable students taking the program to excel in development related position such as Web Designer, Web Developer, Webmaster, E-commerce Developer, Software Developer, Software Engineer, Java Programmer/Developer, Oracle Programmer/Specialist, Database Specialist, and Database Engineer.

Office: 951 N Plum Grove Rd, Suite # A, Schaumburg, IL – 60173
Branch: 1560 Wall Street, Suite # 111, Naperville, IL – 60653
Branch: 2400 E Devon Avenue, Suite # 257, Des Plaines, IL - 60018



Website: www.itexps.com
Office: 951 N Plum Grove Rd,
 Suite A, Schaumburg, IL 60173
Email: info@itexps.com
T: 847-350-9034

PROGRAM INFORMATION(CONTINUED)

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

FULL-TIME PART-TIME DAY EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

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

TUITION & FEES

1. Tuition – \$8000
2. Books/ Software/Supplies – \$800
3. Certifications/Tests – \$1200 (Linux, Oracle, AWS)

TOTAL COST FORPROGRAM / COURSE: \$ 10,000

REFUND / CANCELLATION POLICY

1. A full refund against the tuition and fees or a credit in a comparable amount against future tuition and fees will be offered to students, who are called for active duty or active service. A full flexibility for re- enrollment and re-application will be offered to these students.
2. For students who cancel their classes from the institution maybe eligible for tuition and fee refund based on the following refund table below:

Student must make a written request for the withdrawal and request for the refund. If a student has attended the classes in person or on web or missed the classes prior to the formal request, then these weeks counts will be considered as student has taken the classes and these number of weeks will be used in determining the refund amount.

Week Withdrawal Occurred	Institution Refund Policy
1	100%
2	80%
3	50%
4	25%
5+	No Refund
Administration Fees	-\$100



Website: www.itexps.com
Office: 951 N Plum Grove Rd,
 Suite A, Schaumburg, IL 60173
Email: info@itexps.com
T: 847-350-9034

3. If there is a billing balance or outstanding balance, the student may still be liable for unpaid institutional costs as well as any non-institutional costs. The school may deduct an administrative fee \$100 from the amount of the total refund.

Withdrawal procedures

1. Written correspondence with the following information can be used for Student withdrawal:
 - a) Student complete name
 - b) Student identification number
 - c) Student return address, contact number, and email address
 - d) The course/program name of the withdrawal
 - e) Student complete legal signature, reflecting student's full name
 - f) Reason for withdrawal
2. Withdrawals 72 hours before the first day of program class with the right justification will receive a full refund.
3. Withdrawals submitted through the first day of program classes will receive 80% refund.
4. After the first class, a student may still withdraw; however, there are no refunds for withdrawals.
5. Once a student withdraws from a course, his/ her transcript will read as 'W' as grade for that particular course in the final transcript of the program.

Note: Our goal is to ensure the students are trained and are competitive in the job market.

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.
7. IT Expert System, Inc. is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.
8. IT Expert System, Inc. is not accredited by a US Department of Education recognized accrediting body.

STUDENT DATA: July 1, 2022, to June 30, 2023

Program	Particulars	Numbers
E-Commerce Development Program	Total students enrolled	1
	New starts	0
	Re-Enrollments	1
	Transferred out of program	0
	Graduated/Completed	1
	Placed in field of study	1

Office: 951 N Plum Grove Rd, Suite # A, Schaumburg, IL – 60173
 Branch: 1560 Wall Street, Suite # 111, Naperville, IL – 60653
 Branch: 2400 E Devon Avenue, Suite # 257, Des Plaines, IL - 60018



Website: www.itexps.com
Office: 951 N Plum Grove Rd,
 Suite A, Schaumburg, IL 60173
Email: info@itexps.com
T: 847-350-9034

	Placed in related field	0
	Not available for placement due to personal reasons	0
	Govt/Certification taken/passed	1
	Student placed by IT Expert System	0

STUDENT’S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until 23:59 hours of the 5th business 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 15 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

STUDENT ACKNOWLEDGMENTS

- 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 _____
- I have carefully read and received an exact copy of this enrollment agreement.
Student Initials _____
- 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 _____
- 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 _____
- 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, IT Expert System, Inc. must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.
Student Initials _____
- I understand that the school does not guarantee job placement to graduates upon program completion.
Student Initials _____
- I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N Old State Capitol Plaza, Suite# 333, Springfield, IL 62701. (www.ibhe.org / www.complaints.ibhe.org).
Student Initials _____



Website: www.itexps.com
Office: 951 N Plum Grove Rd,
Suite A, Schaumburg, IL 60173
Email: info@itexps.com
T: 847-350-9034

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 Program Director's Signature Date