



## ENROLLMENT AGREEMENT FOR STUDENTS

**FOODHE.RO**

**324 N Leavitt**

**Chicago, IL 60612**

**[javier@foodhe.ro](mailto:javier@foodhe.ro)**

**ADMISSION DATE: \_\_\_\_\_**

**[www.foodhe.ro](http://www.foodhe.ro)**

Food He.ro course registration can be done through email or in person. Please download this form, answer all questions and email to [javier@foodhe.ro](mailto:javier@foodhe.ro), or deliver to 324 N Leavitt Chicago, IL 60612. You will be contacted by an admission representative to complete your enrollment process and collect your enrollment fee.

### STUDENT INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

\*Social Security # \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone #: \_\_\_\_\_

### PROGRAM INFORMATION:

Program Name: \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_

Program Length in Hours/ Months/ Weeks: \_\_\_\_\_

Days/Evenings Class Meets: (circle) M T W TH F Sat Sun

Full-Time Part-Time

Day Evening

Time of Day/Evening Class Begins: \_\_\_\_\_ Time of Day/Evening Class Ends: \_\_\_\_\_

Class Enrollment Date: \_\_\_\_\_

Anticipated End Date: \_\_\_\_\_ Maximum time to Complete Program: \_\_\_\_\_

Number of Weeks: \_\_\_\_\_ Total Credit/Clock Hours: \_\_\_\_\_

### TUITION:

#### TERMS OF CONTRACT

Registration Fee: \$ \_\_\_\_\_ 1.50 \_\_\_\_\_ NON REFUNDABLE

Terms of Installment Payment Plan (if used): \_\_\_\_\_

Tuition Cost: \_\_\_\_\_

Books: \_\_\_\_\_ Lab fees: \_\_\_\_\_

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Materials: \_\_\_\_\_ Supplies: \_\_\_\_\_

Course Title: **Culinary Arts Certificate** **CIP: 12-0503**

Course Objectives:

A program that prepares individuals to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques. Obtain "hands on experience" by participating in an On the Job Training program with food industry employer. Learn the various technology tools to become more efficient in the kitchen and to adapt to current and future market climates.

### **REQUIREMENTS FOR ADMISSION**

***All student s must have the minimum qualifications as listed below for enrollment***

- Must be 17 years of age
- Must have a minimal reading grade point equivalent of 6th grade
- Must have a minimal math grade point equivalent of 8th grade
- Must have obtained (or in the process of obtaining) High School/GED certificate
- Must have interest in food (or similar industry) career interest
- Must have proper US documentation and have the right to work in US (or participant in Dream Act)

\*\*\*There are no prerequisites for any Food He.ro course\*\*\*

### **COURSE CANCELLATION / REFUND POLICY**

Food He.ro does not charge its students any registration fees, book fees or application fees or accept down payments. Foodhe.ro will not accept any tuition from any student prior to enrollment. When a student gives written notice of cancellation, FoodHe.ro will provide a refund in the amount of at least the following:

1. When a notice of written cancellation is given before midnight of the fifth business day after the date of enrollment but prior to the first day of class, all tuition shall be refunded.
2. When notice of cancellation is given after midnight of the fifth business day of class, FoodHe.ro may retain no more than \$150.
3. 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% of the course of instruction, FooHe.ro may retain no more than 10% of the tuition.
4. When a student has completed in excess of 5% of the course of instruction FoodHe.ro may

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retain an amount computed prorated by days in class plus 10% of the tuition up to completion of 60% of the course of instruction.

5. When the student has completed in excess of 60% of the course of instruction, FoodHe.ro may retain the entire tuition.

### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until 15 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 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

For purposes of cancellation, the date shall be the last day of attendance.

FoodHe.ro shall refund all monies paid to it in any of the following circumstances:

- 1.) FoodHe.ro did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin.
- 2.) FoodHe.ro cancels or discontinues the course of instruction in which the student has enrolled.
- 3.) FoodHe.ro fails to conduct classes on days or times scheduled, detrimentally affecting the student.

### **REFUND AND WITHDRAWALS**

Participants who withdraw ten (5) days prior to the first day of classes (unless specified otherwise) will not be charged program costs and/or tuition. For non-voucher programming, no tuition refund will be given for any reasons for no shows for single day training classes.

### **REFUND FOR VOUCHER PARTICIPANTS**

For Voucher paid programming, no tuition refund will be given to program participants in cash. All defaulted or unused vouchers will be returned to the appropriate funding agency. Vouchers will not be submitted to third party agencies for students who do not begin programs. Note: Refund may be defined as non-submission of program costs or tuition payment vouchers. For cash paying individual participants engaged in training programs of extended length '5 weeks', refunds for weeks not completed may be issued upon proper written withdrawal unless otherwise rescheduled with program administrator approval.

### **REFUND FOR REGISTRATION, LECTURES, WORKSHOPS AND SEMINARS**

No refunds will be allowed for registration fees, lectures, workshops and seminars and others as assigned.

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**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 admission 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.

**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

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transferability is guaranteed, Food He.ro 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, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at [www.ibhe.org](http://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	Program Director's Signature	Date

*FoodHe.ro prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by FoodHe.ro*

For additional question, program information or to submit your signed agreement form to Javier Haro through email at [javier@foodhe.ro](mailto:javier@foodhe.ro)

Once submitted you will be contacted for enrollment fee which is 10% of the total tuition cost to be paid upon enrollment acceptance, that is refundable per the specifications contained in the above Food He.ro refund process

Illinois Board of Higher Education  
1 N. Old State Capitol Plaza,

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Suite 333  
Springfield, Illinois 62701-1377

Phone: (217) 782-2551  
Fax: (217) 782-8548  
TTY: (888) 261-2881

General Information: [info@ibhe.org](mailto:info@ibhe.org)

Institutional Complaint Hotline: (217) 557-7359  
Link to the Online Complaint System: <http://complaints.ibhe.org>

Illinois Board Of Higher Education website – [www.ibhe.org](http://www.ibhe.org)

\*Food He.ro is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education to operate within the State Of Illinois as a business providing professional certification training.

\*Food He.ro as a business is not accredited by a US Department of Education accrediting body, however, all professional industry licenses and certifications offered are sanctioned and accredited as national and international occupational standards by the National Restaurant Association, National Retail Federation, American Hotel and Lodging Educational Institute and Illinois and Chicago Departments of Public Health.

### Institutional Disclosures Reporting Table

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Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: Food He.ro  
July 1, 2018 – June 30, 2019

*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	Program Name CIP* SOC*	Culinary Arts
		12-0503 35-2021.00
<b>A) For each program of study, report:</b>		
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.		0
b) New starts		0
b) Re-enrollments		0
b) Transfers into the program from other programs at the school		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
<b>4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:</b>		
a) Transferred out of the program or course and into another program or course at the school		0
b) Completed or graduated from a program or course of instruction		0
c) Withdrew from the school		0
d) Are still enrolled		0
<b>5) The number of students enrolled in the program or course of instruction who were: *</b>		

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b) Placed in their field of study	0
b) Placed in a related field	0
c) Placed out of the field	0
d) Not available for placement due to personal reasons	0
e) Not employed	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	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
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
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.	NA

\*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

\*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

\*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

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