



## Chinese American Service League Chef Training Program

2141 S. Tan Court, Chicago, IL 60616

Tel: 312-791-0418

Fax: 312-791-0509

Website: [www.caslservice.org](http://www.caslservice.org)

E-mail address: ETD@caslservice.org

### Enrollment Agreement

Student Name _____			
Address _____			
City _____	State _____	IL _____	Zip _____
E-mail address: _____			
Social Security No.: _____			
Emergency Contact: _____			
Relationship: _____		Phone No.: _____	

#### Total Hours of Instruction

12-week training and job placement program that provide western cuisine culinary skills and assists with entry level employment placement in the food service industry.

Date of Admission: \_\_\_\_\_

Prerequisite courses & other requirements for admission to program/course: \_\_\_\_\_

#### Course Schedule

Start Date		/ End Date	
Day/Date	Hours	Day/Date	Hours
Monday	/ 8 a.m. – 4 p.m.	Thursday	/ 8 a.m. – 4 p.m.
Tuesday	/ 8 a.m. – 4 p.m.	Friday	/ 8 a.m. – 4 p.m.
Wednesday	/ 8 a.m. – 4 p.m.	Saturday	/
	/	Sunday	/
Total number of weeks: 12 weeks		Total Hours: 480 hours	

#### Payment Schedule

#### Tuition and Fees

Payment Date	Amount	Tuition Cost	/ \$ 5530
/		Books & Supplies	/ + 0
/		Other instructional Costs	/ + 0
/		Total instructional Costs	/ = \$5530
/		Required Deposit	/ -
/		Unpaid Balance	/ -



## Chinese American Service League Chef Training Program

### Course Objective

The Culinary Training Program is a great program for anyone interested in working in the culinary industry. We provide students with culinary knowledge and skills necessary to enter the foodservice industry. Our training emphasizes the basic preparation and cooking techniques of Western cuisine, kitchen management, and sanitation procedures, kitchen equipment usage, and pre-employment skills. Upon completion of the training, students receive assistance in obtaining suitable employment in the industry.

### Course Description

The program is 12 weeks long, and preceded by a 1-week Vocational English Language Class for Chinese speaking individuals who need assistance in learning English. Classes are from 8:00 a.m. to 4:00 p.m., Monday through Friday at the Chinese American Service League, 2141 S. Tan Court, Chicago, IL 60616.

Interested individuals must be 18 or older to enroll in the program. Students enrolled in the Culinary Training Program are full-time students and expected to attend every day of the training, from 8:00 a.m. to 4 p.m. All absences without an instructor's prior approval or a doctor's statement are considered unexcused absences. Attendance will be taken at 8:00 a.m. every day. Students are considered tardy if they are not seated, dressed to program standards, and ready for class by 8:05 a.m. If they are late by more than an hour, their tardy will automatically become an unexcused absence.

### Students Right to Cancel

The student has the right to cancel this contract until midnight of the 5<sup>th</sup> calendar day after this contract is signed by the student and the student is accepted by the school. If the right to cancel is not given to any prospective student at the time the enrollment agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. Notice of cancellation shall be made in writing to:

**Director of Program Services  
Chinese American Service League  
2141 S. Tan Court  
Chicago, IL. 60616**

### Refund/Cancellation Policy

CASL's Chef Training Program will cancel a student's enrollment upon the written request of the student. The student's financial obligation at the time of cancellation is as follows:

- If notice of 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 will be refunded to the student.
- If notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the 5<sup>th</sup> day of training (5% of the course of instruction), all paid tuition will be refunded to the student but a \$300 processing and instructional charge will be charged to the student.
- If the student cancels after the 5<sup>th</sup> day of training, but before the first day of 8<sup>th</sup> week of training, \$2000 will be refunded to the student.

- If the student cancels after the 1<sup>st</sup> day of the 9<sup>th</sup> week of training, no refund will be issued to the student. The student is responsible for paying the full tuition.

### **Refund/Cancellation Policy continued**

- A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions of this Section.
- Applicants not accepted by the school shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
- A school may make refunds which exceed those prescribed in this Section. If the school has a refund policy that returns more money to a student than those policies prescribed in this Section, that refund policy must be filed with the Superintendent.
- If applicable, the school will issue a refund within fifteen days after a written request is made.

### **Financial Aid Policy**

We do not offer Financial Aid assistance to students who apply for this program.

### **Complaints**

Complaints against the school may be registered with the Illinois Board of Higher Education by sending a letter to the following addresses:

**Illinois Board of Higher Education**  
**Division of Private Business and Vocational Schools Academic Affairs/Diversity & outreach**  
**1 N. Old State Capitol Plaza, Suite 333,**  
**Springfield, Illinois 62701**  
<http://complaints.ibhe.org/>

### School Required Placement Statistics

1. The number of students who were admitted in the school during past fiscal year. 35
2. The number of students who were admitted during the year due to new starts. 35
3. The number of students who were admitted during the year due to re- enrollments. 0 or transfers from other courses. 0
4. Total number of students admitted during past fiscal year. 35
5. Total number of students who graduated. 30
6. The number of students who did not complete the course of instruction for which they enrolled during the school's past fiscal year. 5
7. The number of students who are still enrolled. 0
8. The number of students who were placed in their field of study. 24
9. The number of students who were placed in a related field. 2
10. The number of students who were placed out of the field. 5
11. The number of students who were not available for placement due to personal reasons. 4
12. The number of students who were not employed. 4
13. 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.  
N/A
14. 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. N/A
15. The number and percentage of graduates who requested placement assistance by the school during the school's last fiscal year. 35/100%
16. 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. 31/89%
17. 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. 0/0%
18. The average starting salary of all school graduates employed during the school's last fiscal year. \$17.23./hr.

**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.

**Student Acknowledgement**

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, the Culinary Training Program at the Chinese American Service League must provide 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

\_\_\_\_\_  
Chef Instructor's Signature

\_\_\_\_\_  
Date