

**HILL FOODSERVICE CONSULTING  
ENROLLMENT AGREEMENT FORM**

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**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: \_\_\_\_/\_\_\_\_/\_\_\_\_

TRAINING LOCATION \_\_\_\_\_

PROGRAM / COURSE NAME: \_\_\_\_\_

DESCRIPTION OF PROGRAM / COURSE: \_\_\_\_\_

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

HFC is a Professional Hospitality Industry Training and Workforce Development Company. To participate in HFC programs training participants must have a 6.0 TABE reading or math score.

PROGRAM / COURSE OBJECTIVES/ LENGTH AND OUTOCMES: See Program descriptions below

**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: \_\_\_\_\_

Location of Training \_\_\_\_\_

**CONSUMER INFORMATION**

- See Attached

**FINANCIAL AID**

Students in need of financial aid to pay for training programs may do so via the following ways;

- Seek WIOA funding voucher for training through an official Chicago area Work Force Center.
- Seek financial assistance financial assistance through a community based organization that offers funding for its clients for work force training.
- HFC does not offer Title IV funding and does not offer grants, scholarships or student loans of any kind for training programs.

**TUITION & FEES**

NON-REFUNDABLE REGISTRATION FEE: \$ 0

TUITION: \$ 3000.00 \*Bookkeeping 5000.00

BOOKS & SUPPLIES: \$ 0

MISC. EXPENSES: \$ 0TOTAL COST FOR \$3000.00 PROGRAM / COURSE: \$ \_\_\_\_\_**REFUND / CANCELLATION POLICY****POLICIES AND PROCEDURES****REFUND AND WITHDRAWALS**

Participants who withdraw ten (10) days prior to the first day of classes (unless specified otherwise) will not be charged program costs and/or tuition, but will incur an administrative cancellation fee of \$100. See the *Refund Schedule* for additional details. For non-voucher programming, no tuition refund will be given for any reasons after the first day of class.

**REFUND FOR VOUCHER PARTICIPANTS**

For Voucher and some third party or agency paid programming, no tuition refund will be given for any reason after the first (1) day of class unless other contractual agreements have been made prior to the start of registration. 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. Funding vouchers may not under any circumstances be submitted for cash refunds by program participants.**

**REFUNDS FOR LECTURES, WORKSHOPS AND SEMINARS**

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

**REFUNDS – NO SHOW WITHDRAWAL/NO SHOW 1 DAY (NSW AND NS1)**

No refunds of tuition and/or fees will be issued for classes with no-show withdrawals (NSW or NS1's). Participants will be held accountable for the full payment of tuition and fees of NSW/NS1 courses. Federal financial aid cannot be used to cover the cost of NSW/NS1 classes. Participants who do not attend the first day of class will be automatically withdrawn.

**EACH PROGRAM HAS A SPECIFIC ABSENTEE POLICY**

- A. Classes scheduled for one week or less: No excused absences.
- B. Classes scheduled for five weeks: A maximum of (3) excused absences.
- C. Classes scheduled for more than five weeks: A maximum of (6) excused absences.

During all programming guest speakers, field trips and other external learning experiences will not be repeated or rescheduled.

***\*\*Activities missed on days of absence will not be available for rescheduling. It is expected that you will attend all classes scheduled as some activities will not be announced as part of the program track. Every day is a mandatory class even if excused.***

***\*\* Participants who do not attend the first class session of any course, which meets only once per week, will be considered No-Show (NSW) and withdrawn from class.***

***\*\*Important information is provided during the Orientation. All participants must attend the orientation. If participants miss the orientation and/or first day of class you will need to reschedule for the next program session.***

**\*\* Participants who do not attend the first class session of any course, which meets only once per week, will be considered No-Show (NSW) and withdrawn from class.**

## **CANCELLATION**

### **REFUND/CANCELLATION/WITHDRAW POLICY**

Participants may cancel a class at any time. However, in order to receive a tuition credit and/or refund, the assigned schedule must be followed based upon the term in which participants are registering. All class withdrawals must be presented in writing and signed by the participant to the Registrar's Office at least ten (10) business days prior to the start of the first day of class unless otherwise specified. Please note not all classes are eligible for a refund. This policy applies specifically and only to long programs such as multiple week trainings such as Retail Manager, Food Service Manager and Hotel Manager and all State of Illinois WIOA certified programs. Individuals enrolled in training programs via WIOA Voucher or Veterans funding may not receive cash refunds under any circumstances.

Short programs and single certification classes such as two-day customer service or food service sanitation classes are nonrefundable. However, in extreme cases HFC may reschedule individuals for a future training as determined appropriate.

## **TUITION POLICIES**

All program fees, tuition, and registration fees must be paid at least ten (10) days prior to the start of the first day of any class unless appropriate arrangements have been made with the Office of Financial Services and all requirements including documentation and signage has been completed and approved. Participants will not be registered and may not participate in classes until tuition and fees are paid. Voucher recipients must present payment voucher, which will be verified, at least (5) days prior to the start of program session. For WIOA participants this may also be within one business week of the class start date.

## **Accreditation**

All certificates and licenses are sanctioned by the National Restaurant Association Educational Foundation; Department of Public Health; State of Illinois Foodservice Sanitation; American Hotel and Lodging Educational Institute, Department of Public Health City of Chicago. ANSI and the National Retail Federation. All Programs are approved by the Illinois Board of Higher Education Division of Business and Vocational Schools.

## **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 HFC'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 HFC.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or HFC 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. HFC 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.

## **PROGRAM DESCRIPTIONS**

### **HOSPITALITY AND SERVICE INDUSTRY (5 WEEKS, 8 PROFESSIONAL INDUSTRY CERTIFICATIONS) (PROGRAM COST WIOA \$3,000) O\*Net Code – 35-1012**

The HSI program prepares students for employment in three sectors of the hospitality industry. They are Food Service, Customer Service and Hotel Uniform Services. The program is inclusive of professional industry certifications (3) in food service sanitation from the City of Chicago, State of Illinois and the National Restaurant Association. Professional Customer Service Certification from the National Restaurant Association. Hotel Uniform Services Certification from the American Hotel and Lodging Educational Institute and First Aid, Blood Pathogen and CPR Certifications from the American Red Cross. The HSI program also includes comprehensive professionalism training and employment placement assistance. Students who complete this program will be able to apply the skills and credentials to diverse sectors of the hospitality and service industries. **This program meets four days per week for five hours per day. Total contact time is twenty hours per week for a total of one hundred hours.**

### **PROFESSIONAL RESTAURANT MANAGEMENT (5 WEEKS, 8 PROFESSIONAL INDUSTRY CERTIFICATIONS) (PROGRAM COST WIOA \$3,000) O\*Net Code – Nov-51**

The PRM program prepares students for employment in restaurant management. Program participants will gain Professional Industry Certification in the areas of food service sanitation (3) from the City of Chicago, State of Illinois and the National Restaurant Association. Participants will also gain certification in the areas of Customer Service, Hospitality and Restaurant Management, ServSafe Alcohol/Illinois Basset, Inventory and Purchasing and Food and Beverage Cost Control inclusive of P&L Management. Students who complete this program will be able to assume management positions in the Restaurant sector of the Hospitality Industry. The PRM program also includes comprehensive professionalism training and employment placement assistance. **This program meets four days per**

**week for five hours per day. Total contact time is twenty hours per week for a total of one hundred hours.**

**EVENT PLANNING AND CATERING (5 WEEKS, 6 PROFESSIONAL INDUSTRY CERTIFICATIONS) (PROGRAM COST WIOA \$3,000) O\*Net Code – Nov-51**

The EPC program prepares students for employment in Event Management. Program participants will gain Professional Industry Certification in the areas of Food Service Sanitation (3) from the City of Chicago, State of Illinois and the National Restaurant Association. Participants will also gain certification in the areas of Customer Service, Hospitality and Restaurant Management, ServSafe Alcohol/Illinois Basset, Inventory and Purchasing and Food and Beverage Cost Control inclusive of P&L Management. Students who complete this program will be able to assume management positions in the restaurant sector of the Hospitality Industry. The EPC program also includes comprehensive professionalism training and employment placement assistance. **This program meets four days per week for five hours per day. Total contact time is twenty hours per week for a total of one hundred hours.**

**RETAIL SUPERVISOR (5 WEEKS, 3 PROFESSIONAL INDUSTRY CERTIFICATIONS) (PROGRAM COST WIOA \$3,000) O\*Net Code – 41-1011**

The RS program prepares students for employment in Retail Management. Program participants will gain Professional Industry Certification in the areas of Retail Customer Service and Retail Sales from the National Retail Federation and Human Resources from the National Restaurant Association. Students who complete this program will be able to assume management positions in the Retail sector of the Hospitality Industry. The RS program also includes comprehensive professionalism training and employment placement assistance. **This program meets four days per week for five hours per day. Total contact time is twenty hours per week for a total of one hundred hours.**

**FOOD SERVICE MANAGER (5 WEEKS, 7 PROFESSIONAL INDUSTRY CERTIFICATIONS) (PROGRAM COST WIOA \$3,000) O\*Net Code – Nov-51**

The FSM program prepares students for employment in Food Service Management. Program participants will gain Professional Industry Certification in the areas of Food Service Sanitation (3) from the City of Chicago, State of Illinois and the National Restaurant Association. Participants will also gain certification in the areas of ServSafe Alcohol/Illinois Basset, Food and Beverage Cost Control inclusive of P&L Management and Human Resources Management. Students who complete this program will be able to assume management positions in the Food Services sector of the Hospitality Industry. The FSM program also includes comprehensive professionalism training and employment placement assistance. **This program meets four days per week for five hours per day. Total contact time is twenty hours per week for a total of one hundred hours.**

**LODGING MANAGER (5 WEEKS, 8 PROFESSIONAL INDUSTRY CERTIFICATIONS) (PROGRAM COST WIOA \$3,000) O\*Net Code – 119081**

The LM program prepares students for employment in the Lodging sector of the Hospitality Industry. Participants will obtain Professional Industry Certifications in the areas of Customer Service, Hotel

Uniform Services and Food Service Sanitation. This program features Certifications (3) in Food Service Sanitation from the City of Chicago, State of Illinois and the National Restaurant Association. One Hotel Uniform Services Certification from the American Hotel and Lodging Educational Institute covering 23 positions and One Certification in Customer Service from the National Restaurant Association. The LM program also includes comprehensive professionalism training and employment placement assistance. Students who complete this program will be able to apply the skills and credentials to the Hotel Lodging sector of the hospitality industry. **This program meets four days per week for five hours per day. Total contact time is twenty hours per week for a total of one hundred hours.**

**PROFESSIONAL BOOKKEEPING (5 WEEKS, 1 PROFESSIONAL INDUSTRY CERTIFICATION, (PROGRAM COST WIOA 5,000) O\*Net Code – 43-3031**

This program equips students with fundamental accounting skills necessary to become a nationally certified full-charge bookkeeper. Program participants will learn the fundamentals of small business accounting and Generally Accepted Accounting Principles (GAAP) including but not limited to maintaining records, recording business transactions, developing basic financial statements, and using QuickBooks to record and report financial data. Program participants will also test for National Bookkeeper Certification and QuickBooks Certification with the National Association. **This program meets four days per week for five hours per day. Total contact time is twenty hours per week for a total of one hundred hours.**

**SERVSAFE AND CITY OF CHICAGO FOOD SERVICE MANAGERS CERTIFICATION (1 DAY, 2 PROFESSIONAL INDUSTRY CERTIFICATIONS, (PROGRAM COST \$350.00) WIOA O\*Net Code – 33-1012**

One day 8 hour certification class and attesting for the ServSafe and City of Chicago Food Protection Manager Certification Examination which is required for all food service operations. The ServSafe certification is a dual certification by which they also receive the City of Chicago food Sanitation License and is valid for all 50 States which allows certification holders to operate food service operations and assume the role of management. This certification is required for all food service operations.

**This program meets four 8 hours on one day.**

**STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the initial enrollment agreement until the start of class on the first day of the class the student has been admitted to. 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 (10) days of cancellation. No Student will receive a refund of third party payments from sponsoring organizations such as WIOA vouchers or Veterans Administration funding sources. In this case sponsoring agencies will not be billed for services. Cancellation should be submitted to the authorized official of the school in writing.

**STUDENT ACKNOWLEDGMENTS – HILL FOOD SERVICE CONSULTING**

1. I hereby acknowledge receipt of the business’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 business catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the business 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 HFC 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 business 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, HFC 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 HFC does not guarantee job placement to program participants 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** \_\_\_\_\_

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The student acknowledges receiving a copy of this completed agreement, the business 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 Business Official. The student and the school will retain a copy of this agreement.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director’s Signature

\_\_\_\_\_  
Date

**Institutional Disclosures Reporting Table**

**Reporting Period: July 1, 2016 - June 30, 2017**

<b>INSTITUTION NAME: HILL FOODSERVICE CONSULTING</b>	<b>Indicate all ways the disclosure information is distributed or made available to students at this institution:</b> Attached to Enrollment Agreement Provided in Current Academic Catalog Reported on School Website Other:
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**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

*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	<i>Event Planning and Catering/ Lodging/ Manager</i>	<i>Food Service Manager</i>	<i>Hospitality and Service Industry Training</i>	<i>Retail Supervisor</i>	<i>Restaurant Management</i>
<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	1	79	0	0
<b>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 following categories:</b>					
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	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	1	79	0	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	0	0	0	0
b) Completed or graduated from a program or course of instruction	0	1	69	0	0
c) Withdrew from the school	0	0	0	0	0
d) Are still enrolled	0	0	10	0	0
<b>5) The number of students enrolled in the program or course of instruction who were:</b>					
a) Placed in their field of study	0	1	45	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	34	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	0	1	79	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	1	79	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 correspondence.	0	0	2	0	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.	0	12	11	0	0

**Institutional Disclosures Reporting Table**  
**July 1, 2017 through June 30, 2018 of the past fiscal year**  
**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

Disclosure Reporting Category	Program Name	Hospitality and Service Industry	Restaurant Management	Event Planning and Catering	Food Service Supervisor	Lodging Manager
		CIP*	CIP*	CIP*	CIP*	CIP*
		52.094	53.0905	52.0907	52.0905	52.0901
	SOC*	n/a	n/a	n/a	n/a	n/a
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.						
		46	1	0	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 following categories:						
	a) New starts	46	1	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	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).						
		46	1	0	0	0
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0	0	0	0	0
	b) Completed or graduated from a program or course of instruction	46	1	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	37	1	0	0	0
	b) Placed in a related field	0	0	0	0	0
	c) Placed out of the field	4	0	0	0	0
	d) Not available for placement due to personal reasons	5	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.						
		46	1	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 correspondence.						
		0	0	0	0	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	0	0	0	0

**Institutional Disclosures Reporting Table**  
**July 1, 2017 through June 30, 2018 of the past fiscal year**  
**Per Section 1095.200 of 23 Ill. Adm. Code 1095:**

Disclosure Reporting Category	Program Name  CIP *SOC*	Professional Bookkeeping	Retail Supervisor			
		52.0302	52.0212			
		n/a	n/a			
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 following categories:						
	a) New starts	0	0			
	b) Re-enrollments	0	0			
	c) Transfers into the program from other programs at the school	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			
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:						
	a) Transferred out of the program or course and into another program or course at the school	0	0			
	b) Completed or graduated from a program or course of instruction	0	0			
	c) Withdrew from the school	0	0			
	d) Are still enrolled	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			
	b) Placed in a related field	0	0			
	c) Placed out of the field	0	0			
	d) Not available for placement due to personal reasons	0	0			
	e) Not employed	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			
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			
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	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.						
		0	0			