



## **Illinois State Board of Education Private Business and Vocational Schools**

### **Notice to Students Section 7(9) (P.A. 85-1382)**

This school is regulated and licensed to operate by the Illinois State Board of Education under a state law called the Private Business and Vocational Schools Act. You have the right to file a written complaint of violation by this school of any provisions of this law.

*The school must, among other things:*

Provide information about the school which is free from misrepresentation, deception or fraud, or other misleading or unfair trade practices.

Provide you with a copy of the school's current catalog and any addenda for you to read prior to the signing of the enrollment agreement.

Disclose information about the school's graduation, completion, and job placement rates.

Give you a fully executed copy of your enrollment agreement.

Inform you on how to cancel the enrollment agreement and secure a proper refund of unearned tuition and fees.

Screen you for the course or subject in which you wish to enroll. If the course offered is in a language other than English, the screening must include the language.

Give you a full refund if you are not accepted or if it cancels or discontinues the course.

Teach only courses and employ only teachers that are approved by the Illinois State Board of Education.

Provide safe and sanitary facilities, equipment, and services necessary to implement the course of instruction or subject in which you enroll.

Refund fees and unearned tuition as prescribed in the "Act" to students who withdraw before completion of the course of instruction in which enrolled.

*If you believe your rights have been violated, you may file a written complaint with the Illinois State Board of Education at one of the addresses listed below.*

Illinois State Board of Education  
Private Business and Vocational Schools  
100 North First Street, E230  
Springfield, Illinois 62777  
217/782-2948

Illinois State Board of Education  
Private Business and Vocational Schools  
100 West Randolph, Suite 14-300  
Chicago, Illinois 60601  
312/814-5818

You may also bring a court action against the school if you suffer damage as the result of the school's or its representative's violation of the law.

*The school is required to post this statement in a conspicuous place.*

Revised 10/29/04