



Chindlers



2019-20

GENERAL
CATALOG

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General School Info

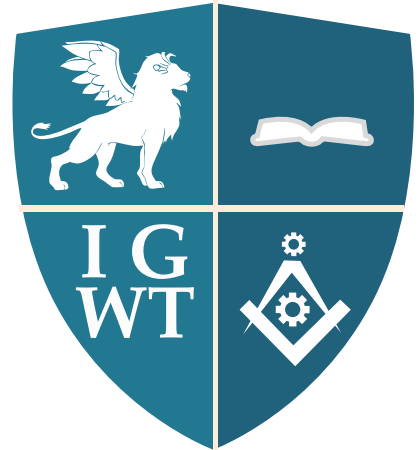
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A MESSAGE FROM THE DIRECTOR

WELCOME



Dear Students,

We are delighted to welcome you to our school and to our home. Here at Chindlers we have taken every measure possible to ensure that we tailor a program suited to your needs. We have carefully evaluated your application and confirmed your acceptance into Chindlers.

Here at Chindlers, we are dedicated to providing an alternative path towards your education, a non-traditional path for unconventional students. Now more than ever our students must be ready to face the challenges that lie ahead in this ever changing world.

You must be prepared to face all that may come to you with Wisdom, Courage and Heart. We will journey through this together.

Your journey will not be short nor will it be easy, but rest assured it will be worth it. Preparing for the world you will one day lead, will be the hardest experience of your life; but with commitment and perseverance you will shine through. In the wise words of our Alma Mater, "Lux Sapient In", In the Light of Wisdom, you will shine.

Yours Sincerely,
John E. Catana
Director of Chindlers

WELCOME TO CHINDLERS

Helping our student succeed is our mission. At Chindlers we offer a wide range of programs for students of all ages

85% PASSING RATE

80% Certification rate

“ The only way to do great work is to love what you do. If you haven’t found it yet, keep looking. Don’t settle. As with all matters of the heart, you’ll know when you’ve found it.”
STEVE JOBS



ABOUT US



Why Chindlers?



“Equality of opportunity and Security for those who need it”.

Franklin Roosevelt.

At Chindlers, We are committed to providing a quality education to a diverse population. We strive to maximize human potential through:

The education of tomorrow’s leaders, by proving educators who promote Social Justice, Discipline, and Compassion. “In order to create a more perfect Union” -The U.S. Constitution Research and understanding of complex social problems by enlightening students with problem-solving skills. By proving effective and timely intervention, we illuminate the human capacity. Empowering students with the knowledge to enhance their quality of life by catering to the disadvantaged with reverence.



Promoting health, well-being and self-respect

“Leadership and learning are indispensable to each other” -John F. Kennedy

We embrace education through our commitment to solving problems that affect people of the 21st century.

ADMINISTRATORS AND STAFF

Administrators:

Rosemary Badillo Chief Executive Officer

Jhon Catana/ Director

Lorraine Nunez/ Admissions and Placement Officer

Assistant Director

Jose Catana / Student Advisor

Bursar Office

Rosemary Badillo

School Secretaries and Attendance Staff

Lorraine Nunez

Secretaries and attendance staff are available Monday through Friday from 10:00 a.m. to 9:30 p.m.

Chindlers School Calendar

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule.



Class Schedules

The total hours of each program vary and are dependent upon the curriculum. Business hours are from 10:00 a.m. until 9:30 p.m. Monday through Friday and from 10:00 am until 5:00 pm on Saturdays.

- Classes are scheduled Monday through Friday from 10:00 a.m. until 9:30 p.m.
- Saturday classes are scheduled from 10:00 a.m. until 7:00 p.m.
- Make-up sessions are scheduled Saturdays.



Program Starting Dates

- January 2nd – Winter Term
- April 5th – Spring Term
- July 5 th – Summer Term October 5th– Fall Term

OBSERVED HOLIDAYS

- Christmas
- New Years Day
- Labor Day
- Martin Luther King
- Thanksgiving
- Independence Day
- Memorial Day
- Columbus Day

REGISTRATION FOR COURSES

Students may register for courses up to one week (5 business days) prior to the start of classes. Please bring the following with you:

- Identification (current drivers license, birth certificate or passport)
- High school diploma or G.E.D. certificate
- Initial payment for registration and tuition fees (we accept cash, personal checks and all major credit cards. Student with Students loan should bring documentation of such when registering.

School Policies

LEAVE OF ABSENCE POLICY

Note: Each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the attendance officer before returning to class. Leave of absences that extend beyond the original contract may be subject to additional tuition costs.

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

1. The request for a leave of absence must be submitted to the attendance officer in writing.
2. The request must have the date that the student will begin the leave and the expected date of return to classes.
3. A leave of absence will be honored within the students enrollment period. The Enrollment Agreement will not extend beyond the time set in our contract. Should the absence go beyond the contract period, the student may be subjected to a re-entry fee under a new and amended contract.
4. If the student does not re-enter within the contracted schedule and does not arrange a

Contract Amendment, the students enrollment shall be terminated. When appropriate the student may be entitled to a refund in accordance to Chindlers Refund Policy.



Entrance Requirements:

1. All students must be at least seventeen (17) years of age on or before the first day of class.
2. Students must possess a High School Diploma or a General Education Development (G.E.D.) Diploma.
3. The minimum educational requirement for enrollment is the Ability to Benefit which is defined as:
 - A. Ninth (9th) grade reading and math level as measured by the Tests of Adult Basic Education (TABE) or another test approved by the USDOE.
 - B. An interview with the admissions officer to review the TABE scores of the student and discuss any prerequisites needed for enrollment.

Class Cuts

Hours lost due to cutting class will be recorded as absences. Students are responsible for making up time lost, class work, and assignments. Time and lessons missed must be made-up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the attendance officer before returning to class.

Attendance Policy

Chindlers records the daily attendance of each student in accordance with state guidelines. Records of students attendance will be kept on file and are available for student review. This school requires students to be in attendance for 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond the 20 percent absenteeism have the option of requesting an official leave of absence.

Class Cuts

hours lost due to cutting class will be recorded as absences. Students are responsible for making up time lost, class work, and assignments. Time and lessons missed must be made-up in order to meet the minimal attendance and graduation requirements. Students will need to meet with the attendance officer before returning to class.



Tardiness

Developing good work ethics is an important part of the training at Chindlers. Students arriving late for class are interrupting the instructor and other students.

The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

Since tardiness is recorded as an unexcused absence it is the responsibility of the student to make up lost time and assignments. Chindlers encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Conditions of Dismissal

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school.

Make-up Work

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Classes missed due to absences or a leave of absence need to be made up. The student must make up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. Students who do not take advantage of the school's make-up policy will need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at the rate of \$20 per hour. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need permission from the school director for a change in completion date and may result in a contract amendment.

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

Code Of Conduct

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

Re-Entry Policy

- Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the school director.
- Depending on the reason for dismissal the student may be able to reapply to the school for readmission.
- In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns it may be possible to re-enter within the same school term.
- In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school.
- In cases where the student was dismissed due to unacceptable conduct the student may have to meet with a review panel before re-entering the school.
- The decision of the review panel is final and the student will receive a letter within five business days from the school director stating the decision of the panel.

CREDIT FOR PREVIOUS TRAINING

Chindlers is committed to helping the student reach his or her educational goals as quickly as possible. However, technology changes rapidly and what was learned in an earlier program may no longer be applicable. To ensure that our students graduate with the skills necessary to achieve success in the workplace we will give recognition for previous training only after the student has taken and passed a program proficiency test. The minimum passing grade is 75 percent proficiency on the tested information. Students wishing to receive recognition for previous training must show proof of previous training.



DO YOU HAVE A COMPLAINT?

Appeal Process Resolution Policy

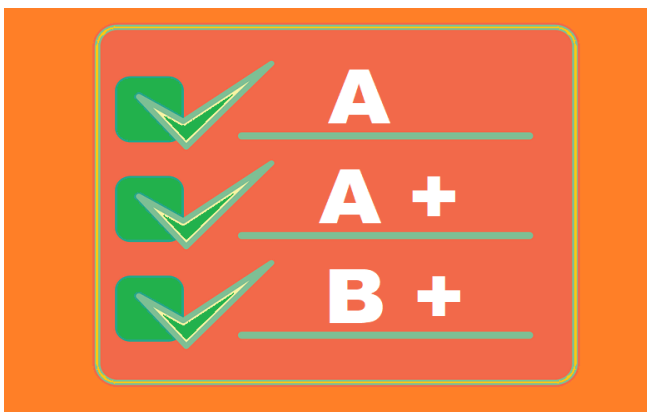
Students who have a complaint or who would like to appeal a dismissal must make an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name, social security number, and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved.
3. Date, of complaint letter and signature of the student.
4. Three dates in which the student would be available for a meeting with the school director and/or appeal panel. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals.

The student will be notified in writing within five business days of the outcome of the meetings. The decision of the director and/or appeal panel is final. Should the contract be cancelled by either the student or the school the date on the complaint letter will be used as the date to calculate any refund in accordance with the school's refund policy.

GRADING SYSTEM



Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations then a failure grade will be given. Students who withdraw and are passing the program will be given a WP (withdraw passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU (withdraw unsatisfactory grades)

GRADING SYSTEM

The competencies taught in each program offered at Chindlers will be evaluated by both written examinations and skill development tests. The minimal grade for graduation is 75 percent. Students who achieve lower than 75 percent will not be awarded a Certificate of Completion. A student's Grade Point Average (G.P.A.) is based on the sum of all grades received through testing and divided by the total number of tests.

| <u>Letter Grade</u> | <u>Grade Percentage</u> | <u>Description</u> |
|---------------------|-------------------------|-------------------------|
| A | 93 – 100 | Excellent |
| B | 92 – 87 | Above Average |
| C | 86 – 75 | Average |
| F | | Failure |
| INC. | | Incomplete |
| WD | | Withdraw |
| WP | | Withdraw Passing |
| WU | | Withdraw Unsatisfactory |

Probation For Below Average Grades

Students who fail to maintain the minimum grade point average of 75 percent required for graduation will need to enter a probation period. The student will be scheduled for in-school instructor-led assistance in accordance with the make-up schedule. Students unable to increase their grade point average may be dismissed from the program. Refunds will be given in accordance with the school's refund policy.

Withdrawing from School

Students must fill out a withdrawal notification and submit it to the school director. This document must contain the student's name, student ID number, and date of withdrawal. All financial obligations on the part of the school and the student will be calculated on the withdrawal date. It is the student's responsibility to withdraw officially from the school. Failure to withdraw formally may result in failing grades, breach of contract, dismissal and additional financial obligations.



Grants, Students Loans and Scholarships

Chindlers is always willing to help those who really need a hand. Scholarships are granted based on need. Please schedule an appointment for more info. We do honor grants and scholarships that our students have been awarded from outside organizations. We do assist our students with obtaining student loans.

Note: Students who have obtained a school assisted loan and withdraw from the school or have had their enrollment terminated must notify the loan institution of their withdrawal. Chindlers will reimburse the loan institution for balances due in accordance with the school's refund policy. The student will be responsible for any

balances due on the student loan. Students are responsible for repaying their loan for received instruction. It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at Chindlers. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.

Student Records

Student records will be maintained by the school until the school closes. At that time, records will be forwarded to the New Jersey Department of Labor and Workforce Development. Upon graduation, students will be given a copy of their records. These records should be maintained indefinitely by the student. The records that the school will maintain are as follows:

1. Attendance records
2. Academic progress and grades
3. Financial records
4. Placement data
5. The Enrollment Agreement
6. The Ability to Benefit (where applicable)
7. Record of credit given for previous training
8. Records of meetings, appeals, disciplinary actions and dismissals
9. A copy of the graduation certificate(s) from this school
10. Medical Records (where applicable)

Student records are maintained by the school secretary and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes and/or changes in financial aid. All records are private and are handled with confidentiality.

ACADEMIC POLICIES

Student Evaluation Techniques

A test may be administered after each lesson to determine the amount of learning that has taken place. A final test must be administered to certified candidates. Test scores that are below 75 percent are an indication that the necessary skills for entry into employment were not acquired. Students should make arrangements for additional practice, independent study or tutoring. Tests will be both cognitive and psychomotor with the psychomotor skills being measured against industry standards. This allows students to keep a record of their progress. Other methods of evaluation may include oral quizzes, skill development tests, hands-on skill evaluation and individual and group projects.

Credit Disclaimer Statement

Chindlers does not offer college credit courses. The use of the term credit refers only to financial credit towards grants or student loans. It does not refer to academic credit. Chindlers is not approved to offer college credits. Chindlers is a state approved private vocational school.

Facilities

Chindlers features a fully air conditioned, well lit facility with a reception area, administration offices and a computer training Lab. Both male and female lavatories are available. We do not employ a nurse or have any medical staff available. A light rail and public transportation is available across the street from our institution. Public parking is available on 53 street and Bergenline Ave.

Refund Policy

Refunds will be granted for any course the school cancels. Students requesting refunds please go to page 50 for more details on refunds.

Smoking

Not permitted at all.



Use of Alcohol & Illegal Drugs

No drugs or alcohol in public property. Violators will be handled by the authorities.

Class Hours

All class hours are listed here or in our website.

Admissions

- must have a highschool diploma
- complete admission application
- No High school diploma see front desk for help.

General Information & Regulations

Registration

You can register in person or online. Class sizes are limited to first come first serve basis. A student is not registered until academic fees are paid.

Discount Policy

US military or veterans 15% off any of our courses.

Payment plans

See bursars office for details.

Post secondary Programs?

Chindlers is a post secondary institution, We specialized on training Students who just finished high school. With the assistance of our sister company ChromeIns.com our students will obtain certification for most technology companies. Guidance, job placement, and counseling is available. Applicant must complete course and certify in order to apply for a job. See front desk for more info.

Books & Supplies

Books and supplies will be distributed to students once the course is over ,they must be returned.

Awarding of Certificates

Certificates will be awarded only if student passes all necessary certifications.

Classes outside our campus

If you company employees need retraining we will be more than happy to help. Please see front desk for more info.

Safety

Safety is first any student not following safety precautions will be put on probation.

Equal opportunity

Is our policy not to discriminate in our programs, activities, employment practices, or admission policies on the basis of race, color, creed, religion, sex, sexual orientation, disability or social economic status. Any inquiries regarding discrimination or sexual harrasment direct them to:

Chindlers

John Catana/Director

4900 bergenline ave Union City NJ 07087 2 floor.

201.772.0745 or email us at

john.catana@chindlers.com



SUBJECTS

AND COURSES

SCHOOL OF BUSINESS

- Intuit QuickBooks
- Google AdWords
- Career Development Training
- Facebook Blueprint
- Google ADS
- Amazon FBA
- Administrative Assistant

SCHOOL OF ART

- Adobe Illustrator
- Adobe Indesign
- Adobe Photoshop
- Adobe After Effects
- Adobe Premiere
- Graphic Designer

HIGH SCHOOL DIPLOMA

- High School diploma

SCHOOL OF LANGUAGE

- TOEFL
- ESL

SCHOOL OF TECHNOLOGY

- Web Development (Wordpress)
- Web Development (Marketing)
- AutoCAD
- Rhino 3d
- Excel

RESTAURANT SAFETY

- Food-Manager-certification

CHILD CARE

- CDA Child Development Associate Credential (CDA Exam)
- Teachers Assistant

PROGRAMING

- Java
- JavaScript
- C++

Quickbooks



Course Code: INTUIT
Campus: CHINDLERS
Department: ACCOUNTING

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

Bookkeeping in the 21st century requires more than knowledge of GAAP principles or an eye for detail—students need relevant computing skills. Intuit® QuickBooks, the industry leader in managerial accounting software for entrepreneurs and small business, provides an easy-to-understand platform for students to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today. Students can validate their QuickBooks knowledge by becoming an Intuit QuickBooks Certified User (QBCU).

Course Content

Please go to www.chindlers.com/intuit for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 45 HOURS
- **PRICE**
- \$800.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Career Development Training?

All students must complete a Career Development Training before graduation.



Course Code: Work Ready
Campus: CHINDLERS
Department: Job Placement

CONTACT DETAILS

for more information email us at:
Career.development@chindlers.com

Course Content

Please go to www.chindlers.com/career for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

No certification

Job Placement

This training is combined with another course.

Tuition

- included with any course.

Entry Requirements

- no requirements

Description

Chindler's Office of Career Development is located at: 4900 Bergenline ave, Union City, NJ. At Chindler's we believe that our commitment to your success goes beyond the classroom. By providing you with the tools you'll need to succeed in today's competitive market you will have access to:

- Chindler's Career Evaluation and assessment
- Job planning
- Job placement services & Interview Appointments
- One-on-One Career Guidance
- VARK, Study habits assessment
- Mock Interviews

Assessment Methods

All Certification Testing is done in our Campus.

• Access to the Job Search Resource Center
Workshops:

- Job skill Development Workshops
- Social and Emotional Intelligence Training
- Resume and Cover letter development
- Interview Skills Development
- Professionalism in the Workplace
- Social Media in Modern Business
- Intro to Entrepreneurism
- Intro Social Network
- Intro to Personal Statements

JAVA



Course Code: JAVA
Campus: CHINDLERS
Department: PROGRAMING
CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

It is an object-oriented language similar to C++, but with advanced and simplified features. Java is free to access and can run on all platforms. Java is – Concurrent where you can execute many statements instead of sequentially executing it. Class-based and an object-oriented programming language. Independent programming language that follows the logic of “Write once, Run anywhere” i.e. the compiled code can run on all platforms which supports java. In simple words, it is a computing platform where you can develop applications. You may go through this Java Course where our Java Certification Training expert explains the topics in a detailed manner with examples which will help you to understand the concepts better.

Course Content

Please go to www.chindlers.com/esb for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 200 HOURS

Price

- \$4500.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Food Manager Certification

KITCHEN MANAGER CERTIFICATION
An Important Way To Improve Restaurant Food Safety

RESTAURANTS WITH MANAGERS CERTIFIED IN FOOD SAFETY...



are less likely to have **foodborne illness outbreaks**



have better **food safety practices**



have better **ratings** and fewer critical violations on their inspections

Each year, 800 outbreaks of foodborne illness occur in the United States and most of these are linked with restaurants. Government agencies and the restaurant industry can use kitchen manager certification to improve food safety in restaurants.

Course Code: Food Manager
Campus: CHINDLERS
Department: Food Safety
CONTACT DETAILS

Lorrain Nunez
Rosemary Badillo

lorraine.nunez@chindlers.com
rosemary.badillo@chindlers.com

Course Content

Please go to www.chindlers.com/foodmanager for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 56 Regular Course/Tuition \$597
- 28 Express Course /Tuition\$300
- includes test

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

To become a food safety manager in New Jersey, you must pass the Health Department approved food safety manager certification exam. Upon successful completion of the exam, a CFM Certificate is issued that is valid in New Jersey.

Description

Food Manager Training and Certification is important because of food safety.

food safety training courses Food safety is a scientific discipline explaining the handling, preparation, and storage of food in ways that prevent foodborne illness. Food safety does not only affect the sales and continued patronage of your establishment but public safety, most of all. It is for this reason that establishments found to violate food safety protocol are fined or closed.

Although each person working in a food establishment is required to have a handle on food safety, there should always be someone responsible for these people and the overall food safety practices in the said establishment. This person is the Food Manager.

Google AdWords



Course Code: Google
Campus: CHINDLERS
Department: MARKETING
CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

Have you ever wondered how is it that Google always seems to be able to read your mind? In the Google Certification course you will evaluate how Google functions as a search Engine from understanding Organic Search Results to evaluating how it is that Google archives its information. The Google Ads Certification will ensure that you are prepared to understand how to increase your revenue through paid advertisement to Google.

Course Content

Please go to www.chindlers.com/googleadwords for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 45 HOURS
- **PRICE**
- \$799.00 HOURS

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

JAVASCRIPT



JavaScript

Course Code: JAVA SCRIPT

Campus: CHINDLERS

Department: PROGRAMING

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com

Rosemary Badillo rosemary.badillo@chindlers.com

Description

JavaScript is not a programming language in strict sense. Instead, it is a scripting language because it uses the browser to do the dirty work. If you command an image to be replaced by another one, JavaScript tells the browser to go do it. Because the browser actually does the work, you only need to pull some strings by writing some relatively easy lines of code. That's what makes JavaScript an easy language to start with.

But don't be fooled by some beginner's luck: JavaScript can be pretty difficult, too. First of all, despite its simple appearance it is a full fledged programming language: it is possible to write quite complex programs in JavaScript. This is rarely necessary when dealing with web pages, but it is possible. This means that there are some complex programming structures that you'll only understand after protracted studies.

So basic JavaScript is easy to learn, but when you start writing advanced scripts browser differences (and occasionally syntactic problems) will creep up.

Course Content

Please go to www.chindlers.com/ic3 for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 200 HOURS

• Price

- \$4160.00

Entry Requirements

- Basic Computer knowledge
- GED/High School Diploma

Assessment Methods

All Certification Testing is done in our Campus.

Adobe Illustrator



Course Code: Illustrator

Campus: CHINDLERS

Department: Digital Design

CONTACT DETAILS

Lorrain Nunez

lorraine.nunez@chindlers.com

Rosemary Badillo

rosemary.badillo@chindlers.com

Course Content

Please go to www.chindlers.com/illustrator for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 120 HOURS

Price

- \$2500.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Must pass a Pearson VUE test to become certified.

Description

Adobe Illustrator is a software that allows you to create drawings, illustrations, and all kinds of artwork. At Chindlers our students are introduced to a powerful creation program, which is the basis for professional designers worldwide such as graphic, web, and visual designers. We give you the chance to create high quality visual artwork for your personal or professional needs. Giving you the chance to push your imagination to the next level and have the confidence to bring it to life

Adobe Indesign



Course Code: INDESIGN
Campus: CHINDLERS
Department: Digital Design

CONTACT DETAILS

| | |
|------------------|--------------------------------|
| Lorrain Nunez | lorraine.nunez@chindlers.com |
| Rosemary Badillo | rosemary.badillo@chindlers.com |

Description

Print & digital media publication using Adobe InDesign

InDesign is a desktop publishing software application for creating flyers, brochures, magazines, newspapers, and books. Projects created using InDesign can be shared in both digital and print formats. InDesign is used by graphic designers, artists, publishers, and marketing professionals.

Course Content

Please go to www.chindlers.com/indesign for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 120 HOURS

- **Price**

- \$2500.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Must pass a Pearson VUE test to become certified.

Adobe Photoshop



Course Code: Photoshop
Campus: CHINDLERS
Department: Digital Design

CONTACT DETAILS

Lorraine Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

Photoshop is considered one of the leading photo editing software's. This course covers the fundamental basic functions to get started on editing and improving you photos. This software allows you to manipulate, cut, crop, and colorize to create the perfect image, using all the tools that we can offer. Our Students learn all aspects of visual design giving them what they need to expand and progress when to getting the next step. When it comes to our students we focus all aspects of Photoshop allowing our students not only a full experience, but the knowledge and confidence to expand their photoshop skills.

Course Content

Please go to www.chindlers.com/photoshop for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 45 HOURS

Price

- \$900.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Must pass a Pearson VUE test to become certified.

Adobe After Effects



Course Code: After Effects
Campus: CHINDLERS
Department: Digital Design
CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

Adobe After Effects is an animation software used for animation, visual effects, and motion picture compositing. After Effects is used in film, TV, and web video creation. This software is used in the post-production phase, and has hundreds of effects that can be used to manipulate imagery. This allows you to combine layers of video and images into the same scene.

Where Has Adobe After Effects Been Used?

After Effects is known for its versatility, and work created using this program is everywhere. You may recognize some of the following examples, but didn't realize they were created using After Effects, or even how they were created.

Pretty Popular Content:

The Walking Dead (Gruesome Warning)

Star Trek: Into the Darkness Titles

Enders Game

Action Movie Kid

Course Content

Please go to www.chindlers.com/aftereffects for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 200 HOURS

• Price

- \$2999.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Must pass a Pearson VUE test to become certified.

Adobe Premiere



Course Code: Premiere Pro
Campus: CHINDLERS
Department: Digital Design

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

Adobe Premiere Pro CC is a powerful, customizable, nonlinear video edit or that lets you edit your way. Import and freely combine virtually any type of media, from video shot on a phone to raw 5K and higher resolution footage, and then edit in its native format without wasting time transcoding. We also recommend this course for those planning to obtain the Adobe Certified Expert status.

Course Content

Please go to www.chindlers.com/premiere for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 135 HOURS

• Price

- \$2900.00

Entry Requirements

- Basic Computer

Assessment Methods

All Certification Testing is done in our Campus.

Must pass a Pearson VUE test to become certified.

Teacher Assistant Preparation



Course Code: Teacher Assistant

Campus: CHINDLERS

Department: Child Care

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com

Rosemary Badillo rosemary.badillo@chindlers.com

Description

As a teaching assistant you'll be providing support for classroom teachers in K-12 or preschool education. This support includes instruction (the actual teaching), paperwork (like grading) and sometimes things like lesson planning.

Course Content

Please go to www.chindlers.com/parapro for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 50 HOURS

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Must pass a ETS Praxis(ParaPro) test to become certified.

High School Equivalence Certificate Program



Course Code: High School

Campus: CHINDLERS

Department: Education

CONTACT DETAILS

Lorrain Nunez

lorraine.nunez@chindlers.com

Rosemary Badillo

rosemary.badillo@chindlers.com

Description

High School Equivalence Certificate Program. An instructional program that defines the requirements for meeting the minimum high school/secondary completion requirements specified by a U.S. state or other jurisdiction, for adult learners who did not complete secondary school. Includes undertaking a specified program of studies and obtaining a prescribed passing score on the General Educational Development Test (GED) or provincial examinations. These awards represent the legally recognized equivalent of secondary school graduation.

Course Content

Please go to www.chindlers.com/highschool for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 360 HOURS

Price

- \$4000.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

18 years and older – If you are over 18 years of age, you are eligible to take the test with a valid photo identification and proof of residency. If you are 16 or 17 years of age, you must register in person at the Test Center and submit the “Certificate of Consent to Participate Form” completed and signed by your parent or legal guardian.

Child Care Development Associate(CDA)



Course Code: CDA
Campus: CHINDLERS
Department: Child Care

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

The Child Development Associate (CDA) Credential™ is the most widely recognized credential in early childhood education (ECE). It is the best first step on the path of career advancement in early care and education. The distinctive CDA Credential is the only nationally recognized, portable, reciprocal, competency-based credential of its kind. This program includes books and certification testing.

Course Content

Please go to www.chindlers.com/cda for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 120 HOURS
- **PRICE**
- \$1600.00

Entry Requirements

- Basic Computer knowledge
- GED/High School Diploma

Assessment Methods

All Certification Testing is done in our Campus.

English As a Second Language Course(ESL)



Course Code: ESL
Campus: CHINDLERS
Department: Language

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

This course is for candidates who wish to develop their reading, writing, speaking and interpersonal skills. Students will expand their vocabulary, refine their reading ability through different classroom activities. A wide variety of texts and technology will be used to expose students to different life scenarios. Through this combination of activities, members of this class will gain greater skills to apply to their daily lives. At the end of this course, candidates will be able to take the TOEFL exam.

Course Content

Please go to www.chindlers.com/toefl for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 900 HOURS

Price

- \$4200.00

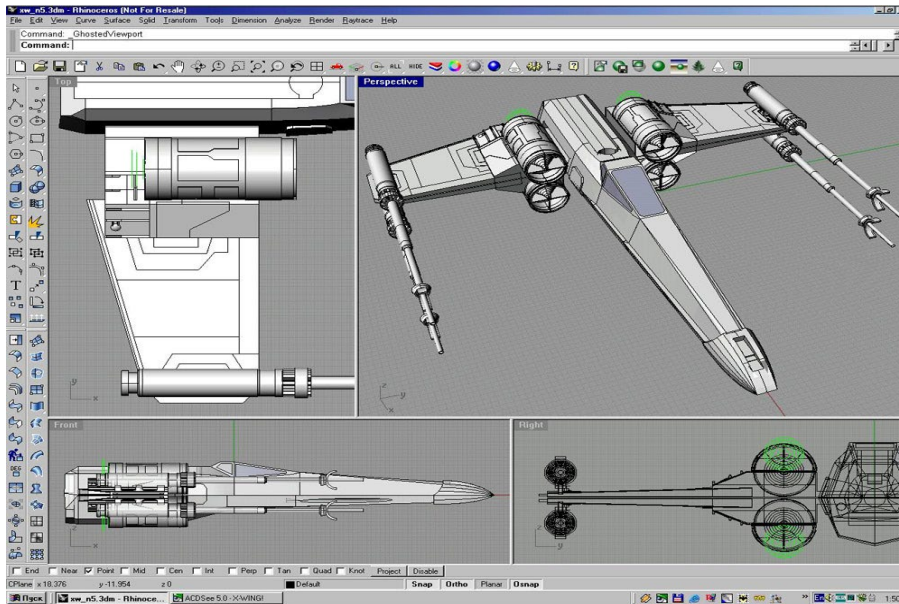
Entry Requirements

- no skills needed

Assessment Methods

All Certification Testing is done in our Campus.

Rhino 3d



Course Code: Rhino 6

Campus: CHINDLERS

Department: DESIGN

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com

Rosemary Badillo rosemary.badillo@chindlers.com

Description

Rhinoceros, also known as Rhino or Rhino3D, is a 3D CAD modeling software package that enables you to accurately model your designs ready for rendering, animation, drafting, engineering, analysis, and manufacturing. Rhino is a free-form NURBS surface modeler.

Rhino is a free-form NURBS surface modeler. With Rhino, you can create, edit, analyze, and translate NURBS curves, surfaces, and solids in Windows or Mac environments. There are no limitations on complexity, degree, or size of the model you design.

Course Content

Please go to www.chindlers.com/maya for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 75 HOURS

• Price

- \$1900.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Administrative Assistant



Course Code: Business

Campus: CHINDLERS

Department: Business

CONTACT DETAILS

Lorrain Nunez

lorraine.nunez@chindlers.com

Rosemary Badillo

rosemary.badillo@chindlers.com

Course Content

Please go to www.chindlers.com/EC for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 120 HOURS

Price

- \$4000.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Description

Administrative assistants are essential parts of day-to-day operations in many companies. They organize files, prepare documents, schedule appointments, and support other staff. Often an entry level position, the administrative assistant position can lead to a career in operations or project management.

Being an excellent administrative assistant means gaining trust and that starts with showing up reliably, always being available to help when you're needed, and not having to be managed closely, since your main responsibility is taming the chaos of the office, not adding to it.

Excel



Course Code: MICROSOFT
Campus: CHINDLERS
Department: Business

CONTACT DETAILS

| | |
|------------------|--------------------------------|
| Lorrain Nunez | lorraine.nunez@chindlers.com |
| Rosemary Badillo | rosemary.badillo@chindlers.com |

Description

Get a thorough knowledge and understanding of the most relevant features and uses of Excel 2020. Start with an introduction to worksheets and move to using advanced functions and calculations. Students will be engaged with hands on learning as they apply learned concepts. Time will be spent on practice exams in preparation for the MOS Excel exam. Includes workbook, practice exam and exam fee.

Course Content

Please go to www.chindlers.com/microsoft for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 69 HOURS
- **Price**
- \$1000.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Web Development-Marketing



Course Code: Comptia
Campus: CHINDLERS
Department: Technology

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

The purpose of this program is to prepare students to successfully acquire the knowledge needed to operate a business marketing campaign. From Managing their paid advertising to designing brochures and print media with photoshop. Candidates will successfully build a website with wordpress and will master the art of selling products online . Students will manage campaigns in facebook's digital platform and google ads. Finally student will learn how to edit videos for marketing and recruiting purposes. Includes instruction in buyer behavior and dynamics, principle of marketing research, demand analysis, cost-volume and profit relationships, pricing theory, marketing campaign and strategic planning, market segments, advertising methods, sales operations and management, consumer relations, retailing, and applications to specific products and markets.

Course Content

Please go to www.chindlers.com/comptia for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 341 HOURS
- **TUITION**
- \$7335.54

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Web Development (Wordpress)



Course Code: Wordpress

Campus: CHINDLERS

Department: Technology

CONTACT DETAILS

Lorrain Nunez

lorraine.nunez@chindlers.com

Rosemary Badillo

rosemary.badillo@chindlers.com

Course Content

Please go to www.chindlers.com/wordpress for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 120 HOURS
- Price
- \$3000.00

Entry Requirements

- Basic Computer knowledge


Description

WordPress is the simplest, most popular way to create your own website or blog. In fact, WordPress powers over 35.2% of all the websites on the Internet. Yes – more than one in four websites that you visit are likely powered by WordPress. On a slightly more technical level, WordPress is an open-source content management system licensed under GPLv2, which means that anyone can use or modify the WordPress software for free. A content management system is basically a tool that makes it easy to manage important aspects of your website – like content – without needing to know anything about programming. The end result is that WordPress makes building a website accessible to anyone – even people who aren't developers.

Assessment Methods

All Certification Testing is done in our Campus.

C++

The poster features a dark blue background with a grid of binary code (0s and 1s) in a lighter blue, glowing font. The title "CPA: PROGRAMMING ESSENTIALS IN C++" is prominently displayed in white, bold, sans-serif capital letters. Below the title, it says "developed by" followed by a logo consisting of a globe and the text "C++ INSTITUTE".

Course Code: C++
Campus: CHINDLERS
Department: PROGRAMING

CONTACT DETAILS

| | |
|------------------|--------------------------------|
| Lorrain Nunez | lorraine.nunez@chindlers.com |
| Rosemary Badillo | rosemary.badillo@chindlers.com |

Description

C++ is a statically-typed, free-form, (usually) compiled, multi-paradigm, intermediate-level general-purpose middle-level programming language.” In simple terms, C++ is a sophisticated, efficient and a general-purpose programming language based on C. It was developed by Bjarne Stroustrup in 1979. Many of today’s operating systems, system drivers, browsers and games use C++ as their core language. This makes C++ one of the most popular languages today. Since it is an enhanced/extended version of C programming language, C and C++ are often denoted together as C/C++.

Course Content

Please go to www.chindlers.com/cplus for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 200 HOURS
- **PRICE**
- \$4500.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

INTERNET TECHNOLOGY



**Course Code: INTERNET
TECHNOLOGY**

Campus: CHINDLERS

Department: Technology

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

The purpose of this course is to prepare individuals to provide technical support to professionals in the IT fields. Prepare students to successfully pass

, Cisco CCNA, Cisco CCENT, Comptia A+ certifications. Upon completion candidates can apply to any internet security position

Course Content

Please go to www.chindlers.com/network for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 556 HOURS

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

All exams are done thru Pearson Vue.

Facebook Blueprint Certification



Course Code: Facebook

Campus: CHINDLERS

Department: Business

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com

Rosemary Badillo rosemary.badillo@chindlers.com

Course Content

Please go to www.chindlers.com/facebook for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 45 HOURS

- Price

- \$850.00

Entry Requirements

- Basic Computer knowledge

Description

In today's competitive market a comprehensive understanding of social media is essential in landing job in any workplace. Today employee's must know not only how to communicate across social media but also how to effectively use online platforms to generate profit. This course will transcend your broad understanding of Facebook as a messaging app into the marketing services it is intended to be. From an overview of the 'Facebook Marketplace' which covers how to use Facebook for buying and planning merchandise. This course further evaluates students ability to read sells analytics for the Facebook app, as well as using those analytics for effective marketing.

Assessment Methods

All Certification Testing is done in our Campus.

Amazon FBA



Course Code: Amazon FBA

Campus: CHINDLERS

Department: Technology

CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com

Rosemary Badillo rosemary.badillo@chindlers.com

Description

This class is for those who want to start an online business. Amazon continues to grow in sales and business options. This course is for an individuals who want to become an entrepreneur and start an online business.

Course Content

Please go to www.chindlers.com/android for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 25 HOURS

- Price

- \$400.00

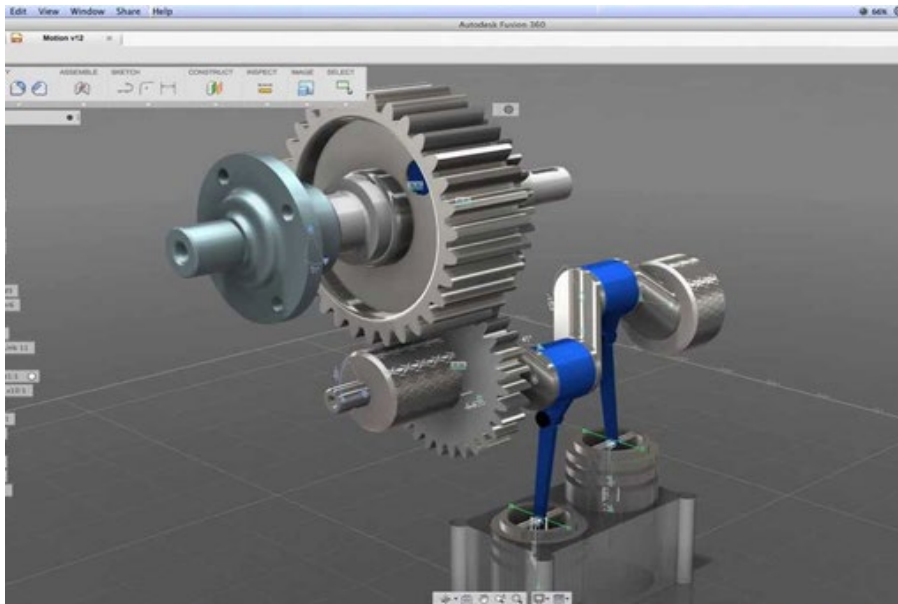
Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

AutoCAD



Course Code: AutoCad
Campus: CHINDLERS
Department: Technology
CONTACT DETAILS

Lorrain Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

AutoCAD is a computer-aided design (CAD) program used for 2-D and 3-D design and drafting. AutoCAD is developed and marketed by Autodesk Inc. and was one of the first CAD programs that could be executed on personal computers.

Course Content

Please go to www.chindlers.com/autocad for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 80 HOURS

- **PRICE**

- \$1700.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Graphic Designer



Course Code: Graphic Designer

Campus: CHINDLERS

Department: Design

CONTACT DETAILS

Lorraine Nunez lorraine.nunez@chindlers.com
Rosemary Badillo rosemary.badillo@chindlers.com

Description

This course is for beginners. Students will be able to complete all coursework in one program. This course will begin with the basic and progress to most current, industry standard software. Powerful programs such as Adobe PhotoShop, Adobe Illustrator and InDesign will be introduced and utilized to supplement traditional tools. Students will start to develop personal portfolios by completing several in- class projects. These portfolios can help candidates get work opportunities.

Course Content

Please go to www.chindlers.com/5025 for a full course curriculum.

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 300 HOURS

Price

- \$6000.00

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Accounting Technology/Technician and Book keeping.



Course Code: Accounting Tech

Campus: CHINDLERS

Department: Accounting

CONTACT DETAILS

Lorrain Nunez

lorraine.nunez@chindlers.com

Rosemary Badillo

rosemary.badillo@chindlers.com

Description

This course prepares individual to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Course Content

Please go to www.chindlers.com/accounting

Online Class Available

Please go to www.tutoracademy.org for more info.

Certification Testing

Please call 201.349.2129 to schedule a test or email us at info@chindlers.com

Job Placement

Please call 888.509.1139 or email us at info@chindlers.com

Course Hours

- 501 Hours / 27 weeks

Entry Requirements

- Basic Computer knowledge

Assessment Methods

All Certification Testing is done in our Campus.

Quickbooks certify user. Excel certify user.

CHINDLERS

4900 BERGENLINE AVE UNION CITY NJ 07087

888.509.1139

ENROLLMENT AGREEMENT

Student's Name: _____ Social Security Number: _____

Address: _____

Telephone: _____ Email Address: _____

Program Title: _____

Total Program Hours: _____ Start Date: _____ End Date: _____

Class Schedule: Monday – Friday

(10:00 AM – 9:00 PM) Saturday (10:00 AM – 8:00 PM)

There is a non-refundable registration fee of \$ _____. This fee is not part of tuition. The tuition will cover the entire program. The student is responsible for _____ percent of the total tuition payable on or before the first day of class. All tuition monies paid by the student will be refunded if the applicant cancels this contract within three (3) business days from the date of signing or 2 class meeting. This refund, less the registration fee, is applicable even if instruction has begun.

Fees:

| | |
|--------------------------------------|--|
| Registration: | |
| Tuition: | |
| Books: | |
| Tools/Supplies: | |
| Other (Test/Licensing/Inoculation) : | |
| Total : | |

The school has received the sum of \$ _____ on _____, 20____ with a remaining balance of \$ _____. This balance is to be paid within _____ installments beginning _____, 20____ and ending on _____, 20____.

Complaint Resolution Policy

Students must submit written complaints to the school director within _____ days of event. The school director will notify the student, in writing, within _____ days of written complaint of the procedures that the student and administration will follow when resolving the student's concerns.

TUITION REFUND POLICY

PLEASE LOOK BELOW FOR OUR TUITION POLICY

The following certificate(s)/license(s) and/or professional credential(s) will be available upon completion of the

_____ program(s): _____.

The student agrees to maintain regular attendance and to abide by the rules and regulations of the school. The student understands that regular attendance is the obligation of the student and the school's policy regarding absence and make-up as stated in the school catalog will apply. Violation of school rules and regulations may subject the student to dismissal.

CHINDLERS post-training placement information is available at www.njtopps.com.

In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.

The student acknowledges receiving a copy of this 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 and understands the terms and conditions and agrees to the conditions outlined in this contract. Signing of this contract by the school is written confirmation by the school that the above named student has been approved to enter the above named program(s). This agreement is not binding until three business days after signing by both parties. The student and the school shall retain a copy of this agreement.

School Director's Signature

Date

Applicant's Signature

Date

Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Administrative Fees.
4. For courses of 300 hours or less, the school may retain the Administrative Fee plus a pro-rata portion of the tuition calculated on a weekly basis.
5. Withdraw after attendance has

Reimbursement Scale

| <u>If Withdrawal or Cancellation Occurs:</u> | <u>The School Will Retain</u> |
|---|-------------------------------|
| During the first week | 10% of the tuition |
| During the second or third week | 20% of the tuition |
| After the third week but prior to completion of 25 percent of the course | 45% of the tuition |
| After 25 percent but not more than 50 percent of the course has been attended | 70% of the tuition |
| After completion of more than 50 percent of the course | 100% of the tuition |

