

THE INSTITUTE OF LOGISTICAL MANAGEMENT, INC.

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ONLINE ENROLLMENT AGREEMENT

Date: _____

Please check: New Student (one time application fee) **\$75.00**

Continuing Student Certificate Military Branch _____

Please select from the following list of course(s):

The maximum time allowable for completion of each Course is six (6) months, unless the student requests in writing an extension for personal or business hardship.

Civilian / Military Course List

- Fundamentals of Transportation and Logistics
- Transportation Systems
- Transportation Management
- Business Logistics Principles
- Business Logistics Systems Analysis
- Freight Claims Management
- Global Logistics Management
- Warehousing Management
- Information Technology in SupplyChain and Logistics Part-A

Shipping: Above pricing includes shipping and handling for all 50 States. Outside the U.S.A. will incur extra expenses which are the responsibility of the student. Contact ILM for estimated costs.

Cost: APPLICATION FEE: _____ TOTAL: _____ GRAND TOTAL: _____

STUDENT NAME: _____ Date of Birth: _____
(Please Print: First Name Middle Initial Last Name)

HOME ADDRESS: _____

CITY, STATE, and ZIP CODE: _____

SHIP COURSE MATERIALS TO: (circle one) **HOME** **COMPANY**

Company Name: _____ Title: _____

Company Address: _____

Company City, State and Zip Code: _____

Home Phone No: _____

Company Phone No: _____ Fax No: _____

E-Mail: _____

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May we have your permission to contact your employer about the professional education and skills you are gaining by enrolling in this course? Yes No Contact Name: _____
Phone No.: _____

_____ Year began working in Transportation, Warehousing, or Logistics field.

- **New Students are required to provide official documentation of level of education, or certify reasons why documentation is not available.**
- **New Students provide documentation at time of enrollment. Students enrolling in subsequent courses only need to provide documentation initially.**

Highest Education Level Attained: (check one): High School College Graduate School
GED High School Graduate needs to provide ILM with verification.

High School Attended: _____ Graduated: Yr _____

City and State: _____

College Attended: _____ Graduated: Yr _____

Graduate School Attended: _____ Graduated: Yr _____

How did you hear about ILM?

- Magazine Ad (Name) _____ Website Dantes/Military
 Company (Name) _____ Referred By: Name: _____
 Other: (Explain) _____

CERTIFICATE/TRANSCRIPTS: Upon successful completion of the requirements for certification, the Student will be awarded a Certified Logistics Practitioner's Certificate. If ILM is requested to provide any student with additional or replacement Certificate, the cost is \$55.00. Student transcripts will be provided upon written request for a \$30.00 fee.

CANCELLATION/REFUND CLAUSE: Any student who signs an Enrollment Agreement, but decides to cancel within (5) days of the date of signature, shall receive a full refund of the tuition fee(s) paid. After (5) days of signing the Enrollment Agreement refer to ILM registrar's Office for a pro-rata portion of tuition refund as provided in ILM's Refund Policy stated below and in accordance with the applicable requirements of the State of New Jersey, Department of Labor and Workforce Development, Administrative Code 6A:18-2.4.

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Cancellation and Refund Policy

- *ILM's Cancellation and Refund Policy conforms to the statutory requirements of The State of New Jersey where ILM is Incorporated and Licensed.*
 - *The State of New Jersey, Department of Labor and Workforce Development has reviewed ILM's policy as recently as November, 2000 and granted it's approval.*
 - *You may request cancellation in any manner, at any time; however ILM suggests a signed and dated written request in an effort to protect your rights. ILM's Cancellation and Refund Policy is clearly stated in the student's Enrollment Agreement, as follows:*
1. Students who cancel **within 5 days** of signature of an Enrollment Agreement will receive a full refund of tuition fees(s) paid.
 2. If you cancel after 5 days of signing an Enrollment Agreement but prior to ILM receiving the first completed course assignment, ILM shall be entitled to retain \$75.00 or 20% of the TCP (Total Course Price), not to exceed \$200.00.
 3. Termination Dates: Unless a Student requests a course or Program extension for business or personal hardship, or Military Deployment, the following termination dates will apply:
 - a.) 6 month course, time limit for completion automatically expire after 9 months,
 - b.) Multiple-Course Programs, time limit for completion will automatically expire based on 1.5 times the normal allotted time for the Program, or 12 months, whichever is less.
 - c.) No Refunds will be honored beyond the above time limits, except for extraordinary situations as determined by ILM.
 4. After ILM receives the first completed lesson and until the Student completes half of the Course, ILM shall be entitled to a Tuition charge which shall not exceed the following:
 - a.) If you cancel, and request a refund after completing at least one lesson assignment, but less than 10% of course assignments, ILM may retain a Registration Fee as defined in Item 2 (above), plus 10% of the tuition, after first subtracting the Registration Fee (above) from the Contract Price.
 - b.) If you cancel, and request a refund after completing between 10% and 25% of the course, ILM may retain a Registration Fee as defined in Item 2 (above), plus up to 25% of the Contract Price, after first subtracting the Registration Fee (Item 2 above) from the Contract Price.
 - c.) If you cancel, and request a refund after completing between 25% and 50% of the course ILM may retain a Registration Fee as defined in Item 2 (above), plus up to 50% of the Contract Price, after first subtracting the Registration Fee (Item 2 above) from the Contract Price.
 - d.) If a student cancels after completing more than 50% of the course, ILM is entitled to retain the entire course tuition.
 5. Any money deemed due to a student under the ILM Cancellation and Refund Policy will be refunded within 30 days of the cancellation request.
 6. To return any books and materials purchased directly from The Institute of Logistical Management for a full refund, Student's must return the books and learning materials to ILM unused, in re-saleable condition. All books and study materials must be free of any markings or smudges, and covers and all pages must be wrinkle free.

EMPLOYMENT: ILM does not express nor imply that successful completion of the Certified Logistics Practitioner's Program will guarantee to any student an obligation by ILM for securing the student employment.

