

12/2014

Dear candidate,

You will be notified of your acceptance status to the Kishwaukee College ICAPS Program no later than **2 weeks before the start of the semester**. If accepted to the Kishwaukee College ICAPS Program, you will be responsible for the following commitments:

Student Commitments for the ICAPS Program

If Accepted

1. I agree to attend the ICAPS Orientation in mid-August (date TBA). _____
2. I agree to **attend all classes**. _____
3. I agree to return email and phone calls from the instructor & Career Navigator. _____
4. I agree to attend a monthly meeting with the Career Navigator. _____
5. I agree to have a back-up plan for transportation and childcare (if applicable). _____
Plan A _____ Plan B _____
6. I agree to attend an exit interview at the completion of the program. _____
7. I agree to contact all my instructors *immediately* if I miss class due to an *emergency only*. (Plan ahead for sick children-this is not an emergency.) _____
8. I agree to complete all my homework before coming to class. (The ICAPS Support class is NOT a time to complete homework.) _____
9. I agree that I am responsible for paying for any MSSC *re-testing* fees. _____
10. I agree to attempt all my GED tests by the end of the first semester of the ICAPS Program. _____
11. I understand that any internship is student-led, meaning the student will take the lead in seeking and applying for internships. The college offers guidance in resume writing, cover letters, and interviewing skills. We do not provide job or internship placement services. _____

Kishwaukee College Commitments to ICAPS Program students

1. We agree to encourage our students to program completion.
2. We agree to pay for the (one-time) MSSC testing registration fee. (\$50.00)
3. We agree to pay for the first semester of coursework only. A student is expected to attempt all their GED tests in the first semester of the ICAPS Program. After completing the GED, the student is eligible to apply for federal financial aid. If a student receives federal financial aid, those funds can be used to pay for semester 2 and 3. Otherwise, self-pay will be required.
4. We agree to pay for a student to take the MSSC tests one-time only.
5. We agree to pay for books, supplies, mileage reimbursement, bus pass, and childcare stipends as needed.
6. We agree to pay for GED testing fees.

Signature of ICAPS student _____ Date _____

Signature of College Staff _____ Date _____