



Business Educational Service Contract for Full-time Employees and Au Pairs

Please read all information before submitting the Business Educational Service Contract.

To comply with Illinois Community College Board regulations, students wishing to use the Business Educational Service Contract to receive in-district tuition are required to be full-time employees working 35 or more hours per week for a business in Oakton’s district. Visa holders are not eligible for the Business Educational Service Contract (except Au Pairs).

Dates and Deadlines

A Business Educational Service Contract is required for each semester in order to demonstrate continued employment in Oakton district 535. Contracts must be received by the date listed below. For students enrolled only in late starting classes, the Business Educational Service Contract must be received within three business days of the first class session.

	Contract Accepted	Contract Deadline
Spring 2024	November 13, 2023	January 22, 2024, 5 p.m.
Summer 2024	March 18, 2024	June 12, 2024, 5 p.m.
Fall 2024	April 1, 2024	August 26, 2024, 5 p.m.

General Instructions

- Submit this cover sheet with the Business Educational Service Contract in order for the College to provide a receipt for your records.
- Submit a new and complete Business Educational Service Contract each semester to the Enrollment Center, Room 1860, Des Plaines campus or Room A100, Skokie campus.
- Submit your **most recent pay stub** from your employer (excluding Au Pairs). If the pay stub does not show hours worked, a written confirmation from the employer must be submitted.
- Au Pairs who live with a host family in Oakton’s district 535 must have the host family complete the Business Educational Service contract and attach a copy of the Certificate of Eligibility for Exchange Visitor (J1) Status form.
- Students may apply for admission and register for classes prior to submitting the Business Educational Service Contract. Tuition payment deadlines must be met even if the Enrollment Center has not yet received the Business Education Service contract.
- All information is subject to final verification by the Enrollment Center. Submission of the Business Educational Service Contract does not constitute automatic approval/processing for in-district tuition. Falsified information may result in disciplinary action.
- The Business Educational Service Contract will not be processed if:
 Any portion of the contract is not complete;
 The pay stub shows less than 35 hours for a one-week pay period or less than 70 hours for a two-week pay period;
 The student lives within Oakton’s district 535.

FOR OFFICE USE ONLY

 Oakton Staff Member

 Business Educational Service Contract Received Date

Enrollment Center Location: Des Plaines Skokie



Enrollment Center
 1600 E. Golf Road, Des Plaines, IL 60016, 847-635-1700, Fax 847-635-1706
 7701 N. Lincoln Avenue, Skokie, IL 60077, 847-635-1400, Fax 847-635-1497

Business Educational Service Contract and Employer Verification

Spring/Summer/Fall 2024

PROVISIONS OF BUSINESS EDUCATIONAL SERVICE CONTRACT

Under the provisions of the Business Educational Service Contract Program, Oakton College agrees to permit enrollment of the designated out-of-district employee at the in-district tuition rate, provided a Business Educational Service Contract is established with appropriate information/employment verified by the employer. Tuition payment is the responsibility of the employee/student unless otherwise agreed to by the employer. Only in-district companies are eligible to participate.

ELIGIBILITY REQUIREMENTS AND CONDITIONS

1. The Business Educational Service Contract and Employer Verification form must be submitted to the Enrollment Center each semester and no later than the date and time stated above. Students will be assessed a late fee if submitting this form after the deadline. Misrepresentation of information will result in assessment of out-of-district tuition for which the employee/student is responsible.
2. Failure to make payment arrangements by the published deadlines may result in the student being dropped from classes.
3. The company must be fully operational, the employee must be employed **full-time (an average of 35 or more hours per week)** and paid by the first day of the semester for which this tuition benefit is sought. **A copy of your most recent pay stub must be included with this form** (excludes Au Pairs). If the pay stub does not show hours worked, a written confirmation from the employer must be submitted.
4. The assessment of in-district tuition is subject to final verification of all information by the Enrollment Center.

THIS SECTION TO BE COMPLETED BY EMPLOYER *(please type or print)*

I certify that the employee/student named in the box below is employed **full time (an average of 35 or more hours per week)** by:

NAME OF COMPANY AND TYPE OF BUSINESS (I.E., LAW OFFICE, RETAIL STORE, RESTAURANT, ETC.)				FED. EMP. I.D. NO. (F.E.I.N.)
COMPANY ADDRESS	CITY	STATE	ZIP CODE	
SIGNATURE OF COMPANY REPRESENTATIVE	DATE	TITLE OF COMPANY REPRESENTATIVE		
PRINT COMPANY REPRESENTATIVE'S NAME	COMPANY REPRESENTATIVE'S EMAIL	()	COMPANY REPRESENTATIVE'S PHONE NUMBER	

THIS SECTION TO BE COMPLETED BY STUDENT *(please type or print)*

Select one term only: Spring 2024 Summer 2024 Fall 2024

LAST NAME	FIRST NAME	OAKTON STUDENT ID NO.	()	HOME PHONE NUMBER
ADDRESS	CITY	STATE	ZIP CODE	

Note: The above address will be recorded as your permanent legal address.

I verify that I have read all of the attached information and understand that it is my responsibility to meet all requirements and deadlines pertaining to the Business Educational Service Contract.

STUDENT'S SIGNATURE	DATE
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FOR OFFICE USE ONLY

RESIDENCY CODE	ACCEPTED BY	DATE	PROCESSED BY	DATE
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