

# THE INSTITUTE OF LOGISTICAL MANAGEMENT, INC.

315 W. Broad St, P.O. Box 427, Burlington, NJ 08016

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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 this Course is six (6) months, unless the student requests in writing an extension for personal or business hardship.

### **Civilian Course List - Please see attached Price List (Not all courses available Online)**

- |  |   |
|--|---|
| <input type="checkbox"/> Fundamentals of Transportation and Logistics          | <input type="checkbox"/> Global Logistics Management                                |
| <input type="checkbox"/> Transportation Systems                                | <input type="checkbox"/> Warehousing Management                                     |
| <input type="checkbox"/> Transportation Management                             | <input type="checkbox"/> Hazmat Training  |
| <input type="checkbox"/> Business Logistics Principles                         | <input type="checkbox"/> Motor Carrier Operations **                                |
| <input type="checkbox"/> Business Logistics Systems Analysis                   | <input type="checkbox"/> Export Management  |
| <input type="checkbox"/> Freight Claims Management                             | <input type="checkbox"/> Import Management  |
| <input type="checkbox"/> Transportation Law I - Rail and Motor Carrier         | <input type="checkbox"/> Inventory Management                                       |
| <input type="checkbox"/> Transportation Law II - Intermodal and Intermediaries | <input type="checkbox"/> Information Technology in SupplyChain and Logistics Part-A |

\*\*May need additional textbook

### **Military Course List - Please see attached Price List (Not all courses available Online)**

- |  |   |
|--|---|
| <input type="checkbox"/> Fundamentals of Transportation and Logistics          | <input type="checkbox"/> Global Logistics Management                                |
| <input type="checkbox"/> Transportation Systems                                | <input type="checkbox"/> Warehousing Management                                     |
| <input type="checkbox"/> Transportation Management                             | <input type="checkbox"/> Hazmat Training  |
| <input type="checkbox"/> Business Logistics Principles                         | <input type="checkbox"/> Motor Carrier Operations **                                |
| <input type="checkbox"/> Business Logistics Systems Analysis                   | <input type="checkbox"/> Export Management  |
| <input type="checkbox"/> Freight Claims Management                             | <input type="checkbox"/> Import Management  |
| <input type="checkbox"/> Transportation Law I - Rail and Motor Carrier         | <input type="checkbox"/> Inventory Management                                       |
| <input type="checkbox"/> Transportation Law II - Intermodal and Intermediaries | <input type="checkbox"/> Information Technology in SupplyChain and Logistics Part-A |

\*\*May need additional textbook

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: \_\_\_\_\_

# THE INSTITUTE OF LOGISTICAL MANAGEMENT, INC.

**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: \_\_\_\_\_

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.

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: 19 \_\_\_\_

City and State: \_\_\_\_\_

College Attended: \_\_\_\_\_ Graduated: 19 \_\_\_\_

Graduate School Attended: \_\_\_\_\_ Graduated: 19 \_\_\_\_

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 Education Refund Process, Administrative Code 6A:18-2.4.

## THE INSTITUTE OF LOGISTICAL MANAGEMENT, INC.

### ***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 Education 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. 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.
  4. Any money deemed due to a student under the ILM Cancellation and Refund Policy will be refunded within 30 days of the cancellation request.
  5. 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.

**COMPLAINT PROCEDURE:** If any student has questions, concerns or complaints, please direct inquires to the Registrar of the Institute of Logistical Management. Questions or concerns that are not satisfactorily resolved by the Registrar’s office, or the Dean, which concern and/or are related to New Jersey Code or Statute, may be referred to The State of New Jersey, Department of Education, Private Training Unit P.O. Box 500 Trenton, New Jersey 08625-0500. Complaints may also be referred to the Distance Education and Training Council (DETC), 1601 18<sup>th</sup> Street, N.W., Washington DC 20009-2529.

The undersigned hereby wishes to enroll in the Institute of Logistical Management. Enrollment is accepted subject to the Terms and Conditions and upon payment of tuition and fees. I verify that I have received and understand the current information on course material, and acknowledge that I have read the Enrollment Agreement. I hereby certify that all information I have provided on the Enrollment Agreement is true and correct and further authorize the Institute of Logistical Management to verify any/all information. The signature of the student pertains to this agreement and/or future enrollments.

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_ Course Start Date: \_\_\_\_\_  
(Signature of Registrar)

Course End Date: \_\_\_\_\_

**Payment:** Company Purchase Order Attached  Check or Money Order is enclosed   
Credit Card (see Terms and Conditions Below)

American Express / Mastercard / Visa Number: \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_

Credit Card Billing Address: \_\_\_\_\_  
\_\_\_\_\_

\*CVV2 # \_\_\_\_\_ Card Holders Signature: \_\_\_\_\_

\*Mastercard/Visa card users – On the reverse side of your credit card on the signature bar appears a 3 to 6 digit number please add this number to the CVV2 space above.

*Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder’s agreement with the issuer pertaining to this agreement and/or future courses. Note: Please be sure you have read the Terms and Conditions and completed all items on the Enrollment Agreement. Enclose a check or company purchase order or arrange with ILM for American Express/Mastercard/Visa for total tuition, fees, shipping and handling. Send your Enrollment Agreement to: **The Institute of Logistical Management, 315 W. Broad Street, P.O. Box 427, Burlington, New Jersey, 08016. ATTN: Registrar.***

**“ILM Admissions Policy allows Students with appropriate prior Education to enroll in programs without regard to Race, Religion, Gender, Age, Color, National Origin or Physical Disability.”**

Revise 1/07