



ILLINOIS TAX TRAINING INSTITUTE CATALOG

2012

www.iltti.com

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**Illinois State Board of Education
State Accreditation**

Certificate of Approval to Operate Issued by the Illinois State Superintendent of Education,
100 North First Street, Springfield, Illinois 62777.

The Mayor's Office of Workforce Development
WIA training provider

Cook County Works (formerly POET)
WIA training provider

Illinois Department of Veterans' Affairs
GI Bill Educational Benefits

Internal Revenue Service
Continuing Education Provider

Preparing You for Entrepreneurship!

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MISSION STATEMENT

The Illinois Tax Training Institute (ITTI) is a corporation dedicated to providing high quality tax training and education, paving the way to financial independence by teaching members of the community at large, to become professionals in tax representation for individuals and businesses. The institute promotes tax compliance and integrity in the profession and gears its course materials to reflect the significant role of ethics in the practice.

PHILOSOPHY AND OBJECTIVES

ITTI also promotes statewide and national uniformity of tax representation and preparation along with continuing education. We believe tax professionals should be highly competent, and our training and education prepare individuals to pass the IRS's Special Enrollment Examinations (SEE). Therefore, our graduates are taught to follow guidelines and procedures promulgated by state taxing agencies and the Internal Revenue Service. Graduates can broaden the scope of their practice and knowledge base by enrolling in advanced courses offered by the institute.

Additionally, the institute promotes business ownership and entrepreneurship by providing its graduates with access to resources and technical support, which will allow them to develop and expand their own tax practices. The impact and importance of superior customer/taxpayer service (a competitive advantage) is stressed as an elemental component of our comprehensive approach to training tomorrow's tax professionals. Further, ITTI will support graduates in acquiring their first clients and with preparing tax forms.

WHY ITTI?

Illinois Tax Training Institute (ITTI) prepares you to pass the Internal Revenue Service's (IRS) Special Enrollment Examinations.

ITTI focuses on test preparation for the Enrolled Agents examination and Enrolled Retirement Plan Agents examination, while many other companies only offer basic tax education courses.

ITTI is dedicated to providing high quality training and education, paving the way to self-sufficiency, by teaching members of the community at large, to become tax professionals. The institute promotes tax compliance and integrity in the profession and gears its course materials to reflect the significant role of ethics in the practice.

Many people are unaware of positions and their benefits. **There are no academic requirements** and students can develop year- round clients, represent taxpayers, and resolve IRS problems independently, or through an accounting or law firm.

ITTI promotes increasing participation in the tax profession by economically disadvantaged individuals, women and minorities.

THE ITTI DIFFERENCE

ITTI assists with acquiring initial clientele and completion of the accompanying paperwork. You are given access to various tax software packages utilized by the industry. You are trained to assist your clients far beyond customary tax return preparation.

With face-to-face access to the faculty, you are not relegated to trying to “plow” through volumes of tax code independently.

ITTI will even assist in determining the form of business entity which “best fits” your business, based upon your own entrepreneurial vision as a newly certified tax professional possessing the IRS designation of Enrolled Agent.

THE ENROLLED AGENT TRAINING AND EXAMINATION PREPARATION COURSE

Who Are Enrolled Agents?

Enrolled Agents (EA) are tax professionals who, unlike bookkeepers and tax preparers, have earned IRS certification to represent taxpayers before the Internal Revenue Service. Enrolled Agents, like attorneys and certified public accountants (CPA), are unrestricted as to which taxpayers they can represent, what types of tax matters they can handle and before which IRS offices they may practice.

Enrolled Agents are enrolled to practice before the IRS. An Enrolled Agent can practice in any state. EAs can represent or assist with a myriad of services: tax returns, IRS audit responses, collection matters, levies, liens, and others IRS procedures for individuals, sole proprietorships, corporations, non-profit organizations or any business entity, including international businesses as well as non-resident aliens, resident aliens and new immigrants.

Enrolled Agents, as career professionals, are in high demand. Tax professionals are needed everywhere: in small accounting firms, large accounting firms, law firms, corporate tax departments, the IRS, state departments of revenue, investment firms, for-profits, non-profits, and banks. The need for high quality, competent tax professionals is even greater now due to continual tax code updates. Tax preparers can enhance their practice, credibility, and income potential with the Enrolled Agent designation. According to the Illinois Department of Employment Security, the annual starting salary for Enrolled Agents is \$42,403. The median salary is \$61,768 and the experienced agents' salary is \$78,758.

Becoming an Enrolled Agent

How can you become an Enrolled Agent?

There are two tracks for becoming an Enrolled Agent:

Written examination: You can become an enrolled agent by demonstrating special competency in tax matters by taking a written examination. This track requires that you;

- Apply to take the Special Enrollment Examination (SEE) at prometric.com/IRS,
- Achieve passing scores on all three Parts of the SEE,
- Apply for enrollment,
- Pass a background check to ensure that you have not engaged in any conduct that would justify the suspension or disbarment of an attorney, CPA, or enrolled agent from practice before the IRS.
- Being a U.S. citizen is not a requirement to become an enrolled agent.

The SEE is given at nearly 300 Prometric testing centers located across the United States and internationally. There are more than 70 foreign countries all over the world where you can take the test such as Mexico, Japan, Poland, Brazil, Australia, South Africa, etc. For further information on taking the exam in another country, contact our office at 312.346.8077.

IRS experience: You can become an enrolled agent by virtue of past service and technical experience with the IRS that qualifies you for enrollment. This track requires that you;

- Possess the years of past service and technical experience specified in Circular 230,
- Apply for enrollment,
- Pass a background check to ensure that you have not engaged in any conduct that would justify the suspension or disbarment of an attorney, CPA, or enrolled agent from practice before the IRS.

A coordinated, modular program which prepares individuals to pass one or all components of the three – part SEE as outlined below:

- **Module One** – Representation, Practice and Procedures: Ethics, Record Keeping Procedures, Appeal Procedures. (SEE – Part III)
- **Module Two** – Individuals: Individual Income Taxes. (SEE – Part I)
- **Module Three** – Businesses: Sole proprietorships, Partnerships, Corporations (including S-Corporations), Fiduciaries, Estates and Gift Tax and Trusts. (SEE – Part II)
- **Module Four** – Tax Research: Primary and Secondary Sources, Legal Writing. *(This module is not part of SEE.)*

As of May 2009, all ITTI students are required to pass the IRS Link and Learn Tax exams for *Earned Income Tax Credit, Basic, Intermediate optional Advanced, Military and International* levels before completion of module two, *Individuals*. Students will not be admitted to module three, *Businesses*, unless they present proof of completion to the Institute.

Please call the administrative office for further information.

Class Schedules

Classes are offered two days/nights per week. Each class session is for three-hours in the evening- **Tuesdays and Fridays, or Mondays and Thursdays from 6:00 p.m. until 9:00 p.m.**

The duration for each module is as follows:

Module One	: Six weeks
Module Two	: Eleven weeks Hands-on workshops every other Saturday.
Module Three	: Fourteen weeks Hands-on workshops every other Saturday.
Module Four	: Six weeks

On the following week of completion of classes there will be 3 hours of final review class and 3 hours of final exam for all modules.

Total duration of the course is 615 hours consisting of 255 hours of in-class training including class hours, workshops, review classes, exam hours and at least 36 hours of internship.

The Enrolled Agent Training and Examination Preparation Course - Online

(Coming soon)

Students enrolled in online program may take 100% of their coursework in a fully online format.

Instead of attending lectures on-campus, online students attend "virtual" classrooms via the internet. Our Learning Management Systems (LMS), *Moodle*, allows completing the entire program online.

Learning materials vary from class to class, but may include textbooks, video demonstrations, power point presentations, interactive lessons, and web resources.

Learning activities may include writing papers, posting comments or essays to online discussion forums, completing individual projects, and taking quizzes and exams. While students can choose when and where they study, there are deadlines for homework and quizzes.

Students interact with their instructor and classmates via web discussion forums, e-mail, chat sessions, and phone calls.

Additionally, live webinars will be conducted using the virtual learning environment. Date and time will be specified in advance and student groups will be gathered at a single location. Students interact by asking questions and receiving answers in real-time. Sessions range from 1-3 hours.

ITTI will be using Moodle, as a tool for creating online dynamic web sites for our students.

A four-module online program which prepares individuals to pass one or all components of the three – part SEE as outlined below:

- **Module One** – Representation, Practice and Procedures: Ethics, Record Keeping Procedures, Appeal Procedures. (SEE – Part III)
- **Module Two** – Individuals: Individual Income Taxes. (SEE – Part I)
- **Module Three** – Businesses: Sole proprietorships, Partnerships, Corporations (including S-Corporations), Fiduciaries, Estates and Gift Tax and Trusts. (SEE – Part II)
- **Module Four** – Tax Research: Primary and Secondary Sources, Legal Writing.
(*This module is not part of SEE.*)

Total duration of the course is 615 hours. 255 hours of core content is required to supply students required knowledge for tax representation and to pass the SEE. 360 hours of research and internship is required to make students accustomed to the profession, tax forms and tax problems, while strengthening their education by integrating all materials.

JOHN MARSHALL LAW SCHOOL

The Center for Tax Law and Employee Benefits

The John Marshall Law School (JMLS) offers a Master of Science (MS) in Tax Law, for non-lawyers who wish to become proficient in tax law. **Eligible ITTI students**, who want to take their education one step further, **will be admitted to the MS program without seeking the five-year experience requirement**. Other requirements for entry must be met. Admission is three times each year, Fall, Spring, and Summer. Completed applications must include:

1. Bachelors Degree
2. Application Form and Fee
3. Transcripts and Letters of Recommendation
4. International Supplement Form (if applicable)
5. Statement of Purpose
6. Resume
7. Writing Sample

This MS degree in Tax Law provides candidates with an impressive knowledge of tax law, as well as new skills to think analytically and critically in this ever-changing field of law.

Students may also pursue one of the four specialization tracks offered under the LLM tax program:

- Corporate Taxation
- Estate & Personal Financial Planning
- Taxation of Closely Held Businesses
- Employee Benefits

This unique opportunity is available only for ITTI students who have passed all parts of the SEE and have completed the EA program successfully and, who are eager to broaden the knowledge necessary to practice tax law effectively.

COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATION

The Community and Economic Development Association (CEDA) is one of the largest non-profit organizations in the country. CEDA serves 240,000 Cook County residents annually. Over forty programs and services are offered including, **employment and job training, education services and community development**. CEDA's mission is to work in partnership with communities to empower families and individuals to achieve self-sufficiency and improve their quality of life. ITTI shares this mission and is dedicated to educate and train community members looking for a lifelong career.

ITTI trains CEDA-eligible low-income candidates who cannot afford our training. CEDA supplies funding for qualifying community members.

THE ENROLLED RETIREMENT PLAN AGENT **EXAMINATION PREPARATION COURSE**

Who Are Enrolled Retirement Plan Agents?

An Enrolled Retirement Plan Agent (ERPA) is a person who has demonstrated competency in retirement planning matters, retirement plan enrollment with the IRS, satisfy renewal and continuing education requirements. An ERPA has earned the privilege of representing clients with respect to issues involving the following programs: the Employee Plans Determination Letter program; the Employee Plans Compliance Resolution System; and the Employee Plans Master and Prototype and Volume Submitter programs. In addition, ERPAs may represent clients with respect to 5500 and 5300 series retirement plan forms, but not with respect to actuarial forms or schedules.

Becoming an Enrolled Retirement Plan Agent

Besides IRS experience, a person wishing to become an Enrolled Retirement Plan Agent must pass a two-part ERPA Special Enrollment Examination (ERPA-SEE) as well as tax compliance and background checks. The ERPA candidate must apply for enrollment with the Internal Revenue Service and follow renewal and continuing education requirements.

The ERPA-SEE consists of two examination parts. Each examination part includes 75 questions. Candidates have three hours to complete an ERPA-SEE examination part (3.5 hours in total for an examination appointment including tutorial and exit survey). The parts of the examination are:

Part I: Compliance and Operations Issues

The syllabus for Part I of the ERPA-SEE outlines issues affecting compliance and operation. These issues include retirement plan participation, coverage, vesting, contributions, allocation and accruals, limits, nondiscrimination testing, top-heavy and related employer issues, elective deferrals and deductibility. Part I also includes the legal framework under which retirement plans operate.

Part II: Plan Documents, Reporting and Distribution Issues

The syllabus for Part II of the ERPA-SEE outlines issues affecting qualified plans not addressed in Part I. This includes plan documents and governmental filings, rollovers and distributions, consent issues and participant loans. Topics also cover a practitioner's interaction with the IRS through plan audits and correction programs. The test also includes questions on ethics and professional responsibility issues.

After successfully passing both parts of the ERPA-Special Enrollment Examination (within the three-year exam expiration time period) and reading Circular 230, you must file Form 23-EP, Application for Enrollment to Practice before the Internal Revenue Service as an Enrolled Retirement Plan Agent (ERPA) within one year of the date you passed the ERPA-SEE.

ITTI offers a coordinated, four-part modular program. We prepare individuals to pass all components of the **ERPA Special Enrollment Examination (SEE)**. **All modules include a review session and final examination.**

- **Module One** – The Employee Plans Determination Letter Program.
- **Module Two** – The Employee Plans Compliance Resolution System.
- **Module Three** – The Employee Plans Master and Prototype Program and Volume Submitter Program.
- **Module Four** – Form 5300 and Form 5500 filings.

Class Schedules

Classes are held two nights per week. Each class session is three-hours in the evening. There are hands-on workshops every other Saturday for each module. Each module is three weeks. The course is 90 hours in total which will be completed in three months.

THE U.S. TAX COURT REPRESENTATIVE EXAMINATION PREPARATION COURSE

Who Are the U.S. Tax Court Representatives?

A U.S. Tax Court Representative is a person who has non-attorney tax professional training and a court-granted right to practice in the U.S. Tax Court without the need of an attorney. The Tax Court has designed an exam intended for applicants who are not attorneys at law to determine whether they possess the requisite qualification to provide competent representation before the court. Anyone who passes the exam can practice in U.S. Tax Court on an equal footing with attorneys.

Becoming a U.S. Tax Court Representative

ITTI provides a one year, in-class U.S. Tax Court study course in order to pass the U.S. Tax Court Exam. Students can pursue a tax specialty designation referred to as “Admitted to Practice, U.S. Tax Court” by successfully passing the Tax Court Exam.

In order to pass the examination, the applicant must demonstrate proficiency in each subject by obtaining a grade of 70% or better in each tested subject. For the applicants who pass the examination to be admitted to practice, the court will take into account the application, letters of recommendation and other appropriate facts.

ITTI offers a coordinated, four-part, modular program. We prepare individuals to pass all components of the four-part **United States Tax Court Examination (USTCE)**. **All modules include a review session and final examination.**

- **Module One – Legal Ethics:** The American Bar Association’s Model Rules of Professional Conduct, including practitioner conflicts of interest and imputed disqualification.
- **Module Two – Tax Court Rules of Practice and Procedure:** The Tax Court’s Rules of Practice & Procedure, including areas of court jurisdiction.
- **Module Three – Federal Taxation:** The Internal Revenue Code and its regulations, along with recent Tax Court and other tax-related court decisions, Federal Tax.
- **Module Four – Evidence:** The Federal Rules of Evidence, including evidentiary applications in the courtroom.

Classes are held two days per week. Each class session is for three-hours. The course is 276 hours in total which will be completed in 46 weeks.

Module One	: 8 weeks
Module Two	: 15 weeks
Module Three	: 15 weeks
Module Four	: 8 weeks

REGISTERED TAX RETURN PREPARER (RTRP) **EXAMINATION PREPARATION COURSE**

The IRS conducted tax-preparer market research to develop higher standards to boost protections and service for taxpayers. The IRS also set out to increase confidence in the tax system, and yield greater compliance with tax laws. Results were released in 2009 and the IRS has started to implement those standards.

Based on the results of the Return Preparer Review, the IRS recommends a number of steps. The first step is a registration and Preparer Tax Identification Number (PTIN) application which is already in use. Beginning January 1, 2011, all paid preparers must have a PTIN before preparing returns and renew their PTIN annually.

The second step is testing. Tax preparers must pass an exam to demonstrate their competency to prepare federal tax returns. Once you pass the exam, you will become an IRS Registered Tax Return Preparer (RTRP).

The test is now available and covers only individual income tax returns (Form 1040). RTRPs must adhere to ethical standards. RTRPs have limited practice rights before the IRS, which means they can represent clients in only certain circumstances. Only attorneys, certified public accountants (CPAs), enrolled agents (EAs) or registered tax return preparers (RTRPs), unless they are supervised by such individuals or prepare returns not covered by the competency exam, will be able to prepare tax returns.

Those who already have a PTIN will have until the end of 2013 to take and pass the exam and to pass the background check.

RTRPs also are required to take continuing professional education courses (CPE) as the third step of tax return preparer regulations.

The continuing education requirement begins in 2012. Preparers must take 15 hours continuing education from an approved IRS continuing education provider.

Class Schedules

Classes are held two days per week for six (6) weeks. Each class session is for three-hours in the evening, Tuesdays and Fridays, or Mondays and Thursdays, from 6:00pm until 9:00pm.

TAX RESEARCH CLASSES

Tax research classes are part of our Enrolled Agent, Enrolled Retirement Plan Agent and U.S. Tax Court Representative Courses. These classes explain how and where to find tax rulings and documentation.

Federal tax law research can be very complex because of the numerous primary and secondary sources. ITTI describes the most important of those sources and provides a starting point to the students. By sample problems, case studies, assignments, exercises and discussions they will all develop their own research techniques. ITTI continues to be innovative as the only vocational institution offering tax research training in the Chicagoland area. This training leads our students to develop effective and efficient tax research skills besides offering another career path as paralegals to tax attorneys.

Federal tax authority is comprised of both primary and secondary sources. The government's legislative, administrative and judicial branches produce primary authority in the form of statutes, treaties, regulations, rulings and judicial decisions. As with other areas of research, it is important for the tax researcher to understand the functions of these governmental bodies and the sources of law promulgated in their capacities. Secondary sources of tax authority consist of unofficial publications, such as treatises, tax services, and periodical literature. Secondary tax materials are created to locate, explain, analyze and interpret primary tax resources. By understanding these basics, the task of finding print and electronic resources that publish these materials becomes a systematic and methodical procedure facilitating the tax research process.

1. Tax Loose-leaf Services

Tax loose-leaves combine the current version of the Internal Revenue Code and the IRS regulations with detailed explanations and analysis of the IRC and regulations and case annotations. They are more up-to-date than other print sources. These compilations provide access to statutes, regulations, and excerpts from Congressional reports, administrative rulings, references to judicial decisions and other official documentation. Loose-leaves also provide analysis and practical explanations for complex tax issues. Loose-leaf services are great finding aides as they offer sophisticated indexing and finding lists. The advantages of these services are further expanded by the availability of companion sets that report tax cases and agency actions.

2. Federal Tax Legislation: Internal Revenue Code

The IRC contains most of the statutes pertaining to income, estate and gift, excise and employment taxes. The IRC is divided into eleven subtitles, which are each further subdivided.

3. Legislative History

It consists of documents that make up the legislative history of a tax statute, including bills, committee reports, hearings, and floor debates. In order to compile a legislative history, you must collect and read many of the documents produced in the course of a tax bill becoming law.

4. Tax Treaties

If a taxpayer has ties to both the United States and another country, or is a resident of a foreign country, you should determine whether any tax treaties apply. Tax treaties between countries, also referred to as tax conventions, seek to eliminate or reduce double taxation.

5. Treasury Regulations

The Internal Revenue Service, a division of the Treasury Department, issues tax regulations, officially known as Treasury Regulations. The IRS issues three types of regulations: final, temporary and proposed. Final regulations provide legally binding guidance. Temporary regulations are effective upon publication in the Federal Register and may be valid for no more than three years from their date of issuance. Proposed regulations do not become effective until after comments and testimony have been received and reviewed and a final version of the regulations have been issued.

6. Tax Cases

Three federal trial-level courts have jurisdiction over tax disputes: the United States Tax Court, the United States District Courts, and the United States Court of Federal Claims. The United States Courts of Appeals are generally the highest appellate-level courts to hear tax cases because the United States Supreme Court hears very few tax cases.

7. IRS Documents

A. Officially Published IRS Documents; The Internal Revenue Bulletin/Cumulative Bulletin, Revenue Rulings, Revenue Procedures and Procedural Rules, Notices of Acquiescence or Nonacquiescence

B. Publicly Released IRS Documents; Private Letter Rulings, Determination Letters, Technical Advice Memoranda, General Counsel Memoranda, Actions on Decisions

CONTINUING EDUCATION COURSES

For the Enrolled Agents and the Enrolled Retirement Plan Agents

Continuing Professional Education (CPE) is a requirement for renewal of enrollment. Renewing individuals must certify that he or she has satisfied the CPE requirements. Therefore our program is focused on federal taxation and federal tax related matters to assure students they will be able to qualify for continuing professional education credit.

Because enrolled agents already possess certain educational and technical skills, the objective of our continuing education programs is to increase these skills and the level of professional competence of an enrolled agent.

EAs and ERPAs are required to apply for renewal in three-year cycles after their initial enrollment. They must complete a minimum of 72 hours of continuing education credits during each three-year enrollment cycle. Of the 72 hours, they must complete a minimum of 16 hours of continuing education credits, including two hours of ethics or professional conduct, each year of an enrollment cycle. CPE credits are subject to verification by the IRS.

ITTI offers continuing education courses focused on Estate Planning and Corporations Tax Law.

1. Estate Planning

Estate planning is the process of disposing of an estate. Estate planning typically attempts to eliminate uncertainties over the administration of a probate and maximize the value of the estate by reducing taxes and other expenses.

- i. Basic Estate Planning
- ii. Advanced Estate Planning

2. Corporation Tax Law

In forming a corporation, prospective shareholders exchange money, property, or both, for the corporation's capital stock. A corporation generally takes the same deductions as a sole proprietorship to figure its taxable income.

i. C Corporation Continuing Education

A C corporation is recognized as a separate taxpaying entity. A corporation conducts business, realizes net income or loss, pays taxes and distributes profits to shareholders.

The profit of a corporation is taxed to the corporation when earned, and then is taxed to the shareholders when distributed as dividends. This creates a double tax. The corporation does not get a tax deduction when it distributes dividends to shareholders. Shareholders cannot deduct any loss of the corporation.

ii. S Corporation Continuing Education

S corporations are corporations that elect to pass corporate income, losses, deductions and credit through to their shareholders for federal tax purposes. Shareholders of S corporations report the flow-through of income and losses on their personal tax returns and are assessed tax at their individual income tax rates. This allows S corporations to avoid double taxation on the corporate income.

iii. Partnership Continuing Education

A partnership is the relationship existing between two or more persons who join to carry on a trade or business. Each person contributes money, property, labor or skill, and expects to share in the profits and losses of the business.

A partnership must file an annual information return to report the income, deductions, gains, losses, etc., from its operations, but it does not pay income tax. Instead, it "passes through" any profits or losses to its partners. Each partner includes his or her share of the partnership's income or loss on his or her tax return.

iv. Trust Continuing Education

A trust is an arrangement whereby property (including real, tangible and intangible) is managed by one person (or persons, or organizations) for the benefit of another. A trust is created by a settlor, who entrusts some or all of his or her property to people of his choice (the trustees). The trustees hold legal title to the trust property (or trust corpus), but they are obliged to hold the property for the benefit of one or more individuals or organizations (the beneficiary).

A simple trust in Federal income tax law is one in which, under the terms of the trust document, all net income must be distributed on an annual basis.

v. Assets Protection Continuing Education

Asset protection is lawsuit and creditor protection that is put in place before a crisis puts your lifetime accumulated wealth at risk. In order to adequately protect assets you need a combination of legal strategies and entities to secure assets beyond the reach of future creditors.

vi. International Continuing Education

Because international tax law is extremely complex ITTI aims to provide quality training to the students, educating them to understand international taxpayers and taxpayers in the U.S. territories related issues and to help their clients with clear and accurate information before they file their tax returns.

vii. Nonprofit Continuing Education

Non-profit status is a state law concept. Non-profit status may make an organization eligible for certain benefits, such as state sales, property, and income tax exemptions.

VOLUNTEER INCOME TAX ASSISTANCE PROGRAM

All students are encouraged to participate in the Volunteer Income Tax Assistance (VITA) Program. VITA program offers free tax help to low-to-moderate-income people who cannot prepare their own tax returns and cannot afford a paid preparer. ITTI aims to train certified volunteers who will help those people to prepare basic tax returns in communities across the country. Trained community volunteers can help eligible taxpayers with all special credits, such as the Child Tax Credit or Credit for the Elderly. For VITA certification, volunteers must complete one of the following training courses based on the type or level of returns they will be preparing at their site:

- 1) Basic
- 2) Intermediate
- 3) Advanced
- 4) Military
- 5) International

In addition to the above training courses, volunteers will also be trained in interviewing techniques and use of resource materials to help them meet the IRS requirements.

Volunteers are certified at the above levels by passing one of the tests with a score of 80% or above. Please call our office if you wish to take part in this program.

INTERNSHIP PROGRAM

Our internship program combines 6 weeks tax education with a professional internship placement in a tax company. It is unpaid, full / part-time and up to eight months internship. It requires students to pass the exam at the end of Module One, *Ethics*, to be eligible to start their internships.

All students are required to put in at least 36 hours of internship during their ITTI education. Internship is optional only for our veteran students. This program offers students who want to be tax professionals the opportunity to gain specific experience and supplement their study with work. Students will have a chance to practice their training and improve their knowledge in a business environment.

Students who choose to participate in the VITA program can complete all of their required internship through VITA.

EXAMSMANSHIP

Because of the competitive nature of an exam, students usually are stressful during exams. This leads to missed questions, although students have the required knowledge. By offering exam preparation, examsmanship, classes, ITTI aims to help students overcome this problem, because each correct answer counts. Eliminating misunderstood questions is the primary goal. We also focus on increasing the self confidence of a student and removing the stress. ITTI will teach different types of questions, where to focus on multi-choice questions and others, emphasizing key points and details.

BASIC ACCOUNTING

Basic accounting is essential in developing and sustaining a complete professional tax practice. This course trains and implements the basics of accounting. Often, tax professionals are given business receipts and are hired to produce quarterly and annual reports for tax filing. This basic class generates real-life homework assignments enabling the student to begin their own practice and keep proper records. Each student will be able to leave the school with the ability to immediately generate income and handle small and mid size business accounts, along with their own business records.

This course is offered two days a week for five (5) weeks. Each class session is an hour. Total hours for this course are 10.

QUICKBOOKS

This class is designed to teach the basic use of accounting software. Students will learn to maintain an accounting system. QuickBooks is very user-friendly and truly makes business accounting easy, by providing windows that you use to record common business transactions.

Students will be taught the topics below;

- Getting around in QuickBooks
- Overview, Adding and Using QuickBooks Accounts
- Create a new company
- Items – Products & Services
- Reports
- Customers & Sales
 - Adding customers and opening balances
 - Create an invoice
 - Create a statement
 - Enter and deposit customer payments
- Vendors & Expenses
 - Adding vendors and opening balances
 - Write checks and enter expenses
 - Enter bills
 - Pay bills
- Payroll
 - Payroll overview
 - Information needed to setup payroll
 - Paying employees
 - Paying taxes and liabilities

This course is offered two days a week for five (5) weeks. Each class session is an hour. Total hours for this course are 10.

VETERAN STUDENTS

Our programs are certified by the State Approving Agency for Veterans' Education. These programs as described in this catalog offers lifelong career paths as tax professionals. It leads to a smooth transition from active military service to civilian life. We share the mission of VA and want to be part of improving the quality of veterans' and their families' lives.

ITTI allows students to enroll in one module of the program. Although to be eligible for GI Bill educational benefits veterans or their eligible dependants must enroll in all modules. Please contact our office for more information.

Additionally, **Vocational Rehabilitation and Employment (VR&E)** program benefits are vested with delivering timely, effective vocational rehabilitation services to veterans with service-connected disabilities. The program is dedicated to enabling the veterans with disabilities a seamless transition from military service to a successful rehabilitation, and on to suitable employment.

DISABLED STUDENTS

We know people with disabilities are an untapped source of skilled, innovative, and dedicated employees. ITTI will be part of their success in their re-employment and help them achieve their career goals.

ITTI participates in the Ticket to Work Program to help increase employment of people with disabilities. This allows you to use your tickets to create your tax career without losing your health care coverage. Recipients of Supplemental Security Income (SSI) and Social Security Disability Insurance (SSDI) have a chance in getting ITTI's training to become tax professionals.

Section 503 of the Rehabilitation Act of 1973 prohibits discrimination against qualified individuals with disabilities with the Federal government. Also the Americans with Disabilities Act (ADA) covers all private employers, state and local governments, employment agencies, and labor unions.

INTERNATIONAL STUDENTS

ITTI is located in Chicago which has one of the largest immigrant populations. This increases the demand for multi-language speaker EAs. You have the ability to communicate with people who have insufficient English language skills. A part of the IRS mission is to provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities. Also the IRS aims to help the large majority of compliant taxpayers with the tax law.

ADMISSION POLICY

ITTI prohibits discrimination in educational programs on the basis of race, color, national origin, age and disability.

Although there are no educational prerequisites set by the IRS, ITTI does require each candidate for enrollment to pass an 8th grade reading test. This is to ensure that each student can comprehend the written materials covered in each module and on the SEE. Prospective students are also required to pass an 8th grade mathematics test, a calculator may be used. The minimum score to be admitted into ITTI is 75% on each test.

Prospective students will be allowed to take the basic reading and mathematics test two times within a two- month period to qualify for admission, earning a passing grade on each test within that two-month period.

Additionally, to become an EA or ERPA students will need to pass a background check to ensure that they have not engaged in any conduct that would justify the suspension or disbarment of an attorney, CPA, or enrolled agent from practice before the IRS.

Prospective students with qualifying backgrounds are allowed to test out module one and module two of the Enrolled Agent course. In order to earn a waiver for module one or module two, tests should be completed with 71% or better. Students can take the test only one time. The cost of the test is \$200 which will be deducted from the cost of the program if they do not pass the test, and enroll to the program.

For further information please contact the office of the Director of Admission and Recruitment at 312/ 346-7120

GRADING AND STANDARDS OF PROGRESS

The grading scale is as follows:

- (A) 91-100**
- (B) 81-90**
- (C) 71-80**
- (D) 61-70**
- (E) 60 or Below**

There is at least one hourly examination administered each week. These examinations serve to assess the level of comprehension of the subject matter; about which, the student has heard the lecture, had the opportunity to ask questions of the instructor, and has completed homework assignments relating to the lecture material.

Students are required to attain a minimum grade of C in order to pass any examination. Overall, students must achieve a minimum grade point average (GPA) of 71% or better to pass each module.

Failure to do so will result in repeating the entire module.

Students must complete 70% of all homework assignments and quizzes or examinations given for each module.

Free tutoring is available to assist in passing each module.

In order to earn the Certificate of Completion and certificate of Advanced Tax Representation from ITTI, students must pass the final examination each of the four modules with at least a GPA of 71%. **(See Certification)**

ATTENDANCE AND TARDINESS POLICIES

Each student is expected to conduct himself/herself in a professional manner. Therefore, with regards to attendance and tardiness:

Attendance

Module One: Student must be present for 9 (nine) class sessions

Module Two: Student must be present for 16 (sixteen) class sessions

Module Three: Student must be present for 20 (twenty) class sessions

Module Four: Student must be present for 9 (nine) class sessions

Attendance is taken during each class session.

Tardiness

Tardiness of 15 (fifteen) minutes or more for two class sessions will constitute 1 (one) absence, therefore, it is imperative for students to be punctual.

PROCEDURE FOR OBTAINING STUDENT TRANSCRIPTS

Upon completion students will receive an unofficial transcript. Students may obtain an official transcript by mailing or faxing their written and signed request to the administrative office (see page; 23), also by visiting the administrative office and presenting a picture ID. Students will be charged \$5 per copy which includes the fee for mailing the transcript to destination address.

Mailed or faxed requests are processed within 72 hours after they are received. Additional processing time may be required at the end of each term and following holidays.

Following information should be included to your request on the fax or mail:

- ✓ your name and any previous names used while attending ITTI;
- ✓ your dates of attendance;
- ✓ your daytime phone number;
- ✓ your current address; and
- ✓ the complete address where you want the transcript mailed
- ✓ checks (by mail, should be made payable to ITTI)
- ✓ credit card number (by fax)

Please, do not forget signing your request otherwise transcripts cannot be issued.

CLASS CONDUCT

Mature behavior and conduct with the highest business standards are expected of each student. The Institute reserves the right to dismiss or suspend any student who conduct is regarded as unsatisfactory, or unprofessional, and who engages in: equipment destruction, cheating, dishonesty, failure to adhere to Institute rules and regulations, disruptive behavior, destruction or theft of Institute property. Activities which infringe upon the rights of others and/ or possession or consumption of alcohol beverages or illegal drugs on Institute premises will be deemed violation of these rules. The institute reserves to right to expel any student who violates one of these rules.

SMOKING POLICY

Smoking is not allowed in the Institute. Smoking must be done outside of the building during breaks.

DRUG AND ALCOHOL AWARENESS POLICY

Illinois Tax Training Institute, Inc. has a zero tolerance for drugs and alcohol. Any student caught with alcohol or drugs in their possession will be expelled from the Institute.

DISMISSAL

All students are expected to maintain a satisfactory level of academic achievement, conduct themselves as responsible adults and attend classes regularly. The Institute reserves the right to dismiss any student who:

1. Fails to maintain satisfactory academic progress
2. Exhibits conduct which is found by the administration to be detrimental to the individual, other students, or the Institute
3. Fails to meet attendance requirements
4. Fails to meet financial obligations to the Institute as agreed

If any student is dismissed from the Illinois Tax Training Institute, Inc., refunds will be issued in accordance with our refund policy.

JOB REFERRAL ASSISTANCE

Through contacts in the tax profession, ITTI will assist students who pass the IRS Enrolled Agents Examination (the SEE) with job referrals. Successful job referral candidates will be able to utilize tax representation knowledge gained through ITTI courses to further their careers as tax professionals, which are in high demand.

Placement assistance is offered however the school cannot; in any way guarantee employment after the successful completion of the program.

SCHEDULE OF TUITION AND FEES

Cost of four-module EA Training and Examination Preparation Course	: See insert *
Cost of four-module ERPA Examination Preparation Course	: See insert *
Cost of four-module U.S. Tax Court Representative Examination Preparation Course	: See insert
Cost of Registered Tax Return Preparer Examination Preparation Course	: See insert
Cost per Module for EA Training and Examination Preparation Course	: See insert
Cost per Module for ERPA Examination Preparation Course	: See insert
Cost per Module for the U.S. Tax Court Representative Examination Preparation Course	: See insert

* The costs do not include the charge for any part of the Special Enrollment Examination (SEE) administered by the IRS for Enrolled Agent and Enrolled Retirement Plan Agent certification.

REGISTRATION FEE

Each student must pay a non-refundable registration fee of \$75.00 for the EA Course, \$150.00 for ERPA Course and \$150.00 for USTCR Course. Students who do not register for all modules must pay a non-refundable registration fee for each separate module.

In the event of an increase in Tuition and Fees:

Once a student has registered for the all program and paid for consecutive modules, the Tuition and Fees Schedule shall remain the same (for such student), until the all consecutive modules are completed.

***ITTI reserves the right to increase Tuition and Fees as deemed feasible. Students will be notified of any changes in the tuition and fee structure prior to registration.**

Payment

Students must pay for each module no later than one week prior to the beginning of classes. Students may also make a one-time payment for all modules.

Acceptable Forms of Payment

- Cash
- Checks
- Money Orders
- Visa/ Master Card Credit/ Debit Cards, Discover and American Express
- WIA vouchers
- GI Bill

Payment by personal check must be made no later than two weeks prior to the beginning of classes.

Scholarships

Scholarships are available to students who enroll for all four modules in preparation for the SEE. Applications must be submitted within the specified time period in order to be considered for eligibility. Please contact our office for further details.

Financial Aid

Financial Aid is not available at this time. Please contact our office for updates.

REFUND POLICY

Refund Policy -When written notice of cancellation is given to ITTI Management:

- 1) Before midnight of the fifth business day after the date of enrollment but prior to the first day of class:
100% refund of all application-registration fees, tuition and any other charges.
- 2) After midnight of the fifth business day following acceptance but prior to the close of business on the student's first day of class attendance:
100% refund of tuition; the school may retain no more than the application-registration fee which may not exceed \$150 or 50% of the cost of tuition, whichever is less.
- 3) After the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction or module, whichever is applicable:
the Institute may retain the application-registration fee, an amount not to exceed 10% of the tuition and other instructional charges or \$300.00, whichever is less, and, subject to the limitations of paragraph 15 of this policy, the cost of any books or materials which have been provided by the Institute.
- 4) After student has completed in excess of 5% of the course of instruction or module, whichever is applicable, **the Institute shall retain: the application-registration fee and an amount computed prorata by days in class plus 10% of tuition and other instructional charges up to completion of 60% of the course of instruction or module, whichever is applicable.**
- 5) After student completes more than 60% of the course of instruction or module, whichever is applicable, **the Institute shall retain the application-registration fee and the entire tuition and other charges.**
- 6) A student, who on personal initiative and without solicitation enrolls, starts, and completes a course of instruction or module, whichever is applicable, before midnight of the fifth business day after the enrollment agreement is signed, is not subject to the cancellation provisions.
- 7) Applicants not accepted by the Institute shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
- 8) Application-registration fees shall be chargeable at initial enrollment and shall not exceed \$150 or 50% of the cost of tuition, whichever is less.
- 9) Deposits or down payments shall become part of the tuition.
- 10) The Institute shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of notification.
- 11) All student refunds shall be made by the Institute within 30 calendar days from the date of receipt of the student's cancellation.
- 12) The unexplained absence of a student from the Institute for more than 15 school days shall constitute notice of cancellation to the Institute. For purpose of cancellation the date shall be the last day of attendance.
- 13) The Institute may make refunds which exceed those prescribed in this policy.
- 14) The Institute shall refund all monies paid to it if; i) the Institute did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog; ii) the Institute cancels or discontinues the course of instruction or module,

whichever is applicable, in which the student has enrolled; iii) the Institute fails to conduct classes on days or times scheduled, detrimentally affecting the student.

- 15) The Institute must refund any book and materials fees when: the book and materials are returned to the Institute unmarked and the student has provided the Institute with a notice of cancellation.

Refunds will be issued only in compliance with this policy. There will be absolutely no exceptions.

STUDENT'S RIGHT TO CANCEL

You (the student) have the right to cancel this enrollment agreement until midnight of the fifth business day, after acceptance by ITTI. **The notice of cancellation must be in writing and must be delivered to ITTI management.** If the right to cancel is not given to any prospective student at the time the agreement is signed, the student has the right to cancel the agreement at any time and receive a refund, within 10 days of cancellation of all monies paid to date.

COMPLAINT PROCEDURES

All complaints are referred to ITTI's director. Complaints may be oral or written. All oral complaints are recorded by the director's office and shall be addressed or resolved and held in the appropriate file. All complaints will be reviewed and resolved within a reasonable period of time after they are made, but no longer than 30 days. Additionally, if after seeking resolution through the director's office, no agreement is reached, complaints may be directed to the following:

Illinois State Board of Education Accountability Division Private Business and Vocational Schools 100 North First Street, E230 Springfield, IL 62777 Tel: (217) 782-2948	Illinois State Board of Education Accountability Division Private Business and Vocational Schools 100 West Randolph, Suite 14-300 Chicago, IL 60601 Tel: (312) 814-5818
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ACADEMIC CALENDAR

ITTI accepts monthly registrations for EA class due the first day of each month.

School will be officially closed for following dates in 2012:

Sunday, January 1 – New Year's Day
Monday, January 16 – Birthday of Martin Luther King, Jr.
Monday, February 20 – Washington's Birthday
Monday, May 28 – Memorial Day
Wednesday, July 4 – Independence Day
Monday, September 3 – Labor Day
Monday, October 8 – Columbus Day
Monday, November 11* – Veterans Day
Thursday, November 22 – Thanksgiving Day
Tuesday, December 25 – Christmas Day

**The legal public holiday for Veterans Day, falls on a Sunday. For most Federal employees, Monday, November 12, will be treated as a holiday.*

Please call our office for further information.

ADMINISTRATIVE LOCATIONS

Director : James P. Greene

Admissions Officer : Margo Wright

Administrative Office

180 North Michigan Ave., Suite 1905

Chicago, IL 60601

Phone: (312) 346-4884

Fax: (312) 346-0329

www.iltti.com

Teaching Locations

180 N. Michigan Ave., Suite 610

Chicago, IL 60601

174 N. Michigan Ave., Suite 201

Chicago, IL 60601

CERTIFICATION

Each student who completes the four-module course will receive the ITTI **Certificate of Completion** or **Certificate of Advanced Tax Representation**, indicating that he/she has completed the requirements outlined below:

- Student has completed at least 70% of 255 hours of classroom instruction
- Student has completed a minimum of 70% of all assigned homework problems
- Student has completed a minimum of 70% of all classroom quizzes
- Student has achieved an average score of 71% or better on the final examinations for each module
- To receive the **Certificate of Advanced Tax Representation**, student shall complete Tax Research Classes with a C grade or better.

Students who have outstanding encumbrances placed upon their accounts will not receive the ITTI Certificate of Completion until all such encumbrances are cleared.

CATALOG INSERT

SCHEDULE OF TUITION AND FEES

Cost of four-module EA Training and Examination Preparation Course	: \$7,507.75 ⁽¹⁾
Total Cost of four-module EA Training and Examination Preparation Course	: \$8,033.00 ⁽²⁾

Cost per Module

Module One – Representation, Practice, and Procedures	: \$1,442.75
Module Two – Individual Taxation	: \$2,456.00
Module Three – Taxation of Business Entities	: \$3,318.00
Module Four – Tax Research	: \$1,100.00*
Basic Accounting Course	: \$500.00*
QuickBooks Course	: \$500.00*

* There is no additional charge to ITTI students for Tax Research, Basic Accounting and, QuickBooks classes if enrolled for all modules of the Enrolled Agent Course.

Cost of four-module ERPA Examination Preparation Course	: \$4,543.00 ⁽¹⁾
Total cost of four-module ERPA Examination Preparation Course	: \$5,055.00 ⁽²⁾

Cost per Module

Module One – The Employee Plans Determination Letter Program	: \$1,098.00
Module Two – The Employee Plans Compliance Resolution System	: \$1,099.00
Module Three – The Employee Plans Master and Prototype Program and Volume Submitter Program	: \$1,098.00
Module Four – Form 5300 Series and Form 5500 Series Filings	: \$1,098.00

Cost of four-module U.S. Tax Court Representative Exam. Prep. Course	: \$10,400.00 ⁽¹⁾
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Cost per Module

Module One – Legal Ethics	: \$1,709.00
Module Two – Tax Court Rules of Practice and Procedure	: \$3,416.00
Module Three – Federal Taxation	: \$3,416.00
Module Four – Evidence	: \$1,709.00

Total Cost of two-phase Registered Tax Return Preparer Exam. Prep. Course	: \$450.00*
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* Includes registration fee and tuition. Book and exam fees are not included.

⁽¹⁾ The costs include registration fee, instruction, books, three hour module review session per module, Institute examinations.

⁽²⁾ **Includes fees for the IRS exams, IRS PTIN application and the IRS Application for Enrollment to Practice Before the Internal Revenue Service.**

FACULTY

The Institute boasts an elite and experienced tax faculty core, possessing diversified and complementary professional backgrounds. Further, the institute seeks other professionals in related fields as instructors. Our instructors value the importance of effective communication to assist our students in understanding various tax/IRS related issues. Moreover, students have face-to-face access to faculty and the opportunity to have the most simple or complex questions answered and gain a wealth of knowledge on the subject matter.

James P. Greene, M.A., JD/LLM has an extensive background in tax law, both domestic and international. He is a faculty member at The John Marshall Law School of Chicago, and was an Economics Fellow at the University of Chicago.

Adrienne Harrison, EA has IRS work experience as Branch Chief, Supervisory Revenue Officer, Regional and National Office Analyst. She has served as a volunteer for the VITA/TCE and AARP Tax Service Program and currently is a Site Manager and Instructor for Center for Economic Progress.

Ellen Mitchell, EA has experience in writing explanations for IRS-sourced document and preparing tax returns. She worked as a Taxpayer Service Specialist for the Internal Revenue Service and currently is Editor-Tax Analyst and Site Manager for CEP.

Kamilah Exum, JD employs strong tax law and management experience. She exercises excellent negotiation skills through practice including examinations, collection matters, Innocent Spouse, pre and post assessment appeals.

Laura L. Burke, EA is admitted to "Practice before the IRS". She is an approved CPE IRS instructor. She has taught for over 10 years in taxes and mortgage finance. She is a current candidate for the United States Tax Court Practitioner exam and IRS Electronic Advisory Committee. Currently serving on Intuit's Accounting Professional Research Panel.

Tony Kozaili, EA has representation experience in a wide range of tax issues such as offer in compromise, tax disputes, removing liens/levies, audits and installment plans. He is doing his master degree in taxation at John Marshall Law School.

William H. Pittman, CPA has experience in providing leadership to IRS-Indianapolis (Indiana) Territory's tax compliance operation, as well as managing and providing oversight to more than 200 group managers and examiners (revenue agents) in the audit of income tax returns. Also he is the proprietor of a certified public accounting firm and an instructor at Chicago State University.

Yvette Chester, EA has federal and state tax preparation both for individuals and businesses. She also has extensive knowledge of IRS guidelines and tax codes with excellent research and analytical skills.

ILLINOIS TAX TRAINING INSTITUTE
CLASS START DATES

Enrolled Agent Training and Examination Preparation Course:

We accept monthly registrations for this course.

Enrolled Retirement Plan Agent Examination Preparation Course:

The ERPA exam is available twice a year. The winter examination window is through January-February and the summer examination window is through July-August.

U.S. Tax Court Representative Examination Preparation:

This exam usually is conducted once in every two year. We accept applications through the year. Registration period ends on September 30th.

Please call our office for further information about program start dates at (312)346-4884.

NOTICE TO THE STUDENT

- 1. Do not sign this agreement before you have read it or if it contains any space.**
2. This agreement is a legally binding instrument. Both sides of the contract are binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read both sides before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorization official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. Every assignee of this agreement takes it subject to all claims and defenses of the student or his successors in interest arising under this agreement.
7. I understand that should I withdraw from a program or course prior to the completion of said program or course I am responsible for returning all property including textbooks, when applicable. Costs of books and materials are refundable if returned in good condition.
8. Under the law you have the right, among others, to pay the full amount due and to obtain under certain conditions a partial refund of the finance charge.
9. Placement assistance is offered however the school cannot; in any way guarantee employment after the successful completion of the program.
10. ITTI prohibits discrimination in educational programs on the basis of race, color, national origin, age and disability.