



VOCATIONAL ENROLLMENT FORM AND AGREEMENT

DONKA, INC.
400 North County Farm Road
Wheaton, Illinois 60187
630-665-8169 Office | 630-665-1669 Fax
www.donkainc.org | info@donkainc.org

STUDENT INFORMATION

Student Name: _____

Address: _____

City / State / Zip: _____

Phone Number(s): Home _____ Cell _____ Work _____

Email Address: _____

Social Security #: _____ **Driver's License or State ID #:** _____

Emergency Contact: _____

Relationship: _____ **Telephone #:** _____

PROGRAM INFORMATION

Date of Admission: ____/____/____

Program Name: *Basic Computer Skills with Assistive Technology*

Description of Program: This program is especially designed for individuals with physical and visual disabilities. During the program, students will learn how to use assistive technology – adaptive hardware or software - to access a computer with independence as they are learning computer fundamentals and standard Microsoft business applications. Skills and knowledge gained will help prepare students for working in an office or any business or educational * setting that requires basic computer skills. Upon completing the program, students will receive a Certificate of Completion.



Requirements for Admission: Minimum standards for admission into Donka, Inc.'s program:

- Average or above average cognitive ability.
- Reading (vocabulary and comprehension), spelling and math achievement of at least 6th grade.
- An interest in learning various computer applications with the goal of improving occupational and/or educational opportunities.
- Adequate emotional and mental health for participating in a busy classroom setting where success depends on self-discipline and personal initiative. The atmosphere is similar to that of a working office filled with people talking and moving about.
- Adequate physical health for participating in 1.5 hours of sustained classroom instruction.
- Blind students must have basic keyboard knowledge.

Program Objectives: Basic Computer Skills with Assistive Technology course prepares a person to be comfortable using a computer in an office environment, learning skills in Microsoft Office software and to use a computer with independence, via assistive technology. The enrolled student will receive hours of 1:1 or 2:1 instruction over the duration of 15-16 weeks in the following Microsoft applications and skill sets, beginning with an evaluation of the student's skill level and type of assistive technology best suited to accommodate his/her disability:

- Computer literacy and assistive technology evaluation
- Assistive technology (type determined via evaluation process) training in conjunction with:
 - o Personal Computer & Workstation Operation
 - o Basic MS Word and Word Processing
 - o Basic MS Excel and Spreadsheet Management
 - o Basic MS Outlook Email/Calendar Management

PROGRAM DETAILS

Program Start Date: _____ **Scheduled End Date:** _____

Full-Time ___ **Part-Time** ___ **Day** ___ **Evening** ___

Instruction DAYS: Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___

Time Class Begins: _____ **Time Class Ends:** _____

Number of Weeks: 15-16 **Total Number of Hours:** 95



FINANCIAL AID

While Donka, Inc. does not currently participate in Federal and State of Illinois secondary education financial aid programs; program staff will assist a student in completing necessary forms to obtain sponsored funding, including bank loans, scholarship forms to foundations and civic clubs, and more. Donka also accepts contract funding from the Illinois Department of Human Services (DRS) for students who have an open rehabilitation case. Students who are part of a government-funded rehabilitation program, such as Veterans Services or Workforce Innovation and Opportunity (WIOA), should contact Donka's Program Manager to determine your eligibility for tuition funding.

TUITION AND FEES*

NON-REFUNDABLE REGISTRATION FEE:	\$ 86.00
TUITION:	\$ 95 hours = \$4,085
BOOKS & SUPPLIES:	\$ Included
MISC. EXPENSES:	\$ NA
OTHER:	\$ NA
TOTAL COST FOR PROGRAM	\$ 4,171

*Tuition must be paid in full prior to the first scheduled class; this does not include students who are participating in government-funded rehabilitation programs (i.e., DRS, VA, WIOA).

Institutional Disclosures Reporting Table

July 1, 2024 through June 30, 2025

Per Section 1095.200 of 23 Ill. Adm. Code 1095:

Institution Name: Donka, Inc.

The following information must be included with the enrollment agreement, catalog, and posted on the institution's website.

Disclosure Reporting Category	Program Name				
	Basic Computer Skills with Assistive Technology				
	CIP* (11.0601) Data Entry/Microcomputer Application				
	SOC* (43-9022) Word Processors and Typists				
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	6				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	8				
b) Re-enrollments					
c) Transfers into the program from other programs at the school					
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	14				
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0				
b) Completed or graduated from a program or course of instruction	6				
c) Withdrew from the school	0				
d) Are still enrolled	8				
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	2				
b) Placed in a related field	2				
c) Placed out of the field	0				
d) Not available for placement due to personal reasons	2				
e) Not employed	8				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.					
	0				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.					
	0				
C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
	3				
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.					
	36,000				

*CIP--Please insert the program CIP Code. For more information on CIP codes: <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

*SOC--Please insert the program SOC Code. For more information on SOC codes: <http://www.bls.gov/soc/classification.htm>

*A course of instruction is a stand-alone course that provides instruction that may or may not be related to a program of study, but is either not part of the sequence or can be taken independent of the full sequence as a stand-alone option. A Course of Instruction may directly prepare students for a certificate or other completion credential or it can stand alone as an optional preparation; or in the case of students requiring catch-up work, a prerequisite for a program. A stand-alone course might lead to a credential to be used toward preparing individuals for a trade, occupation, vocation, profession; or it might improve, enhance or add to skills and abilities related to occupational/career opportunities.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

CONSUMER INFORMATION

- Number of students who were admitted to Donka Inc.'s Program by July 1 of Day/Month/Year reporting period.
- Number of additional students who were admitted to Donka's Course during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the course from other programs at Donka, Inc.
- Total number of students admitted to Donka Inc.'s Course during the 12-month reporting period, ending Day/Month/Year.
- Number of students enrolled in Donka Inc.'s Course during the 12-month reporting period who: transferred out of the course and into another program at Donka, Inc., completed or graduated from a course, withdrew from Donka Inc.'s Program, or are still enrolled.
- Number of students enrolled Donka's Program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed.
- Number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.
- Number of graduates who obtained employment in the field who did not use Donka Inc.'s placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).
- The average starting salary for all Donka, Inc. graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).