



SCHOLARSHIP APPLICATION

Siebel Institute of Technology Inc.

900 N North Branch Street
Suite 1N
Chicago, Illinois, 60642
United States of America

Phone: (312) 255-0705
Fax: (312) 255-1312

<http://www.siebelinstitute.com>
info@siebelinstitute.com

1. APPLICANT INFORMATION:

Mr. Mrs. Ms. Dr.
First Name: Middle Name: Last Name:

Home Address:

City: State/Province: Postal/Zip Code:

Country: Date of Birth (MM/DD/YY): Social Security Number (U.S. Residents ONLY):

Home Phone Number: Work Phone Number: Extension:

Mobile Phone Number: Fax Number:

E-Mail:

OPTIONAL: Physical or medical condition that requires equipment or assistance:

2. SCHOLARSHIP INFORMATION:

Scholarship program you are applying for:

Program/Course:

Start Date: End Date:

3. BREWING BACKGROUND:

Place of work (if related to brewing):

Jobtitle (if related to brewing):

Brewing Experience („0“ for no experience):

Home Brewing: years

Commercial Brewing: years

Areas of brewing experience incl. Siebel courses attended or other formal brewing training (if applicable):

4. EDUCATIONAL BACKGROUND IF RELATED TO BREWING

(FOOD SCIENCE, MICROBIOLOGY, CHEMISTRY, ETC.)

University/College:

Curriculum:

Year of completion:



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Registrar
Lupe Zepeda
lzepeda@siebelinstitute.com

Director of Education
John Hannafan
jhannafan@siebelinstitute.com

5. APPROVAL CODE:

APPLIES ONLY TO STUDENTS HAVING COMPLETED A FORMAL ASSESSMENT REVIEW

Approval code:

6. APPLICANT ACKNOWLEDGMENTS

1. I hereby confirm that I meet all requirements for the scholarship program given above.
Applicant Initials _____
2. I hereby confirm that I have attached all necessary documentation (i.e. essays, recommendation letters) as required.
Applicant Initials _____
3. I hereby acknowledge receipt of Siebel Institute's academic catalog, which contains information describing programs offered, and equipment or supplies provided.
Applicant Initials _____
4. I understand that the Scholarship Committee reserves the right not to award the scholarship given above.
Applicant Initials _____
5. I understand that Siebel Institute may terminate my enrollment in case the scholarship is awarded to me if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined herein and in the Siebel Institute academic catalog. While enrolled in Siebel Institute, I understand that I must maintain satisfactory academic progress as described in the Siebel Institute academic catalog and that my financial obligation to Siebel Institute must be paid in full before a certificate or credential may be awarded.
Applicant Initials _____
6. I understand that Siebel Institute does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution.
Applicant Initials _____
7. I understand that Siebel Institute does not guarantee job placement to graduates upon program completion.
Applicant Initials _____
8. I understand that complaints, which cannot be resolved by direct negotiation with Siebel Institute in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 431 East Adams Street, 2nd Floor, Springfield, IL 62701 or at www.ibhe.org.
Applicant Initials _____

I hereby formally request that I be considered for the scholarship given above. I have read, understand, and agree to abide by the scholarship requirements. I have completed all the information on this application and certify that it is accurate and that my permission is given to verify and qualify all information provided in this application. Should I be chosen to receive the scholarship, I authorize the scholarship sponsor and Siebel Institute to release my name and picture in marketing materials and/or the announcement of scholarship awards.

Date

Applicant's Signature



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7. POLICIES AND PROCEDURES

Approval

Siebel Institute of Technology is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education.

Accreditation

Siebel Institute of Technology is not accredited by an accrediting body recognized by the U.S. Department of Education.

The school does not guarantee the transferability of credits to another school, college or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

Admission

It is the policy of Siebel Institute to admit students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

All students applying for a program, module or course must be at least twenty-one (21) years of age. Advanced level programs require students to have a specific knowledge of brewing technologies and/or related sciences in order to be approved to enroll. This can be satisfied by

(a) Successful completion of the Concise Course in Brewing Technology OR

(b) Two (2) years practical brewing experience.

Individuals who do not satisfy either of the above requirements may apply after successfully completing a formal assessment review conducted by Siebel Institute's Director of Education.

Cancellation of Enrollment Agreement Prior to Start of Class

The student may cancel the enrollment agreement by delivering written notice of such cancellation to the Siebel Institute registrar prior to 5pm on the 5th business day after the student has entered into this enrollment agreement to receive a full refund of all monies paid to Siebel Institute, provided that classes have not yet started during such period.

Cancellations received after the 5th business day and prior to the first day of class will lead to a full tuition refund less the Application Processing Fee (APF). If the Agreement is not accepted by Siebel Institute all monies paid to Siebel Institute relating to the Agreement, including the APF, will be refunded to the student. All course cancellations must be made in writing to the Registrar at Siebel Institute, 900 N North Branch Street, Suite 1N, Chicago, Illinois, 60642.

Cancellation After the Start of Class

Campus Courses:

A student may withdraw from a course, module or program at any time, and partial tuition refunds, if any, will be given based on the number of calendar days that have elapsed since the first day of such course, module or program as set forth on the schedule below.

Refund Schedule (Campus Courses)

Number of calendar days*:	Refund
Certificate Program	
1	90%
2-5	50%
6-8	25%
9+	0%
Module & any 2-week Course	
1	90%
2	50%
3	25%
4+	0%
Short Course (5 days or less)	
1	50%
2+	0%

*Starting on the first day class is scheduled to meet up until and including the date written cancellation is received by the Siebel Institute Registrar

Online Courses:

A student may withdraw from an online course, module or program at any time, and partial tuition refunds, if any, will be given based on the percentage of completion as set forth on the schedule below.

Refund Schedule (Online Courses)

Percentage completed*:	Refund
up to 10%	90%
11-20%	70%
21-30%	50%
31%+	0%

*Determined on the date written cancellation is received by the Siebel Institute Registrar

Active military or reservist students who get called to duty or training:

A student who is on active duty or is a military reservist (including members of the National Guard) may withdraw from Siebel Institute and receive a full tuition refund if such student is called for active duty or reassignment during the course/program, provided that the student officially withdraws and submits a copy of his/her Official Orders to the Registrar at Siebel Institute. Following withdrawal, the student will be dropped from all registered courses, modules and programs, and no certificate or diploma may be earned for any programs/courses for which a refund has been given.

Cancellation of Course

Siebel Institute reserves the right to cancel any course for any reason at any time. All monies paid to Siebel Institute, including the APF, for any cancelled course will be refunded within thirty (30) business days of any such cancellation.

Financial Aid

Siebel Institute of Technology is a privately-owned, vocational trade school, and therefore does not qualify for Federal student loans, grants, or GI Bill. Siebel Institute is recognized by the Veterans Administration's Vocational Rehabilitation program.



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Grading Information

Advanced and Intermediate-level programs, modules and courses within the "Certificate Studies" category are graded as follows:

Points	Grade	Description
95+	A+	Superior
90-94	A	Excellent
85-89	B+	Very Good
80-84	B	Good
75-79	C+	Fair
70-74	C	Satisfactory
<69	D	Unsatisfactory

If a student scores an unsatisfactory grade, they may retake the final exam a total of two (2) times within a year's time of the final. There will be no retesting beyond one (1) year.

Grievance

Siebel Institute endeavors to treat all student complaints fairly and to address student concerns promptly. Students are directed to submit all complaints in a dated, signed writing to the Office Manager of Siebel Institute. Siebel Institute endeavors to address, and where practicable, respond to complaints within five (5) business days. If Siebel Institute deems necessary, a written response may be presented to the student. Records will be maintained in respective student files and treated as confidential. Complaints against the school may be registered with the Board of Higher Education:

Illinois Board of Higher Education

Division of Private Business and Vocational Schools
431 East Adams, Second Floor
Springfield, Illinois 62701-1404
Phone: 217-782-2551
Fax Number: 217-782-8548
www.ibhe.org

Payment

Payments are accepted through Visa, MasterCard, Wire Transfer, checks drawn on a US bank and US money orders. Siebel Institute is not responsible for any transaction fees. If submitting payment by Wire Transfer, contact the registrar for banking information. Allocate sufficient time to process the Wire Transfer payments. It is the student's responsibility to ensure that their account is in order.

Privacy

Siebel Institute respects your privacy and will not provide any personal information to parties. For the benefit of networking, Siebel Institute will share contact information with other participants in the same class. Instructors will also have access to full names and reduced demographic information.

Termination

Siebel Institute reserves the right to dismiss a student for any of the following reasons:

- (a) failure to maintain satisfactory academic progress
- (b) failure to pay school fees and/or tuition by applicable deadlines
- (c) disruptive behavior
- (d) posing a danger to the health or welfare of students or other members of the Siebel Institute community
- (e) failure to comply with the policies and procedures of Siebel Institute.

