FEDERAL FINANCIAL AID
GUIDE FOR STUDENTS
IN ESL PROGRAMS
SOLEX College Mission Statement

The mission of SOLEX College is to provide innovative career training and English language programs based on current information, technology, and best practices in a supportive environment to encourage students’ personal growth and success.

What ESL programs are offered at SOLEX College?

Welcome English Language Learners!

The English as a Second Language (ESL) programs at SOLEX College offer an intensive training to improve students' skills in English and to help each student reach his or her English language proficiency goals. You can register for any of the two nine-months intensive programs available at our three campuses:

- Intensive English Program (IEP) - 3 levels, 36 weeks, 18 hrs/week
- Advanced English Studies (AES) - 3 levels, 36 weeks, 20 hrs/week

*Note: Both the IEP and AES Programs are Stand Alone Programs. Credits are non-transferable.

What are the ESL courses like?

SOLEX’s ESL Programs teach English to adult non-native speakers through a curriculum that helps them acquire the language skills for work and day-to-day life in the United States. Teachers use comprehensive materials that deliver an appropriate mix of academic as well as functional English. All classes provide students with extensive practice in writing, reading, oral presentation, and grammatical structures building.

The Advanced English Studies program offers the opportunity to enhance the English skills developed through the Intensive English courses, with the addition of advanced activities, practice, video and computer exercises. As a part of training, students attend topical seminars targeting successful acclamation in the U.S.A., job readiness, immigration law and procedures, history, culture, business, healthcare, and other areas.
**Testing**

New students must take a placement test before registering for ESL classes. This placement test helps SOLEX College position students into the right language learning level. The test is free and results are available immediately.

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**When can I begin the program?**

Each level at SOLEX College has three sessions: Session 1, Session 2, and Session 3. Each session is four weeks long. Students can begin the program at the start of either Session (during winter, spring, summer or fall).

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**Can I use Federal Financial Aid for ESL classes?**

Yes, you can use Financial Aid for ESL classes as long as you meet all of the other requirements.

Students enrolled in a program that consists solely of English as a Second Language (ESL) instruction are eligible for Federal Student Aid funds only from the Federal Pell Grant program. A Federal Pell Grant, unlike a loan, does not have to be repaid.

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**How do I apply for financial aid?**

You should apply for financial aid each academic year by completing the Free Application for Federal Student Aid (FAFSA). You can complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). SOLEX’s Title IV school code is 041685.

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After the FAFSA form has been filed, your Student Aid Report (SAR) will be mailed to you. If you filed electronically, your SAR will be sent electronically. The SAR indicates your expected family contribution (EFC) and Federal Pell Grant eligibility. SOLEX College will notify you of your eligibility in an Estimated Award letter. The award letter lists and summarizes the Federal financial aid that you are eligible to receive.

**What are the requirements for Financial Aid?**

To be eligible for Title IV Assistance for ESL programs, a student must meet the following requirements:

- Be a United States citizen, or national, or an eligible non-citizen. Verification of U.S. citizenship and eligible non-citizen status may be required
- Have a high school diploma, GED or recognized equivalent
- Meet certain income criteria
- Not have earned a bachelor's degree previously
- Be accepted for admission and enrolled in a program leading to a Certificate
- Provide required documentation for the verification process and determination of dependency status when required
- Not be in default on a Student Loan
- Not owe a refund on Federal PELL grant previously received from any school
- Be registered for the Selective Service if the student is a male
- Have pre-existing vocational knowledge, training, or skills, but not being able to use that knowledge, training, or skill because of the English-speaking deficiency

**Why pre-existing vocational skills evaluation is important?**

One of the Federal Financial Aid requirements for ESL training is that it is limited to the individuals who have occupational competencies in their field of interest but because of lack in proficiency in English they are not able to perform work proficiently. If they could demonstrate adequate English language skills then these individuals can be employable. SOLEX College awards financial aid only to those students who need instruction in English to be able to use the knowledge and skills that they already acquired in their home country language in order to obtain employment. A student who enrolls for personal reasons or pleasure, and does not intend to seek employment upon graduation, is not eligible for financial aid.

As a part of your admissions interview, the admissions representative will discuss with you your career goals and interests, as well as will verify or assess at entrance, with supporting documentation, that you
already have knowledge, training, or skills in a vocational field. In addition to meeting all other eligibility requirements, you will need to provide a written statement as to your reason for learning English.

Based on the statement and any supporting evidence, SOLEX College will determine if ESL instruction is necessary to enable you to use already existing knowledge, training, or skills.

The admissions representative will also describe the placement services available to graduates of the ESL programs.

Where can I get more information on Financial Aid?

The Department of Education released a new website and several social media tools to make it easier for students and families to navigate the financial aid process. The newly developed website http://studentaid.gov/ features instructional videos and infographics to help answer the most frequently asked questions about financial aid. We also recommend all students to review SOLEX’s Financial Aid Policies and Procedures Manual available at www.solex.edu.

How much money can I get?

Amounts can change yearly. The maximum Federal Pell Grant award is $5,730 for the 2014–15 award year (July 1, 2014 to June 30, 2015). The amount you get, though, will depend on:

- your financial need,
- your cost of attendance,
- the program you chose (IEP or AES)

You may not receive Federal Pell Grant funds from more than one school at a time.

You can receive the Federal Pell Grant for no more than 12 semesters or roughly six years. You’ll receive a notice if you’re getting close to your limit.

What happens if my FAFSA is selected for verification review?

If your application is selected for verification review, the Student Aid Report (SAR) you receive from the Federal FAFSA Processor will say so. There may be several reasons why your FAFSA may be selected for verification:
• Some applications are selected randomly.
• Some applications are submitted with incomplete data or conflicting information.
• Some applications are categorized as having a high probability of error (e.g. applications on which students provide estimated, not actual, income tax information).

The SOLEX Financial Aid Office will notify you that your FAFSA has been selected to be verified and will ask you to submit copies of certain documents you used to complete your FAFSA.

**How will I get paid?**

SOLEX College will apply Federal Pell Grant funds to your school costs. Generally, your grant will cover a full academic year and SOLEX will disburse (pay out) your money in at least two payments called disbursements – at the beginning and midpoint of your academic year.

**Do I have to attend my classes to get Financial Aid?**

Yes, and maintain all academic progress policies as listed in the catalog as well as the website under Academic Progress.

**Placement Assistance**

SOLEX College supports students throughout their lifecycle at the school and as alumni. The job placement activities include self-directed job search and job readiness preparation on a one-on-one or group basis. These services include but are not limited to:

1. Assistance with résumé writing
2. Practice with completing job applications
3. Development of interviewing skills
4. Help with completing licensing applications
5. Issuing letters of recommendation

Placement assistance is offered upon request.

*SOLEX College does not guarantee placement of its graduates.*
I withdrew from all my classes. Do I have to pay any money back?

Students must earn Title IV Funds that are received. The amount of aid earned is determined by the length of time you were enrolled. Students who withdraw during the 60% point of the program are considered to have earned 100% of their financial aid funds. Students withdrawing prior to that period may need to have financial aid funds returned.

Classroom Rules and student conduct:

Students are expected to obey all public laws and act in a responsible manner at all times.

- Food and drinks or smoking are not permitted in any classroom
- Children, guests or visitors are not allowed in the classroom
- Disruptive behavior is not permitted
- Plagiarism is forbidden in accordance to copyright law
- Turn off all cell phones, beepers, and other electronic devices (or place them on silent mode).
  Use of cell phones (talking, texting or web browsing) in the classroom is not permitted unless it is authorized by your instructor
- Possession, use, distribution, or sale of illegal drugs or alcohol is prohibited on college premises
- Violators will face disciplinary action that can include expulsion, termination or referral for prosecution

Can't Find The Answer To Your Question?

Feel free to contact the Financial Aid office at (847)495-7103. Or you can stop in Monday through Friday 10:00am – 7:00pm. You may also contact by email at olga@solex.edu.
Job-Search Basics: Cover Those Bases!

Finding a job in the US as an immigrant

One of the first things that most immigrants have to do when they get to the US is to find a job. This is something you might find to be a challenge. Getting a job is not easy even for the people who have lived here for years, for newcomers things get even more difficult. Fortunately there is help available to guide you through the process of finding a job.

In large part finding a job for an immigrant is not all the different than it is for everybody else. There are however a few challenges that you will have to overcome. The first of these is language; if you do not speak English fluently you are going to have a hard time finding a job. You may be able to find a low paying job without speaking the language but if you want a good one you will need to have good English skills.

The other big challenge that immigrants are going to face when looking for a job is proving that they have the necessary training and experience for the job that they want. Even than proving that the training and experience is up to American standards will be a challenge as well.

Have clear in your mind what type of job or career you want to pursue. If you want to be a restaurant manager, but do not have much experience in the USA market, then you may have to start in a lower position, and work your way up. So map out a plan that you can follow. Depending on the type of job you are trying to get, learn and study the customs, and local points of interest. Learn how to navigate through the area and the most popular places. Today, if you have access to the internet, this is easier than ever, as there is a lot of information available.

Once you are able to speak the language and show that you have the necessary skills the next thing that you have to do is to find where jobs are available. This is where things start to get difficult and this is true for immigrants and for people who have lived here for their whole lives. You will need to check job postings and talk to anybody that you know to see if they know about any jobs. When you hear of a job that you are qualified for you will want to send in your resume.

Polish your interview skills. You may be interviewed by phone or in person, so you want to make the best impression possible. Research salary offerings for the position you are applying for so you know how much it pays, when it is time to negotiate your salary and compensation. Depending on the area you will live and work, salaries vary, paying much less in rural areas than in the city.

Learn as much as you can about the company you want to work for and its history. Be open with your future employer from the beginning. The most important thing is that you can show how much you can offer the company and the skills that you have. If your potential employer sees a lot of drive,
determination, and honesty in you, this will work to your advantage and you may be getting the job after all, despite other applicants.

**JOB SEARCH**

So let’s start. We are confident that by now you have polished your English skills at SOLEX College, so you can communicate better and compete with other applicants that manage the language or have better communication skills.

The following tips will help with your job search, including where to look for jobs, the top job sites, how to use your connections, how to ace the interview, and how to follow up.

**1) Find Job Listings**

Check job search engine sites, job banks, company web sites, networking sites, and sites listed by type of job. You might also want to work with a recruiter to maximize your opportunities.

Here are the top three best job sites. They all provide a variety of resources for job seekers, including job listings, career and company information, career events, and more:

**US.jobs**

You will have access to a database of 1.1 million unduplicated, verified positions from 110,000 nationwide employers. New listings are added each day, and special emphasis is placed upon veterans, people with disabilities, and green jobs. You also have access to additional career resources including career event searches, resume help, and a salary calculator.

**Monster.com**

Monster is one of the original job boards and has expanded to include a variety of other resources and apps for job seekers. As a Monster user, you can search for an apply for jobs online, post a resume, review company profiles, and get salary information and career advice.

**CareerBuilder.com**

CareerBuilder is among the leading job boards, providing job listings, resume posting, and career advice and resources to job seekers. CareerBuilder has partnered with many newspapers to provide local as well as national job listings.
2) Build Your Brand

Create profiles on LinkedIn and Facebook. A strong personal brand that shows you in a professional light will provide recruiters, employers, and contacts with a positive impression of you as a candidate they should be interested in.

LinkedIn
LinkedIn is a directory of professionals and companies. Individuals and companies use LinkedIn for networking, job searching, hiring, company research, and connecting with affiliates, including alumni, industry, and a variety of other business related groups.

It's quick and easy to get started using LinkedIn. You'll need to sign up for LinkedIn and create a LinkedIn profile. Then you'll be able to start using LinkedIn to connect, to network, and to job search and boost your career.

Take a few minutes to search LinkedIn and you'll find lots of contacts from your classmates, friends and prior employers (if any). All those contacts have the potential to help you grow your career or find a new job. In addition, it can be a good source of employment references, as well as reference checking. You can also search the Jobs section of LinkedIn by keyword, company name, job title and location or use the Advanced Search option to search by more specific criteria.

How to Use LinkedIn to Find a Job - Or Have a Job Find You

- Create a Profile. Create a detailed profile on LinkedIn, including employment (current and past), education and industry.
- Consider a Photo. You can add a photo (a headshot is recommended or upload a larger photo and edit it) to your LinkedIn profile. Note that it must be a small photo - no larger than 80x80 pixels.
- Keywords and Skills. Include all your resume keywords and skills in your profile, so your profile will be found.
- Build Your Network. Connect with other members and build your network. The more connections you have, the more opportunities you have.
- Get Recommendations. Recommendations from people you have worked with carry a lot of weight.
- Search Jobs. Use the job search section to find job listings.
- Use Answers. The Answers section of LinkedIn is a good way to increase your visibility. Respond to questions, and ask a question if you need information or assistance.
- Stay Connected. Return frequently to continue developing your network.

Facebook

If you do decide to use the social networking sites for professional networking, here are some suggestions on how best to utilize it:

- First, make a decision whether to keep Facebook social or expand your use.
• If you decide to use Facebook for professional networking, take a close look at your Profile and decide what you want business contacts or prospective employers to see - and what you don't.
• Create a simple profile (or clean up with your existing one) with minimal graphics and widgets.
• Limit the photos you post.
• Post content relevant to your job search or career.
• Use Facebook email to build relationships with your Friends.
• Choose your Friends wisely. Remember your Friends can see information about your other Friends in your Profile. Finally, to be taken professionally, be very, very careful what you share with the world on Facebook.

3) Connect With Your Contacts

Now that you've created profiles on networking sites, use them. Connect with everyone you know, because you never know which contact may be able to help you with your job search or put you in touch with someone who can.

4) Create a List of Companies

Do you have a list of companies you would like to work for? It's a good idea to research company information and create a list of companies to target in your job search. All the information you need is available on the web, and it's easy to find detailed information about potential employers online.

Take the time to research companies. You're wasting time and energy if you just apply for any job opening you find, even though you might feel like you're accomplishing something by sending out tons of resumes.

5) Target Your Resume and Cover Letter

It's important to take the time to write targeted resumes and cover letters that specifically link your qualifications to the hiring criteria for the jobs you are applying for. The hiring manager will be able to see, at a glance, why, and how, you are qualified for the job. You'll have a much better chance of getting an interview than if you send a generic letter and resume.

RESUME

In order to get a job you would need to have a good resume so you may want to get help building one. The Career Services at SOLEX College will help you with creating a resume and a cover letter and with finding where the jobs are. Using our services can really help with the job search process, particularly if
you are new to the country and don't have a lot of experience with the way that things work in the job market.

If you still decide to prepare your own resume, might want to follow these simple steps:

Before putting your fingers to the keys, begin by determining your objective. You should clearly state what sort of a job you want, and know what kinds of skills and experiences are needed to do well in that job. After your objective is determined, you can structure the content of your resume around that objective. You have a very small window of time to get the interest of a hiring manager; therefore being general and scattered will insure that your resume goes into the trash can.

Now that you have your objective, you’re on your way and can begin the resume writing process. Keep in mind, the single and most important goal of a resume is to obtain an interview. It’s a marketing tool to get you in the company and in front of your potential boss – that’s it. Once in, you will need to do the sales pitch, and close the deal.

You do not want to go into detail about every accomplishment in your resume. Strive to be clear and concise, as the sole purpose is to have a potential employer contact you for an interview.

In the body of your resume, use bullet points with short sentences rather than lengthy paragraphs. Resumes are read quickly (usually 10-30 seconds). Therefore, having key phrases standing alone and bulleted will help the reader see the important information at a glance – while at the same time absorbing the most important information. Don’t worry about the specifics; you will go into the details during the interview.

Use action words – words like prepared, managed, developed, monitored, and presented will cause your resume to stand out.

In addition to standing out to a reader – you are also insuring that if your resume is scanned, the computer will pick up on the words. You read correctly, some companies now scan in your resume, and have computers pick the resumes to be looked at. The computers are looking for one thing – they’re looking for keywords that have been picked by the hiring manager. These are action key words that relate to the position; therefore not including them could mean your resume is disregarded as a “non-match”.

You should always use %’s, $’s and #’s. Percentages, dollar totals, and numbers stand out in the body of a resume. For example:
Incorrect: Sold advertising to 15 companies.
Correct: Closed 15 strategic accounts billing in excess of $20M annually.

Highlight your strengths, and what is most relevant to the potential employer. Put the strong and most relevant points first where they are more likely to be read. Doing this will hook the reader, and the rest of your resume will reel them in.
Match the needs of the hiring company – Review job postings online and in the newspapers for positions that interest you. Each listing will almost always have a brief summary about the company and the position available. Read the job description closely, and use the key words listed in these ads, and match them to the bullet points in your resume. Using a custom resume instead of a generic one will greatly increase your chances of an interview, as you will be a better match in the eyes of the reader if you’ve tailored your resume to the position.

Above all in your resume and interview – you must be positive. Avoid including negative and irrelevant points. If you feel your graduation date will subject you to age discrimination, leave it off your resume. If you had some duties in your previous job that don’t support your job search objective, do not include them. Focus on the duties that do support your objective, and leave off irrelevant personal information like your race, weight, and height.

White space is the open area of an ad, and white space is important to your resume. Open up the newspaper, and take note of which ads first catch your eye. Are they the ads that are jammed full of text and pictures, or are they ads that have a large amount of unused space (“white space”). This is done to grab your attention, as you are always attracted to open areas. For this reason, don’t worry if you are having a hard time filling the page with text; increase your line spacing to compensate – this will increase the white space – and that’s a good thing.

How long should my resume be? What size font should I use? – The font size should be no smaller than 10 point, and the length of your resume should be 1-2 pages. Yes, you read correctly; you can use more than one page. But remember, keep it concise. It’s ok to use 2 pages for your resume, however it’s not necessary.

Ask a friend, and get an outside opinion on your resume before sending it off. You should always have a 3rd party or resume critique service review your resume. You are so close to your situation, it can be difficult for you to note all your high points and clearly convey all your accomplishments. Having someone besides you review your resume will allow you to note how others will view your marketing materials – would your resume impress them? If not, why? Don’t settle for – “it’s good”. You must encourage the 3rd party to give you feedback and ask questions. These questions from the reader can help you to discover items you inadvertently left off your resume. Take their comments into consideration, and revise your resume to include these items. In addition to adding in missed items, their questions can also point to items on your resume that are confusing to the reader. This valuable input will allow you to clarify your resume based on this input.

OK, you’re ready to start applying for positions – When submitting your resume, you should apply for some jobs that appear to be above your qualifications, apply to positions that are a match, and apply to positions which may be beneath you. Why? Perhaps the position beneath will turn out to be more than it appeared once you interview for them. Or perhaps once you have your foot in the door you can learn of other opportunities. If nothing else, interviewing more and more will increase your interviewing skills. Like anything else, repetition will decrease your nervousness, and increase your skills at attacking the tough questions.
6) Cover Letter

Cover letters should only be two or three paragraphs at most. It should make one or two points about why you are perfect for the job and the company, why you’re different from all the other candidates applying to the same position, or what you’ve accomplished in similar positions in the past.

It should explain any open questions, such as a reason you’re particularly interested in working for that company, whether you plan to move to the area where the job is located, or why you’re applying to an industry or job type that’s different from others on your resume. You should also tell the company when you plan to contact them and thank them for the time they took reading your letter. If you kept things short and efficient enough, they’ll be ready to give you a call.

Interview

It’s easy to forget when you go into an interview that you’re there to press your agenda as well as satisfy the hiring company’s. Think ahead of time about the points you want to make, and write them down. You could have 10 important things to say, but that number is hard for you to get through and hard for an interviewer to remember. Think three. Write up three key talking points that are relevant to the company and the job involved and make sure you address each one during the interview. And don’t be afraid to refer to your notes during the interview; it shows you’ve prepared ahead of time, not that you can’t remember what you wanted to say. HR professionals or hiring managers will appreciate your level of preparation.

Demonstrate your effectiveness. Pick your three most memorable or clear successes and practice telling a short story about each. The incidents might appear as a quick mention in the resume or cover letter. Don’t get into any of the other personalities; don’t assume the listener knows too much about the industry you were working in; don’t overexplain the context. Do keep the descriptions high-level enough to be easily understood but detailed enough for the listener to know what you were facing.

Following up

Be patient. Don’t get a reputation as the pest who keeps calling the company seeking the status of your application. If you don’t hear back within a few weeks, send a brief follow-up letter to the person who interviewed you, reiterating your interest in the position.
RESOURCES FOR JOB SEEKERS

American Job Centers (Career One Stop)

American Job Centers can help you look for work and offer workshops like resume and cover letter writing. It is the place to start when you're looking for your first job, your next job, a better job - or a whole new career. It's also the place to find information on training and education. You do not need to be claiming unemployment benefits or be out of work to use our services.

IL Job Bank

Get started by registering for IL Job Bank. You can search for jobs online, post your resume, and get matched with employers looking for your skills.

Individualized Services

- **Job Search Assistance**: The Job Center staff can assist you with your job search, or help you connect with special programs or resources.
- Unemployment Resources: use Job Center computers to file your claim online
- Resume Tips
- **Career Planning and Skills Evaluation**: attend one of our career planning workshops or ask staff to help you connect with self directed on-line resources.
- Interview Tips
- Training Information
- Veterans' Services: Maine Veterans receive priority of service in all Job Center programs.
- **Services for Persons with Disabilities**: all Job Centers are equipped to serve those with disabilities. Auxiliary aids and services are available upon request.
- Services for Young People

Re-Employment Services

- **Workshops**: Job Centers offer workshops and classes on a variety of topics including networking, job search techniques, resume writing, and more.
- **Job Fairs**: Inquire about upcoming job fairs in your area.

Job Search Tools

- **List of other online job search engines**
- **Equipment**: computer labs, internet access, fax machines, copiers, phones, are all available for job search purposes.
- **Labor Market Information**: IL Department of Labor, Research and Information provides data on wages, jobs in demand, employment and industry trends and much more.
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| Illinois WorkNet Center - N. Aurora                         | 2 Smoketree PLaza  
North Aurora, IL 60542  
630-844-6640; 630-844-6640 ext. 360 |
| Job Center of Lake County - Waukegan                        | 1 North Genesee, 1st Floor  
An Illinois workNet Center  
Waukegan, IL 60085  
847-377-3450; 847-377-3450 |
| Partners in Job Training & Placement-Rock Island            | 500 - 42nd Street  
Suite #4; An Illinois workNet Center  
Rock Island, IL 61201  
309-788-7587; 309-788-7587 |
| Chicago Heights Workforce Center                            | 202 S. Halsted St.  
ATOC Building, Suite 148  
Chicago Heights, IL 60411  
708-709-7975; 708-709-7975 |
| Arlington Heights Workforce Center                          | 723 Algonquin Road  
Jim Ballee Resource Center  
Arlington Heights, IL 60005  
847-981-7400; 847-981-7400 ext. 3 |
| Maywood Resource Center                                     | 1701 South 1st Avenue  
Suite 10  
Maywood, IL 60153  
708-223-2652; 708-223-2652 ext. 214 |
| McHenry County Workforce Center                             | 500 Russel Court  
An Illinois workNet Center  
Woodstock, IL 60098  
815-338-7100; 815-338-7100 ext. 203 |