

MDT College of Health Sciences

dba ATS Institute of Technology

www.atsinstitute.edu



Catalog and Handbook Addendum

*Summer 2018
Chicago*

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I. Fall 2017 Changes for students

The following changes were implemented for the Fall 2017 semester. These changes are in addition to the “Fall 2017 Student Handbook and School Catalogue”:

1. *Chicago Faculty*

**ATS Institute of Technology
Chicago Non-Main Campus
25 East Washington Street, Suite 200
Chicago, IL 60602**

Nursing Programs Administrator

Mary Jane Evangelista
BSMT, MAN, Philippines Colleges of Health Sciences, Inc.
BSN, Ocampo Memorial College, Philippines

Chicago Faculty

Brandt, Katie

MA in English, San Francisco University;
BA in English, University of Illinois
(part-time instructor)

Clark, Patricia, MSN, RN

MSN, Governors State University;
BSN, Prairie View A&M University
(Part-time)

Clark, Simendea, MSN, RN

MSN, RN Rush University;
BS in Health Studies, Michigan State University (part-time instructor)

Carrasco, Emilio, MD

MD, Higher Institute of Medical Sciences of Havana
Cuba;
BS in Biology, IPVCE V.I. Lenin

Conner, Barbara, MSN, RN

MSN, RN Saint Xavier, Chicago, IL;
MS, ED University of Illinois
(part-time instructor)

Erdman, Michael, MD

MD, Santo Domingo/Dominican Republic;
BS in Psychology, DePaul University
(part-time instructor)

Feagin, Katherine, RN

BSN, Lewis University, Romeoville, IL;
ADN, Prairie State College, Chicago Heights, IL
(part-time instructor)

Gramata, Joan, MSN, RN

MSN, Rush University;
BSN, University of Illinois at Chicago
(part-time instructor)

Guenther, Nick

BA in English Language and Literature, DePaul
University
(Part-time instructor)

Halilovic, Nadia, MA

MA in Psychology, Roosevelt University;
BA in Clinical Psychology, University of Illinois at
Chicago

Lero, Marites, BSN

BSN, West Visayan State, Philippines
(part-time instructor)

Makaras, Inesa

MA in Mathematics Education, Western Governors
University;
BA in English Philology, Pedagogical University;
BS in Civil and Constructive Engineering, Institute of
Construction, Lithuania

Marsh, Salithia, RN

BSN, Benedictine University;
AAS in Nursing, City College of Chicago
(part-time instructor)

McCrystal, Milagros, MSN, RN

MSN, BSN, Lewis University, Romeoville, IL
(part-time instructor)

McDonald, Linda, MSN, RN

MS in Nursing, Indiana Wesleyan University;
BSN, Indiana Wesleyan University
(part-time instructor)

Medina, Maria, MSN, RN

MSN, North Park University, Chicago, IL;
BSN, University of Perpetual Help, Philippines
(part-time instructor)

Nelson, Talia, MSN, RN

MSN Walden University
(part-time instructor)

Oshodi, Eniola, RN

BSN, Resurrection University;
Associates Degree in General Education, City Colleges
of Chicago
(part-time instructor)

Padgett, Deborah, MSN, RN

MSN, RN, Governors State University, IL;
BSN, Saint Xavier University, Chicago, IL
(part-time instructor)

Purificacion, Elsie, RN, BSN, MAN

MAN, Saint Jude College, Philippines;
BSN, Wesleyan University, Philippines
(part-time instructor)

Ramirez, David, MSN, RN

MSN, Governors State University;
BSN, Valpariaso University
(part-time instructor)

Roberton, Wanda, MSN, RN

MS in Nursing, American Sentinel University

Sarrosa, Vincent, RN

BSN, West Visayas University
(part-time instructor)

Servan, Joey, MSN, RN

MSN, University of La Slette;
BSN, Medical Colleges of Northern Philippines (part-
time instructor)

Spulber, Iuliana, MS

MS in Mathematics & Information Science, BS in
Mathematics & Information Science, Transylvania
University, Romania

Staggers, Deborah, RN

BSN, Howard University, Washington, DC

Taylor, Joyce, MSN, RN

MSN, North Park University;
BSN, Alverno University;
RN Diploma, South Chicago Community Hospital of
Nursing
(part-time instructor)

Terry, Cheryl, MSN, RN

MSN, Saint Xavier College;
BSN, Southern Illinois University
(part-time instructor)

Thorpe, Dawn, RN

BSN, University of Illinois, Chicago;
RN, Richard Daley, Chicago, IL
(part-time instructor)

Wilson, Squavette, RN

BSN, Governors State University,
University Park, IL
(part-time instructor)

Non-Main Campus Administrative Staff

Mark Bykov
President

Yelena Bykov
Chief Executive Officer

Joclyn Cotton
Director of Financial Aid

Kathy Zarnowski
Registrar

Erick Lopez
Admissions

Nadia Halilovic
Student Services

Debbie Lincoff
Director of Growth & Development
(part-time)

Margo Castelli
Bookkeeper

Nick Guenther
Resource and Assessment Specialist

Brian Hedges
IT Specialist

Emilia Paras
Administrative Assistant

Tuition and Fees

PN TUITION & FEES

TUITION	\$25,983.36	\$499.68/credit hour for 52 credits
TESTING FEE^{2,4}	\$645.00	
FEES:		
COMPUTER LAB FEE	\$285.00	(\$95 Per semester X 3)
APPLICATION FEE	\$30.00	
MALPRACTICE INSURANCE	\$40.00	(Once a year charge)
DRUG TESTING FEE	\$40.00	(Once a year or as required by clinical agencies)
GRADUATION FEE	\$105.00	(Semester of graduation – no credit for not participating)
SEMESTER REGISTRATION FEE	\$150.00	(\$50 Per semester X 3)
NCLEX REVIEW MATERIALS	\$53.00	(Semester of graduation)
<u>COURSE FEES:</u>		
NUR1101	\$395.00	Nursing Fundamentals
NUR1110	\$485.00	Nursing Care of the Adult
NUR1105	\$95.00	Maternity Nursing
NUR1106	\$95.00	Nursing of Children
NUR1104	\$290.00	Geriatric/Mental Health Nursing
BIO1017	\$72.00	A&P I
TOTAL COURSE FEES:	\$1432.00	
TOTAL PROGRAM COST:	\$28,763.36	

Miscellaneous Fees

Estimated Book Fees	\$1,200.00	
ID Badge Replacement	\$25.00	
My Foundation Lab	\$66.00	
SUC1002/1004	\$30.00	Focused Learning Seminar
MAT0910	\$97.00	Developmental Math resources
Uniforms	\$32.00	Purchased by students from recommended vendors
TEAS Test	\$65.00	per test
Background Check	\$75.00	
Excused Clinical Make-up	\$100.00	
Unexcused Clinical Make-up	\$250.00	

Any books or software included in tuition can be purchased separately by students. If the student does not intend to purchase through the school, the student must notify the school in writing 5 business days before classes begin.

Tuition will be charged per credit hour: \$499.68/credit hour, for college level courses and \$426.66/credit hour for developmental.

² Includes 2 Exit or End of Course exams. If a student needs more than 2 exams it will cost the student an additional \$53.00 per Exit exam and \$31 per End of Course exam. However, with less than 4 days' notice the cost of the exam will be \$100 plus the cost of the exam to include expedited charges.

⁴Testing fees may be increased following publisher increase for new students. Testing fees listed on student enrollment agreement will supersede Student Handbook testing fees.

II. Spring 2018 Changes for incoming students

The following changes were implemented for the spring 2018 semester. These changes are in addition to the fall 2017 addendum above for the “Fall 2017 Student Handbook and Catalog”:

1. Course Grading and Quality Points in Nursing Programs

The following was updated within the policy:

I - Incomplete

With the exception of the Role Development class, only students who experience unforeseeable emergencies and have supporting documents and are in good class standing at the end of the semester may qualify for receiving an “I” grade. A student receiving a grade of “I” needs to correct any deficiencies **no later than the start of the following semester except Role Development students**. An incomplete grade not corrected within the prescribed period will result in an “F” for the class, requiring the student to repeat the course.

2. Practical Nursing Program

The Success Strategies Course has been added for new students. See Program of Study for first semester and the Success Strategies course description below. In addition, NUR1110 is a pre-req for NUR1104.

Program of Study for Practical Nursing - Chicago

First Semester (15 weeks)		Credits
BIO1019**	Anatomy & Physiology for Health Sciences I & II	7.5
MAT1001	Applied Math	2.0
NUR1101	Nursing Fundamentals	8.5
SUC1001	Success Strategies	0
Second Semester (15 weeks)		
NUR1110	Nursing Care of the Adult	11.0
PSY1020	Development across the Lifespan	3.0
NUR1102	Pharmacology	4.0
Third Semester (19 weeks)		
NUR1106	Nursing of Children	2.5
NUR1104	Geriatric/Mental Health Nursing	5.5
NUR1105	Maternity Nursing	2.5
NUR1114	Nursing Seminar	3.0
NUR1112	Nursing Trends and Issues	2.0
REV1001	NCLEX-PN Review Course	.5
Total		52

SUC1001 Success Strategies

Pass/Fail

This course is designed to introduce the newly enrolled ATS student to the student role, resources, and strategies to enhance success in college. The student will learn professionalism required for the academic and professional roles, resources necessary for optimal performance as a nursing student, and personal skills such as time management and studying based on individual learning style. This course includes additional clock hours outside the classroom.

Prerequisite: None

NUR1104 Geriatric/Mental Health Nursing

Prerequisites: NUR1101, NUR1110, BIO1017, BIO1018, MAT1001

Corequisites: PSY1020, NUR1102

III. Spring 2018 Changes for incoming students and current students

The following changes were implemented for the spring 2018 semester. These changes are in addition to the fall 2017 addendum above for the “Fall 2017 Student Handbook and Catalog”:

1. Academic Calendar

The following Calendar was reformatted for clarity.

Academic Calendar Fall 2017 - Fall 2018*

Nursing programs are offered on a trimester basis. Each semester (fall, spring, and summer) consists of fifteen (15) weeks of academic work with scheduled breaks between semesters. (Chicago students are scheduled for two 15 week sessions and one 19 week session at the end of the program. The 19 week session includes a break.) Developmental semester is not included above and will be added on an as needed basis. Students can add classes and may drop classes without penalty during the first two weeks of the semester. Day and evening classes are available.

PN PROGRAM

August 28, 2017	Fall Semester 2017 Classes begin
September 4, 2017	Labor Day (NO SCHOOL)
September 8, 2017	Last day to add/drop classes without penalty
October 6, 2017	Last day to withdraw from classes with a "W"
October 16-20, 2017	Midterm Exams
November 21-24, 2017	Thanksgiving Break (NO SCHOOL)
November 21, 2017	FACULTY DEVELOPMENT DAY
December 11-15, 2017	Final Exams (End of Semester)
December 18, 2017	FACULTY DEVELOPMENT DAY
December 18-29, 2017	Winter Break (NO SCHOOL)

January 2, 2018	Spring Semester 2018 Classes begin
January 15, 2018	Martin Luther King Holiday (NO SCHOOL)
January 16, 2018	Last day to add/drop classes without penalty
February 9, 2018	Last day to withdraw from classes with a "W"
February 19-23, 2018	Midterm Exams
April 9-13, 2018	Final Exams (End of Semester)
April 16-27, 2018	Spring Break (NO SCHOOL)

April 30, 2018	Summer Semester 2018 Classes begin
May 11, 2018	Last day to add/drop classes without penalty
May 28, 2018	Memorial Day (NO SCHOOL)
June 8, 2018	Last day to withdraw from classes with a "W"
June 18 - 22, 2018	Midterm Exams

July 4, 2018	Independence Day Holiday(NO SCHOOL)
August 6 - 10, 2018	Final Exams (End of Semester)
August 13 - 24, 2018	Summer Break (NO SCHOOL)

August 27, 2018	Fall Semester 2018 Classes begin
September 3, 2018	Labor Day (NO SCHOOL)
September 7, 2018	Last day to add/drop classes without penalty
October 5, 2018	Last day to withdraw from classes with a "W"
October 15-19, 2018	Midterm Exams
November 20-23, 2018	Thanksgiving Break (NO SCHOOL)
November 20, 2018	FACULTY DEVELOPMENT DAY
December 10-14, 2018	Final Exams (End of Semester)
December 17, 2018	FACULTY DEVELOPMENT DAY
December 17, 2018-January 1, 2019	Winter Break (NO SCHOOL)

*MDT/ATS reserves the right to change this Academic Calendar without notice.

2. Progression and Retention

The following was added within the policy:

Once a student fails a class, the student is limited to twelve (12) credit hours each semester for the remainder of the nursing program. Only with approval from administration can a student, who failed a class, take more than 12 credit hours.

The following was updated within the policy:

A written warning form is issued to the student if the student has:

- Course absences of **10%** or above.

3. Attendance Policy

The following policy section was modified for clarity:

Each student is expected to attend every class, lab and clinical day for which he/she is scheduled.

Arriving tardy or leaving early is defined as arriving up to 15 minutes after the start time of the course, or leaving not more than 15 minutes before the official ending time of the class. Students assume the responsibility for arranging make up of missed work and assignments. All work must be completed by the time designated by the individual faculty members(s). Students must attend course, clinical and laboratory sections if applicable to which they have been assigned unless permission to attend a different section is obtained from the Registrar.

Attendance Policy for Nursing Students

Clinical Absence

See Clinical Attendance Policy.

Class and Lab Absence

Arriving tardy or leaving early will be counted as one half (0.5) absence for each occurrence.

If a student misses more than 15 minutes of class or lab time, it will be counted as an absence.

4. HESI Policy & Flow Chart

The following policy was updated:

HESI Course Competency Examinations (CCE)

The HESI Course Competency Examinations are standardized tests that examine students in specific ATS courses. The courses are: Fundamentals of Nursing, Nursing Care of the Adult, Pharmacology, Geriatric/Mental Health Nursing, Maternity Nursing and Nursing of Children. Unsecured tests may be used during the course to prepare the student for the CCE.

These proctored/secure examinations are given in week 13 for those students who are taking the course for the first time or who are repeating the course for the second time. Acceptable performance is achieving the established benchmark for all tests. The following rules apply:

1. If the established benchmark is achieved, the student progresses in the curriculum.
2. If the established benchmark is not achieved with the first attempt, the student may take the CCE a second time, two weeks later after submitting proof of completion of two weeks of remediation. The second attempt must be completed by the end of the first week of break.
 - I. If the established benchmark is achieved after the second attempt, the student proceeds in the program.
 - II. If the student does not achieve the established benchmark after the second attempt, the student repeats the corresponding class. The student may take other classes that the corresponding class is not a pre- or co-requisite for. After repeating the class, the student attempts the CCE a third time during week 13.
 - A. If the established benchmark is achieved after the third attempt, the student proceeds in the program.
 - B. If the student does not achieve the established benchmark after the third attempt, the student may take the CCE a fourth time after submitting proof of completion of 4 weeks of remediation. The fourth attempt must be completed by the end of the last week of break.
 - a) If the established benchmark is achieved after the fourth attempt, the student proceeds in the program.
 - b) If the student does not achieve the established benchmark after the fourth attempt, the student is terminated from the program.

Comprehensive Exit Examination

The HESI Comprehensive Predictor is a standardized test that assesses the students' preparedness for the NCLEX-PN. This examination is administered to all students who have successfully completed all curriculum courses and all HESI End-of-Course examinations or assigned tests. Students must reach the established benchmark.

If the benchmark score is not met after the first attempt, the student must set up and follow an individualized remediation plan before the second attempt. If the benchmark score is not met on the second attempt, the student must revise the individualized remediation plan, be required to take and pass the NUR0940 – Nursing Exit Seminar course before the third attempt is made for the HESI Predictor examination.

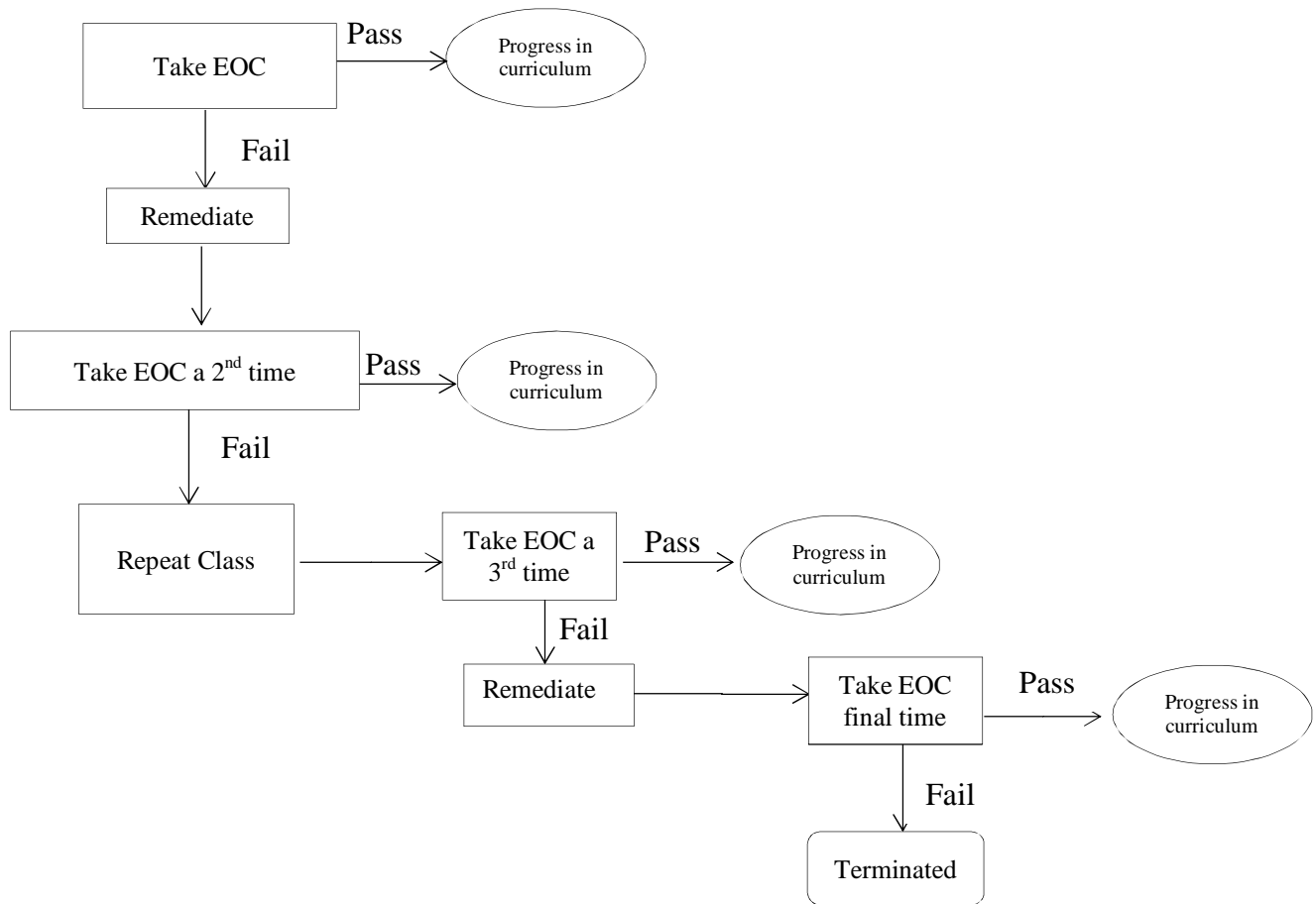
If the HESI benchmark score is not met after the third attempt, the student is required to attend a live review approved by the school at his/her own expense. In addition, the student is expected to continue to follow the individual remediation plan. If a student fails the fourth attempt of the Exit exam (Exam may be from different provider), he/she will be dismissed from the program. The student has the option to repeat the last semester. In this case, the student will have only one opportunity to take and pass the comprehensive Exit Exam after passing all the classes in the semester again.

Any attempt to take the Exit Exam must be completed within the prescribed timeline stated within the Individualized Remediation plan.

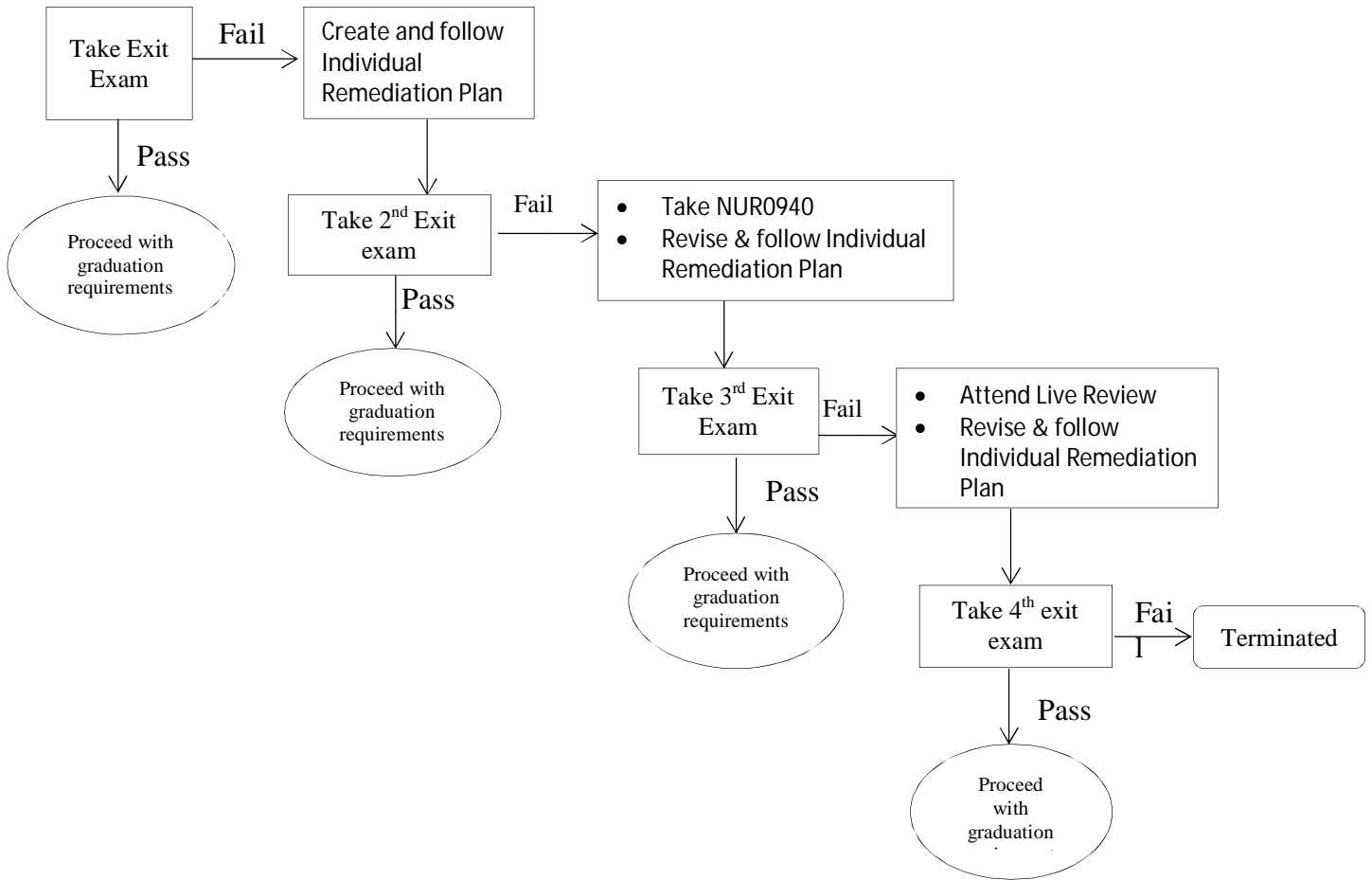
Chicago Standardized Testing Policy Flow Chart

To be used in combination with the Standardized Testing Policy i.e., ATI or HESI

Course Competency Exam (CCE)



Comprehensive Exit Exam



5. Tuition and Fees

The following fee was updated within the policy effective for Summer 2018 students:

Testing Fee: \$671

6. Institutional Disclosures Report

The following policy was updated with 2016-2017 data:

**Institutional Disclosures Report
Reporting Period: July 1, 2016 - June 30, 2017**

INSTITUTION NAME: MDT College of Health Sciences, Inc., dba ATS Institute of Technology	<p align="center">Indicate all ways the disclosure information is distributed or made available to students at this institution:</p> <p>X Attached to Enrollment Agreement</p> <p>X Provided in Current Academic Catalog</p> <p>X Reported on School Website</p> <p>Other: _____</p>
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Per Section 1095.200 of 23 Ill. Adm. Code 1095:

The following information must be submitted to the Board annually; failure to do so is grounds for immediate revocation of the permit of approval.

DISCLOSURE REPORTING CATEGORY	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>
<i>Practical Nursing Program</i>	<i>of Instruction Here</i>	<i>of Instruction Here</i>	<i>of Instruction Here</i>	<i>of Instruction Here</i>

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.		211				
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	208				
	b) Re-enrollments	6				
	c) Transfers into the program from other programs at the school	0				
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).		425	0	0	0	0
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	91				
c) Withdrew from the school	131				
d) Are still enrolled	203				
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	62				
b) Placed in a related field	0				
c) Placed out of the field	0				
d) Not available for placement due to personal reasons	2				
e) Not employed	27				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	124				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	92				

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.	8				
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.	unknown				

*Course of Instruction is defined as a standalone course that meets for an extended period of time and is directly creditable toward a certificate or other completion credential; individual courses that make up a Program of Study are not considered courses of instruction.

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

} 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.

IV. Summer 2018 Changes for incoming students and current students

The following changes were implemented for the summer 2018 semester. These changes are in addition to the fall 2017 addendum and the spring 2018 addendum above for the “Fall 2017 Student Handbook and Catalog”:

1. SAP Policy

The following was added within the policy:

Mitigating Circumstances

Mitigating circumstances are considered unforeseen situations or events beyond the student’s control which directly and negatively affect academic performance. For SAP appeals, students are required to provide supporting documentation for mitigating circumstances. The appeal must also explain how the circumstances have been resolved so that these circumstances will not affect future performance.

Below is a list of possible circumstances and the suggested documentation needed to substantiate the mitigating circumstances. Please note, the following list is not exhaustive. If a student is providing circumstances and documentation not mentioned below, the appeal will be considered just the same. Additionally, providing a mitigating circumstance with supporting documentation from the list below does not guarantee an approval. All appeals are reviewed on a case-by-case basis for legitimacy and merit.

Acceptable documentation will be on official letterhead, and obtained through an objective third party. Objective third parties include, but are not limited to: counselors, doctors, lawyers, social workers, religious leaders, state/government agencies, etc.

POSSIBLE CIRCUMSTANCES	SUGGESTED DOCUMENTATION
Death in the family	Death certificate, obituary
Divorce or separation	Court documents, lawyer statement
Domestic violence	Court documents, restraining orders, police records
Crime victim	Legal documentation, police records
Physical and/or mental illness	Documentation from medical professional
Imposed employment changes	Statement from employer
Involuntary call to military service	Official military orders
Jury duty/court appearance	Court documents

2. Refund Policy

If a student withdraws or is dismissed from his/her program, or if the enrollment agreement or application is otherwise terminated provided the school is notified of the cancellation, a refund will be issued according to the following schedule:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus the registration fee.
3. A student who withdraws the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that academic term plus the registration fee.
4. A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that academic term plus the registration fee.

5. A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity.

A student is entitled to a refund of the application fee provided the school is notified of the cancellation of application in writing within five (5) calendar days of paying the application fee.

In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student will be entitled to special consideration that may be less than that stated by the refund policy.

When notice of cancellation or withdrawal is given after the student's completion of the first day of class attendance the school will return tuition and other instructional charges in accordance with below table.

Week Withdrawal Occurred	% of Term Enrolled	Institution Refund Policy
1	7%	75%
2	13%	50%
3	20%	25%
4	27%	0%
5	33%	0%
6	40%	0%
7	50%	0%
8	53%	0%
9	60%	0%
10	67%	0%
11	73%	0%
12	80%	0%
13	87%	0%
14	93%	0%
15	100%	0%

Refunds for books, fees, computer software and supplies

- (A) In the event that a student withdraws or is dismissed from school, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items determined to fall within the preview of paragraphs (B)1 and (B)2 of this rule.
- (B) Charges for required purchase of books, fees, computer software, and supplies can be non-refundable if the student has consumed or used the books, fees, computer software and/or supplies. Consumption of books, fees, computer software, and supplies shall be defined as:
 1. Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
 2. Items that were returned in a condition that prevents them from being used by or sold to new students.
 3. Individually documented non-refundable fees for goods or services provided by third party vendors.
 4. Semester Course fees after the student receives a clinical assignment.
- (C) Items or services not delivered to the student cannot be considered consumed except for those items covered by paragraph (B)1 of this rule.
- (D) A record of the refund determination for books, fees, computer software, and supplies shall be kept in the student's record.

Refunds

The College Accounting Office processes refund checks. Students with a credit balance resulting from Federal funds will be refunded within fifteen (15) days of aid being credited to the student's account. All credit balances are subject to an audit prior to their release. Students must review schedule and inform the school of any errors prior to accepting a refund check.

Refunds are placed in the US Mail, addressed to the address on file with the school. Students may update their address in writing to the Registrar's Office.

Return of Title IV Funds Policy

Federal law specifies how a school must determine the amount of Federal Financial Aid (Pell Grant, Supplemental Education Opportunity Grants and Federal Family Education Loans) a student earned if they withdraw* before completing 60% of each payment period.

The amount of Federal Financial Assistance that the student earns is determined on a percentage basis. Students who withdraw at any point after the 60% point in the payment period have earned 100% of their Title IV fund and no refund is due. Students withdrawing from school should be aware that the school may be obligated to return Federal Financial Aid funds back to the U.S. Department of Education if the student does not complete 60% of the payment period. If funds are returned, the student should be aware that this may result in the student owing outstanding tuition or fees to the school in addition to owing funds back to the U.S. Department of Education. Any grant amount the student has to return is a federal grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

Percent earned = number of calendar days completed up to the withdrawal date* divided by the total days in the semester.

Percent unearned = 100% minus percent earned.

When a student receives Federal Financial Aid in excess of aid earned – the school returns the lesser of:

Institutional charges multiplied by the unearned percentage, or

Title IV Funds disbursed multiplied by the unearned percentage.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS
4. Federal Pell Grant
5. Federal SEOG

The student returns:

Any remaining unearned aid the school is not required to return.

Loan funds are repaid in accordance with the terms of the Promissory Note.

Any grant amount the student has to return is a Federal grant overpayment and arrangements must be made with the school or the U. S. Department of Education to return the funds.

Students will be billed and payment is due immediately for any tuition balance created when the college is required to return funds to the U. S. Department of Education. Students have 45 days from their withdrawal date to repay to the college any federal grant overpayment. After the 45 days, the student must work directly with the U. S. Department of Education to resolve their overpayment and may not receive additional Federal Financial Aid until the overpayment is resolved.

The school must report to the U. S. Department of Education any student who is in an overpayment status.

Withdrawal occurs the date the Registrar's Office receives student's withdrawal form, the date the student is officially dismissed from the college, or in the case of unofficial withdrawal, 14 days after the date of the student's last documented class attendance according to the instructor's records.

Post Withdrawal

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student within 45 days of the date the school determined the student withdrew.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution, or disburse the excess loan funds directly to the student (or parent in the case of a PLUS loan). The school has 30 days from the date it determines the student withdrew to offer the post-withdrawal disbursement of a loan to the student (or the parent in the case of a PLUS loan).

The student (or parent) has 14 days from the date sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, the school will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to the notification.

3. Tuition and Fees

The following policy was updated:

PN TUITION & FEES

TUITION	\$26,364.00	\$507/credit hour for 52 credits
TESTING FEE^{2,4}	\$671.01	(Includes 1 year access to ExamSoft)
FEES:		
Computer Lab Fee	\$285.00	(\$95 Per semester X 3)
Application Fee	\$30.00	
Malpractice Insurance	\$40.00	(Once a year charge)
Drug Testing Fee	\$40.00	(Once a year or as required by clinical agencies)
Graduation Fee	\$150.00	(Semester of graduation – no credit for not participating)
Semester Registration Fee	\$150.00	(\$50 Per semester X 3)
Course Software Fee	\$543.00	includes Math Book for \$97
<u>COURSE FEES:</u>		
NUR1101	\$395.00	Nursing Fundamentals
NUR1110	\$485.00	Nursing Care of the Adult
NUR1105	\$95.00	Maternity Nursing
NUR1106	\$95.00	Nursing of Children
NUR1104	\$290.00	Geriatric/Mental Health Nursing
TOTAL COURSE FEES:	\$1,360.00	
TOTAL PROGRAM COST:	\$29,633.01	

Miscellaneous Fees

Estimated Book Fees	\$1,200.00	
ID Badge Replacement	\$25.00	
My Foundation Lab	\$66.00	
SUC1002/1004	\$30.00	Focused Learning Seminar
Additional ExamSoft access	\$60.00	(after 1 year)
Uniforms	\$32.00	Purchased by students from recommended vendors

TEAS Test	\$65.00	per test
Background Check	\$75.00	
Excused Clinical Make-up	\$100.00	
Unexcused Clinical Make-up	\$250.00	

Any books or software included in tuition can be purchased separately by students. If the student does not intend to purchase through the school, the student must notify the school in writing 5 business days before classes begin.

Tuition will be charged per credit hour: \$507/credit hour, for college level courses and \$444/credit hour for developmental.

² Includes 2 Exit or End of Course exams. If a student needs more than 2 exams per course per semester or if a student is repeating a class, it will cost the student an additional \$58 per Exit exam and \$37 per End of Course exam. However, with less than 4 days' notice the cost of the exam will be \$100 plus the cost of the exam to include expedited charges. If a 4th semester is necessary, there will be a \$65 fee for exam software.

⁴Testing fees and Course Software may be increased following publisher increase for new students. Testing fees listed on student enrollment agreement will supersede Student Handbook testing fees.