

MDT COLLEGE OF HEALTH SCIENCES

Spring 2021 Addendum

Updates to the policies: Admissions, Satisfactory Academic Progress (SAP), Grading policy, Student Grievance and Appeal, Return of Title IV Funds, Financial Policy and Procedures

1/11/2021

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Changes Applied:

Admission Requirements

Added back to the admission requirements the Valid State issued ID- was removed for the Summer and Fall term of 2020.

High School Requirements

High School Attestation provided by student with graduating information and verified by admissions representative as a listed/registered school with the respective state's Department of Education at the time of graduation.

SAP; Maximum Time frame

Student is considered failing to complete the program within the maximum time frame when it becomes mathematically impossible for them to complete the program within the maximum timeframe established by the school. In other words, a student become ineligible for Title IV funds as a result of the maximum timeframe measure before attempting 150% of the published program length.

Course Grading and Quality Points in Nursing Programs

The grade scale updated to reflect the minimum requirements to pass the class of 78%, that is posted in the syllabus
Grade UI and “N” removed as not used.
EW grade added for COVID related withdrawals

Return of Title IV Funds R2T4 (PELL Grant/Federal Direct Loans)
General Requirements- updated to include the Post Withdrawal (PWD) language.
Two more policies added in the relation of PWD

Financial policy

Financial suspension can lead to termination after 14 days.
No make-up quizzes or tests during financial suspension.
All payments and disputes will be addressed with the Bursar office.
Installment payment plan or 50%tuition at start and 50% midterm.
A \$10 late fee will be charged after 30 days past due.

Admission Requirements

1. Achievement of the minimum required score on the entrance exam
2. Graduation from High school or GED certificate
3. Valid State issued ID
4. Background check through school designated provider.
5. A cleared record with the Health Care Worker Registry in Illinois or with the Nurse Aide Registry in Ohio (Waivers will be handled on a case by case basis.)
6. A clean record with the National Sex Offender Registry

High School Requirements

The policy of the school is to accept students who, as a minimum, have graduated from high school or obtained a GED certificate.

Acceptable documentation of high school graduation or its equivalency may include:

- a copy of an official high school transcript or diploma,
- GED transcript or certificate,
- copy of associate's, bachelor's, master's, or doctorate degree from an accredited college or university or official transcript indicating the same,
- official college transcript indicating the basis of the applicant's admission into the college program as being high school graduation
- High School Attestation provided by student with graduating information and verified by admissions representative as a listed/registered school with the respective state's Department of Education at the time of graduation.
- for students completing high school in a foreign country, who are unable to produce a copy of their diploma, the College form “Affidavit of Student's Graduation from a Foreign High School” completed in English
- copy of a fully completed Department of Defense form DD-214 indicating that the applicant completed high school prior to or during his/her armed forces service
- for homeschooled individuals, the superintendent of schools of the district in which the student is homeschooled must certify in writing on official letterhead that the student's program was substantially equivalent to a four-year high school program.

- graduation from Non-Chartered Non-Tax supported high schools is NOT considered documentation for entrance into programs unless school is recognized or accredited with the respective state’s Department of Education at the time of graduation.
- graduation from an on-line high school is NOT considered documentation for entrance into programs unless school is recognized or accredited with the respective state’s Department of Education at the time of graduation.

Standards of Satisfactory Academic Progress (SAP)

These standards of satisfactory academic progress apply to all credit hour program students, not just those receiving financial aid. Students must meet the minimum standards as set forth below. Otherwise the student shall be deemed as not making satisfactory academic progress and shall be ineligible for all financial aid or to be enrolled as a regular student.

Satisfactory academic progress will be measured in three areas: minimum academic achievement (CGPA), successful course completion (PACE), and maximum credits attempted (Maximum Timeframe). The student’s academic progress will be evaluated at the end of each payment period. A payment period is defined as a term (semester) with any course scheduled.

Minimum Academic Achievement (Minimum Grade Point Average [GPA])

Students must earn at least a 1.25 GPA for their first payment period of attendance. A 2.00 cumulative GPA is required thereafter.

Successful Course Completion (Completion of Attempted Credits/PACE):

Students must complete 67% of the cumulative credits they attempt. Any credits the student is registered for after the second instructional week of classes will be considered attempted (this also includes all remedial courses taken). Credits dropped after the second instructional week will be considered attempted but not earned. Withdrawals from all classes in a semester (after the second week) will be counted toward the credits attempted but not earned.

The following table provides examples of SAP evaluations. The table shows the required ratio of credits completed to credits attempted to maintain satisfactory progress:

Number of Credits Attempted	Number of Credits Earned/Completed	Completion %
4	3	75%
9	7	78%
15	11	73%

How repeated courses affect SAP Policy: Repeated courses will be added to total credits attempted and credits completed, however, the initial grade once a repeated class has been passed will not be included in the GPA calculation. The new grade only will be included in the GPA calculation, which will be considered when progress is again reviewed.

Maximum Time Frame

A student must complete an education program in no more than one and one-half (1.5) times the normal program length. For example, if your program requires 80 credit hours, you must graduate by the time you have attempted 120 credit hours. All attempted and/or withdrawn credits count toward the maximum time frame limit, regardless of changes in the program, until a diploma or degree has been awarded. At any evaluation point when a student is close to reaching the maximum timeframe, a warning letter will be mailed. See Financial Aid Warning section. Student is considered failing to complete the program within the maximum time frame when it becomes mathematically impossible for them to complete the program within the maximum timeframe established by the school. In other words, a student become ineligible for Title IV funds as a result of the maximum timeframe measure before attempting 150% of the published program length. Failure to complete the program within the maximum time frame may result in dismissal of the student from the educational program.

Minimum academic achievement, completion of attempted credits and maximum time frame will be monitored at the end of every semester.

Practical Nursing Program Maximum Timeframe

<u>PROGRAM</u>	<u>Maximum Attempted Credits Allowed</u>
Practical Nursing Program Chicago	58.5 (39 financial aid credits x 1.5)
Practical Nursing Program Cleveland	58.5 (39 financial aid credits x 1.5)

*There are no other Title IV Eligible Credit Hour Programs Offered at the Institution

Note: Developmental or Remedial Coursework are non- credit courses. Credits for these courses are assigned for Financial Aid Purposes for the determination of enrollment status as well as successful course completion for Pace and MTF. (These credits will not be displayed on the student transcript.) When taken as part of the enrolled program, the developmental course will increase the maximum timeframe for the attempted credits allowed. Developmental or remedial coursework are counted as attempted and earned for PACE and Maximum Timeframe.

Readmitted Students

Previous credit hours which count toward the student's current degree/diploma program will be included in credit hours attempted, credit hours earned, GPA, and maximum timeframe.

Transfer Students

Transferred credit hours which count toward the student's current degree/diploma program will be included in credit hours attempted, credit hours earned, and maximum timeframe.

Financial Aid Warning

Students, who fail to meet the Minimum Academic Achievement (minimum CGPA), Successful Course Completion standards, and/or maximum timeframe as stated above and were not already in a warning status, will be placed on Financial Aid Warning for one payment period. This warning period allows the student to continue to receive financial aid for one semester. Students will be notified in writing (by e-mail) of a Warning Status of Federal Financial Aid. All students placed on Warning will be counseled by a school official. Students will receive a new plan of study and documentation will be placed in the student file. Students will be given remedial tutoring if requested.

Financial Aid Suspension

If a student fails to achieve Minimum Academic Achievement (minimum GPA), Successful Course Completion standards, and/or maximum timeframe while on Financial Aid Warning status, he/she will be placed on Financial Aid Suspension for the following semester. These students will not be eligible for any financial aid until all requirements for Minimum Academic Achievement (minimum GPA) and/or Successful Course Completion standards are met. Students will be notified in writing (by e-mail) of a Suspension Status of Federal Financial Aid. For students in the GI Bill® program - educational benefits will be discontinued, pursuant to 38 U.S.C. 3474 when the veteran or eligible person ceases to make satisfactory progress and is placed on financial aid suspension.

Financial Aid Probation

This status is assigned to students who were placed on Financial Aid Suspension, have successfully appealed it and have had their eligibility reinstated. During the probationary period, students are given one semester to satisfactorily raise their cumulative GPA and/or cumulative earned credits, as needed. If satisfactory progress requirements are met, the probation is removed. Student may continue to be in a probation status for the additional payment period if GPA and/or cumulative earned credits are not reached the required minimum of 2.0 and 67% of completion, but student meet the requirements of the academic plan developed by the school. Financial Aid denial and Suspension will result if the student's cumulative GPA and/or cumulative earned credits are not successfully raised or at the end of payment period on financial aid probation student will not meet the requirements of the academic plan developed by the school to qualify for further Title IV, HEA program funds.

Students will be notified in writing (using internal communication software and by mail) of a Probation Status of Federal Financial Aid.

Extended Enrollment Period

A student who has been placed on Financial Aid Suspension is in an extended enrollment status and is not eligible for additional financial aid, and is responsible for making financial arrangements with the institution for tuition and fees incurred during the extended enrollment period. Students attending in an extended enrollment period will be charged tuition and fees consistent with stated costs. The credits attempted and earned in this period will count toward student evaluation for attempted and earned/completed credits (PACE/Maximum Timeframe). During the extended enrollment period, students must seek to correct academic deficiencies by taking remedial courses, retaking courses they have failed or practicing previously learned skills in order to reestablish satisfactory progress. However, in no case can a student exceed 150 % of the standard time frame either as a regular student or in an extended enrollment status and receive the original credential for which he or she is enrolled. Students exceeding the maximum time frame may receive a certificate of completion.

Reinstatement of Financial Aid Eligibility

In order to regain financial aid eligibility, a student must successfully meet all requirements for satisfactory progress. At the completion of the extended enrollment period, the Financial Aid officer will evaluate student performance in the following areas: ability to complete a program within a maximum time frame; completion of at least 67% of the attempted cumulative hours as calculated and achievement of the cumulative GPA as required by the College. Then a student's award package will be generated based on funds available at that time. The financial aid will not be given to students retroactively.

Appeal of Suspension

Students may appeal Financial Aid Suspension based on extenuating circumstances. The Satisfactory Progress Appeal Form, a letter from the student, and supporting documentation must be submitted for consideration. The Satisfactory Progress Appeal Form is available in the Financial Aid Office. Not all appeals are approved and deadlines do apply. The Appeals Committee will review appeals on an individual basis. If the appeal is approved, the student will be placed on Financial Aid Probation and may also have to meet the requirements of the academic plan developed by the school to qualify for further Title IV, HEA program funds. The financial aid appeal deadline is at the end of the semester in which the student is placed on suspension. The appeal committee will then review the appeal documentation and contact the student via email with the final decision.

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 circumstance. 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

Course Grading and Quality Points in Nursing Programs

Grades are earned and awarded in each course and are recorded on the student's permanent record at the end of each academic term. Evaluation of student achievement will be made in relation to the attainment of the specific objectives (outcomes) of the course. At the beginning of a course the instructor will explain these objectives (outcomes) and the basis upon which grades are determined. There is no rounding up or rounding down of any course grade. Grades are assigned in accordance with the following scale:

Grades	Numerical Equivalent	Quality Points
A	98-100%	4.0
A-	95-97.99%	3.7
B+	92-94.99%	3.3
B	88-91.99%	3
B-	85-87.99%	2.7

C+	82-84.99%	2.3
C	78-81.99%	2
D	69-77.99%	1
F	Below 69%	0.0 Failure
I Incomplete		0.0
W Withdraw		0.0
WF Withdraw Fail		0.0 Failure
EW Excused Withdrawal		0.0

In addition, the student must achieve the following: Students must receive a 78% or higher in both testing and non-testing scores to successfully pass the course. Exception: students in any Math course must receive an 80% overall grade. Failure of any component associated with the course such as lab or clinical experience will result in the student repeating the whole course. Spelling of medical terms and medication names can be critical in patient care. Therefore, nursing courses may deduct points for misspelling. See individual syllabi for course policy.

Exception to the above are PASS /FAIL Courses (Quality points = 0):

(P) Pass: See criteria per the specific Syllabus

(F) Fail: See criteria per the Specific Syllabus

I – Incomplete. 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. An incomplete grade not corrected within the prescribed period will result in an “F” for the class, requiring the student to repeat the course.

W - Withdraw A student will receive a “W” if he or she withdraws by the end of the sixth week of the session (or by the end of the third week for the half-semester course) regardless of the student’s academic status in the course at the time of the withdrawal. Courses, which are marked with a “W,” are not included in calculation of the GPA.

WF - Withdraw Fail The student who has withdrawn from a course, stopped attending or has been dropped from a course by the instructor after the end of the sixth week (or third week for the half-semester course) will receive a grade of “WF” in the course. This grade is equal to the “F” and is calculated for GPA.

EW – Excused Withdrawal. A student will receive an “EW” if he or she was directly affected by COVID-19 pandemic and approved by the administrative team, regardless of the student’s academic status in the course at the time of the withdrawal. Courses, which are marked with an “EW,” are not included in calculation of the GPA or maximum time frame. This is only in effect during COVID-19 pandemic.

Student Grievance and Appeal Procedure

In order to initiate and pursue a grievance, the following steps must be observed, in their entirety, for grade appeals and non-grade appeals. Students may not submit an appeal for policy change.

Appeals will only be accepted through the appeal link on the school's website, listed below.

<https://go.atsinstitute.edu/appeals/>

The appeal submitted in person or by email will not be accepted.

Appeal verdict details are not disclosed. The appeals decisions are final.

Note: The appeal emails listed under appeal procedure in the catalog are disconnected.

Return of Title IV Funds R2T4 (PELL Grant/Federal Direct Loans)

General Requirements

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the school performs an R2T4 calculation to determine the amount of Title IV assistance earned by the student. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

Federal law specifies how a school must determine the amount of Federal Financial Aid (Pell Grant, Supplemental Education Opportunity Grants and Federal Direct Loans) a student earned if they withdraw* before completing at least 60% of each semester. If a student withdraws on or before the 60% point in time, a portion of the Title IV funds awarded to a student must be returned within 45 days of the date the school determines the student has withdrawn. For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school will still determine whether the student is eligible for a post-withdrawal disbursement (PWD).

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.

How the Percent earned determine:

Percent earned = number of calendar days completed up to the withdrawal date* (less scheduled breaks of 5 days or more) divided by the total days in the semester (less scheduled breaks of 5 days or more).

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

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.

Pell Grant funds due after applying the 50% grant protection.

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.

After Return of Title IV Funds calculation is complete, federal funds will be returned in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Plus Loan
4. Pell Grant
5. FSEOG

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 on the date of the student's last documented class attendance/activities according to the instructor's records.

Program Withdrawal and Determination of WD date:

For students who withdraw before completing a term without notifying the school and who have not communicated with the school for fourteen (14) consecutive days, the school will consider that the student has unofficially withdrawn. The last day of attendance (LDA) will then be used as the withdrawal date for the purposes of calculating any return of Federal funds to the US Department of Education. The attendance must be verified for any students who received all "F" and or "WF" at the end of the semester. The last day of attendance will then be used as the withdrawal date.

If a student receiving financial aid withdraws, an exit interview with the financial aid officer is required.

Procedure for Calculation and Return of Title IV (R2T4) funds payments

The MDT FA office is responsible to complete the Return of Title IV funds payments correctly and timely. The Calculation of R2T4 must be performed for any financial aid recipient who ceases the enrollment prior to the end of the term in which FA was disbursed or was scheduled to be disbursed. The calculation of R2T4 must be performed within 30 days from the Date of Determination (DOD). The DOD defined as follows

- (1) For unofficial withdrawals the DOD is no more than 14 days from the Last Date of Attendance (LDA)
- (2) For official withdrawals, whatever is earlier- the official WD date or the 14th day from the last day of attendance
- (3) For students who do not start the next semester the DOD is no later than the last date of the Add/Drop period
- (4) For students who not returned from the leave of absence the DOD is no later than the last date of the Add/Drop period for the semester student supposed to return

The 45 days deadline of return of Title IV funds will be monitored by financial aid officer and CEO.

Treatment of Title IV credit balances when a student withdraws

When a student withdraws with an outstanding Title IV credit balance, a school will first perform an R2T4 calculation to determine, among other things, whether adjustments to the credit balance will occur.

Any existing Title IV credit balance funds for the payment period will be included in R2T4. The published institutional refund policy need to be performed to determine if

doing so creates a new or larger Title IV credit balance. Any Title IV credit balance applied as follows:

a) Any Title IV credit balance will be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. The institution will return such funds to the Title IV grant account within 14 days of the date that the institution performs the R2T4 calculation. Although not included in an R2T4 calculation, any Title IV credit balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when school determine the final amount of any Title IV credit balance when a student withdraws.

b) Within 14 days of the date that the institution performs the R2T4 calculation, an institution will pay any remaining Title IV credit balance to pay authorized charges at the institution (including previously paid charges that now are unpaid due to a return of Title IV funds by the institution) or to the student (or parent for a Direct PLUS Loan). If the institution cannot locate the student (or parent) to whom a Title IV credit balance must be paid, it will return the credit balance to the Title IV programs.

Post-withdrawal disbursement (PWD)

What a PWD is: The Post-withdrawal is Title IV funds that a student has earned as of the withdrawal date but has not yet been disbursed to the student. These funds can be offered to student through a post-withdrawal disbursement. A post-withdrawal disbursement whether credited to the student's account or disbursed to the student or parent directly, must be made from available grant funds before available loan funds. A school will offer any post-withdrawal disbursement of loan funds within 30 days of the date of the school's determination that the student withdrew, and return any unearned funds and make a post-withdrawal disbursement of grant funds within 45 days of that date. A school will obtain confirmation from a student, or parent for a Direct Parent PLUS Loan, before making any disbursement of loan funds from a post-withdrawal disbursement, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The information provided in this notification will include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and will be provided within 30 days of the date of a school's determination that a student has withdrawn.

Student can accept or decline federal financial aid as part of PWD. A PWD of federal grant funds to satisfy outstanding allowable charges does not require your acceptance. The school is required, however, to obtain your permission to credit your account with federal grant funds in excess of allowable charges.

You can choose to accept only an amount for the open charges or, if eligible, to accept a larger amount that will result in excess funds being returned to you. It is important to understand that accepting a PWD of student loan funds will increase your overall student loan debt that must be repaid under the terms of your Master Promissory Note. Additionally, accepting a PWD of grant funds will reduce the remaining amount of grant funds available to you should you continue your education later.

You or your parents must respond to the notice within 14 days. After that period the school may decide not to accept the PWD request.

For any amount of a post-withdrawal disbursement not credited to the student's account to cover allowable charges, the school must make the grant disbursement as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew.

No charges, except for tuition, fees and books/supply purchased through the school will be subject to allowable charges.

Outstanding charges on a student's account are charges for which you will be liable after the application of applicable refund policy. These are the institutional charges, after any adjustment that reflects what you will owe for the current term after the withdrawal. You may also provide permission to credit account for prior award year charges. Separate student/parent authorization is not required to use current Title IV funds to cover prior year charges up to \$200 for tuition and fees.

Any credit balance remaining is disbursed as soon as possible but no later than 14 days from the date of the disbursement of the PWD.

Financial Procedures and Policies

Payment Requirements

Payment in full for semester tuition and any assessed fees is due by the end of the first day of classes. **See minimum payment requirements below.*

Students who are 15 days past due with payment will be counseled by school officials and may be pulled from classes. Students, who do not meet the minimum payment requirements* after 30 days, may be placed on administrative suspension until they clear their balance.

Financial Suspension

During a Financial Suspension, Student Learning Management System access will be disabled and you will be suspended from classes. Student cannot attend scheduled classes. Absences incurred during suspension will not be counted. Students cannot take any quizzes or exams and will receive a 0 grade. No make-up quizzes or exams will be available if missed during Financial Suspension. Suspension can lead to termination if student does not bring account current within 14 days of the initial suspension date.

Grades, registration for next semester, transcripts, diplomas, letters of completion or application to state boards and letters of recommendation will be issued only when a student's account is considered to be in good standing.

Students that did not fulfill their financial obligations during the previous semester will lose their eligibility to continue with the installment payment plan until they clear previous obligations.

The College reserves the right to reject the enrollment of any applicant who had formerly enrolled in a program at the school but failed to fulfill payment requirements.

***Minimum payment requirements:**

- 1) Full payment (payment must be received and posted to your student account by the due date).
- 2) Good standing in the installment payment plan.
- 3) Financial aid application processed by the Department of Education and on file at the college. Students MUST finish financial aid verification, if any.
- 4) Confirmation of payment in the form of scholarships and/or third party authorization.

Students are required to monitor their account balances.

All payment concerns/disputes are to be discussed directly with the Bursar's office. If a student disputes charges with their bank and a charge back occurs, the student is

responsible for immediately recovering the charge back payment and continuing to be in compliance with minimum payment requirements.

Payment Options

Tuition Installment Payment Plan

For students requiring more time to pay tuition, they may enroll in an installment payment plan. The Financial Aid Office will provide a financial estimate with your expected remaining out of pocket balance. Students can choose the installment payment plan or pay 50% of the semester tuition during the first week of classes with the balance of the remaining 50% of semester tuition to be paid by the end of the mid-term week. All enrollment needs to be done before the start of the semester with the first payment paid during the first month of classes. The installment payment plan requires \$10 monthly fees and are added to the monthly payment amount. Additional \$10 late fee will be charged after 30 days past due.