

ATS Institute of Technology

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School Catalog Addendum

*Summer 2023
Chicago*

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Table of Contents

Spring 2023 correction for current and incoming Students

Withdrawal	Page 3
Return from Leave Policy	Page 3

Summer 2023 Changes for current and incoming Students:

Cancellation	Page 3
W grade – Withdrawal	Page 3-4
WF grade -Withdraw Fail	Page 4
Add/Drop Period	Page 4
Course Withdrawal	Page 4
Transcript Request	Page 4-5
Veterans Services	Page 5
Refund Policy	Page 5-6
Standardized Testing Progression Policy	Page 6
Repeating Course Guidelines	Page 6-7
Indiana Refund Policy	Page 7
Tuition and Fees	Page 8-9
Academic Calendar	<i>Updated directly into Summer 2023 Catalog Page 38-40</i>
Faculty and Administration	<i>Updated directly into Summer 2023 Catalog Page 41-42</i>
Minimum Computer System Requirements	<i>Updated directly into Summer 2023 Catalog Page 53</i>

Spring 2023 correction for current and incoming Students:

The following policy was misprinted in the Spring 2023 addendum. The correction is retroactive to that catalog update

Page #	Printed State	Corrected State
9	<p><u>Withdrawal</u></p> <p><i>Corrected state erroneously not printed in catalog.</i></p>	<p><u>Withdrawal</u></p> <p>When a student withdraws from all classes, regardless of the withdrawal reason (i.e. course, emergency leave), the student's Financial Aid package will be re-evaluated based on the withdrawal date. For Federal Direct Loan purposes, the student will be considered withdrawn and the grace period will begin as of the withdrawal date. The student account shall be reviewed with the Bursar's Office.</p>
11	<p><u>Return from Leave Policy</u></p> <p>All requirements must be completed 14 days prior to the semester of return.</p> <p>If a student does not return to the institution at the expiration of an approved leave, the student's withdrawal date will be the last day of academically related activity. In addition, the grace period of loan repayment is also determined by the withdrawal date.</p>	<p><u>Return from Leave Policy</u></p> <p>All requirements must be completed 30 days prior to the semester of return.</p> <p>If a student does not return to the institution at the expiration of an approved leave, the student's withdrawal date will be the date the student requested the leave. In addition, the grace period of loan repayment is also determined by the withdrawal date</p>

Summer 2023 changes for current and incoming Students:

In addition to "Fall 2022 School Catalog" and "Spring 2023 School Catalog Addendum", the following policy changes are in effect and replace/update those original policies with same name for the Summer 2023 semester for current and incoming students.

Note: When the entire policy is not listed, any part of the policy not listed in the table below remains in place unchanged.

Page #	Current State	Future State
4	<p><u>Cancellation</u></p> <p>New students who cancel their enrollment during the first two weeks of the semester will have a "canceled" status. The student is required to submit a new admission application to attend a future semester and is obligated to the one-time fee and any used consumables.</p>	<p><u>Cancellation</u></p> <p>New students who cancel their enrollment during the first two weeks of the semester will have a "canceled" status. The student is required to submit a new admission application to attend a future semester and is obligated to any non-refundable 3rd-party services fees used through ATS Institute.</p>
5	<p><u>W - Withdraw</u></p> <p>A student will receive a "W" if he or she withdraws by the end of the eleventh week of the session (or by the end of the fifth week for the half-semester course) regardless of the student's academic status in the course at the time of the withdrawal. Courses, which</p>	<p><u>W - Withdraw</u></p> <p>A student will receive a "W" if he or she withdraws by the end of the published withdrawal date 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.</p>

	are marked with a “W,” are not included in calculation of the GPA.	
6	<p><u>WF – Withdraw Fail</u></p> <p>This grade is equal to the “F” and is calculated for GPA. Cause for WF Grade</p> <ol style="list-style-type: none"> 1) Exceeding the maximum absences in a course. 2) Two consecutive weeks of absences without notification. 3) Any withdrawal after week 11, or week 5 in the half-semester course. 4) Faculty withdrew a student due to inability to pass the course mathematically. 5) The clinical or lab component of the course failed before completion of the semester. 	<p><u>WF – Withdraw Fail</u></p> <p>This grade is equal to the “F” and is calculated for GPA. Cause for WF Grade</p> <ol style="list-style-type: none"> 1) Exceeding the maximum absences in a course. 2) Referral from instructor due to non-engagement 3) Any withdrawal after the published withdrawal date 4) Faculty withdrew a student due to inability to pass the course mathematically. 5) The clinical or lab component of the course failed before completion of the semester.
8	<p><u>Add/Drop Period</u></p> <p><i>Future state was added to this policy</i></p>	<p><u>Add/Drop Period</u></p> <p>Students may be responsible for charges incurred. See <i>Refund Policy</i>.</p>
9	<p><u>Course Withdrawal</u></p> <p><i>Future state was added to this policy</i></p>	<p><u>Course Withdrawal</u></p> <p>Students with more than 2 withdrawals, or a withdrawal and course failure in the program will be required to meet with the Enrollment Committee and must adhere to the plan of study created for them at that time.</p>
9	<p><u>Course Withdrawal</u></p> <p>A student who withdraws from all courses in a semester may request to remain enrolled in the program by submitting a written intent to return to next semester within 3 days of the withdrawal to the Registrar’s office. The student will be notified if their request is approved or denied via ATS email. Students approved are required to complete the <i>Return from Leave</i> requirements.</p> <p>Students denied or who do not request an intent to return the following semester in writing, will be withdrawn from the program.</p>	<p><u>Course Withdrawal</u></p> <p>A student who withdraws from all courses in a semester may request to remain enrolled in the program by submitting the Withdrawal Semester Courses Form within 3 days of the withdrawal to the Registrar’s office. The student will be notified if their request is approved or denied via ATS email. Students approved are required to complete the <i>Return from Leave</i> requirements.</p> <p>Students denied or who do not complete the Withdrawal Semester Courses Form, will be withdrawn from the program.</p>
13	<p><u>Transcript Request</u></p> <p>Students who are actively enrolled may request an unofficial transcript. An official transcript will only be</p>	<p><u>Transcript Request</u></p> <p>Students who are actively enrolled may access an unofficial transcript in their SIS account.</p>

	<p>released if the student account is cleared of any and all balances.</p> <p>Students may request a transcript by completing a Transcript Request via the ATS website, www.atsinstitute.edu. Transcripts will only be processed when submitted by the website instructions. Each copy costs \$10, digital and printed copies are available.</p> <p>All outstanding obligations (school and financial) must be met to complete the transcript request. Outstanding obligations must be cleared with the Bursar's office to release the transcript.</p>	<p>Students and previous students may request a transcript by completing a Transcript Request via the Parchment website, https://www.parchment.com/. Transcripts will only be processed when submitted via Parchment. Each copy costs \$10-\$20, digital and printed copies are available.</p> <p>All outstanding obligations (school and financial) must be met to complete the Official transcript request. Outstanding obligations must be cleared with the Bursar's office to release the transcript. An unofficial transcript may be released upon request.</p>
28	<p><u>Veterans Services and Student Benefits</u></p> <p><i>The School conducts under a hybrid program and is no longer approved as an institution of higher learning for the training of veterans and veterans' dependents entitled to educational assistance. All policies related to those services have been removed.</i></p>	
30	<p><u>Refund Policy</u></p> <p>If a student withdraws or is dismissed from the student program, or if the enrollment agreement or application is otherwise terminated, a refund will be issued according to the following schedule:</p> <ul style="list-style-type: none"> • A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee. • A student who starts class and withdraws during the first full calendar week of the academic term, after completion of the first day of classes, shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus the registration fee. • 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. • 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. • 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. <p>The school shall make the appropriate refund within 45 (forty-five) days of the date the school determines that a student has withdrawn or has been dismissed from a</p>	<p><u>Refund Policy</u></p> <p>If a student withdraws or is dismissed from the student program, or if the enrollment agreement or application is otherwise terminated, a refund will be issued according to the following schedule:</p> <ul style="list-style-type: none"> • A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for any non-refundable 3rd-party services fees used through ATS Institute. • A student who starts class and withdraws during the first full calendar week of the academic term, after completion of the first day of classes, shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus any non-refundable 3rd-party services fees used through ATS Institute. • 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 any non-refundable 3rd-party services fees used through ATS Institute. • 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 any non-refundable 3rd-party services fees used through ATS Institute. • 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.

	<p>program. Refunds shall be based upon the last date of the student's attendance.</p>	<p>The school shall make the appropriate refund within 45 (forty-five) days of the date the school determines that a student has withdrawn or has been dismissed from a program. Refunds shall be based upon the withdrawal date.</p>
Appendix K	<p><u>Standardized Testing Progression Policy</u></p> <p><i>Future state was added to this policy under</i></p> <p>Students that score below the required benchmark in any Specialty Content Mastery Assessments</p> <p style="text-align: center;">i.</p>	<p><u>Standardized Testing Progression Policy</u></p> <p>Students that score below the required benchmark in any Specialty Content Mastery Assessments</p> <p>2. If the student does not meet the required benchmark score the student will be:</p> <ol style="list-style-type: none"> a. Re-enrolled in the associated courses for the following semester. b. Placed on academic monitoring to continue remediation for the associated content area. c. After the successful completion of the associated course(s), clinical rotation and Individualized Learning Plans (ILP), the student will be retested at the end of the semester for the Content Mastery Assessment. <u>Otherwise, the student will be academically dismissed from the program.</u> <ol style="list-style-type: none"> i. If the student meets the required benchmark score, the student will be enrolled in the progression of courses the following semester ii. If the student does not meet the required benchmark score, the student will be <u>academically dismissed</u> from the program. <i>See the Academic Dismissal Policy for more information.</i>
Appendix O	<p><u>Repeating Course Guidelines</u></p> <p>Developmental Course(s) Failure - Registration Warning</p> <p>A student who failed one or more developmental courses on their first attempt will be placed on Registration Warning status and must submit a letter to the Registrar office requesting an automatic enrollment to continue in the practical nursing program.</p>	<p><u>Repeating Course Guidelines</u></p> <p>Developmental Course(s) Failure - Registration Warning</p> <p>A student who failed one or two developmental courses on their first attempt will be placed on Registration Warning status and must submit a letter to the Registrar office requesting an automatic enrollment to continue in the practical nursing program.</p>
Appendix O	<p><u>Repeating Course Guidelines</u></p> <p><i>Future state was added to this policy under</i></p> <p>Developmental Course(s) Failure - Registration Warning</p>	<p><u>Repeating Course Guidelines</u></p> <p>A student who fails more than two developmental courses on their first attempt will additionally be required to meet with General Education faculty. If approved the program of study will be updated per the faculty recommendation.</p>

Appendix O	<p><u>Repeating Course Guidelines</u></p> <p><i>Future state was added to this policy under</i></p>	<p><u>Repeating Course Guidelines</u></p> <p>If a student is approved to repeat course(s). The plan of study will be adjusted per committee recommendations and Program Administrator review. This may include a decreased course load in one or more semesters.</p>
Appendix P	<p><u>Indiana Refund Policy</u></p> <p>After beginning classes, Indiana student residents who withdraw from the school are entitled to the following refund amounts less an enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred and fifty dollars (\$150):</p>	<p><u>Indiana Refund Policy</u></p> <p>After beginning classes, Indiana student residents who withdraw from the school are entitled to the following refund amounts less an enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100):</p>

Appendix C: Tuition and Fees

The update has replaces the previous Appendix.

Tuition & Fees

Tuition & Fees	Cost Per Semester (3 Semesters)	Total Cost	Description
Program Tuition & Fees	\$10,400	\$31,200	Tuition & Fees
Course Fee	NA	\$800	Course Fee for the REV1003 NCLEX Review course is charged at the time the student is taking the course.
TOTAL PROGRAM COST		\$32,000	

Additional cost for Developmental Courses (if required)

If you are required to complete one or more Developmental Courses, your Tuition and fees will be adjusted to reflect scheduled developmental classes in the following amounts: \$2,392 for ENG0930 and MAT0930 courses, \$1,316 for the ENG0935 course. If you are scheduled to take each of the above-listed Developmental Courses, your total program cost will not exceed \$38,100 and the breakdown of your Program Tuition & Fees cost per semester will be \$9,325 over 4 semesters. However, see below if you plan to attend or are scheduled on less than a full time basis or if you need to repeat courses that you did not pass on your first attempt.

The ATS Practical Nursing Program is designed in a sequential order and is offered on a full-time basis. If you plan to attend or are scheduled on a less than full-time course load or need to repeat courses, you will not be able to stay in your original cohort and you will be billed for the credits you attempt according to the table below. If you return to full-time status, you will again be charged based on the price per semester.

Financial Aid Credits Tried	Semester Cost
9 - 11.99	\$8,400
6 - 8.99	\$7,400
3 - 5.99	\$2,700
1 - 2.99	\$1,700

COST OF ATTENDANCE MAY INCLUDE:

- Estimated Book Fees is \$530. Students are responsible for purchasing books from a 3rd party vendor.
- The estimated uniform cost is \$32. Students are responsible to purchase uniforms and ATS patches in accordance with the Professional Dress Code Policy. The cost of uniforms and additional supplies may vary depending on purchase location. Additional supplies may include a stethoscope, watch with a second hand and any other supplies requested by the faculty
- Estimated Clinical Site Parking is \$160 per semester: Students are responsible for payment of parking at clinical sites. The school is not responsible for reimbursement for parking fees. Clinical site parking cost may vary per facility. Some sites may require parking fees or the use of parking meters.

- Estimated immunization fees are \$500, if required based on results of lab testing. Students are responsible for all fees related to immunizations. If your immunization record is up to date, you may avoid this fee.

MISCELLANEOUS FEES:

- Financial charges may apply for late payments, bounced checks/declined credit cards or double deposited checks
- ID Badge Replacement: \$25
- Supplemental ATI exams: \$75
- VATI Extension: \$100
- Stand Alone Clinical Fees: \$345

POST-GRADUATION ESTIMATED COST: *Student is responsible for all post-graduation fees related to licensure*

- Continental Testing Services \$98
- Pearson Vue: \$200
- Fingerprinting: \$65

Appendix A: Academic Calendar Summer 2023 - Fall 2024

The update has been made directly to the Summer 2023 Catalog and replaces the previous Appendix.

Appendix B: Faculty and Administration

The update has been made directly to the Summer 2023 Catalog and replaces the previous Appendix.

Appendix J: Minimum Computer System Requirements Policy

The update has been made directly to the Summer 2023 Catalog and replaces the previous Appendix.