Financial Policies Insert – *Kansas City*

(effective July 1, 2012)

The cost of an educational program is based upon the hours necessary to complete the desired courses or degree program and the tuition rates in effect at the time the student takes the desired courses, plus any associated fees, books, lab kits, and other educational supplies.

Prices are subject to change.

Application Fee

A non-refundable, one-time application fee of $50 ($100 for International Students) is paid once per student, and applies to admission to the university. The one-time fee covers all future applications by the same student to any of CTU's programs.

Undergraduate Tuition

Tuition for undergraduate preparation courses is charged by the course:

ENGL080, IT080, MATH060 or MATH080 $250

Tuition is $290 per credit hour for undergraduate courses, except for core Medical Assisting courses (prefixed with MEDA) which are $250 per credit hour.

Costs of Books, Lab Kits, Software and other Educational Supplies

These costs vary depending upon the type of degree pursued and type and number of courses taken in any given quarter. Payment is expected at the time of purchase.

International Student Cost of Education

The cost of education for international students (defined as any student holding an F-visa) and out-of-state students is the same as in-state students.

Standard Fees

Due to the non-refundable nature of these fees, students are encouraged to discuss their plans in advance with their Admissions Advisor.

Undergraduate Course Challenge/Life Experience Fees

A $100 per class non-refundable fee, payable in advance, is assessed for each course. This fee assists in the expense of preparing and evaluating exams and assessing life experience documentation.

Student Service Fee

Students are charged a non-refundable fee of $10 per credit up to a maximum of $60 per quarter. This fee assists in the cost of record keeping, scheduling, resource center, academic advising, career services and facilities maintenance.

Online Course Fee

Online courses provide an opportunity for students to take courses online without having to come to campus. Online courses are listed in the quarterly course schedule as one of the following sections; OLA, VRA or SFCX. In addition to normal tuition and fees, students will be charged a Non-Refundable fee of $100 for each online course. This fee includes all books required by the course.

Academic Certificate Completion Fee

A fee of $20 is due at the time of each academic certificate completion. This fee covers one "Academic Certificate".

Undergraduate Graduation Fee

A non-refundable fee of $100 is charged in the student's last term before graduation. This fee covers one diploma and diploma cover, two official university transcripts, and costs related to the graduation ceremony such as regalia, announcements and location.

Medical Program Fee

A non-refundable medical program fee will be charged as follows to students enrolled in the programs below:

Medical Assisting - $60 per quarter
Practical Nursing - $310 per quarter
Surgical Technology - $310 per quarter
Radiologic Technology (AAS) - $310 per quarter
Radiologic Technology (BS) - $125 per quarter

The fee will be charged to students taking eight or more credits hours. For students taking less than eight credit hours, the fee will be charged at 50% of the normal quarterly rate.

This fee reflects classroom and medical supplies and the costs of delivering the clinical components of the program.

Test Fees

A non-refundable test fee will be charged during certain programs. The test fee covers costs associated with review courses related to Board or Professional Certification Exams and the exam fees associated with those certifications.

Audited Undergraduate Courses

Audited courses are those for which students register but for which no credit is received. Your Advisor/Program Chair must approve the audit because priority is given to students attempting to earn course credit. All undergraduate courses may be audited. The charge to audit a course is 50% of the current credit hour cost times the total number of credits in the course, plus standard fees.

Avoidable Fees

Library Fees

An Overdue Library Book Fee of $1/day per item is enforced. A Damage Fee may be assessed to cover costs of replacement.

Late Payment Fee

A late payment fee may be charged up to $10 or to the extent permitted by law.

Returned Check Fee

Students who present checks that are not acceptable for payment by the bank because of insufficient funds, nonexistence of an account or other reasons, for which students are responsible, are charged a minimum fee of $15 and may be dismissed.

Transcripts and Diplomas

A fee of $10 is charged for all official transcripts except final graduation transcripts, which are included in the graduation fee. Additional or replacement copies of diplomas or certificates:

Undergraduate	$25
Certificate	$20

Optional Accident and/or Health Insurance

Student insurance program booklets and applications may be obtained from Student Services.

Withdrawal and Refund Policy

Colorado Technical University prefers that notifications of withdrawal or cancellation be made in writing and addressed to the Director of Education or initiated using the Colorado Technical University Registration Drop-Add form. The Drop-Add form is available outside the registrar's office. Students' written notifications of withdrawal or cancellation (from one or more courses) provide an accurate record of transactions and also ensure that such requests are processed on a timely basis.

The "official date of withdrawal" is the date on which the student notifies the school either in writing or orally of his/her intent to withdraw. If no official written or oral notification is given, the school determines the date the student has withdrawn which is based upon the attendance policy in the catalog.

Colorado Technical University is committed to fair treatment of all students. Individuals who find it necessary to officially withdraw from one or more courses at Colorado Technical University due to extenuating circumstances may be considered for a refund of a portion of the tuition for the current quarter. Since faculty engagements and other commitments are made by the university in advance, the following refund schedules have been established.

Refund Schedule (5½ and 11 week courses)

A student who cancels his/her Enrollment Agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after signing the Agreement will receive a refund of the Application Fee. All requests for cancellation by the student must be made in writing and mailed or hand delivered to the campus.

Refunds for tuition and fees at Colorado Technical University Kansas City, Missouri campus are calculated as follows:

A. Applicants not accepted into the university are refunded 100% of tuition and fees paid.

B. Students who are accepted into the university but who officially withdraw (in writing) prior to the start of a term are refunded 100% of tuition and standard fees paid.

C. Students who officially withdraw from the university after the start of a term are subject to the following refund policy:
   1. During the first week of the term, students receive a 90% tuition refund.
   2. During the second week of the term, students receive a 50% tuition refund. Any prepayment for subsequent terms is refunded without fee.
   3. During the third week of the term, students in a regular 11-week course receive a 50% refund, and students in a 5 ½ week course receive a 25% refund.
   4. During the fourth and fifth weeks of the term, students in a regular 11-week course receive a 25% refund, and students in a 5 ½ week course receive no refund.
   5. After the fifth week of the term, students receive no refund.
   6. The above figures do not include the cost of books, supplies or non-refundable standard fees.

D. Refunds may be made to students only in cases where no funds are due the university, financial aid programs, outside agencies or any other third parties. Due to the balance verification process with such outside agencies, refund checks may take up to 30 days to be processed after date of official withdrawal (written notice).

E. Students who do not withdraw from all classes but withdraw from one or more classes will be charged 100% of tuition if the class is dropped on week 2 or any future weeks in the term. To withdraw from a class the student must fill out the Add/Drop class form located at the registrar's office.

International Student Refund Schedule

A. The tuition refund policy discussed above applies to international students with the additional requirements listed here.

B. Application fees are non-refundable. Student service fees, technology fees and bookstore sales are non-refundable through the last quarter of attendance.

C. Refunds are made after receipt of a written request, which includes return of the Colorado Technical University-issued I-20.

D. Refunds are made to the third parties that provided funding following their provided terms and conditions.

E. Students transferring to other educational institutions may have their funds transferred directly to those institutions.

Other Policies and Information

This document is an insert to the 2011 CTU Catalog. Allied Health Programs have handbooks that contain additional policies and information. Copies of these handbooks are available from your Program Chair. Copies of the Campus Crime Report are available on the Student Portal address at my.nkc.coloradotech.edu.

Veteran's Educational Benefits

Colorado Technical University is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veteran's Educational Benefit programs. Students interested in Veteran's Educational Benefits should contact either the campus certifying official or the Financial Aid Department. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at 800-827-1000, or 888-GI-Bill-1 (1-888-442-4551), or go to http://www.gibill.va.gov/. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

Scholarships and Grants Offered at Kansas City

The Kansas City campus makes available a limited amount of money each year for scholarships and grants. Once it is determined that available

funding is exhausted, scholarships or grants will not be awarded for otherwise eligible students. Please check with Student Financial Services for details of availability.

Advantage Grant

The purpose of the Colorado Technical University Advantage Grant is to recognize students who face extreme personal and/or financial hardships in pursuit of a degree from Colorado Technical University. Current students must be in good academic standing at Colorado Technical University. Newly enrolled students must have been in good academic standing at their last institution. This grant typically awards up to $500 per academic program and will be applied against outstanding current or future charges at the University's discretion. The conditions are as follows:

- This grant is used exclusively toward program charges
- To be eligible, students must be in attendance during the applicable session
- Candidates must apply and be accepted for admission to be eligible to receive the grant
- Candidates must submit a minimum 500 word essay on how they intend to use the skills learned at Colorado Technical University to benefit others and society

Agency Benefits and Matching Grants

For students sponsored by various federal, state and local governmental and non-profit training and rehabilitation agencies (e.g. WIA, Vocational Rehabilitation, Displaced Workers), the Kansas City campus of Colorado Technical University makes available a limited number of matching grants. Agency matching grants are made to facilitate career studies for individuals who meet admissions requirements and are sponsored by governmental and non-profit organizations dedicated to sponsoring education and training for economically, physically or socially disadvantaged citizens.

Current or prospective students may not apply directly for Colorado Technical University agency matching grants, rather, the decision to award an agency matching grant is made by the President as a result of staff recommendations and a requirement by the sponsoring agency to make such a grant. The number of such grants varies depending upon outside agency sponsorship and the availability of budgeted funds.

The matching grant given by Kansas City is the lesser of the following:

- $1,745 per term;
- the agency payment authorization;
- tuition charges less the agency authorization and any other grants or scholarships.

Agency matching grants may not be combined with any other grants or scholarships offered by Colorado Technical University with the exception of the CESF.

Career Education Scholarship Fund (CESF)

In order to assist students attending Colorado Technical University and other Career Education Corporation ("CEC") schools, the Career Education Scholarship Fund ("CESF") has been established. CESF is a non-profit 501(c) (3) foundation dedicated to providing grants to CEC students with financial need. CESF raises money through various means to provide these grants.

The CESF Board of Directors will determine periodic grant allocations of the general grant fund to each CEC Division. The CESF Board of Directors has established the following criteria for each grant award.

- Grants will have a minimum award amount of $500 and a maximum award amount of $2,000 per academic year.
- For new students, the grant will be awarded for the student's first academic year only.
- For current students, the grant will be awarded for their next academic year only.
- Grant funds must be applied to tuition only and cannot be paid in cash or disbursed as a stipend to the student.

If a student drops out or otherwise terminates his/her attendance at the school prior to the academic year, any unused portion of the grant reverts back to CESF.

Education Partner/Clinical Partners Grant

Colorado Technical University has established grants in the name of CTU Education Partners for corporations, organizations, and military bases/groups in order to assist eligible students with the opportunity to attend a degree program of study at Colorado Technical University. To be eligible for the Education Partner Grant and waived application fee, a candidate must be accepted for enrollment and allow for verification of employment of the Education Partner and sign the education partner attestation form.

The Education Partner Grant conditions are as follows:

- the Education Partner Grant is used exclusively toward program charges;
- the grant payment is paid as a percentage of tuition but may be used to pay for all direct program charges (ie: books, fees, tuition, taxes).
- the grant is awarded proportionately over each session in the program;
- qualifying students are employees of an eligible institution;
- students must sign the Education Partner attestation form;
- students must attend the qualifying session prior to the grant being awarded;
- candidates must apply and be accepted for admission to Colorado Technical University to be eligible to receive the grant;
- candidates must enroll in an undergraduate (associate's or bachelor's degree) or diploma program available at the campus of enrollment;
- all grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.

The grant is non-transferable and non-substitutable. The grant may not be combined with the Liberty Grant. Interested candidates should contact the Colorado Technical University Admissions or Student Finance Departments for additional application information.

Note: Geographical restrictions may apply.

Jump Start Scholarship

The purpose of this scholarship is to provide tuition assistance to full-time, undergraduate Colorado Technical University students who graduated from high school within 12 months of application. The applicant must satisfy the following criteria and requirements to be considered:

- full time (minimum of 12 credit hours), diploma or undergraduate degree-seeking student;
- an essay is required. For more information on essay content, contact the campus Admissions office;
- a maximum of $3000 may be awarded by the campus, distributed at $500 per quarter for the first six quarters.

For more information, contact campus Admissions.

Students eligible to apply for this scholarship also qualify for a waived application fee.

This scholarship may not be combined with any other grants or scholarships offered by Colorado Technical University with the exception of the CESF.

Note: Exceptions to the above criteria or requirements must be approved by the campus president.