Military 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.

Active Duty, Reserve, National Guard Military Personnel

Colorado Technical University offers a reduced undergraduate tuition rate for all Active Duty, Reserve, and National Guard military personnel serving in the U.S. Armed Services, and their eligible spouses. To be eligible for the military reduced tuition rate and waived application fee, a candidate must be accepted for admission by the University, complete the Active Duty Attestation, and allow for verification* of his or her military status (e.g. Leave & Earnings Statement). The reduced rates are as follows:

Tuition for the following courses is charged per credit hour

Diploma $210

Associates (except as noted below) $210

Bachelors (except as noted below) $210

Courses beginning with the following prefixes $325 per credit hour

- BIO, SUR, PN, RAD

- In addition to the completed attestation form, the university reserves the right to request additional documentation, in order to verify individual eligibility for the reduced tuition rate.
- Military Tuition Rate cannot be combined with any other CTU scholarships/grants.
- Application fee, Student Senate fee, Student Service fee, Online fees and the cost of textbooks are waived students in this category.
- As applied throughout this insert: Reservists must be either "traditional reservists" drilling at least one weekend per month, or in IMA, ART, or AGR status. National Guard members must be currently drilling with a National Guard unit or on active duty orders.

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.

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

A student service fee is charged each quarter to support the resource center, administration hardware and software systems for student records, course scheduling, data management, financial aid, student accounts, registration, academic advising, career services, maintenance of external facilities, parking lot and special community and student service activities. Students are charged a non-refundable fee of $10 per credit up to a maximum of $60 per quarter.

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 week2 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.

Other Policies and Information

This document is an insert to the 2010 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.

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.

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.

Liberty Grant

Colorado Technical University has established a 10% grant for eligible Veterans of the U.S. Armed Forces and their spouses. To be eligible for the Liberty Grant and waived application fee, a candidate must be accepted for enrollment and allow for verification of his or her military status (e.g. DD214, Certificate of Discharge, and for spouses, the relationship to the enrolled student).

The Liberty Grant conditions are as follows:

- the Liberty Grant is used exclusively toward program charges;
- the grant is awarded proportionately over each session in the program;
- 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).
- qualifying students are active military personnel and part time Reserve and National Guard members or their spouses;
- 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 students.

The grant is non-transferable and non-substitutable. This grant may not be combined with the Education Partners Grant. Interested candidates should contact the Colorado Technical University Student Finance Department for additional application information.

*In addition to the completed attestation form, the university reserves the right to request additional documentation in order to verify individual eligibility for this grant.

**Discharged Veterans must have a discharge other than dishonorable.

Note: Geographical restrictions may apply.

Applicable to Post-9/11 Chapter 33 GI Bill recipients (Non-Yellow Ribbon Grant eligible)

Colorado Technical University has established a grant for all U.S. Active Duty, Reserve, National Guard, eligible Veterans[1] and their immediate family members[2] to assist in providing the opportunity to attend a degree program of study at Colorado Technical University. The amount of the grant is contingent upon the level of study. The following granting structure is based on financial need and will be determined after Chapter 33 GI Bill benefits are applied to tuition charges:

- Associate degree programs:

Up to 10% of total program charges

- Bachelor degree programs:
  Up to 15% of total program charges

To be eligible for the Liberty Grant and waived application fee, a candidate must be accepted for admission to the University, allow for the verification of their current military status (or that of their spouse or parent/legal guardian), and complete the Liberty Grant attestation form. The conditions are as follows:

- The Liberty Grant is used exclusively towards current program charges.
- The Liberty Grant is awarded proportionately over each session in the program.
- 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).
- Qualifying students are U.S. Active Duty, Reserve, National Guard, eligible Veterans[1] and their immediate family members[2].
- Candidates must apply and be accepted for admission to the University to be eligible to receive the Liberty Grant
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The Liberty Grant is non-transferrable and non-substitutable and cannot be combined with any Education Partner Grant, or Lifelong Learning Grant. The grant with the greatest benefit to the student will be applied.

Students selected for membership verification must provide documentation before the grant is applied. Those that are not able to provide documentation will also be required to pay the application fee. Examples of acceptable documentation may include:

1. Current Active Duty Military ID
2. Dependent Military ID
3. Current Military LES
4. DD214
5. Certificate of Discharge
6. Approved Tuition Assistance Voucher

[1]Discharged Veterans must have a discharge other than dishonorable.

[2]Immediate family members: Spouse (life partner), or dependent children as defined by the U.S. Department of Education's dependency criteria.

Yellow Ribbon Grant

In accordance with the VA - Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, Colorado Technical University has established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis and are subject to change.

To be eligible for the grant (and waived application fee- include only if you waive the fee), a candidate must be accepted for admission to CTU, be eligible for Chapter 33 Post 9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate CTU attestation form and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, Certificate of Eligibility or comparable government document. The conditions are as follows:

- Candidates must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must apply and be accepted for admission to CTU to be eligible.
- The Yellow Ribbon Grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively towards current program charges.
- The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed.
- The Yellow Ribbon Grant is non-transferrable and non-substitutable and cannot be combined with any other institutional grant at CTU.

Colorado Technical University is committed to assisting military students in determining the best options available to them. To receive additional information on veteran's educational benefits eligibility, please contact the Veterans Administration at 1-800-827-1000 or 1-888-GI Bill-1(1-888-442-4551). You may also visit the VA website at hppt://www.gibill.va.gov.

Wounded Warrior Scholarship

Colorado Technical University, in partnership with the Yellow Ribbon Fund, Inc. has established an annual scholarship program for up to twenty-five wounded service members and twenty-five spouses of wounded service members currently recovering at selected Warrior Transition Units from injuries due to combat duty to attend and earn their degree from CTU. The purpose of this scholarship is to assist selected service members in expanding their career opportunities as they return to their communities or continue to serve with the military. The online scholarship covers full tuition, a lap top, and text books or course materials. For further information contact CTU, Josie Alcaraz at 224-653-7580 or jalcaraz@ctuonline.edu