

## **Financial Policies Insert**

### **Sioux Falls Campus**

(Effective December, 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 for U.S. Citizens (\$100 for International Students) provides support for testing, preliminary evaluation, set-up of student records, and transcript requests. This fee 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 & Master's Tuition**

Tuition for the following courses is charged per credit hour:

- Undergraduate Prep courses: \$62.50
- Undergraduate courses: \$290
- Master's (Level 600 courses): \$460

\*48 credit hour programs

#### **Doctoral Tuition**

CTU's Doctoral Degrees include twelve 5-credit classes and twelve 3-credit research and writing courses. One research and writing course is taken each quarter in conjunction with one formal course over a three year period. Courses are taught using Colorado Technical University's Professional Learning Model™ in an executive format. Each course combines an active online component with an intensive residential session lasting four and a half days. Students are required to attend two of the quarterly residential sessions at the Colorado Springs campus throughout the year based on their start date.

Tuition is charged per credit hour for Doctorate courses:

- Doctorate Courses (includes books & standard fees) \$598

Doctorate student will be charged for course material unless properly returned to Words of Wisdom per their requirements (see Doctoral Student Success Handbook)

#### **Costs of Books 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.

#### **Online Course Fee**

Online courses provide an opportunity for students to take courses online. In addition to the normal tuition and fees, students will be charged a non-refundable fee of \$150 for each online course for the additional technology resources necessary.

#### **International Student Cost of Education**

The cost of education for international students (defined as any student holding an F1-visa) is the same as found in the undergraduate and graduate areas of this insert.

#### **Standard Fees**

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

#### **Lab Fee**

A non-refundable lab fee of \$50 is applied for each class offering a lab as part of the course, or as indicated in course descriptions, or in special circumstances (e.g. field trips, etc.). The fee helps defray the expense of equipment and additional materials used in the course.

#### **Medical Assistant Program Fee**

In addition to normal tuition and fees, students in the MEDA 232 externship course will be charged the following Non-Refundable fee. This fee will cover the certification exam associated directly with this course.

MEDA 232 – Certification Exam \$95

#### **Student Service Fee**

A \$50 student service fee is charged each quarter for Undergraduate students. This fee assists in the cost of record keeping, scheduling, resource center, academic advising, career services and facilities maintenance.

#### **Student Senate Fee**

The Student Senate fee supports all student activities, student organizations, resources for student needs, and the enhancement of external activities for students. This \$5 quarterly fee is non-refundable.

#### **Undergraduate Course Challenge and Life Experience Fees**

A \$150 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.

#### **Certificate Completion Fee**

A \$20 non-refundable fee is due at the time of certificate completion. This fee covers one "Certificate."

#### **Undergraduate Graduation Fee**

A \$150 non-refundable fee is charged to the student account during the student's last term for graduation. This fee covers one diploma and diploma cover, two official university transcripts, and costs related to the graduation ceremony such as regalia, invitations and location.

#### **Master's Graduation Fee**

A \$200 non-refundable fee is charged to the student account during the student's last term for graduation. This fee covers one diploma and diploma cover, two official university transcripts, and costs relating to the graduation ceremony such as regalia, invitations and location.

## **Audited Undergraduate Courses**

Audited courses are those for which students register but for which no credit is received. Individuals wishing to audit courses must be a current student properly admitted to Colorado Technical University. Your Advisor/Mentor must approve the audit because priority is given to students attempting to earn course credit. All undergraduate courses may be audited; graduate and doctorate courses may not be audited. The charge to audit a course is 50% of the normally charged tuition for the course.

## **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 up to \$15 and may be dismissed. State law allows penalties/charges of up to three times the amount of the check for repeat offenders.

## **Transcripts and Diplomas**

Transcript Process and Fees:

Transcript requests are fulfilled through Docufide, a leading company in secure transcript. Transcript Fee is assessed regardless of transcript hold status. If you have an outstanding balance preventing release of your transcript, we will not be able to issue your official transcript.

\$5 - Transcript (electronic or paper) requested electronically through Docufide

\$30 - Overnight/US Mail delivery

Additional information on the electronic transcript service can be found on the student portal.

Additional or replacement copies of diplomas or certificates:

Undergraduate	\$25
Master's	\$25
Certificate	\$20

## **Withdrawal and Refund Policy**

Colorado Technical University prefers that notifications of withdrawal or cancellation be made in writing and addressed to the Registrar's office or initiated using the Colorado Technical University Registration Drop-Add form. The Drop-Add form is available from an academic advisor. 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 in writing of their intent to withdraw. If no official written notification is given, the school determines the date the student has withdrawn which is based upon the attendance policy in the catalog. The institutional refund is based on the student's overall last day of attendance..

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 (5 ½ and 11 week courses)**

- A. Applicants not accepted into the university are refunded 100% of tuition and standard fees paid. Application fees are non-refundable.
- 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 withdraw officially or unofficially from one or more courses after the start of a term are subject to the following refund policy:
  1. If the student's last date of attendance is during the first seven days of a term, student receives a 100% tuition refund, less a \$100 administrative fee per course. However, the standard fees paid are nonrefundable
  2. If a student's last date of attendance is during the second week of the term, student in a regular 11-week course receive a 75% tuition refund. Student's in a normal 5 ½ week course or a 5 ½ week independent study course will not receive a refund and are charged full tuition and fees for that term.
  3. If a student withdraws from the university the tuition refund is based on the student's overall last date of attendance.
  4. If the student's last day of attendance is after the second week of the term, student will not receive a refund (11 week and 5 ½ week).
  5. The above figures do not include the cost of books and supplies or non-refundable standard fees. Any prepayment for subsequent terms is refunded without penalty.
- 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 withdrawal.

	<b>Week 1</b>	<b>Weeks 2 - end</b>	
<b>5 – ½ Week Course</b>	100% Refund, less \$100 Administrative Fee per course	No Refund	
	<b>Week 1</b>	<b>Week 2</b>	<b>Weeks 3 - 11</b>
<b>11 Week Course</b>	100% Refund, less \$100 Administrative Fee per course	75% Tuition Refund	No Refund

### **International Student Refund Schedule**

The tuition refund policy discussed above applies to international students with the additional requirements listed below:

- A. Refunds are made after receipt of a written request, which includes return of the Colorado Technical University-issued I-20.
- B. Refunds are made to the third parties that provided funding according to the third parties' terms and conditions.
- C. Students transferring to other educational institutions have their funds transferred directly to those institutions.

### **Other Policies and Information**

This document is an insert to the 2011 CTU Catalog. The CTU Student Handbook contains additional policies and information. It is available on the student portal. A paper copy is available on request from your advisor.

### **Scholarships and Grants Offered at CTU Sioux Falls**

The Sioux Falls campus makes available a limited amount of money each year for scholarships and grants. Once it is determined that the available funding is exhausted, scholarships or grants will not be awarded for otherwise eligible students.

### **CTU General Scholarship & Grant Conditions:**

The following conditions must be met in order to be eligible for any CTU scholarship or grant:

- CTU Grants or scholarships are used exclusively toward program charges
- Students must be in attendance during the applicable session
- Candidates must apply and be accepted for admission
- All scholarship or grant applications must be submitted prior to the start of the term at CTU
- All scholarship or grants are applied as a credit to the student's account, and no cash payment will be awarded to the student
- CTU scholarships or grants are non-transferable and non-substitutable
- CTU scholarships or grants do not cover books or fees unless specifically stated

- A scholarship, grant, or reduced tuition rate may not be combined with any other CTU scholarship, grant, or reduced rate
- When combined with other financial assistance, scholarships or grants cannot exceed the student's Cost of Attendance
- Scholarship essay approvals and denials will be determined by the Scholarship Committee
- CTU scholarships and grants (with the exception of Yellow Ribbon Grant) may not be combined with the Post 9/11 GI Bill benefits

### **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 the student's 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. This scholarship may be combined with other CTU Scholarships and Grants

### **Educational Alliance Center 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, allow verification of employment of the Education Partner and sign the Education Partner attestation form. Employment verification must be received within 72 hours in order to qualify for the waived application fee.

The Education Partner Grant conditions are as follows:

- The Education Partner Grant is used exclusively toward tuition charges;
- The grant is awarded proportionately over each session in the program;
- Qualifying students are employees of an eligible employer;
- Students must sign the Education Partner attestation form;

- 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 or graduate 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.

A copy of the employee's ID badge or current paystub must accompany the Education Partner attestation form and the form must be received by the first week of each term to be eligible for the grant.

The grant is non-transferable and non-substitutable. Interested candidates should contact the Colorado Technical University Business Office for application information and a listing of the eligible employers. This information is also available online through the student portal.

### **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 scholarship covers a two year degree, a lap top, and text books. For further information contact CTU, Josie Alcaraz at 224-653-7580 or [jalcaraz@ctuonline.edu](mailto:jalcaraz@ctuonline.edu)

### **Life Transition Scholarship**

The purpose of the Colorado Technical University Life Transition Scholarship is to recognize potential students that are looking for a new career path; any potential student that has decided to pursue a new degree or complete their degree program. CTU will award 5 scholarships per quarter to eligible recipients. The scholarship will be awarded \$500 per quarter up to the maximum of \$2000.

- Must be accepted for admission to the University as a new enrollment.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- Must maintain at least half time status (6 credit hours) and continuous enrollment.
- Must maintain Satisfactory Academic Progress (SAP).
- Student is only eligible to receive the grant once.
- Must complete a word-processed essay.
- Scholarship essay approvals and denials will be determined by the scholarship committee.

### **Connect NOW Learning Grant**

- The Connect NOW Learning Grant has been established for students who are graduates of schools in which Colorado Technical University has an articulation agreement with. Students from a participating school with an Associate's Degree may be eligible for a \$2000 learning grant to be used

towards their Bachelor's Degree at CTU. Interested candidates should contact the Colorado Technical University Admission Office for application information and a listing of the eligible schools. The Connect NOW Learning Grant is exclusively toward program charges.

- The grant is awarded proportionately over each session in the program (\$500/quarter for 4 quarters).
- Student must be a new enrollment at Colorado Technical University.
- Candidates must apply and be accepted for admission to Colorado Technical University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- Student must provide evidence of Associate's Degree from an eligible school.
- Student must be at full-time status (minimum 12 credit hours) for 3 out of the 4 quarters during the year
- Student must meet the standards of Satisfactory Academic Progress (SAP) that is defined by the school's catalog to remain eligible.