

Financial Policies Insert

Sioux Falls Campus

(Effective January 2015)

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.

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

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.

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.

\$10 - Transcript (electronic or paper) requested electronically through Docufide

\$35 - 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.
- 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 withdrawals 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.

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.

	Week 1	Weeks 2 - end	
5 ½ Week Course	100% Refund, less \$100 Administrative Fee per course	No Refund	
	Week 1	Week 2	Weeks 3 - 11
11 Week Course	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 Direct 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 the CTU Educational Alliance Center for qualified corporations and organizations in order to assist eligible employees and their immediate family members** with the opportunity to attend Colorado Technical University. To be eligible for the Educational Alliance Center Grant, a candidate must be accepted for enrollment and allow for verification of employment at the Educational Alliance Center business and sign the Educational Alliance Center Grant Attestation Form. The applicant must satisfy the following criteria and requirements to be considered:

- The grant is awarded proportionately over each session in the program;
- Qualifying students are employees of an eligible institution, or an immediate family member**;
- Students must sign the Educational Alliance Center Grant Attestation Form and provide current proof of employment;
- Students must attend the qualifying session prior to the grant being awarded;
- Candidates must enroll in an undergraduate or graduate program available at the campus of enrollment;
- Refer to the CTU General Scholarship & Grant Conditions.

** Immediate family members: Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

Employment verification must accompany the Education Alliance Center attestation form. It must be received by the first week of the term to be eligible for the grant.

Summit Grant – CTU Sioux Falls Campus

The purpose of the Summit Grant is to assist and encourage CTU undergraduate students attending the Sioux Falls campus who reach their final academic year of study and find that they have exhausted all sources of aid (e.g., federal/state financial aid grants and loan funds, military benefits, employer tuition reimbursement, etc.) and still have remaining unmet direct costs. CTU's Summit Grant may not exceed a maximum award of \$3,000. The grant will be applied to direct costs (tuition, fees, books, and supplies).

Requirements for the Summit Grant are as follows:

- A student must submit a written request to the Financial Aid Office stating that he or she wishes to be considered for this grant.
- A student must complete the financial aid application process, including the Free Application for Federal Student Aid (FAFSA), and apply for all federal and state aid for which he/she may be eligible.

- Recipients must maintain Satisfactory Academic Progress (SAP) as outlined in the school catalog to remain eligible for the grant.
- Recipients must be enrolled for each of the remaining consecutive quarters (defined as no more than three full academic quarters or six 5.5-week sessions taking a minimum of 6 credit hours per quarter) required for successful completion of their degree requirements.
- When combined with all other sources of aid available to the student (e.g., federal/state financial aid grants and loan funds, military benefits, employer tuition reimbursement, etc.), the Summit Grant may not exceed the total direct cost for the term. If other aid sources are received after the Summit grant has disbursed, the grant will be reduced accordingly.

The Summit Grant is a one-time grant disbursed over the student's remaining enrollment, not to exceed three terms, and is non-renewable. Grant funds cannot be transferred to another individual or school or be received as cash. The Summit Grant does not replace the student's eligibility for Federal Pell Grant. The Summit Grant may not be used in combination with any other CTU scholarship or grant. CTU makes available a limited amount of funding each year for such grants. Once available funds have been exhausted, no additional Summit Grants will be available to otherwise eligible students.

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

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.