Military Financial Policies Insert
From the Sioux Falls Campus Insert

(Effective December, 2012)

Military Tuition Rates

Active Duty, Reserve, National Guard Military Personnel (Eligible Spouse)

To be eligible for the military tuition rate, books, and standard fees 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). Verification document(s) must be submitted to the University within 72 hours of enrollment.

Tuition for the following courses is charged per credit hour:

Undergraduate Prep Courses (060 and 080)	$50
Associates	$210
Bachelors	$210
Master's	$460
*48 credit hour programs	
Doctorate	$540

Notes:

- In addition to the completed attestation form, the university reserves the right to request additional documentation, in order to verify individual eligibility for the military tuition rate.
- Military Tuition Rate cannot be combined with any other CTU scholarship/grants
- Application and standard fees and the cost of textbooks are waived for 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.

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.

Veteran's Educational Benefits

Colorado Technical University is approved by the applicable State Approving Agency for Veterans Affairs and participates in many Veterans Educational Benefit programs. Students interested in Veteran's Educational Benefits should contact a CTU Military Education Benefits Department advisor at 1-800-416-8904 Option 3, extension 70014 or CTUMEBSGround@root.careered.com. 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.

Standard Fees

Students are encouraged to discuss their plans in advance with their Admissions Advisor.

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.

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

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 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.

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.

	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

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 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 first 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 scholarship or grant are non-transferable and non-substitutable
- CTU scholarship or grant 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, scholarship or grant 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

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

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, 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 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