ADDENDUM, effective April 1, 2011. The following policy either replaced or was added to the current verbiage in the catalog.

ATTENDANCE POLICY (p. 16)

QUARTER-BASED PROGRAMS ONLY

Verifying Enrollment and Tracking Academic-Related Activities (replaced)
Enrollment for quarter-based programs is tracked during the first 21 calendar days of the term, and for a mini-term, the first fourteen calendar days, excluding scheduled breaks and holidays. Students who fail to attend a course during this period will be withdrawn from the course and students who fail to attend any courses during this period will be withdrawn from the school. In addition, student participation in academically-related activities will be tracked during weeks 4-7 and weeks 8-10 of a full term course, and weeks 4 and 5 of a mini-term course. Regularly scheduled academic-related activities occur throughout the school term and participation in these activities is essential to student success. Examples of academic activities include, but are not limited to: instructor lecture, mid-term assessment, quiz, field trip and academic advising. Students who fail to participate in any academically-related events during this period shall be withdrawn from school, unless the student participates in an advising session by week 7 and week 10 (5th week of the mini term).

Add/Drop Period (no change)

Students Failing All First Term Courses (new)
New students who fail all of their first term courses will be required to retake the failed courses in their second term, and will be subject to a weekly attendance policy. Students who do not attend any of their scheduled classes for one week will receive a warning. Students who do not attend any of their scheduled classes for two consecutive weeks will be dismissed from the school. The attendance Dismissal is subject to an appeals process (see “Attendance Violations – Linear Programs Only”).

Date of Withdrawal (replaced)
The date of withdrawal for students who officially withdraw is the date the student begins the official withdrawal process or provides written notice of their intent to withdraw, whichever is earlier. If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same quarter, the withdrawal date is the student’s original withdrawal date from the previous official notification.

If the student ceases attendance without providing official notification due to circumstances beyond the student’s control, the withdrawal date is the date that the school determines is related to the circumstance beyond the student’s control. The withdrawal date for all other instances where a student withdraws without providing official notification is the last documented date of attendance.

REPEATING COURSES (p. 18)

Students in both modular and quarter-based programs may repeat a course taken to improve the cumulative grade point average. The credit is given for the better of the two grades earned when repeating a course. All repeated courses will be charged at the current tuition rate.

Students failing all first term courses (new)
New students who fail all of their first term courses will be required to retake the failed courses in their second term.

APPEALS POLICY (p. 19-20)

Attendance Violations (Linear Programs Only) (new)
New students who fail all of their first term courses are subject to a Consecutive Absence Rule attendance policy. Appeals of attendance violations must be made within five calendar days of the violation. In order for an attendance appeal to be considered, the student must:
1. Attend school at the next scheduled class period.
2. Have perfect attendance while the appeal is pending.
3. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:
1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur
The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

**Addendum, effective April 1, 2011.** The following policies replaced the Institutional Refund Calculation for First Time Students, Institutional Refund Policy for Continuing Students in Quarter-Based Programs and Students Called to Active Military Duty (p. 23-24).

**PRO RATA REFUND CALCULATION**  
The School will perform a pro rata refund calculation for students who terminate their training before completing the period of enrollment. The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student.

**Modular Programs**  
The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment completed by the student is calculated by dividing the number of calendar days in the period of enrollment into the calendar days in the period as of the student’s last date of attendance. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment. The answer to the calculation in step 2 is the daily charge for instruction.
3. The amount owed by the students for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student’s last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
4. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

**Quarter-Based Programs**  
The period of enrollment for students enrolled in quarter-based programs is the quarter. The period of enrollment completed by the student is calculated by dividing the number of calendar days in the period of enrollment into the calendar days in the period as of the student’s last academic event recorded. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student’s last academic event recorded by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

**STUDENTS CALLED TO ACTIVE MILITARY DUTY**

**Newly Admitted Students**  
Students who are newly admitted to the School and are called to active military duty prior to the first day of class in their first term or module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the School.

**Continuing Students**  
Continuing students called to active military duty are entitled to the following:

**Continuing Modular Diploma Students**  
Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund (see Pro Rata Refund Calculation policy for Modular Programs above).

**Continuing Quarter-Based Students**  
If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service (see Pro Rata Refund Calculation policy for Quarter-Based Programs above).
Undergraduate students that enrolled prior to the SP11 Term, with start date of 4/18/11, may elect to remain at the $404 per quarter.

New students in all undergraduate programs, and students re-entering the university, will now be charged a flat tuition rate of $404 per quarter. The tuition rate is the same regardless of the number of credits the student elects to take.

Undergraduate students that enrolled prior to the SP11 Term, with start date of 4/18/11, may elect to remain at the $404 per quarter.
credit hour price, or are eligible to switch to the flat rate tuition of $4044 per quarter. These students must contact their Student Services Advisor to begin the transition.

The Graduate tuition rate of $548 per credit hour remains unchanged.

Procedure Changes:
Beginning with the Spring 2011 term (Start date 4/18/11) the following general details apply with regards to providing online (pure, not hybrid) students with a university owned laptop:
• A student has the option to accept, at no additional charge, a university owned laptop to assist in their studies.
• The laptop is provided as a tool to enhance academic success, of which the student’s tuition does not include or cover any laptop associated expenses.
• To receive a laptop the student must agree to the terms in the Student Laptop Agreement and complete an Address Verification form. These forms are presented to the student through the Applicant Portal when they enroll with the university.
• In general, new and re-entry students are eligible to receive a laptop.
• If a student stops attending the university, the laptop loaned to them must be returned to the university within 14 days of the students last day of attendance. This is done at the university’s expense.
• Support for the university owned laptops is provided by the university’s Support Services Department located in Tempe, Arizona.
• Laptops that are not returned, or are lost or stolen, are made inoperable using the LoJack system. Fees may apply (see next item).
• If the university owned laptop is damaged, lost, or stolen, or not returned to the university in a state similar to that in which it was received, the student may be responsible for paying a deductible fee.
• When the student completes all graduation requirements and has no outstanding financial obligations to the university, ownership of the laptop is transferred to the student.

■ ADDENDUM, effective February 1, 2011. The Tuition and Fees table is updated for on-ground modular programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Program Length</th>
<th>Credit Units</th>
<th>Tuition</th>
<th>Estimated Textbooks and Supplies Costs</th>
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<tbody>
<tr>
<td>Electrician</td>
<td>9 Months</td>
<td>59.0</td>
<td>$17,730</td>
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<td>HVAC</td>
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<tr>
<td>Massage Therapy</td>
<td>9 Months</td>
<td>55.0</td>
<td>$18,012</td>
<td>$1,372</td>
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<tr>
<td>Medical Administrative Assistant</td>
<td>8 Months</td>
<td>47.0</td>
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<tr>
<td>Medical Assistant</td>
<td>8 months</td>
<td>47.0</td>
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Effective for estimated textbook pricing starting February 1, 2011 and after

■ ADDENDUM, effective April 1, 2011. The Tuition and Fees table is updated for on-ground quarter-based programs.

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition Per Credit Hour</th>
<th>Estimated Books Per Quarter</th>
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<tbody>
<tr>
<td>Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Investigations, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding, Paralegal, Pharmacy Technician</td>
<td>$452</td>
<td>$425</td>
</tr>
<tr>
<td>Bachelor’s Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal</td>
<td>$390</td>
<td>$425</td>
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</table>

Master of Business Administration $535
Books and materials are estimated at $1,750

- **ADDENDUM**, effective January 10, 2011. The following calendar has been updated in the catalog.

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<th>Start</th>
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<th>Holiday/Break</th>
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