

Everest University – Orange Park Campus
2013 - 2015 catalog, revision date 10/28/13
Addendum

■ **ADDENDUM, Effective October 28, 2013:** The following statement has been added to the program outline for the HVAC diploma program.

EPA Certification is required for any position requiring the handling of certain refrigerants.

■ **ADDENDUM, Effective October 23, 2013:** The FIN1103 prerequisite has been removed in the catalog for the Strategic Planning for Business course (MAN2727) and the Investment course (FIN3501). Additionally, the FIN 1103 course name changed from FIN 1103 Introduction to Finance to FIN 1103 Finance.

MAN 2727 Strategic Planning for Business	4.0 Quarter Credit Hours
Designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies which integrate and apply what is learned. Prerequisites: MAN 1030 and APA 2121. Lecture Hrs 040 Lab Hrs 000 Other Hrs 000	
FIN3501 – Investments	4.0 Quarter Credit Hours
This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values. <i>Prerequisites: None.</i> Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0	
FIN 1103 Finance	4 Quarter Credit Hours
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.	

■ **ADDENDUM, Effective October 2, 2013:** The following program disclosures (last published July 1, 2013) have been updated in the catalog. Changes include updated on-time completion rates and a corrected placement cohort time-frame for ACICS-institutional accreditor placement data.

The following program disclosures are provided pursuant to federal law.

"Occupation" data reflects the type of occupations the program generally prepares students to enter. (For government data regarding occupations, please navigate to www.onetonline.org.) To the extent permitted under the standards of the applicable accrediting agency or state agency, the placement rates reported below may reflect students who completed the program and obtained employment in one of the occupations listed in the standard occupational titles below or other occupations that utilize the core skills taught in the program.

"On-Time Completion Rate" reflects the percent of graduates between July 1, 2012, and June 30, 2013, who completed their program within 100 percent of the normal time frame as described in the school catalog or enrollment agreement.

"Costs to Students" reflects the costs of the academic program for students completing the program on time, including tuition and fees, estimated books and supplies, and if applicable, room and board. Costs do not reflect potential increases and are current as of the publication date of this disclosure.

"Placement Rates" reflects the percent of graduates securing employment as calculated pursuant to the required calculation methodologies and time frames of the applicable state agencies, institutional accrediting agencies or programmatic accrediting agencies. Each agency has different criteria in determining what constitutes a placement, and these placements may or may not be listed in the standard occupations listed below. (For more information about calculations and time frames, refer to the descriptions at the end of this disclosure.)

"Median Loan Debt" reflects the median loan debt incurred by students who completed the program, between July 1, 2011, and June 30, 2012, including Title IV program loans, private educational loans and institutional financing plans.

Unless otherwise noted below, the data included in this disclosure are for the entire educational institution as defined by the Department of Education, which may include a number of individual campus locations (even in different states) and both online and physical delivery modalities. See footnotes for a list of the campuses included in the institution. In many cases, the on-time completion rate, the cost to students, the placement rate and the median loan debt may differ (often significantly) between these physical locations and delivery modalities. The data below reflect averages

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for all students in all locations and delivery modalities (or, in the case of program cost, the ranges of program costs) across all locations and delivery modalities.

Applied Management (Associate)		
Occupation (Title, SOC Code)	Business Operations Specialists	13-1199
	Managers	11-9199
Cost to Students		
Institutions	Tuition and Fees	\$34,400 to \$43,392
	Books and Supplies	\$0\$3,400
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$41,472.00
	Books and Supplies	\$3,175.28
	Room and Board	N/A
On-Time Completion Rate		72.41%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	100%
	State	100%
Orange Park Campus	Institutional Accreditor	100%
	State	100%
Median Loan Debt	Title IV Program Loans	\$32,448
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Applied Management (Bachelor)		
Occupation (Title, SOC Code)	Management Analysts	13-1111
	Managers	11-9199
Cost to Students		
Institutions	Tuition and Fees	\$68,800 to \$74,880
	Books and Supplies	\$0\$3,717
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$3,665.04
	Room and Board	N/A
On-Time Completion Rate		85.71%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	75% to 100%
	State	75% to 100%

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Applied Management (Bachelor)		
Orange Park Campus	Institutional Accreditor	75%
	State	75%
Median Loan Debt	Title IV Program Loans	\$39,454
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Business (Associate)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers of Non-Retail Sales Workers	41-1012
	First-Line Supervisors/Managers of Retail Sales Workers	41-1011
	Managers	11-9199
	Sales & Related Workers	41-9099
	Sales Representatives, Services	41-3099
Cost to Students		
Institutions	Tuition and Fees	\$34,400 to \$43,392
	Books and Supplies	\$0\$7,558
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$41,472.00
	Books and Supplies	\$7,184.41
	Room and Board	N/A
On-Time Completion Rate		23.08%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	71.4% to 90%
	State	65.22% to 81.8%
Orange Park Campus	Institutional Accreditor	71.4%
	State	65.22%
Median Loan Debt	Title IV Program Loans	\$32,448
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Business (Bachelor)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers of Non-Retail Sales Workers	41-1012
	First-Line Supervisors/Managers of Retail Sales Workers	41-1011
	Managers	11-9199
	Sales & Related Workers	41-9099
	Sales Representatives, Services	41-3099

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Business (Bachelor)		
Cost to Students		
Institutions	Tuition and Fees	\$68,800 to \$74,880
	Books and Supplies	\$0\$5,656
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$74,880.00
	Books and Supplies	\$5,656.48
	Room and Board	N/A
On-Time Completion Rate		75.27%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	83.3% to 100%
	State	71.4% to 100%
Orange Park Campus	Institutional Accreditor	100%
	State	100%
Median Loan Debt	Title IV Program Loans	\$39,454
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Business Office Administration (Diploma)		
Occupation (Title, SOC Code)		
Cost to Students		
Institutions	Tuition and Fees	\$13,740
	Books and Supplies	\$1,424
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$13,740.00
	Books and Supplies	\$1,424.00
	Room and Board	N/A
On-Time Completion Rate		
Placement Rates (See footnotes)		
Institutions		
Orange Park Campus		
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A
Criminal Investigations (Associate)		
Occupation (Title, SOC Code)	Security Officer/ Guards	33-9032

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Criminal Investigations (Associate)		
Cost to Students		
Institutions	Tuition and Fees	\$41,472
	Books and Supplies	\$2,220
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$41,472.00
	Books and Supplies	\$2,220.10
	Room and Board	N/A
On-Time Completion Rate		44.44%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	38.9%
	State	50%
Orange Park Campus	Institutional Accreditor	38.9%
	State	50%
Median Loan Debt		
	Title IV Program Loans	\$27,503
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Criminal Justice (Associate)		
Occupation (Title, SOC Code)	Community and Social Service Occupations	21-0000
	Probation Officers and Correctional Treatment Specialists	21-1092
	Security Officer/ Guards	33-9032
	Social and Human Service Assistants	21-1093
	Substance Abuse and Behavioral Disorder Counselors	21-1011
Cost to Students		
Institutions	Tuition and Fees	\$34,400 to \$43,392
	Books and Supplies	\$0\$4,268
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$41,472.00
	Books and Supplies	\$4,267.73
	Room and Board	N/A
On-Time Completion Rate		21.4%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	50% to 76.5%
	State	45.45% to 68.4%
Orange Park Campus	Institutional Accreditor	50%

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Criminal Justice (Associate)		
	State	45.45%
Median Loan Debt	Title IV Program Loans	\$31,280
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Criminal Justice (Bachelor)		
Occupation (Title, SOC Code)	First-Line Supervisors/Managers, Protective Service Workers, All Other	33-1099
	Protective Service Workers, All Other	33-9099
	Security Officer/ Guards	33-9032
Cost to Students		
	Institutions	
	Tuition and Fees	\$68,800 to \$75,384
	Books and Supplies	\$0\$5,484
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$75,384.00
	Books and Supplies	\$5,483.61
	Room and Board	N/A
On-Time Completion Rate		72.73%
Placement Rates (See footnotes)		
	Institutions	
	Institutional Accreditor	56.5% to 87.5%
	State	56.5% to 87.5%
Orange Park Campus	Institutional Accreditor	85.7%
	State	66.67%
Median Loan Debt	Title IV Program Loans	\$38,080
	Private Education Loans	\$2,074
	Institutional Financing Plans	\$0
Electrician (Diploma)		
Occupation (Title, SOC Code)	Electricians	47-2111
	Electricians Helpers	47-3013
Cost to Students		
	Institutions	
	Tuition and Fees	\$16,529 to \$17,730
	Books and Supplies	\$2,395
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$16,529.00
	Books and Supplies	\$2,394.71

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Electrician (Diploma)		
	Room and Board	N/A
On-Time Completion Rate		81.18%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	70.6% to 74.3%
	State	74.29% to 75.2%
Orange Park Campus	Institutional Accreditor	70.6%
	State	74.29%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$1,848
	Institutional Financing Plans	\$0
Heating, Ventilation and Air Conditioning (Diploma)		
Occupation (Title, SOC Code)	Heating, Air Conditioning, & Refrigeration Mechanics & Installers	49-9021
Cost to Students		
Institutions	Tuition and Fees	\$16,529 to \$17,730
	Books and Supplies	\$1,970
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$16,529.00
	Books and Supplies	\$1,970.42
	Room and Board	N/A
On-Time Completion Rate		69.06%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	56.8% to 72.8%
	State	57.6% to 72.17%
Orange Park Campus	Institutional Accreditor	72.8%
	State	72.17%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$3,624
	Institutional Financing Plans	\$0
Medical Administrative Assistant (Diploma)		
Occupation (Title, SOC Code)	Medical Assistants	31-9092
	Medical Secretaries	43-6013
Cost to Students		
Institutions	Tuition and Fees	\$15,803 to \$18,180

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Medical Administrative Assistant (Diploma)		
	Books and Supplies	\$1,398 to \$1,746
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$16,948.00
	Books and Supplies	\$1,436.09
	Room and Board	N/A
On-Time Completion Rate		18.37%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	61.1% to 62.2%
	State	57.8% to 64.1%
Orange Park Campus	Institutional Accreditor	62.2%
	State	64.1%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$2,236
	Institutional Financing Plans	\$0
Medical Assistant (Diploma)		
Occupation (Title, SOC Code)	Medical Assistants	31-9092
Cost to Students		
Institutions	Tuition and Fees	\$18,841 to \$21,641
	Books and Supplies	\$1,589 to \$1,853
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$20,174.00
	Books and Supplies	\$1,602.01
	Room and Board	N/A
On-Time Completion Rate		21.38%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	57.2% to 65.6%
	Programmatic Accreditor	40.91% to 62.18%
	State	57.8% to 64.85%
Orange Park Campus	Institutional Accreditor	65.6%
	Programmatic Accreditor	54.17%
	State	64.85%
Median Loan Debt	Title IV Program Loans	\$9,454
	Private Education Loans	\$2,576
	Institutional Financing Plans	\$0

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Medical Insurance Billing and Coding (Associate)		
Occupation (Title, SOC Code)	Medical Records & Health Information Technicians	29-2071
Cost to Students		
Institutions	Tuition and Fees	\$34,400 to \$43,392
	Books and Supplies	\$0\$4,058
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$41,472.00
	Books and Supplies	\$3,969.06
	Room and Board	N/A
On-Time Completion Rate		10%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	44.6% to 56.5%
	State	39.8% to 56.25%
Orange Park Campus	Institutional Accreditor	56.5%
	State	56.25%
Median Loan Debt	Title IV Program Loans	\$32,802
	Private Education Loans	\$0
	Institutional Financing Plans	\$0
Medical Insurance Billing and Coding (Diploma)		
Occupation (Title, SOC Code)		
Cost to Students		
Institutions	Tuition and Fees	\$12,936 to \$15,803
	Books and Supplies	\$1,962 to \$2,022
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$12,936.00
	Books and Supplies	\$2,022.00
	Room and Board	N/A
On-Time Completion Rate		35.29%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	0%
	State	0%
Orange Park Campus		
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A

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Pharmacy Technician (Diploma)		
Occupation (Title, SOC Code)	Pharmacy Technicians	29-2052
Cost to Students		
Institutions	Tuition and Fees	\$15,803 to \$43,844
	Books and Supplies	\$910 to \$3,400
	Room and Board	N/A
Orange Park Campus	Tuition and Fees	\$17,018.00
	Books and Supplies	\$914.24
	Room and Board	N/A
On-Time Completion Rate		34.21%
Placement Rates (See footnotes)		
Institutions	Institutional Accreditor	63.6% to 76.5%
	State	63.6% to 82.35%
Orange Park Campus	Institutional Accreditor	76.5%
	State	82.35%
Median Loan Debt	Title IV Program Loans	N/A
	Private Education Loans	N/A
	Institutional Financing Plans	N/A

Footnotes:

Institutional Accreditor - ACICS uses the following formula to calculate placement for accredited institutions: placed in a field of study plus placed in a field related to study divided by the number of graduates and completers minus those unavailable for work. Placed in a field of study involves the direct use of the skills taught in the program. Placed in a field related to study involves an indirect use of the skills taught in the program. Time Frame: July 1, 2010 through June 30, 2011.

Programmatic Accreditor - ABHES uses the following formula to calculate placement for accredited institutions: graduates placed in a field of study plus placed in a field related to study divided by the number of graduates and completers minus those unavailable for work. Time Frame: July 1, 2011 through June 30, 2012.

State - Commission on Independent Education calculation for placement rate: number of graduates placed divided by number of graduates less employed in military or continuing education. Time Frame: July 1, 2010 through June 30, 2011.

State - Wisconsin Educational Approval Board calculation for placement rate: number of graduates employed divided by number of graduates. Time Frame: July 1, 2010 through June 30, 2011.

Placement Rate N/A - There is no data to disclose because this program is too new or is not required to be calculated.

Median Load Debt N/A - Per Education Department guidance, data not provided due to fewer than ten completers or program is too new.

This Institution Includes:

- Everest College, Milwaukee
- Everest University, Brandon
- Everest University, Orange Park
- Everest University, Tampa

■ **ADDENDUM, Effective September 2, 2013:** The following scholarship has been added to the catalog.

President's Scholarship

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Students enrolled as of September 1, 2013 in any quarter based degree program, in Everest College, Everest University or Everest Institute, who have 16 credits or less remaining to graduate as of October 7, 2013, are entitled to receive the amount of \$875 per term for a maximum of \$1,750 for the total of two terms as a non-transferrable scholarship in order to complete their program.

In order to be eligible for consideration, students must remain in good standing with Everest University, Everest Institute or Everest College. They must maintain a 2.0 GPA and must graduate no later than April 2014.

This scholarship is to be awarded for the sole purpose of tuition charges and will be awarded and applied to the student account upon the degree completion. This scholarship is non-transferrable and cannot be applied to additional degrees or diplomas.

■ **ADDENDUM, Effective October 2, 2013:** The following modifications have been made to the Requirements and Procedures section:

ADDED:

- All applicants will be required to submit **one** of the following:
 - 1) Completed Attestation regarding high school graduation or equivalency or
 - 2) Proof of High School graduation (POG) (i.e. copy of diploma or transcript) or
 - 3) Proof of a recognized equivalency certificate (GED) or other equivalent documentation.

■ **ADDENDUM, Effective October 1, 2013:** The following highlighted verbiage has been added to the catalog.

MANP4501 - Applied Management Senior Capstone Experience **4.0 Quarter Credit Hours**

The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. *Prerequisites: MAN2021* **To be taken within the student's last 24.0 credits of the program.** Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

■ **ADDENDUM, effective October 1, 2013:** The following highlighted book prices have been updated:

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Business Office Administration	36 weeks	75	\$13,740	\$1,768
Electrician	36 weeks	59	\$12,578	\$2,488
Heating, Ventilation and Air Conditioning	36 weeks	55	\$13,061	\$1,956
Medical Administrative Assistant	33 weeks	48	\$13,484	\$1,734
Medical Assistant	41 weeks	60	\$16,434	\$1,986
Medical Insurance Billing and Coding	33 weeks	48	\$12,936	\$2,055
Pharmacy Technician	33 weeks	48	\$14,022	\$1,001
Effective October 1, 2013				

■ **ADDENDUM, effective October 1, 2013:** The list of Administrators of the campus has been updated:

Administration	
Scot Haynes	Campus President
Karen Acevedo	Academic Dean
Kristine Hibbard	Director of Finance
Bernard Tamares	Director of Admissions
Aaron Morris	Director of Career Service

■ **ADDENDUM, Effective October 1, 2013:** The word "OR" has been removed from above the General Education section of the program outline for the Business, Associate in Science Degree and Business, Bachelor of Science degree programs on pages 54 and 61 of the catalog.

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■ **ADDENDUM, effective September 2, 2013:** The following quarter based tier tuition table for ground linear programs has been added to the catalog.

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Associate Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$340.00	\$6,800.00
	19	\$357.89	\$6,800.00
	18	\$377.78	\$6,800.00
	17	\$400.00	\$6,800.00
	16	\$425.00	\$6,800.00
12 - 15	15	\$343.33	\$5,150.00
	14	\$367.86	\$5,150.00
	13	\$396.15	\$5,150.00
	12	\$429.17	\$5,150.00
8 - 11	11	\$450.00	\$4,950.00
	10	\$495.00	\$4,950.00
	9	\$550.00	\$4,950.00
	8	\$618.75	\$4,950.00
Less than 8	7	\$619.00	\$4,333.00
	6	\$619.00	\$3,714.00
	5	\$619.00	\$3,095.00
	4	\$619.00	\$2,476.00
	3	\$619.00	\$1,857.00
	2	\$619.00	\$1,238.00
	1	\$619.00	\$619.00
Effective September 2, 2013			
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is \$3,433. Thereafter, students are subject to the tiered quarterly tuition rate.			

Bachelor Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$320.00	\$6,400.00
	19	\$336.84	\$6,400.00
	18	\$355.56	\$6,400.00
	17	\$376.47	\$6,400.00
	16	\$400.00	\$6,400.00
12 - 15	15	\$320.00	\$4,800.00
	14	\$342.86	\$4,800.00
	13	\$369.23	\$4,800.00
	12	\$400.00	\$4,800.00
8 - 11	11	\$418.18	\$4,600.00
	10	\$460.00	\$4,600.00
	9	\$511.00	\$4,600.00
	8	\$575.00	\$4,600.00
Less than 8	7	\$600.00	\$4,200.00
	6	\$600.00	\$3,600.00
	5	\$600.00	\$3,000.00
	4	\$600.00	\$2,400.00
	3	\$600.00	\$1,800.00
	2	\$600.00	\$1,200.00
	1	\$600.00	\$600.00
Effective September 2, 2013			
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is \$3,433. Thereafter, students are subject to the tiered quarterly tuition rate.			

■ **ADDENDUM, Effective September 1, 2013:** The following modifications have been made:

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TUITION CHARGES FOR RE-ENTRY

Students re-entering within 180 days:

Same Program (Same/New Program Version):

Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits/Length of Program):

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

Students re-entering greater than 180 days less than 365 days:

Same Program (Same/New Program Version)

Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).

Same Program (New Program Version of Different Credits/Length of Program)

Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student's best interest by referring to the Enrollment Agreement Guidelines.

Different / New Program (Program Change)

Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

Return from LOA

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

Failure to Return from LOA

The "L" grade in the LOA beginning module shall be changed to "W" (withdraw). The module with a grade of "W" shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). The evaluation must be course by course with letter grades. An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Satisfactory Academic Process

FA Probation (SAP NOT MET – 2nd consecutive term)

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur. (See ED002 Academic Appeals Policy.)

Academic Progress Plan (APP)

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Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

SAP Advising or SAP MET Status

If the student has met the requirements of a one-term plan, the student **must be** in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

SAP NOT MET Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, **will be manually assigned SAP Meeting APP status and continue on the APP.** New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

Retaking Failed Coursework

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. **Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts.** Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. **Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.**

■ **ADDENDUM, effective September 1, 2013:** The following updates have been made to the Notification of Rights Under FERPA section on pages 29-30 of the catalog:

ADDED:

Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students' names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar's Office and submit the completed form to the Registrar.

REMOVED:

From time to time the institution publishes communications, such as graduation and honor roll lists, that include students' names and programs of study. A student who wishes not to be included should put that request in writing to the Registrar.

Note: The school does not publish a directory of education records.

■ **ADDENDUM, Effective July 31, 2013:** The following highlighted information has been updated to the catalog.

HIM2260C - Introduction to Hospital Billing

4.0 Quarter Credit Hours

This course will cover the hospital-billing environment, including the completion of the UB-04 claim form using the software. Case studies will provide the student an opportunity to apply their skills as they complete inpatient and

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outpatient UB-04 claim forms. The hospital revenue cycle, medical insurance and payment systems will be discussed. **ICD-10** procedural coding and prospective payment systems are introduced. *Prerequisites: HIM1222C, HIM2272* Lecture Hours: 30.0; Lab Hours: 20.0; Other Hours: 00.0

- **ADDENDUM, effective July 1, 2013:** The following course codes have been updated to the catalog.

Current Course Number	New Course Number	Course Title	Credits
CJE2640	CJE2678	Crime Scene Dynamics I	4
MEAP1301	HIM1222C	Introduction to ICD-9 Coding	4
MEAP2346	HIM2255	Advanced CPT Coding	4
MEAP2348	HIM2283	Abstract Case Coding	2
SYG2000	SYG2001	Principles of Sociology	4

- **ADDENDUM, effective July 1, 2013:** Linear tuition has been updated in the Tuition and Fees table below.

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in: Applied Management, Business, Criminal Justice, Criminal Investigations, Medical Assistant, Medical Insurance Billing and Coding	\$449	\$550
Bachelor's Degree in: Applied Management, Business, Criminal Justice	\$406	\$425
Effective July 1, 2013		