

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, Effective April 29, 2016:** The ACICS probation language has been added to the Accreditation, Licensure and Approvals section on page 1 of the catalog.

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's, bachelor's, and master's degrees. The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4223; (202) 336-6780. **At its April 2016 meeting, ACICS placed Everest's Brandon campus on probation as a result of retention and placement rates reported to ACICS in 2014 and 2015. Questions about this action can be directed to the Campus Director.**

■ **ADDENDUM, Effective April 11, 2016:** The course description for PLA 4483 Administrative Law has been updated to the following:

PLAP4483 - Administrative Law

4.0 Quarter Credit Hours

This course examines the application of administrative law and its scope and limitations within the American legal system. Students will have the opportunity to practice processes and apply techniques that are commonly used by professional paralegals through real-life scenarios and assignments. The course will focus on the paralegal's role in the administrative process, including developing strategies and completing discovery for an administrative action. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, government liability, and judicial review. Procedural topics will include agency compliance, adjudication, hearing preparation, and administrative and judicial appeals. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

■ **ADDENDUM, Effective March 4, 2016:** The following language has been added to the catalog:

MAXIMUM CLASS SIZE

To provide instruction and training, classes are limited in size. The maximum class size is 24 students. Lab classes will be smaller in compliance with any programmatic accreditation requirements.

■ **ADDENDUM, effective February 24, 2016:** The Introduction Module for the Medical Assistant, Medical Insurance Billing and Coding and Massage Therapy diploma programs has been replaced with Module HCIN: Introduction to Healthcare Profession. The prerequisites for all modules have also been replaced with Module HCIN.

MODULE HCIN - Introduction to the Healthcare Profession

6 Quarter Credits

This course is designed to provide an introduction to the healthcare profession for new students starting an allied health diploma program. Students will learn the basics of medical terminology, anatomy and physiology, infection control, HIPAA, and OSHA. Additional topics covered include professional codes of ethics, medical insurance and billing, keyboarding, computer applications, basic mathematical skills, and critical professionalism skills are also taught. Students will have the opportunity to learn program-specific topics throughout the course. CPR certification is also included in the course. Prerequisite: None Lecture Hours: 40 Lab Hours: 40 Outside: 20 Hrs.

■ **ADDENDUM, effective February 24, 2016:** Module G has been replaced with Module HCIN: Introduction to Healthcare Profession for the Medical Administrative Assistant and Pharmacy Technician diploma programs. The prerequisites for all modules have been replaced with Module HCIN. There is no change in the overall length of the programs.

■ **ADDENDUM, effective February 1, 2016:** The following lab and technology fee language has been updated to the catalog:

All students enrolled or enrolling in a degree program with an academic year start date of February 1, 2016 or later will be assessed a technology fee of \$150.00 per academic year. All new students enrolling in a diploma program will be assessed a lab fee of \$150 per academic year.

■ **ADDENDUM, effective February 1, 2016:** The following policies have been added and/or updated to the catalog:

1. Requirements and Procedures

- High school diploma or a recognized equivalent such as the GED is required for admittance. Applicants who do not submit a diploma or recognized equivalent prior to starting classes will be required to sign

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

an “**Attestation Regarding High School Graduation or Equivalency**” indicating they meet the school’s requirements for admission.

- High school seniors who are accepted on a conditional basis must sign an “**Attestation Regarding High School Graduation or Equivalency**” following graduation and prior to starting classes.
- Everest may allow the student to start on the basis of the student’s attestation that they have obtained and will supply a POG to the campus. Everest must obtain the student’s POG within 21 days of the student’s start date. If the school does not obtain the student’s POG within 21 days of the student’s start date, the student must be withdrawn from the program.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants’ qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

Note: Effective May 31, 2016, attestations will no longer be accepted, and the school will not permit a student to start classes without first receiving and approving the student’s POG.

2. TRANSCRIPT AND DIPLOMA RELEASE

Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Students who are current with their financial obligation to the campus, and students who owe the campus an outstanding balance of \$1,500 or less, may obtain an official transcript by submitting a completed **Transcript Request Form** to the campus Registrar. Students who have outstanding balances above \$1,500 may receive an unofficial copy of their transcript. Pursuant to Florida law, any student enrolled at or seeking an official transcript from a Florida campus will not be eligible to receive an official transcript if the student is determined to be in default in making legally required payments on any student loan made or guaranteed by the State of Florida or its agencies (such as the Florida Office of Student Financial Assistance (“OFSA")), including any OFSA scholarship loan, student loan, or guaranteed loan. Any such student may not receive an official transcript until the loan is paid in full or the default status has been removed.

Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

3. Student Academic Appeals Policy

A student may submit an appeal based on one of three adverse determinations:

- Attendance policy violation
- Satisfactory Academic Progress (SAP) violation or
- Final grade(s).

Formal academic appeals must be submitted within five calendar days of the date the student is considered to have received notice of the adverse determination.

Appeals must include a completed, dated and signed Academic Appeal form and a letter from the student that includes the:

- Specific academic decision at issue and
- Resolution sought by the student.

A SAP or Attendance violation appeal must include an explanation of the circumstances that:

- Led to the violation and
- Will improve achievement going forward.

For a final grade appeal, the student will include the informal steps taken to address the disagreement.

Once a formal appeal is filed, the campus will take no action regarding the adverse academic decision, and financial aid disbursements will be suspended until the appeal process is concluded.

The appeal committee decision is final and no further appeals for the same adverse academic decision are permitted. If the appeal is denied, the date of determination is the date of the adverse academic decision after which the student will not be charged for any attendance.

Attendance Violation Appeals

Attendance violation appeals must be submitted within five calendar days after the date of violation. For an attendance appeal to be considered the student must maintain perfect attendance while the appeal is pending. Depending on the type of violation, the student must:

- Percentage Absence (program or term) – post positive attendance (“present”) within five calendar days of the date of violation and

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

- Consecutive Day Absence - post positive attendance the next scheduled class after the violation (for an online course, post attendance by the Sunday date immediately following the date of violation).

Violations occurring at the end of the degree term when there is no opportunity to attend until the next term are not subject to these requirements.

Subject to applicable state requirement, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

A student may be eligible for more than one attendance violation appeal while active in a program.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

Satisfactory Academic Progress (SAP) Violation Appeals

SAP appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs and
- Sixth calendar day of the subsequent term (by the tenth calendar day if there is no break week) for Degree programs.

A SAP appeal may be granted if the student is able to complete the program within the maximum time frame allowed and with the required minimum cumulative grade point average (CGPA). The student must also demonstrate that the failure to maintain the required CGPA or rate of progress (ROP) was caused by:

- Death of a family member
- Illness or injury suffered by the student or
- Special circumstances which are not likely to recur.

If the SAP appeal is approved, the student must agree to meet the requirements of an Academic Progress Plan (see *Satisfactory Academic Progress and Retaking Coursework Policy*).

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student's advisor and place the student on FA probation.

Final Course Grades

Final grade appeals must be submitted by the:

- Eighth calendar day of the subsequent module for Diploma programs; and
- Sixth calendar day of the subsequent term for Degree programs.

A final grade appeal may be approved, and the grade corrected, if it is determined that the final grade was influenced by any of the following:

- A personal bias or arbitrary rationale
- Standards unreasonably different from those that were applied to other students
- A substantial, unreasonable, or unannounced departure from previously articulated standards or
- The result of a clear and substantial mistake in calculating or recording grades or academic progress.

A student may appeal more than one final grade while active in a program.

Only final grades are eligible for appeal. Assignment/test grades are reviewed at the instructor's discretion, consistent with the grade policy and syllabus guidelines.

4. ADD/DROP POLICY (DEGREE PROGRAMS ONLY)

Continuing students may register for classes prior to the start of the 12-week term. Once the term has started, students may add or drop courses during the add/drop period without academic penalty upon obtaining approval from Academic administration and the Student Finance office.

The taking of attendance of new and re-entering students who enroll during the add/drop period will begin the first scheduled class session following the student's enrollment. The add/drop period for full term (12-week) courses is the first 14 calendar days of the term, excluding holidays. For either the six-week 1 or six week 2 courses, the add/drop period is the first seven calendar days of the course, excluding holidays.

Students who enroll in a 12-week course during the add/drop period must attend class by the **earlier** of the 21st calendar day of the term or the 14th calendar day after enrollment, or be unregistered from the course. Students who enroll in 6-week courses during the add/drop period must attend class by the 14th calendar day of the 6-week course, or be dropped from the course.

Impact of Add/Drop on Financial Aid Calculation

Adding or dropping a course may impact a student's enrollment status and the amount of financial aid for which the student is eligible. If the student adds or drops a course, Student Finance office will advise the student of the

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

financial consequences. Student Finance Support and Student Accounts will process any adjustments to a student's charges or financing due to adding or dropping courses.

For 6-week 2 courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the courses by the close of business on day 14 of the start of the full term (i.e., prior to the Census date).

5. Satisfactory Academic Progress

Rate of Progress Toward Completion

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). The Rate of Progress percentage is determined by dividing the number of credits earned by the number of credits attempted. Credits attempted include completed credits, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Maximum Time Frame to Complete

The maximum time frame for completion of all programs below the master's level is limited by federal regulation to 150% of the published length of the program. For a program measured in credits, MTF is 150% of the published length of the program, measured in credits. For a program measured in clock hours, MTF is 150% of the published length of the program, measured by the total number of clock hours in the program. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term, if the student is at risk of falling below the required academic standards (CGPA, ROP, or MTF) for his or her program. During the SAP advising period, the student is eligible for financial aid. Academic advising will be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- Students must receive the notification by the third (3) calendar day of the subsequent module; and
- Must be advised within ten (10) calendar days after the module start. The (10) calendar days should exclude schedule breaks and Holidays.

Financial Aid Probation

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 this 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.

Retaking Passed Coursework

Students in degree programs may repeat a previously passed course one time. Students in diploma programs may not retake previously passed coursework unless the student has successfully passed all classroom modules. Each repeated attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated courses 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.

Retaking Failed Coursework

Students must repeat all failed courses that are required for graduation from the program. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Students may not exceed three attempts of prerequisite modules in diploma programs. 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.

Veterans Affairs (VA) Students are not eligible for VA funding for repeating passed coursework, or more than one attempt at repeating failed coursework.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

6. LEAVE OF ABSENCE POLICY

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, personal reasons, or other reasons such that the campus determines that an LOA is in the student's best interest. However, an LOA will not be granted for any of the following reasons:

- a) The courses that the student needs are not available;
- b) The courses that the student needs are available, but the student declines to take them;
- c) An externship/internship site is not available for the student;
- d) A student is unable to pay tuition;
- e) The student is failing a course(s); or
- f) To delay the return of unearned federal funds.

Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- a) the school documents the unforeseen circumstances and the Academic Dean or Director of Education determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), and
- b) the student submits a completed Leave of Absence Request Form by the tenth (10th) calendar day of the leave.

Return from a Leave of Absence

A student must return from a LOA on the first day of any appropriate module or prior to the scheduled date of return. A student who goes on leave prior to the end of a module/term will receive a grade of "L" (leave). The course(s) with a grade of "L" will not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

Failure to Return From a Leave of Absence

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA). The "L" grade in the LOA course(s) will be changed to "W" (withdraw). The course(s) having a grade of "W" will be included as an attempt in the calculation of ROP and MTF. A Title IV refund calculation will be completed and use the last date of attendance prior to the start of the LOA.

Possible Effects of Leave of Absence

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
 - Loan repayment terms including the grace period
 - Rate of progress
 - Maximum time frame for completion

7. ONLINE ATTENDANCE POLICY

Students are expected to actively participate in all courses. Each course will have regularly scheduled academic activities that occur throughout the term. Academic activities provide course instructors with a specific measurable graded activity that aids in the assessment of the student's performance and the eventual awarding of a final course grade. Student participation in these activities is the key to mastering the material within the course of study.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Monitoring Student Attendance in Online Courses

For an online student to be counted "Present" (P) in a given week (Monday through Sunday), he or she needs to complete at least one of the following three activities*:

1. Complete a quiz, or
2. Complete an Individual Work assignment, or
3. Post at least once to a relevant class discussion board (either Discussion or Teamwork)

If a student fails to complete at least one of these activities, he or she will be marked "Absent."

Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty must notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 1. Attend their next scheduled class session;
 2. File an appeal within five (5) calendar days of the violation; and
 3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

NOTE: For degree programs, the consecutive absence rule is applied to consecutive days missed in a single term. For diploma programs, the consecutive absence rule is applied to one or more sequences of 14 consecutive days missed during the total program.

8. Clock Hour Attendance Policy

Monitoring Student Attendance

The School will monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

If an appeal is granted, the student is not dismissed, but must be advised and monitored with an advising plan. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

In clock hour modular programs, the "Percentage Absence Rule" (identifying attendance violations) measure absences as a percentage of the hours in a module/payment period.

Make-Up Attendance

In clock hour modular programs, students may choose to, or be required to, make up attendance. Make-up attendance is quantifiable time that the student is at the campus engaged in meaningful and applicable work with staff supervision. The make-up work must be related to the module in which the absences, attendance violation and / or appeal applied. Make-up attendance may be voluntary (at the student's request), or mandatory (as part of an advising or appeal process.)

Make-up attendance must occur outside of regularly scheduled class time, and the quantity of make-up attendance per module cannot exceed the amount of absence in that module. Make-up attendance will be defined in thirty (30) minutes blocks, rounded down to the nearest thirty (30) minutes. There are no breaks or "grace" periods. Make-up attendance may be made up only until the fourteenth (14th) calendar day after module end.

Make-up time can be overseen by appropriate Academics staff, unless content-based, in which case it must be administered by staff qualified to teach in the applicable program. The make-up activities may occur in a class other than the student's own (lab only), or at separate, designated make-up times. When making up hours all applicable ratios and maximums will apply.

Qualified make-up activities include, but are not limited to the following academic activities:

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

- Taking or re-taking a quiz or test
- Performing lab practice or check-offs
- Facilitated content review
- Facilitated / demonstrable study
- Engaging in a study group or group project
- Tutoring
- Completing in-class or homework assignments

The make-up attendance process will apply in all cases, and includes an approval process, a required Make-up Attendance Form, and a secure process for managing quizzes, tests, and any other work requiring grading.

Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 1. Attend class within five (5) calendar days of the violation;
 2. File an appeal within five (5) calendar days of the violation;
 3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school..

For degree programs, the consecutive absence rule is applied to consecutive days missed in a single term. For diploma programs, the consecutive absence rule is applied to one or more sequences of 14 consecutive days missed during the total program.

Percentage Absence Rules

Diploma Programs:

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

Degree Programs

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from all courses and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from the module and dismissed from school

**Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum**

Clock Hour Programs

Percentage	Action Taken
10% of the total hours in each module – second occurrence in a payment period	Attendance warning letter sent Student is advised and required to make up attendance
10% of the total hours in each module – third occurrence, and those that occur beyond the third	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal, and will be required to agree to an attendance plan that requires make-up attendance
More than 10% of the total hours in each payment period – occurring prior to measurement of payment period completion for disbursement	Attendance warning letter sent Student is advised and required to make up attendance
More than 10% of the total hours in each payment period at the point of measurement of payment period completion for disbursement	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal and will be required to make up attendance - prior to the end of the first payment period, or outside of regularly-scheduled hours in the second payment period classes. Note: The appeal shall not be entered until the student has made up attendance sufficient to achieve 90% or more attendance for the payment period hours.

When a student violates the applicable percentage absence rule, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 1. Attend class within five (5) calendar days of the violation;
 2. File an appeal within five (5) calendar days of the violation;
 3. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

9. On ground Attendance Policy

Establishing Attendance/Verifying Enrollment

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, new students registered for a class must attend by the second scheduled class session or be withdrawn.

Monitoring Student Attendance

The School will monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the hours (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy. If an appeal is granted, the student is not dismissed, but must be advised and monitored with an advising plan. If an appeal is not granted, the student must be withdrawn from all courses and dismissed from school, and will not be charged for attending while the appeal was pending. Any student dismissed due to an attendance violation may not be readmitted unless the student reapplies for admission.

Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

**Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum**

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 4. Attend class within five (5) calendar days of the violation;
 5. File an appeal within five (5) calendar days of the violation;
 6. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school..

For degree programs, the consecutive absence rule is applied to consecutive days missed in a single term. For diploma programs, the consecutive absence rule is applied to one or more sequences of 14 consecutive days missed during the total program.

Percentage Absence Rule

Diploma Programs:

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

Degree Programs

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from all courses and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from the module and dismissed from school

When a student violates the applicable percentage absence rule, the faculty will notify the Academic Dean/Director of Education who, on the date of violation, must determine whether the student plans to return to school or has withdrawn. This determination must follow these guidelines:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 4. Attend class within five (5) calendar days of the violation;
 5. File an appeal within five (5) calendar days of the violation;
 6. Have perfect attendance while the appeal is pending.

Failure to comply with one or more of the three requirements will result in the student being withdrawn from all courses and dismissed from school.

10. STUDENT GRIEVANCE PROCEDURE

You may bring a complaint against the School and initiate the School's Internal Dispute Resolution procedure by filing a written complaint with your academic advisor. The academic advisor will attempt to provide a decision or resolution within 15 days. If you are not satisfied with your academic advisor's resolution of your complaint, you may appeal

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

his/her decision to the Campus President. You may then appeal the President's decision to the Provost of Zenith Education Group. If you are not satisfied with the outcome of the internal dispute procedure, you have the option of submitting your claim to arbitration pursuant to the School's Dispute Resolution Policy that was provided at the time of enrollment. You may also obtain a copy of the Internal Dispute Resolution Policy from your academic advisor. You may also, or alternatively, contact the Student Helpline at any time, at (800) 874-0255 or email at studentservices@zenith.org.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Commission of Career Schools and Colleges. All complaints considered by the Council must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4223
(202) 336-6780

Students may also contact and file a complaint with the state's agency and the Florida Attorney General's Office at the following mailing address:

Office of the Attorney General
PL-01 The Capitol
Tallahassee, FL 32399-1050
Ph: 850-414-3990
Toll Free within Florida: (866) 966-7226
Website: <http://myfloridalegal.com>

The Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite #1414
Tallahassee, FL 32399-0400
Toll free number (888) 224-6684

11. INTERNATIONAL STUDENTS ADMISSIONS REQUIREMENTS (ADDED)

International students must meet all admission requirements as stated in the school catalog. Campuses may not admit international students without an I-17 Petition approved through the Student and Exchange Visitor Program (SEVP).

Additionally, international students must:

- Provide a certified secondary school transcript or high school diploma as defined by the student's country of origin.
- Provide proof of English proficiency (if the student's first language is not English, an official test score on an approved English proficiency test is required).
- Proof of financial ability to meet expenses. Such evidence may be one of the following:
 - a. Bank letter verifying student's available funds (self-sponsoring).
 - b. Bank letter verifying sponsor's available funds if sponsor is not a citizen or a legal permanent resident of the U.S.
 - c. Form I-134 if sponsor is not a citizen or legal permanent resident of the U.S.
 - d. If the applicant is sponsored by his/her home country, a statement of sponsorship.
- Be eligible for a student visa (F-1 or M-1).
- Enroll as a full time student (for undergraduates, at least 12 quarter credit hours; for graduate students at least 8 quarter credit hours; for Intensive English students and modular program students, at least 18 clock hours of attendance per week).
- Pay the required minimum tuition deposit.
- Pay the non-refundable SEVIS processing fee to the Department of Homeland Security.
- International students must meet the same programmatic entrance requirements as domestic students.

Note: M-1 students may not enroll in online courses. F-1 students may enroll in no more than one (1) online course per term.

Refugees and Asylees - Refugees and asylees must provide documentation of their refugee/asylee status (e.g., confirmation of USCIS receipt of Form I-589, I-94, etc.), meet the general admission requirements, and provide proof of English proficiency prior to admission.

Online Students - Foreign students who apply for an online program and who intend to complete their studies without entering the United States must meet the general admission requirements and provide proof of English proficiency prior to admission.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Undocumented Resident Aliens - Undocumented resident aliens who graduated from a United States high school are not considered international students for purposes of this policy, and may be admitted as cash paying students provided that they meet all admission requirements.

English Proficiency

All international students whose first language is not English must provide proof of English proficiency. English proficiency may be established by providing documentation of one of the following:

- Passing score on an English skills assessment test (see below)
- Graduation from an American/International high school program where the curriculum is taught in English
- Graduation from a high school in the U.S. as an exchange student
- Graduation from a high school in a country where English is the official language

The acceptable skills assessment tests for **diploma and undergraduate programs** are the Test of English as a Foreign Language (TOEFL), the Michigan English Language Assessment Battery (MELAB), the International English Language Testing System Exam (IELTS), and the English Language School Center (ELS) test. The required passing score on each test is as follows:

Test:	TOEFL	MELAB	IELTS	ELS
Score:	45 Internet Based 133 Computer Based 450 Paper Based	60	5.0	Completion of Level 107

Note: Intensive English Studies Students - Students lacking the required English proficiency may be admitted and enrolled in the appropriate Intensive English course as stated in the school catalog so long as all other international admission requirements are met. Such students must successfully complete the Intensive English course.

12. Federal Work Study

The Federal Work Study (FWS) Program is a federally subsidized, self-help financial aid program that allows students with financial need to earn FWS funds through employment with authorized FWS employers. FWS encourages students to earn their funds while performing work in community, public interest or student services and work related to their course of study. FWS jobs may be on or off-campus. Off-campus FWS jobs with federal, state, or local public agencies or private nonprofit organizations must be in the public interest. Off-campus FWS jobs with private, for-profit organizations must be academically relevant to the maximum extent possible. **Please contact your Student Finance representative for more information.**

Requirements for FWS Students

Students must meet all eligibility criteria required for receipt of federal aid, including:

- Maintaining satisfactory academic progress (SAP)
- Maintaining at least half-time enrollment

Additional requirements include:

- Students may hold only one FWS position at any time.
- FWS earnings are not considered income when calculating financial aid (FA) eligibility.
- FWS earnings are taxable income as reported on federal and state tax returns.
- FWS students are paid only for hours actually worked and are not paid for lunch, sick days, or other hours not actually worked.
- Students may not earn FWS funds in excess of their FWS award.
- Students may work no more than 25 hours per calendar week.
- Students are allowed to work during periods of non-attendance (e.g., vacations, breaks, etc.) provided sufficient work-study allocations exist.
- Any student who falsified a time sheet will be referred to the appropriate campus authority for investigation and may be referred to law enforcement authorities.

13. FINANCIAL GOOD STANDING (ADDED)

Students meeting their financial obligations and remaining in good financial standing throughout their course of instruction and after graduation contributes to their success.

For a student to be considered in good financial standing the student must:

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

- Complete required financial aid applications to assist in satisfying all anticipated direct costs of the selected program including tuition, books and required fees for each of the academic and award years within time frames required
- Have an outstanding earned Accounts Receivable balance less than:
 - \$2,500 or one term of instruction (whichever is greater) if enrolled full time in a degree program,
 - \$5,000 or one module of instruction (whichever is greater) if enrolled in a diploma program

Students who were actively attending as of February 1, 2016, and who have an outstanding balance from a previously completed academic year, may qualify for continued enrollment if the student meets the following criteria:

- Within 30 days of the policy notification completes all financial aid documentation requirements for the current academic year
- Maintains good financial standing status as outlined above for each subsequent term

Failure to remain in good financial standing may result in:

- A hold on registration for subsequent terms for degree students, or
- Dismissal from the program of study.

If a student is unable to remain in good financial standing, the student may be dropped from his or her course of instruction and not be allowed to reenroll in any Zenith program until the student account is back in good financial standing.

Students have the right to request reconsideration and exception to the dismissal decision for failure to maintain good financial standing by contacting the Academic Dean/Education Director.

14. CRIMINAL BACKGROUND SCREENING

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering students are subject to the same background check requirements as a new student.

15. GRANTS AND SCHOLARSHIPS

Zenith Student Grant

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to \$10,000 per academic year, may vary by student based on:

- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover the amount of calculated EFC in excess of \$500, plus any confirmed remaining unmet financial need once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

Eligibility

To be eligible, the student must:

- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Renewing the grant

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:

- Determined financial need
- Enrollment

Timeliness of his/her financial aid application

■ **ADDENDUM, effective February 1, 2016:** The following highlighted language has been updated:

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded.

CANCELLATION POLICY: You may withdraw your enrollment agreement at any time within **five** business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided on the first page of the agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to withdrawals@zenith.org, or providing an oral withdrawal notice to phone number (888) 236-9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

- a. The student applicant will also be returned all monies paid if:
1. The school rejects the applicant;
 2. The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 3. The school cancels the student's program.

■ **ADDENDUM, Effective January 15, 2016:** The following linear tuition table for online students has been removed from the catalog:

Bachelor Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$247.20	\$4,944.00
	19	\$260.21	\$4,944.00
	18	\$274.67	\$4,944.00
	17	\$290.82	\$4,944.00
	16	\$312.13	\$4,944.00
12 - 15	15	\$247.20	\$3,708.00
	14	\$264.85	\$3,708.00
	13	\$285.23	\$3,708.00
	12	\$309.00	\$3,708.00
8 - 11	11	\$322.09	\$3,543.00
	10	\$354.30	\$3,543.00
	9	\$393.67	\$3,543.00
	8	\$442.88	\$3,543.00
Less than 8	7	\$494.00	\$3,458.00
	6	\$494.00	\$2,964.00
	5	\$494.00	\$2,470.00
	4	\$494.00	\$1,976.00
	3	\$494.00	\$1,482.00
	2	\$494.00	\$988.00
	1	\$494.00	\$494.00
Effective January 11, 2016			
Note: For students who are enrolling in school at the mini-term, tuition is \$2,636. Thereafter, students are subject to the tiered quarterly tuition rate.			

■ **ADDENDUM, Effective January 15, 2016:** The effective date of the school catalog is extended to March 30, 2016 unless republished prior to the extended date.

**Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum**

■ **ADDENDUM, effective January 15, 2016:** The Volume number has been added to the catalog:

Volume I

Published July 15, 2013

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Effective July 15, 2013, through August 31, 2015

■ **ADDENDUM, effective January 15, 2016:** The following note has been added to the Admissions Information section of the catalog:

*Nonrefundable admissions and registration fees shall not exceed \$150 for students who reside in Florida.

■ **ADDENDUM, effective January 15, 2016:** The following highlighted language has been updated:

15. BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded.

CANCELLATION POLICY: You may withdraw your enrollment agreement at any time within **three** business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided on the first page of the agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to withdrawals@zenith.org, or providing an oral withdrawal notice to phone number (888) 236-9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

- b. The student applicant will also be returned all monies paid if:
4. The school rejects the applicant;
 5. The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 6. The school cancels the student's program.

■ **ADDENDUM, effective January 15, 2016:** The following faculty listing has been updated:

FACULTY MEMBER:	COURSE(S) TAUGHT:	DEGREES/ DIPLOMAS HELD & AWARDING INSTITUTION:	FLORIDA PROFESSIONAL CREDENTIAL(S)		
			TYPE:	LICENSE NUMBER:	EXP. DATE:
Brown, Nicole	Care of the Adult I and II	BSN, Bellarmine University BS Biology, Norwich University	RN	9208974	4/30/2017
Scott, Aissa (FT)	Maternity & Child Nursing, Fundamentals 1 & II, Strategies of Nursing Success, Medical Surgical Nursing	BSN- University of South Florida MSN- University of Florida	RN ARNP CNM	3194802	4/30/2015
Wills, Angela	Pharmacology	MSN, Gonzaga University; BSN, Marquette University	RN	9398374	7/31/2016
VanHorn, Jacqueline	Fundamentals of Nursing	MBA Healthcare Administration, South University; BSN, South University; ADN, LaGuardia Community College	RN	9250304	7/31/2016
Salvaggio, Kayla (on call)	Medical Surgical Nursing I & II, Leadership & NCLEX	BSN- University of South Florida MSN- University of Phoenix	RN	9303514	4/30/2017

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Amouzegar, Shoukat (PT)	Clinical only Medical Surgical Nursing, Critical Care & Fundamentals	BSN- Florida Atlantic University	RN	1895602	4/30/2016
Gursky, Beverly (on call)	Pediatrics, Leadership, Advanced Nursing Care, Medical Surgical Nursing I & II	BSN Bloomsburg University MSN University of South Florida	RN- ARNP- PNP	3041352	4/30/2015
Braun, Cheryl	MTD All Courses	Certificate, The Humanities Center Institute of Allied Health	MA	MA 35717	8/31/2017
Ray, Benjamin	MTD All Courses	Certificate, The Humanities Center Institute of Allied Health	MA	MA 24865	8/31/2017
Holt, Lisa	MA-All courses	AS-Science -FMU	CPR- Instructor RMA	05130175745 258551	05/2015 03/2016
Anderson, Patrick	Surgical Technologist	AA, Hillsborough Community College Diploma, Concorde Career College			
Baldwin, Kristen	General Education	MA, Excelsior College BA, University of South Florida			
Brett, James	General Education	MA, University of South Florida BA, University of South Florida AA, Suffolk Community College			
Cook, Denise	Paralegal	JD, Stetson University College of Law BA, University of South Florida			
Dolcemascolo, Crystal	Surgical Technologist	AS, Hillsborough Community College Diploma, Sanford Brown			
Clippis, Erica	Surgical Technologist	AA, Hillsborough Community College; Diploma, Concorde Career College			
Helms, Richard	Business	MBA, University of New Haven BS, University of Central Florida			
Higginbotham, Ray	Criminal Justice All courses	MS, Rollins College BS, Florida State University			
Scherden, John	Surgical Technologist	AS, Surg Tech, FMU			
Irvine, Robert	MA all courses	BA, Lindenwood College			
Johnson, Pamela	MA all courses MAA all courses	AS, Florida Metropolitan University	CMA	2421903	9/30/2015
LaLande, Patricia	MA, all courses	MA, Allen School			
Mangroo, Diana	MA all courses	Diploma Medical Assistant, Webster College			
Owoyemi, Akintade Samuel	General Education	MD, Obefemi Awolowo University			
Sweeney, Robert	Criminal Justice	MS, University of South Florida BA, University of South Florida AA, Ulster County Community College			
Matey, Connie	Pharm Tech	BS Business Admin Southeast Missouri State	RPHT CPHT	36033 540107010176589	12/31/2016 3/31/2017
Waterhouse, Jennifer	MIBC Pharm Tech	AS Bus Mgmt Strayer Univ	PTCB RPhT	530107010134551 RPT46003	7/01/2016 12/01/2016
Poshi, Marietta	Business	M.B.A., Keller Graduate School of Management; B.S.B.A. Management, Roosevelt University; Graduate credits, Northcentral University			
Davies, Joan	Oral Communication	M.A. Communication and Theatre, University of Colorado; B.A.			

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

		Communications, Metropolitan State University; A.A. General Education, Northwest Florida State College			
Garrard, Amanda	MIBC and MA	A.S. Medical Billing and Coding, A.S. Medical Assisting, Southern Technical College			
Hersey (Prentice), James	Business and Accounting	Ph. D. Business Administration, M.B.A. Accounting, University of Phoenix; BS Accounting, Univ of Southern Maine			
Moore-Pizon, Thomas	IT courses	M.C.S Computer Science, University of South Florida; B.A. Mathematics, New College			
Nordbrock, Jill	Statistics	M.S. Public Health, University of South Florida			
Rogers, Craig	IT courses	M.B.A. Project Management, Keller Graduate School of Management; B.S. Management, University of Phoenix			
Schutze, Charles	Business, Accounting, Paralegal courses	J.D. Law, Pace University; B.S. Accounting, Fordham University; M.B.A. Accounting, Iona College			
Venezia, Frank	English Composition	M.S. English Education, Nova Southeastern University; B.A. English, Parsons College			

■ **ADDENDUM, Effective January 11, 2016 for DEGREE PROGRAMS and February 8, 2016 for DIPLOMA PROGRAMS:** The following Linear and Modular tuition tables have been updated to the catalog:

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$9,075	\$1,504
Medical Administrative Assistant	33 weeks	48	\$10,878	\$2,128
Medical Assistant	41 weeks	60	\$13,539	\$2,359
Medical Insurance Billing and Coding	33 weeks	48	\$10,659	\$2,238
Pharmacy Technician	33 weeks	48	\$11,525	\$1,078
Quarter Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Associate Degree in Nursing	\$405	\$425		
Associate Degree in Radiologic Technology	\$317	\$275		
Associate Degree in Surgical Technologist	\$252	\$425		
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal, Pharmacy Technician	Flat-Term Rate	\$550		
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	Flat-Term Rate	\$425		
Master Degree in: Business Administration, Criminal Justice	\$458	\$1,750		
Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Master Degree	\$469	-		
Tuition effective January 11, 2016 for degree programs and February 8, 2016 for diploma programs				
Book Prices effective January 1, 2016				

Flat-Term Rate Table – On-ground Students Only

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

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 except Nursing, Radiologic Technology and Surgical Technologist			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$280.15	\$5,603.00
	19	\$294.89	\$5,603.00
	18	\$311.28	\$5,603.00
	17	\$329.59	\$5,603.00
	16	\$350.19	\$5,603.00
12 - 15	15	\$282.87	\$4,243.00
	14	\$303.07	\$4,243.00
	13	\$326.38	\$4,243.00
	12	\$353.58	\$4,243.00
8 - 11	11	\$370.73	\$4,078.00
	10	\$407.80	\$4,078.00
	9	\$453.11	\$4,078.00
	8	\$509.75	\$4,078.00
Less than 8	7	\$509.00	\$3,563.00
	6	\$509.00	\$3,054.00
	5	\$509.00	\$2,545.00
	4	\$509.00	\$2,036.00
	3	\$509.00	\$1,527.00
	2	\$509.00	\$1,018.00
	1	\$509.00	\$509.00

Effective January 11, 2016

Note: For students who are enrolling in school at the mini-term, tuition is \$2,828. 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	\$263.65	\$5,273.00
	19	\$277.53	\$5,273.00
	18	\$292.94	\$5,273.00
	17	\$310.18	\$5,273.00
	16	\$329.56	\$5,273.00
12 - 15	15	\$263.67	\$3,955.00
	14	\$282.50	\$3,955.00
	13	\$304.23	\$3,955.00
	12	\$329.58	\$3,955.00
8 - 11	11	\$344.55	\$3,790.00
	10	\$379.00	\$3,790.00
	9	\$421.11	\$3,790.00
	8	\$473.75	\$3,790.00
Less than 8	7	\$494.00	\$3,458.00
	6	\$494.00	\$2,964.00
	5	\$494.00	\$2,470.00
	4	\$494.00	\$1,976.00
	3	\$494.00	\$1,482.00
	2	\$494.00	\$988.00
1	\$494.00	\$494.00	

Effective January 11, 2016

Note: For students who are enrolling in school at the mini-term, tuition is \$2,636. Thereafter, students are subject to the tiered quarterly tuition rate.

Master Degree -Online Students Only

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Master Degree	\$469	-

Flat-Rate Term Table – Online Students Only

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Effective January 11, 2016, the tuition table below will apply to all students.

Status	Credit Load	Cost / Unit	Cost / Quarter
29-32	32	\$180.25	\$5,768.00
	31	\$186.06	\$5,768.00
	30	\$192.27	\$5,768.00
	29	\$198.90	\$5,768.00
25-28	28	\$182.43	\$5,108.00
	27	\$189.19	\$5,108.00
	26	\$196.46	\$5,108.00
	25	\$204.32	\$5,108.00
21-24	24	\$185.38	\$4,449.00
	23	\$193.43	\$4,449.00
	22	\$202.23	\$4,449.00
	21	\$211.86	\$4,449.00
Full Time	20	\$185.40	\$3,708.00
	19	\$195.16	\$3,708.00
	18	\$206.00	\$3,708.00
	17	\$218.11	\$3,708.00
	16	\$231.75	\$3,708.00
	15	\$247.20	\$3,708.00
	14	\$264.86	\$3,708.00
	13	\$285.23	\$3,708.00
3/4 Time	12	\$309.00	\$3,708.00
	11	\$307.09	\$3,378.00
	10	\$337.80	\$3,378.00
Half Time	9	\$375.33	\$3,378.00
	8	\$412.00	\$3,296.00
	7	\$412.00	\$2,884.00
< Half Time	6	\$412.00	\$2,472.00
	5	\$412.00	\$2,060.00
	4	\$412.00	\$1,648.00
	3	\$412.00	\$1,236.00
	2	\$412.00	\$824.00
	1	\$412.00	\$412.00

Effective January 11, 2016

Fully online students will also be charged a one-time \$295 Technology Support Fee during their first term of enrollment.

† This fee is waived for returning Bachelor degree students who have graduated from a fully online Associate degree program at the same institution and return within 365 days of their graduation date.

Bachelor Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$247.20	\$4,944.00
	19	\$260.21	\$4,944.00
	18	\$274.67	\$4,944.00
	17	\$290.82	\$4,944.00
	16	\$312.13	\$4,944.00
12 - 15	15	\$247.20	\$3,708.00
	14	\$264.85	\$3,708.00
	13	\$285.23	\$3,708.00
	12	\$309.00	\$3,708.00
8 - 11	11	\$322.09	\$3,543.00
	10	\$354.30	\$3,543.00
	9	\$393.67	\$3,543.00
Less than 8	8	\$442.88	\$3,543.00
	7	\$494.00	\$3,458.00
	6	\$494.00	\$2,964.00
	5	\$494.00	\$2,470.00
	4	\$494.00	\$1,976.00

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

	3	\$494.00	\$1,482.00
	2	\$494.00	\$988.00
	1	\$494.00	\$494.00
Effective January 11, 2016			
Note: For students who are enrolling in school at the mini-term, tuition is \$2,636. Thereafter, students are subject to the tiered quarterly tuition rate.			

■ **ADDENDUM, Effective December 30, 2015:** The following language has been added to the catalog:

CODE OF STUDENT CONDUCT

Everest seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All Everest schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students, faculty, staff, and guests must be protected at all times.

To this end, Everest Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the School, the deviation(s) significantly prejudice the student.

The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

16. SEXUAL HARASSMENT POLICY

Everest strives to provide a safe working and learning environment at all its schools and is committed to creating and sustaining a positive learning environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking. Such behaviors are prohibited both by law and School policy, and will not be tolerated on any Everest campus. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Refer to Appendix A for further information.

APPENDIX A

Statement on Sexual Misconduct Response and Prevention

Scope

This policy applies to all members of the campus community and includes, but is not exclusive to, faculty, staff, students, campus visitors, volunteers, vendors, and persons related to, receiving or seeking to receive services from the School, or otherwise pursuing diploma, undergraduate, graduate or refresher studies at the School. It also covers alleged acts of sexual misconduct that adversely affect the campus community, whether those acts occur on or off campus.

Definitions

Campus Security Authority - The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses:

Clery Act - is the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46

Consent - Is a freely given agreement to engage in a specific sexual act. While the explicit definition of consent varies by jurisdiction, the following general rules apply when assessing whether consent was given. The lack of explicit refusal does not imply consent. When there is use of threat or force by the accused, the lack of verbal or physical resistance or the submission by the victim does not constitute consent. The manner of dress of the victim at the time of the offense does not constitute consent. Past consent to sexual contact and/or a sexual history with the accused does not imply consent to future sexual contact. A person who initially consents to sexual contact or penetration may withdraw continued consent at any time during the course of that interaction. Intoxication due to use of alcohol or drugs may impair an individual's capacity to consent freely and may render an individual incapable of giving consent.

Domestic Violence – is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating or has cohabited with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

under the jurisdictional domestic or family violence laws; or any other person against a victim who is protected from that person's acts under the jurisdictional domestic or family violence laws.

Dating violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Rape - is defined as sexual intercourse or penetration by a body part or object, through use of coercion or force, with someone who has not given or is incapable of giving consent.

Sexual contact - is the deliberate touching of a person's intimate body parts (including lips, genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using force to cause a person to touch his or her own or another person's intimate body parts.

Sexual assault - is defined as physical contact of a sexual nature against the victim's will or without the victim's consent.

Sexual harassment - is unwelcomed sexual advances, requests for sexual favors or other conduct of a sexual nature. Sexual harassment occurs when a student or colleague is the recipient of conduct of a sexual nature where:

(1) Submission to, or toleration of, such conduct is made either explicitly or implicitly a term or condition of the student's education or colleague's employment; or (2) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student or professional decisions about the colleague; or (3) Such conduct has the purpose or effect of unreasonably interfering with the colleague/student's welfare or professional/academic performance, or creates an intimidating, hostile, offensive or demeaning work/academic environment.

Sexual misconduct - is a broad term encompassing sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Stalking - is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear for his/her safety. A person commits stalking by knowingly engaging in a course of conduct directed at a specific person when the person engaging in the conduct knows or should know that this course of conduct would cause a reasonable person to fear for his/her safety or the safety of a third person or suffer other emotional distress.

Code of Student Conduct- standards of behavior expected of all accepted or enrolled students.

Title IX Coordinator - The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for a student that is free from unlawful sex and gender discrimination in all aspects of the educational experience, including academics and extracurricular activities.

Title IX - refers to the U.S. Department of Education regulation that governs the efforts of educational institutions to maintain a campus free from sex and gender discrimination, including investigating and remediating sexual misconduct by students, colleagues, or third parties.

VAWA Incident – an incident in relation to domestic violence, dating violence, and stalking

Reporting of Crimes

In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus Security Authority and the appropriate managers indicated on the Emergency Security Escalation Procedures.

In non-emergency situations, the crime should be reported as soon as possible to the Campus Security Authority, the local law enforcement agency and the appropriate management.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President and Corporate Security department, who shall determine an appropriate response based on the nature of the incident.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith Education Group reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

Options for Reporting and Confidentially Disclosing Sexual Violence

Zenith encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the School can respond appropriately. Different employees on each campus have different abilities to maintain a victim's confidentiality.

- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX¹ Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the Campus President and the Regional Vice President of Operations.

¹ Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator's purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for all ZEG institutions is Dr. Robert Boggs or Tinamarie Aguilar, send your concerns to TitleIXquestions@zenith.org. You may also call the Title IX Coordinators directly at 714-825-7385 or 714-825-7249.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

The Options

A. Privileged and Confidential Communications

- *Professional and Pastoral Counselors* Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the CSA may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

B. Reporting to Responsible Employees

A “responsible employee” is a School employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator and Corporate Security Department all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

The Campus President is the School’s responsible employee.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator and Security department, the responsible employee will also inform the Title IX Coordinator and Security department of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when the School may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence.

When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will work with the Corporate Security department to consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - whether there have been other sexual violence complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
 - whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

- whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality.

If the School determines that it cannot maintain a victim's confidentiality, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response.

The School will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If the School determines that it can respect a victim's request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority. Zenith reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency.

At Zenith schools, the Campus President shall be the primary Campus Security Authority, and typically designates another campus employee as a CSA Assistant. In the absence of the Campus President the Regional Vice President of Operations will act as the Campus Security Authority.

All students, employees, and campus guests are encouraged to report all crimes and public safety-related incidents to the Campus Security Authority in a timely manner. The Campus Security Authority shall document each incident reported. All incident reports shall be reviewed by the Campus President and the Corporate Security Department who shall determine an appropriate response based on the nature of the incident.

Take Back the Night and other public awareness events

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to the School or Zenith of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

Off-campus Counselors and Advocates.

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form.

NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Campus Security Authority

The Campus Security Authority shall have the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The Campus Security Authority shall cooperate with law enforcement agencies that have jurisdiction over the campus as necessary to ensure campus safety. The Campus Security Authority does not have arrest power. All crime victims and witnesses are strongly encouraged to immediately report alleged crimes to the Campus Security Authority and to the appropriate law enforcement agency, but victims are not required to notify such authorities.

The Campus Security Authority (CSA) is defined as any individual or an entity to which students and employees should report criminal offenses, including:

- A campus police department or a campus security department;
- An individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
- Any individual or organization specified in an institutional statement of campus security policy as an individual or organization to which students and employees should report criminal offenses (e.g., Campus President, etc.);
- An official of who has the authority and the duty to take action or respond to particular issues on behalf of the institution and who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings.

Where applicable, the institution shall uphold orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribunal court.

Sexual Offences² Reporting and Disciplinary Procedures

Sexual offences are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the School catalog. Victim(s) of any sexual offences should immediately seek assistance from local law enforcement authorities, the local rape crisis center, and/or the Campus Security Authority. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offence.

² “Sexual Offences” as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Disciplinary Action

All allegations of any sexual offences or VAWA Incidents shall be investigated by the appropriate Title IX Coordinator and the Corporate Security Department. Allegations against students shall be investigated pursuant to the Code of Student Conduct.

Disciplinary procedures in cases of alleged sexual offences or VAWA Incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained annually on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a “preponderance of the evidence” standard, and (5) simultaneously notify the accused and accuser of the outcome, appeal procedures, and final results.

Students who are determined to have violated the School's prohibitions against sexual offences are subject to disciplinary action up to and including dismissal from the School. Detailed information regarding the disciplinary procedure for sexual offences and VAWA Incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

The school shall change a victim's academic situation after a sex offense or alleged sex offense if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the Campus Security Authority. Changes offered to student victims include the following:

- Transfer into the same program at another Zenith school;
- Transfer into a different academic program at the same school;
- Change in academic schedule;
- Change in externship location/assignment;

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

- Leave of absence/withdrawal from School; and
- Change in living situation (on campuses that offer housing).

Violence against Women

Zenith is committed to creating and sustaining a positive learning and working environment, free of discrimination, including sexual violence, dating violence, domestic violence and stalking.

Such behaviors are not tolerated on any Zenith campus and are prohibited both by law and School policy. The School will respond promptly to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates School policy.

Campus Community Safety is Primary

The School's primary concern is the safety of its campus community members. The use of alcohol or drugs never makes the victim at fault for sexual discrimination, harassment or violence; therefore, victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol or other School policies. Except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Code of Student Conduct.

As required by the 2013 Violence Against Women Reauthorization Act, all Zenith Schools shall include subcategories for all Sexual Offences reported to the Campus Security Authority. Sexual Offences include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

Victim Confidentiality

The School will use its best efforts to ensure that:

- All publicly available safety and security records, reports, and disclosures shall not include any personally identifying information about the victim; and
- It will maintain as confidential any accommodation or protective measures to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measures.

State-Specific Statements

Virginia

Child Abuse and Neglect Reporting

Individuals 18 years and older who are associated with, employed by or volunteer with a private institution of higher learning are required to report, as soon as possible, but no later than 24 hours after having a suspicion of child abuse or neglect. No report is required if the individual has actual knowledge that the same matter has already been reported to Child Protective Services.

The Department of Social Service's toll-free child abuse and neglect hotline is 1-800-552-7096.

Most States have also enacted requirements for Child Abuse and Neglect Reporting. Information on these requirements is available at: <http://www.ncsl.org/research/human-services/redirect-mandatory-rprtng-of-child-abuse-and-neglect-2013.aspx>

Campuses may print and post informational posters which have been made available by the state. Those posters may be found on the Department of Social Service's website at: <http://www.dss.virginia.gov/family/cps/index2.cgi>.

Pennsylvania

Sexual Offences³ Reporting and Disciplinary Procedures

In addition to the Sexual Offences Reporting and Disciplinary Procedures, schools located in Pennsylvania shall operate in compliance with the Public School Code, "Sexual Violence Education at Institutions of Higher Education" by providing a sexual violence awareness education program which provides:

- A discussion of sexual violence;
- A discussion of consent, including an explanation that the victim is not at fault;
- A discussion of drug and alcohol-facilitated sexual violence;
- Information relating to risk education and personal protection;

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

- Information on where and how to get assistance, including the importance of medical treatment and evidence collection, and how to report sexual violence to campus authorities and local law enforcement;
- The possibility of pregnancy and sexually transmitted diseases;
- Introduction of members of the educational community from:
 - Campus policy or security and local law enforcement;
 - Campus health center, women's center and rape crisis center;
 - Campus counseling service or any service responsible for psychological counseling and student affairs;
- A promise of discretion and dignity;
- A promise of confidentiality for victims of sexual offences.

The campus is to provide a follow-up program, such as lectures, institutional activities and videos and other educational materials related to sexual violence prevention and awareness for the duration of the school year for new students.

3 "Sexual Offences" as defined by the 2013 Violence Against Women Reauthorization Act include: Sexual Assault (Rape, Fondling, Incest, or Statutory Rape), Domestic Violence, Dating Violence, and Stalking.

■ **ADDENDUM, effective January 11, 2016:** The course description below has been added to page 118 of the catalog for CET 1605C Network Routing I and applies to online students only.

CET 1605C – Network Routing I

4.0 Quarter Credit Hours

This course introduces the knowledge and skills required to successfully install, operate, and troubleshoot a small branch office network, using Cisco hardware. The course includes topics on the operation of IP data networks, LAN switching technologies, IPv6, IP routing technologies, IP services, network device security, and basic troubleshooting.
Prerequisites: CNT1003C Lecture Hours: 30; Lab Hours: 20; Other Hours: 00

■ **ADDENDUM, Effective January 1, 2016:** The textbooks and supplies costs for modular programs have been updated:

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$8,811	\$1,504
Medical Administrative Assistant	33 weeks	48	\$10,562	\$2,128
Medical Assistant	41 weeks	60	\$13,145	\$2,359
Medical Insurance Billing and Coding	33 weeks	48	\$10,349	\$2,238
Pharmacy Technician	33 weeks	48	\$11,190	\$1,078
Quarter Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Associate Degree in Nursing	\$394	\$425		
Associate Degree in Radiologic Technology	\$308	\$275		
Associate Degree in Surgical Technologist	\$245	\$425		
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal, Pharmacy Technician	Flat-Term Rate	\$550		
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	Flat-Term Rate	\$425		
Master Degree in: Business Administration, Criminal Justice	\$445	\$1,750		
Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Master Degree	\$456	-		
Tuition effective February 2, 2015				
Book Prices effective January 1, 2016				

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, effective December 9, 2015:** The following course code has been updated for on ground students:

Old Course Number	New Course Number	Credit Hours	Course Title
INVP3100	CJL3138	4	Theoretical Aspects of Conspiracy Investigations

■ **ADDENDUM, effective November 25, 2015:** The following language has been added to the Academic Policies for Online Students section on page 39 of the catalog.

17. DIRECTED STUDY

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Students may not take more than one directed study course in a single academic term.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Bachelor's degree students may apply a maximum of 16.0 quarter credits of directed study to the major core of study.
- Graduate students may complete a maximum of three courses (12.0 quarter credits) through directed study
- Diploma students are not eligible for Directed Study.

■ **ADDENDUM, effective November 25, 2015:** The following calendar dates have been updated. Please note that this applies to **online students only**:

Academic Year 2015 - 2016				
Winter Holiday	From:	December	21	2015
	To:	January	2	2016

■ **ADDENDUM, Effective November 23, 2015:** The following note has been added on page 144 under the Tuition and Fees section of the catalog regarding the \$295 Technology Support Fee.

*This fee is waived for returning Bachelor degree students who have graduated from a fully online Associate degree program at the same institution and return within 365 days of their graduation date.

■ **ADDENDUM, Effective November 11, 2015:** The following SAP tables have been corrected from the January 12, 2015 addendum. The 96 credit Associate Degree and 192 credit Bachelor Degree SAP tables apply to **on-ground and online** new start, re-entry and continuing students.

96 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66.66%
96-144	N/A	2.0	N/A	66.66%

192 Quarter Credit Hour Program Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	N/A	66.66%
96-288	N/A	2.0	N/A	66.66%

■ **ADDENDUM, effective October 30, 2015:** The following course code has been updated for online students:

Old Course Number	New Course Number	Credit Hours	Course Title
INVP3100	CJL3138	4	Theoretical Aspects of Conspiracy Investigations

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, effective October 30, 2015 (REVISED November 6, 2015):** The highlighted information has been updated to the Surgical Technologist Associate in Science degree program outline.



SURGICAL TECHNOLOGIST, ASSOCIATE IN SCIENCE DEGREE

24 months (96 weeks) – 94 Quarter Credits

V 1.0

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1350-hour program is preparation of the student to be a competent entry-level surgical technologist by achievement and demonstration of learning within the following three domains: cognitive (knowledge), affective (behavior) and psychomotor (skills). Students must document a total of 120 procedures in the first scrub solo role or with assist including 30 general with 20 first scrubs, 90 specialties with 60 first scrubs and 4 specialty categories with 10 first scrubs with a maximum of 15 cases per specialty. The diploma program is between 13 to 15 months, depending on if the program is offered in the morning, afternoon, or evening and leads to a diploma or certificate.

The clinical case requirements must meet the Core Curriculum for Surgical Technology, 6th Edition. Student activities associated with the curriculum must be educational. Students will be required to complete 500 hours of clinical rotation for completion of this program. The 500 hours cannot be completed in the work place of the student or in a work setting where the student is being compensated for the hours. Clinical sites may be up to 75 miles in distance from campus.

Course Code	Course	Associate Degree Quarter Credits
COLLEGE CORE REQUIREMENTS		
CGS 2060C	Computer Applications	4.0
SLSP1317	Strategies for Health Care Professional Success*	4.0
TOTAL COLLEGE CORE QUARTER CREDITS		8.0
MAJOR CORE REQUIREMENTS		
STS 1001	Principles & Practices of Surgical Technology*	4.0
BSC 1085	Anatomy & Physiology I*	4.0
BSC 1086	Anatomy & Physiology II*	4.0
HSC 1529	Diseases of the Human Body*	4.0
MCB 2000	Microbiology and Infection Control*	4.0
STS 2007	Surgical Pharmacology*	4.0
STS 2171C	Surgical Technology I*	4.0
STS 2172C	Surgical Technology II*	4.0
STS 2173C	Surgical Procedures I*	6.0
STS 2174C	Surgical Procedures II*	6.0
STS 2175C	Clinical Rotation I*	5.0
STS 2176C	Clinical Rotation II*	11.0
STS 2200	Surgical Technologist Certification Examination Review*	2.0
TOTAL MAJOR CORE QUARTER CREDITS		62.0
GENERAL EDUCATION REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
EVS 1001	Environmental Science	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2017	Oral Communications*	4.0
TOTAL GENERAL EDUCATION QUARTER CREDITS		24.0
TOTAL QUARTER CREDITS REQUIRED FOR GRADUATION		94.0

*All major core requirements are not available online

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, effective October 30, 2015:** The following courses have been updated for the Surgical Technologist Associate of Science degree program.

MCB2000 - Microbiology and Infection Control

4.0 Quarter Credits

This course is designed to provide the student with an overall understanding of basic microbiology, infection control, disease processes and the body's defenses against them, and wound healing, as well as the terminology associated with each of these areas of concentration. Prerequisites: SLSP1317 or SLSP1110 Lecture Hours: 40; Lab Hours: 0

STS2171C - Surgical Technology I

4.0 Quarter Credits

This course is designed to provide students with an overall understanding and the hands-on skills involved in following medical and surgical aseptic techniques and in providing basic pre-operative care to the surgical patient. Co-requisite and Prerequisites: STS1001 Lecture Hours: 30; Lab Hours: 20

STS2173C - Surgical Procedures I

6.0 Quarter Credits

This course is designed to provide students with the overall understanding of the theory and hands-on applications involved in general surgery, as well as specific surgical procedures involving the gastrointestinal system, the reproductive system and obstetrics, and the genitourinary system. Prerequisites: BSC1085, BSC1086, HSC1529, MCB2000, STS2172C Lecture Hours: 40; Lab Hours: 40

STS2175C - Clinical Rotation I

5.0 Quarter Credits

This 150-hour course is designed to provide the student with supervised, practical hands-on and observational experiences in the clinical area. As part of the experience, students may rotate throughout various departments within the clinical area. Prerequisites: STS2171C, STS2173C, MCB2000, STS2007, STS2173C Lecture Hours: 0; Lab Hours: 150.0

STS2200 - Surgical Technologist Certification Examination Review

2.0 Quarter Credits

This course is designed to guide students in the preparation for the Surgical Technologist Certification Examination. Test-taking strategies will be discussed and implemented with an in-depth review of application level questions that require critical thinking skills. A review will be provided of the Surgical Technologist knowledge, skill, and abilities necessary to provide quality surgical patient care. This course is to be taken in the first 6 weeks of final term. Prerequisite: STS 2174C, STS 2175C. Lecture Hours: 20 Lab Hours: 0

■ **ADDENDUM, effective October 21, 2015:** The following highlighted date has been updated for the linear Mini-Term (*2nd 6 Week) Drop/Add Deadline:

Academic Year 2015 - 2016				
Mini-Term (*2 nd 6 Week) Drop/Add Deadline		December	1	2015

■ **ADDENDUM, effective September 23, 2015:** The effective date of the school catalog is extended to December 31, 2015 unless republished prior to the extended date.

■ **ADDENDUM, effective October 11, 2015:** The following updates have been made under the Academic Policies for Online Students section of the catalog for the 6 week course option:

MAXIMUM CREDITS (added on page 37)

Everest University Online undergraduate students may take a maximum of 16 credits each term, but no more than three (3) courses in each six week session. Students may petition to register for an additional four (4 credits) above the maximum 16 quarter credit limit. To qualify for this exception, students must meet the criteria and submit the petition to Student Services.

Students must meet the following criteria to petition to take four (4) additional credits:

- Earned 36 credits or more toward their degree program
- Current SAP status of SAP Met
- Obtained the endorsement of their student services advisor

Note: New or newly re-entering students are not eligible to petition. In addition the petition is only valid for one term. A student will need to petition each term he/she would like to take four (4) additional credits.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

18. GRADING SYSTEM AND PROGRESS REPORTS (UPDATED ON PAGE 39)

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each **class session** and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Online Mini-Term Courses (added on page 43)

New and continuing students, who are already enrolled, should complete registration for the upcoming first *six-week session* on or before the end of the add/drop period.

The registration period for the second *six-week session* occurs well in advance of the start of the second *six-week session*. Continuing students, who are already enrolled in 12 week term courses, should complete registration for the upcoming second *six-week session* by the close of business on day twenty (20) of the 12 week term.

Once the six week session has begun, the add/drop period for courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in six week sessions during the add/drop period must attend class by the 14th calendar day of the six week session, or be dropped from the course.

19. EFFECT OF ADD/DROP ON FINANCIAL AID CALCULATION

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance is responsible for advising a student of the financial consequences of a change in registration. The Student Finance Office shall process any required adjustments to a student's charges or financing based on the effect of adding or dropping a course.

In order for **the second six-week session** to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the second six-week **session** by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

20. MAKE-UP WORK (UPDATED ON PAGE 46)

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within 10 calendar days after the end of the **last class session**.

Student Academic Appeals Policy (updated on page 47)

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing (or electronically via email for students enrolled in an online course) on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
 - Modular - the date the grade(s) are mailed from the school
 - Linear – 12 week course – First day of the subsequent term
 - Linear – **Six week course – The sixth (6) calendar day of the subsequent 6 week session**
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2nd consecutive term):
 - Modular – third calendar day of the subsequent module
 - Linear - first day of the subsequent term

■ **ADDENDUM, effective October 11, 2015:** The following course description has been updated on page **138** of the catalog for the 6 week course option:

SLS1321 - Career Skills and Portfolio Development

2.0 Quarter Credits

A course designed to assist students with personal and professional development for successful employment with a concentration on **supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks.** *Prerequisites:* None Lecture Hours: 20; Lab Hours: 0

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, effective October 11, 2015:** The following linear calendars have been updated on page 149 of the catalog for the 6 week course option:

Academic Year 2015 - 2016				
Summer Term Starts		July	13	2015
Summer Term Drop/Add Deadline		July	27	2015
Mini-Term Starts		August	24	2015
Mini-Term Drop/Add Deadline		August	31	2015
Labor Day Holiday		September	7	2015
Summer Term Ends		October	4	2015
Fall Break	From:	October	5	2015
	To:	October	11	2015
Fall Term Start		October	12	2015
*Fall Term 1 st 6 Week Drop/Add Deadline		October	18	2015
Fall Term 12 Week Drop/Add Deadline		October	26	2015
Mini-Term Starts		November	23	2015
Thanksgiving Day Holiday	From:	November	26	2015
	To:	November	29	2015
Mini-Term (*2 nd 6 Week) Drop/Add Deadline		December	7	2015
Winter Holiday	From:	December	24	2015
	To:	January	3	2016
Classes Resume		January	4	2016
Fall Term Ends		January	10	2016
Winter Term Starts		January	11	2016
M.L. King Jr. Birthday Holiday		January	18	2016
*Winter Term 1 st 6 Week Drop/Add Deadline		January	17	2016
Winter Term Drop/Add Deadline		January	25	2016
Presidents' Day		February	15	2016
Mini-Term Starts		February	22	2016
Mini Term (*2 nd 6 Week) Drop/Add Deadline		February	29	2016
Winter Term Ends		April	3	2016
Spring Vacation	From:	April	4	2016
	To:	April	10	2016
Spring Term Starts		April	11	2016
*Spring Term 1 st 6 Week Drop/Add Deadline		April	17	2016
Spring Term Drop/Add Deadline		April	25	2016
Memorial Day Holiday		May	30	2016
Mini-Term Starts		May	23	2016
Mini Term (*2 nd 6 Week) Drop/Add Deadline		May	31	2016
Spring Term Ends		July	3	2016
Independence Day Holiday		July	4	2016
Summer Vacation	From:	July	4	2016
	To:	July	10	2016

Academic Year 2016 - 2017				
Summer Term Starts		July	11	2016
*Summer Term 1 st 6 Week Drop/Add Deadline		July	17	2016
Summer Term Drop/Add Deadline		July	25	2016
Mini-Term Starts		August	22	2016
Mini-Term (*2 nd 6 Week) Drop/Add Deadline		August	29	2016
Labor Day Holiday		September	5	2016
Summer Term Ends		October	2	2016
Fall Break	From:	October	3	2016
	To:	October	9	2016
Fall Term Start		October	10	2016
*Fall Term 1 st 6 Week Drop/Add Deadline		October	16	2016
Fall Term Drop/Add Deadline		October	24	2016
Mini-Term Starts		November	21	2016
Thanksgiving Day Holiday	From:	November	24	2016
	To:	November	27	2016
Mini-Term (*2 nd 6 Week) Drop/Add Deadline		November	28	2016
Winter Holiday	From:	December	24	2016
	To:	January	1	2017
Classes Resume		January	2	2017
Fall Term Ends		January	8	2017
Winter Term Starts		January	9	2017
*Winter Term 1 st 6 Week Drop/Add Deadline		January	16	2017
M.L. King Jr. Birthday Holiday		January	16	2017
Winter Term Drop/Add Deadline		January	23	2017
Presidents' Day		February	20	2017
Mini-Term Starts		February	21	2017
Mini Term (*2 nd 6 Week) Drop/Add Deadline		February	28	2017
Winter Term Ends		April	2	2017
Spring Vacation	From:	April	3	2017
	To:	April	9	2017
Spring Term Starts		April	10	2017
*Spring Term 1 st 6 Week Drop/Add Deadline		April	16	2017
Spring Term Drop/Add Deadline		April	24	2017
Memorial Day Holiday		May	29	2017
Mini-Term Starts		May	22	2017
Mini Term (*2 nd 6 Week) Drop/Add Deadline		May	30	2017

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Week)	Drop/Add Deadline				
	Spring Term Ends		July	2	2017
	Independence Day Holiday		July	4	2017
	Summer Vacation	From:	July	3	2017
		To:	July	9	2017

*Online only courses

■ **ADDENDUM, effective August 24, 2015:** The following American Dream Scholarship language has been added to the Scholarship section of the catalog:

Zenith American Dream Scholarship

The Zenith American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Everest or WyoTech institution. New students who first enroll in an Everest or WyoTech institution on or after **August 24, 2015** and were referred by a leader in the local community are eligible to apply for the **Zenith American Dream Scholarship of \$5,000 per academic year.**

To be eligible a student must:

- Obtain a written reference from a leader in the student's community
- Complete an essay or video answering the question "How will Everest (or WyoTech) Help Me Fulfill My American Dream" – see guidelines
- Meet application guidelines and deadlines

The Zenith American Dream Scholarship may be used in order to cover the direct cost of attendance for the program in which the student is enrolled (tuition, books and fees).

Scholarship winners

The Zenith American Dream Scholarship winners will be selected based on quality of the recommendation, originality, creativity, adherence to the theme and overall quality of the essay submission as noted below. Scholarships will be awarded based on selection criteria outlined in the guidelines on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus President or other campus official.

Selection criteria will include:

- Written reference from a leader in the community
 - Examples of leaders of the community include but are not limited to: coaches, teachers, principals, counselors, advisors, pastors, doctors, employers, support service professionals, law enforcement officer etc.
- Review of the Written or Video Essay submitted
 - Logical interpretation of the subject and adherence to topic
 - Originality, Innovation and Creativity
 - Adherence to overall guidelines and deadlines applicable

Obtaining scholarship funds

The scholarship will be credited on a student's account upon award of the scholarship. The scholarship is non-transferable and cannot be exchanged for cash. The scholarship can only be used to reduce the institutional direct cost of the program (tuition, books and fees) and cannot be utilized for indirect costs or living expenses.

Renewing the scholarship

Students may be eligible to retain the scholarship award in subsequent academic years. In order to remain eligible the student must **maintain satisfactory progress and a grade point average of 2.0 or above.**

Note: This scholarship is available to those who qualify.

■ **ADDENDUM, effective August 19, 2015:** The following note has been added to the catalog under the Programs Offered table:

Note: Some online programs may have limited enrollment. A complete list of programs with limited enrollment is available at the school and on the school website at www.everest.edu.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, Effective August 19, 2015:** The campus will no longer be enrolling new students into the online Criminal Justice associate degree program. Any prior student of this program, who was withdrawn within one year of this effective date, may be eligible for re-entry provided completion of the program within three terms or less.

■ **ADDENDUM, Effective August 17, 2015:** The following language has been updated under the Tuition and Fees section of the catalog:

These modular and Quarter Based tuition tier flat-rate tuition tables only apply to:

1. **New enrolling students.** A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or
2. **Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date** (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.)

Note: Students re-entering the same program version within 180 days from their NSLDS withdrawal date will be charged at the cost per credit/quarter reflected on the enrollment agreement from the most recent prior period of enrollment.

For students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:

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

■ **ADDENDUM, Effective July 1, 2015:** The textbooks and supplies costs for modular programs have been updated.

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$8,811	\$1,426
Medical Administrative Assistant	33 weeks	48	\$10,562	\$2,083
Medical Assistant	41 weeks	60	\$13,145	\$2,231
Medical Insurance Billing and Coding	33 weeks	48	\$10,349	\$1,978
Pharmacy Technician	33 weeks	48	\$11,190	\$1,041
Quarter Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Associate Degree in Nursing	\$394	\$425		
Associate Degree in Radiologic Technology	\$308	\$275		
Associate Degree in Surgical Technologist	\$245	\$425		
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal, Pharmacy Technician	Flat-Term Rate	\$550		
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	Flat-Term Rate	\$425		
Master Degree in: Business Administration, Criminal Justice	\$445	\$1,750		
Program	Tuition Per Credit Hour	Estimated Books Per Quarter		

**Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum**

Master Degree	\$456	-
Tuition effective February 2, 2015 Book Prices effective July 1, 2015		

- **ADDENDUM, effective June 17, 2015:** The e-mail address has been updated under the Discrimination Grievance Procedures and Transfer Center Assistance sections.

DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the Zenith Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the Zenith Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@zenith.org. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@zenith.org.

Transfer Center Assistance

Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at (877)727-0058 or email transfercenter@zenith.org.

- **ADDENDUM, effective June 10, 2015:** The administration table has been updated:

ADMINISTRATION	
Michelle Lawrence	President
Derek NeSmith	Academic Dean
Dolores Koulias	Director of Admissions
Breanna Leuze	Director of Career Services
Adriana Pearlman	Director of Student Finance

- **ADDENDUM, effective June 10, 2015:** The following calendar dates have been updated to the catalog:

Massage Therapy, Medical Insurance Billing and Coding, Medical Assistant Diploma, Medical Administrative Assistant, Pharmacy Technician Diploma All Mod Shifts 2016-2018		
Start Date	End Date	Holidays/Breaks
12/16/2015	1/25/2016	12/23/2015-1/1/2016; 1/18/2016

**Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum**

1/26/2016	2/23/2016	2/15/2016
2/24/2016	3/22/2016	
3/23/2016	4/26/2016	4/2/2016-4/10/2016
4/27/2016	5/24/2016	
5/25/2016	6/22/2016	5/30/2016
6/23/2016	7/21/2016	7/4/2016
7/25/2016	8/19/2016	
8/22/2016	9/19/2016	9/5/2016
9/20/2016	10/17/2016	
10/18/2016	11/14/2016	
11/15/2016	12/14/2016	11/24/2016-11/25/2016
12/15/2016	1/20/2017	12/24/2016-1/1/2017; 1/16/2017
1/23/2017	2/17/2017	
2/21/2017	3/20/2017	
3/21/2017	4/24/2017	4/1/2017-4/9/2017
4/25/2017	5/22/2017	
5/23/2017	6/20/2017	5/29/2017
6/21/2017	7/20/2017	7/3/2017-7/4/2017
7/24/2017	8/18/2017	
8/21/2017	9/18/2017	9/4/2017
9/19/2017	10/16/2017	
10/17/2017	11/13/2017	
11/14/2017	12/13/2017	11/23/2017-11/24/2017
12/14/2017	1/19/2018	12/23/2017-1/1/2018; 1/15/2018
1/22/2018	2/16/2018	
2/20/2018	3/19/2018	
3/20/2018	4/23/2018	4/7/2018/4/15/2018
4/24/2018	5/21/2018	
5/22/2018	6/19/2018	5/28/2018
6/20/2018	7/18/2018	7/4/2018
7/19/2018	8/15/2018	
8/16/2018	9/13/2018	9/3/2018
9/17/2018	10/12/2018	
10/15/2018	11/9/2018	
11/12/2018	12/11/2018	
12/12/2018	1/17/2019	

■ **ADDENDUM, effective May 27, 2015:** The following ATB language has been removed from pages 10 and 11 of the catalog:

ABILITY TO BENEFIT GRANDFATHERING POLICY

Ability to Benefit students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:

1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student established qualification as an ATB student by documenting one of the two following ATB alternatives:
 - a. Passing an independently administered, Department of Education (DOE) approved ATB test; or
 - b. Successful completion of at least six credit hours, or the equivalent coursework (225 clock hours) that are applicable toward a certificate offered by the school.

NOTE: The number of students enrolled under the Ability to Benefit Provision is limited to only certain diploma programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Ability to Benefit Passing Test Scores

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

ATB Test	CPAt	COMPASS	ASSET	CPT/Accuplacer	Wonderlic
Required Passing Scores:	Language: 42 Reading: 43 Numerical: 41	Reading: 62 Writing: 32 Numerical: 25	Reading: 35 Writing: 35 Numerical: 33	Reading: 55 Sentence Skills: 60 Arithmetic: 34	Verbal: 200 Quantitative: 210

Former CCI ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student's academic file.

Students transferring from a non-CCI institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCI subject to Test Publisher's retest policies.

Ability to Benefit Advising

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation periods (i.e. term, module, phase, level, or quarter).

■ **ADDENDUM, effective May 27, 2015:** The language in strikethrough below has been removed from page 31 of the catalog:

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any federally-guaranteed loan;
8. Have a high school diploma or its equivalent, have completed homeschooling at the secondary level as defined by state law ~~or qualify for admissions under the Ability to Benefit Grandfathering Policy.~~

■ **ADDENDUM, effective May 27, 2015:** The following Buyer's Right to Cancel language has been updated on page 28 and 49 of the catalog.

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted by the school, all monies paid will be refunded.

CANCELLATION POLICY: You may withdraw your enrollment agreement at any time within five business days from the date you sign the agreement, make an initial payment, or first visit the school, whichever is later. If you do so, all payments made by you or on your behalf will be refunded. Withdrawal can be effectuated by personally appearing at your school to withdraw, depositing a withdrawal letter in the mail to your school at the address provided on the first page of the agreement (in which case, the withdrawal will be considered effective as of the postmark date), sending an electronic message to withdrawals@zenith.org, or providing an oral withdrawal notice to phone number (888) 236-9614. In event of dispute over timely notice, the burden to prove service rests on the applicant.

- (a) The student applicant will also be returned all monies paid if:
 - (1) The school rejects the applicant;
 - (2) The enrollment of the student was procured as the result of any misrepresentation through advertising, promotional materials of the school, or representations by the owner or representative of the school;
 - (3) The school cancels the student's program.

■ **ADDENDUM, Effective February 2, 2015:** The following grant has been added to the catalog:

Zenith Student Grant

The Zenith Student Grant is a multimillion-dollar institutional grant program awarded on an annual basis to students of Everest and WyoTech schools owned by Zenith Education Group who demonstrate financial need. This institutional grant is available for new and continuing students enrolled on or after February 2, 2015 for current and future academic periods. The amount and source of the grant, which can be up to \$10,000 per academic year, may vary by student based on:

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

- The Expected Family Contribution (EFC) as calculated by the Free Application for Federal Student Aid (FAFSA) and reported to the student via the Student Aid Report (SAR)
- The demonstrated financial assistance needed
- Institutional grant funding availability

The grant may be used to cover any confirmed unmet financial need in excess of the student's EFC once Title IV and all other available funding sources have been exhausted up to the direct cost of attendance for the program in which the student is enrolled.

Eligibility

To be eligible, the student must:

- Apply each academic year
- Meet all application deadlines
- Maintain satisfactory academic progress throughout his/her course of study

Obtaining grant funds

The grant will automatically be credited to your account upon completion of the financial aid application processes and award confirmation. The grant is non-transferable and cannot be exchanged for cash.

Renewing the grant

Students must reapply each academic year by the institutional deadline and meet eligibility requirements in order to be considered for the Zenith Education Grant. The grant amount may change each year based on the student's:

- Determined financial need
- Enrollment
- Timeliness of his/her financial aid application
- Institutional grant funding availability

■ **ADDENDUM, Effective February 2, 2015:** The following scholarship has been added to the catalog:

Zenith Graduation Scholarship

The Zenith Graduation Scholarship is a multimillion-dollar, non-need-based institutional scholarship program awarded to students who graduate from Everest schools owned by Zenith Education Group and were actively enrolled in their current course of study prior to February 2, 2015. The amount of the scholarship, which could be up to \$10,000 per current and future academic period, may vary by student based on the number of modules, courses or credits remaining in order for the student to complete his/her program of study, and the time frame of application submission. The scholarship provides a 20 percent tuition reduction, prorated for the student's remaining time in the program in which he/she was actively enrolled as of February 2, 2015 through his/her expected graduation date at the time he/she applies for the scholarship. For students who apply on or before May 2, 2015, the tuition reduction effective date is February 2, 2015. For students who apply after May 2, 2015, the tuition reduction effective date is the date the application is submitted.

Students who withdrew prior to February 2, 2015, but reenter prior to August 2, 2015, may also apply upon reentry and be eligible upon graduation for a supplemental graduation scholarship of up to \$5,000 for the purpose of covering any prior academic year balances incurred for the program that they reenter.

Eligibility

To be eligible, the student must:

- Apply for the scholarship
- Meet all application deadlines
- Maintain satisfactory academic progress throughout the remainder of his/her program
- Graduate from the program for which he/she is enrolled at the time of applying for the scholarship

Obtaining scholarship funds

The scholarship amount will be applied to the student's account as a non-cash payment at the time of graduation to cover any outstanding tuition or fee expenses, and any credit balance that results will be resolved by:

- A payment to the government as reimbursement for payments received by Everest from the student's federal student loans to reduce his/her loan obligation.
- A payment to the lender as reimbursement for the payments from a private student loan that the lender directly disbursed to Everest.
- A payment to the student for any tuition he/she previously paid directly to Everest.

The scholarship is non-transferable

■ **ADDENDUM, Effective April 8, 2015:** The following language has been updated on page 112 of the catalog:

Florida's Statewide Course Numbering System

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

Prefix	Level Code (first digit)	Century Digit (second digit)	Decade Digit (third digit)	Unit Digit (fourth digit)	Lab Code
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at nonregionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
- D. Applied academics for adult education courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (<http://scns.fldoe.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to **Tinamarie Aguilar in the Transfer Center (877) 727-0058** in the **Zenith Education Group Corporate office located at 5 Hutton Centre Drive, Suite 500, Santa Ana, CA 92707** or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at <http://scns.fldoe.org>.

■ **ADDENDUM, Effective April 13, 2015:** The following SAP language has been updated:

The SAP tables published on January 12, 2015, for the 96 credit Associate Degree and 192 credit Bachelor Degree SAP tables will apply to:

- Students enrolled at Everest University Online as new starts, re-entry and continuing.

■ **ADDENDUM, Effective April 1, 2015:** Textbooks and equipment costs for modular programs have been updated to the catalog.

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$8,811	\$1,422
Medical Administrative Assistant	33 weeks	48	\$10,562	\$2,045
Medical Assistant	41 weeks	60	\$13,145	\$2,122
Medical Insurance Billing and Coding	33 weeks	48	\$10,349	\$2,078

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Pharmacy Technician	33 weeks	48	\$11,190	\$1,035
Quarter Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Associate Degree in Nursing	\$394	\$425		
Associate Degree in Radiologic Technology	\$308	\$275		
Associate Degree in Surgical Technologist	\$245	\$425		
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal, Pharmacy Technician	Flat-Term Rate	\$550		
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	Flat-Term Rate	\$425		
Master Degree in: Business Administration, Criminal Justice	\$445	\$1,750		
Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Master Degree	\$456	-		
Tuition effective February 2, 2015 Book Prices effective April 1, 2015				

■ **ADDENDUM, Effective February 2, 2015:** The language to remove copyright and reference to Corinthian Colleges is as follows:

The catalog copyright "Copyright © 2013 by Corinthian Colleges, Inc." has been removed. All other references to Corinthian Colleges (CCi) have either been removed or have been replaced with Zenith Education Group.

■ **ADDENDUM, Effective February 2, 2015.** The following Linear and Modular tuition tables have been updated to the catalog.

These modular and Quarter Based tuition tier flat-rate tuition tables only apply to:

1. **New enrolling students.** A new student is defined as: a student who has never attended a Zenith Education Group school or has been withdrawn for more than one (1) year or has graduated and enrolled in a new program;
2. A re-entering student who has withdrawn and is re-entering greater than 180 days from their withdrawal date.

Note: Students re-entering the same program version within 180 days from their NSLDS withdrawal date, will be charged tuition at the cost per credit/quarter reflected on their most recent enrollment agreement. The withdrawn time period is calculated from the student's withdrawal date to the module or term start date.

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)

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

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.

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$8,811	\$1,365
Medical Administrative Assistant	33 weeks	48	\$10,562	\$1,790
Medical Assistant	41 weeks	60	\$13,145	\$2,071
Medical Insurance Billing and Coding	33 weeks	48	\$10,349	\$1,933
Pharmacy Technician	33 weeks	48	\$11,190	\$994
Effective February 2, 2015				

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in Nursing	\$394	\$425
Associate Degree in Radiologic Technology	\$308	\$275
Associate Degree in Surgical Technologist	\$245	\$425
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal, Pharmacy Technician	Flat-Term Rate	\$550
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	Flat-Term Rate	\$425
Master Degree in: Business Administration, Criminal Justice	\$445	\$1,750
Effective February 2, 2015		

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 except Nursing, Radiologic Technology and Surgical Technologist			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$272.00	\$5,440
	19	\$286.32	\$5,440
	18	\$302.22	\$5,440
	17	\$320.00	\$5,440
	16	\$340.00	\$5,440
12 - 15	15	\$274.67	\$4,120
	14	\$294.29	\$4,120
	13	\$316.92	\$4,120
	12	\$343.33	\$4,120
8 - 11	11	\$360.00	\$3,960
	10	\$396.00	\$3,960
	9	\$440.00	\$3,960
	8	\$495.00	\$3,960
Less than 8	7	\$495.00	\$3,465
	6	\$495.00	\$2,970
	5	\$495.00	\$2,475
	4	\$495.00	\$1,980
	3	\$495.00	\$1,485
	2	\$495.00	\$990
	1	\$495.00	\$495

Effective February 2, 2015

Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is \$2,746. 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	\$256.00	\$5,120
	19	\$269.47	\$5,120
	18	\$284.44	\$5,120
	17	\$301.18	\$5,120
	16	\$240.00	\$3,840
12 - 15	15	\$256.00	\$3,840
	14	\$274.29	\$3,840

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

	13	\$295.38	\$3,840
	12	\$320.00	\$3,840
8 - 11	11	\$334.55	\$3,680
	10	\$368.00	\$3,680
	9	\$408.89	\$3,680
	8	\$460.00	\$3,680
Less than 8	7	\$480.00	\$3,360
	6	\$480.00	\$2,880
	5	\$480.00	\$2,400
	4	\$480.00	\$1,920
	3	\$480.00	\$1,440
	2	\$480.00	\$960
	1	\$480.00	\$480

Effective February 2, 2015

Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is **\$2,560**. Thereafter, students are subject to the tiered quarterly tuition rate.

Master Degree -Online Students Only

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Master Degree	\$456	-

Flat-Rate Term Table – Online Students Only

Effective February 2, 2015, the tuition table below will apply to new students only.

Status	Credit Load	Cost / Unit	Cost / Quarter
29-32	32	\$175.00	\$5,600
	31	\$180.65	\$5,600
	30	\$186.67	\$5,600
	29	\$193.10	\$5,600
25-28	28	\$177.14	\$4,960
	27	\$183.70	\$4,960
	26	\$190.77	\$4,960
	25	\$198.40	\$4,960
21-24	24	\$180.00	\$4,320
	23	\$187.83	\$4,320
	22	\$196.36	\$4,320
	21	\$205.71	\$4,320
Full Time	20	\$180.00	\$3,600
	19	\$189.47	\$3,600
	18	\$200.00	\$3,600
	17	\$211.76	\$3,600
	16	\$225.00	\$3,600
	15	\$240.00	\$3,600
	14	\$257.14	\$3,600
	13	\$276.92	\$3,600
3/4 Time	12	\$300.00	\$3,600
	11	\$298.18	\$3,280
	10	\$328.00	\$3,280
Half Time	9	\$364.44	\$3,280
	8	\$400.00	\$3,200
	7	\$400.00	\$2,800
< Half Time	6	\$400.00	\$2,400
	5	\$400.00	\$2,000
	4	\$400.00	\$1,600
	3	\$400.00	\$1,200
	2	\$400.00	\$800
	1	\$400.00	\$400

Fully online students will also be charged a one-time \$295 Technology Support Fee during their first term of enrollment.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, Effective February 2, 2015:** The language to update the Statement of Ownership is as follows:

Statement of Ownership

This campus is owned and operated by Zenith Education Group, Inc. (Zenith), a Delaware nonprofit corporation. Zenith's sole member is ECMC Group, Inc., a Delaware nonprofit corporation. Corporate offices for Zenith and ECMC Group are located at:

1 Imation Place
 Building 2
 Oakdale, MN 55128

ECMC Group	
Directors	Officers
John DePodesta, Chair	David Hawn, President and CEO
Gary Cook	Greg Van Guilder, Chief Financial Officer and Treasurer
Roberta Cooper Ramo	Dan Fisher, General Counsel and Corporate Secretary
David Hawn	
I. King Jordan	
James McKeon	
Jack O'Connell	
Maurice Salter	

Zenith Education Group	
Directors	Officers
John DePodesta, Chair	David Hawn, President
Gary Cook	Greg Van Guilder, Treasurer
I. King Jordan	Dan Fisher, Secretary
James McKeon	
Jack O'Connell	

■ **ADDENDUM, Effective February 2, 2015:** The language to update the School Ownership table is as follows:

ZENITH EDUCATION GROUP

The following schools are owned by Zenith Education Group:	
<p>Everest College Arlington (Mid Cities), TX (additional location of Everest College, Springfield, MO) Aurora, CO (additional location of Everest College, Thornton, CO) Atlanta West, GA (branch of Everest Institute, Southfield, MI) Bedford Park, IL (branch of Everest Institute, Southfield, MI) Bremerton, WA (main campus) Burr Ridge, IL (branch of Everest College, Skokie, IL) Chesapeake, VA (additional location of Everest College, Newport News, VA) Colorado Springs, CO (main campus) Dallas, TX (additional location of Everest College, Portland, OR) Everett, WA (additional location of Everest College, Bremerton, WA) Fort Worth North, TX (additional location of Everest College, Salt Lake City, UT) Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO) Henderson, NV (main campus) Kansas City, MO (additional location of Everest University, Pompano Beach) Melrose Park, IL (branch of Everest College, Skokie, IL) Merrillville, IN (additional location of Everest Institute, Grand Rapids, MI) Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL) Newport News, VA (main campus) Portland, OR (main campus) Renton, WA (main campus) Salt Lake City, UT (main campus) Seattle, WA (main campus)</p>	<p>Detroit, MI (branch of Everest Institute, Southfield, MI) Eagan, MN (additional location of Everest Institute, Cross Lanes, WV) Gahanna, OH (branch of Everest Institute, Southfield, MI) Grand Rapids, MI (main campus) Houston (Bissonnet), TX (branch of Everest College, Renton, WA) Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX) Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX) Jonesboro, GA (branch of Everest Institute, Southfield, MI) Kalamazoo, MI (additional location of Everest Institute, Grand Rapids, MI) Marietta, GA (branch of Everest Institute, Southfield, MI) Norcross, GA (branch of Everest Institute, Southfield, MI) Pittsburgh, PA (main campus) Portland (Tigard), OR (additional location of Everest College, Seattle, WA) San Antonio, TX (main campus) Silver Spring, MD (additional location of Everest College, Portland, OR) Southfield, MI (main campus) South Plainfield, NJ (branch of Everest Institute, Southfield, MI)</p> <p>Everest University Tampa (Brandon), FL (additional location of Everest University North Orlando, FL) Jacksonville, FL (additional location of Everest University, North Orlando, FL) Lakeland, FL (additional location of Everest University, North Orlando, FL) Largo, FL (additional location of Everest University, North Orlando, FL) Melbourne, FL (additional location of Everest University, North Orlando, FL)</p>

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

<p>Skokie, IL (main campus) Springfield, MO (main campus) St. Louis, MO (additional location of Everest College, Bremerton, WA) Tacoma, WA (additional location of Everest College, Bremerton, WA) Thornton, CO (main campus) Vancouver, WA (additional location of Everest College, Portland, OR) Vienna, VA (Tyson's Corner) (additional location of Everest College, Colorado Springs, CO) Woodbridge, VA (additional location of Everest College, Seattle, WA)</p> <p>Everest Institute Austin, TX (branch of Everest Institute, Southfield, MI) Bensalem, PA (additional location of Everest College, Seattle, WA) Chelsea, MA (additional location of Everest Institute, Southfield, MI) Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI)</p>	<p>North Orlando, FL (main campus) Orange Park, FL (additional location of Everest University, North Orlando, FL) Pompano Beach, FL (additional location of Everest University, North Orlando, FL) South Orlando, FL (additional location of Everest University, North Orlando, FL) Tampa, FL (additional location of Everest University, North Orlando, FL)</p> <p>WyoTech Blairsville, PA (branch of WyoTech, Laramie, WY) Daytona Beach, FL (main campus) Laramie, WY (main campus)</p>
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■ **ADDENDUM, Effective January 20, 2015:** The following language has been added to the catalog:

ANTIHAZING POLICY

Everest Florida Colleges, Institutes and Universities (collectively “the Schools”) have adopted the following policy:

Hazing, whether conducted on campus or off campus, is strictly prohibited by the Schools. Violation of this policy by a student may subject the student to fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines, probation, suspension, or dismissal. Violation of this policy by an organization may subject the organization to rescission of permission for it to operate at the Schools.

For purposes of this policy, “hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

The Schools do not accept as defenses to a hazing charge against a student or organization that: (1) consent of the victim has been obtained; (2) the hazing was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or (3) the hazing was not done as a condition of membership to an organization.

■ **ADDENDUM, Effective January 12, 2015:** The following SAP tables have been updated.

The following 96 credit Associate Degree and 192 credit Bachelor Degree SAP tables will apply to:

- Students enrolled at Everest University Online as new starts or re-entry (*Note: This table will not apply to continuing students*)
- Students enrolled at an Everest ground campus as new starts, re-entry and continuing

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

96 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-144	N/A	2.0	N/A	66.66%

192 Quarter Credit Hour Program. Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-288	N/A	2.0	N/A	66.66%

■ **ADDENDUM, Effective January 1, 2015:** Textbooks and supply cost has been updated to the Tuition and Fees table:

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$11,014	\$1,365
Medical Administrative Assistant	33 weeks	48	\$13,203	\$1,790
Medical Assistant	41 weeks	60	\$16,431	\$2,071
Medical Insurance Billing and Coding	36 weeks	48	\$12,936	\$1,933
Pharmacy Technician	33 weeks	48	\$13,987	\$994
Effective January 1, 2015				

■ **ADDENDUM, effective November 10, 2014:** The following Academic Progress Plan language has been updated in the catalog:

Academic Progress Plan (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. Additionally, a student is deemed to have not met the plan's requirements by earning a failing grade ("F") in any course while on the APP.

■ **ADDENDUM, Effective November 26, 2014:** The following highlighted dates have been updated on the 2014-2015 calendar for fully online students:

Academic Year 2014 - 2015				
Summer Term Starts		July	14	2014
Summer Term Drop/Add Deadline		July	27	2014
Mini-Term Starts		August	25	2014
Mini-Term Drop/Add Deadline		August	31	2014
Labor Day Holiday		September	1	2014
Summer Term Ends		October	5	2014
Fall Break	From:	October	6	2014
	To:	October	12	2014
Fall Term Start		October	13	2014
Fall Term Drop/Add Deadline		October	26	2014
Mini-Term Starts		November	24	2014
Thanksgiving Day Holiday	From:	November	27	2014
	To:	November	28	2014
Mini-Term Drop/Add Deadline		December	2	2014
Winter Holiday	From:	December	23	2014
	To:	January	2	2015
Classes Resume		January	3	2015
Fall Term Ends		January	11	2015
Winter Term Starts		January	12	2015

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

M.L. King Jr. Birthday Holiday		January	19	2015
Winter Term Drop/Add Deadline		January	26	2015
Presidents' Day		February	16	2015
Mini-Term Starts		February	23	2015
Mini Term Drop/Add Deadline		March	1	2015
Winter Term Ends		April	5	2015
Spring Vacation	From:	April	6	2015
	To:	April	12	2015
Spring Term Starts		April	13	2015
Spring Term Drop/Add Deadline		April	26	2015
Memorial Day Holiday		May	25	2015
Mini-Term Starts		May	26	2015
Mini Term Drop/Add Deadline		June	1	2015
Independence Day Holiday	From:	July	3	2015
	To:	July	4	2015
Spring Term Ends		July	5	2015
Summer Vacation	From:	July	6	2015
	To:	July	12	2015

■ **ADDENDUM, Effective October 16, 2014:** The following update has been made under the Associate in Science, Surgical Technologist program section on page 10 of the catalog:

Current Language:

- Pass the PSB test with a minimum score of 40% and a minimum of 25% in each section

Updated Language:

- Achieve a minimum score on the **Wonderlic Basic Skills Test of Verbal 270 and Quantitative 270**

■ **ADDENDUM, Effective October 17, 2014:** The following language has been added to the Accreditation, Licensure and Approvals section on page 1 of the catalog:

Effective February 10, 2014: The Surgical Technologist (AS) degree program is accredited by the Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike Suite 314 N. Falls Church, VA 22043, (703)917-9503, (703) 917-4109 (fax), (www.abhes.org).

■ **ADDENDUM, Effective November 1, 2014:** The following highlighted tuition prices have been updated to the Tuition and Fees table:

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$11,014	\$1,374
Medical Administrative Assistant	33 weeks	48	\$13,203	\$1,791
Medical Assistant	41 weeks	60	\$16,431	\$2,075
Medical Insurance Billing and Coding	36 weeks	48	\$12,936	\$1,914
Pharmacy Technician	33 weeks	48	\$13,987	\$998
Effective November 1, 2014				

■ **ADDENDUM, Effective October 2, 2014:** The Dream Award Program and Scholarships language has been removed from page 32 of the catalog.

■ **ADDENDUM, Effective September 11, 2014:** The State of Florida Department of Veterans' Affairs has reinstated the VA benefits for newly enrolling students.

■ **ADDENDUM, Effective September 3, 2014:** The following language has been added to the catalog.

This institution is authorized by:
The Indiana Board for Proprietary Education
101 W. Ohio St., Suite 670
Indianapolis, IN 46204-1984

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, Effective July 14, 2014:** The State of Florida Department of Veterans' Affairs has suspended VA benefits for newly enrolling students.

■ **ADDENDUM, Effective August 13, 2014:** The following ACICS complaint language has been updated in the catalog:

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, include as much detail as possible, supporting documentation, if available, and the complainant's name and contact. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
 750 First Street, N.E., Suite 980
 Washington, DC 20002-4223
 202-336-6780

■ **ADDENDUM, Effective July 30, 2014:** The following highlighted dates have been updated on the 2014-2015 calendar for linear programs:

Academic Year 2014 - 2015				
Summer Term Starts		July	14	2014
Summer Term Drop/Add Deadline		July	27	2014
Mini-Term Starts		August	25	2014
Mini-Term Drop/Add Deadline		August	31	2014
Labor Day Holiday		September	1	2014
Summer Term Ends		October	5	2014
Fall Break	From:	October	6	2014
	To:	October	12	2014
Fall Term Start		October	13	2014
Fall Term Drop/Add Deadline		October	26	2014
Mini-Term Starts		November	24	2014
Thanksgiving Day Holiday	From:	November	27	2014
	To:	November	28	2014
Mini-Term Drop/Add Deadline		December	2	2014
Winter Holiday	From:	December	23	2014
	To:	January	4	2015
Classes Resume		January	5	2015
Fall Term Ends		January	11	2015
Winter Term Starts		January	12	2015
M.L. King Jr. Birthday Holiday		January	19	2015
Winter Term Drop/Add Deadline		January	26	2015
Presidents' Day		February	16	2015
Mini-Term Starts		February	23	2015
Mini Term Drop/Add Deadline		March	1	2015
Winter Term Ends		April	5	2015
Spring Vacation	From:	April	6	2015
	To:	April	12	2015
Spring Term Starts		April	13	2015
Spring Term Drop/Add Deadline		April	26	2015
Memorial Day Holiday		May	25	2015
Mini-Term Starts		May	26	2015
Mini Term Drop/Add Deadline		June	1	2015
Independence Day Holiday	From:	July	3	2015
	To:	July	4	2015
Spring Term Ends		July	5	2015
Summer Vacation	From:	July	6	2015
	To:	July	12	2015

■ **ADDENDUM, effective July 18, 2014:** The following flat-rate term table has been added to the catalog and the Everest Continuing Education Grant language has been removed from catalog.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Flat-Rate Term Table – Online Students Only

Effective July 18, 2014, the tuition table below will apply to new and re-entering fully online undergraduate students starting with the Summer Mini Term which begins August 25, 2014.

Status	Credit Load	Cost / Unit	Cost / Quarter
29-32	32	\$218.75	\$7,000
	31	\$225.81	\$7,000
	30	\$233.33	\$7,000
	29	\$241.38	\$7,000
25-28	28	\$221.43	\$6,200
	27	\$229.63	\$6,200
	26	\$238.46	\$6,200
	25	\$248.00	\$6,200
21-24	24	\$225.00	\$5,400
	23	\$234.78	\$5,400
	22	\$245.45	\$5,400
	21	\$257.14	\$5,400
Full Time	20	\$225.00	\$4,500
	19	\$236.84	\$4,500
	18	\$250.00	\$4,500
	17	\$264.71	\$4,500
	16	\$281.25	\$4,500
	15	\$300.00	\$4,500
	14	\$321.43	\$4,500
	13	\$346.15	\$4,500
3/4 Time	12	\$375.00	\$4,500
	11	\$372.73	\$4,100
	10	\$410.00	\$4,100
Half Time	9	\$455.56	\$4,100
	8	\$500.00	\$4,000
	7	\$500.00	\$3,500
< Half Time	6	\$500.00	\$3,000
	5	\$500.00	\$2,500
	4	\$500.00	\$2,000
	3	\$500.00	\$1,500
	2	\$500.00	\$1,000
	1	\$200.00	\$200

Fully online students will also be charged a one-time \$295 Technology Support Fee during their first term of enrollment.

EVEREST CONTINUING EDUCATION GRANT

Online students with an “active status” as of March 15, 2014 in any associate’s degree program at Everest University who graduate are entitled to receive up to 15% of tuition charged at the cost per credit/quarter provided in the applicable school catalog/addenda as a non-transferrable grant. This grant is to be used as a tuition credit for Everest University Bachelor’s degree programs offered Online, in which such student enrolls and starts within one year following his or her completion of the original associate’s degree program. The Everest Continuing Education Grant cannot be used in conjunction with any of the other grants offered at the campus. Everest University reserves the right to modify, extend, or cancel the Everest Continuing Education Grant at any time.

■ **ADDENDUM, effective June 24, 2014:** The following grant has been added to the catalog for both online and on ground students:

EVEREST OPPORTUNITY GRANT

The Everest Opportunity Grant is a need based institutional grant awarded on an annual basis to students who demonstrate financial need. The Opportunity Grant program is available for students who first enroll as of June 24, 2014. The amount and source of funding may vary by student based on demonstrated financial needs and continued funding availability. The amount and source of funding may change each award year based on demonstrated financial needs and funding availability. Students must reapply each academic year, meet all applicable application deadlines and maintain satisfactory academic progress. The Opportunity Grant may be utilized to cover any confirmed unmet financial need not covered by Title IV funding up to direct costs.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Eligibility

The student must meet all annual application deadlines and eligibility requirements and maintain satisfactory academic progress.

Obtaining the Funds

The Everest Opportunity Grant will automatically be credited to the student's account upon award confirmation.

Renewing the Grant

The student must reapply every academic year by the institutional deadline and meet eligibility requirements in order to be considered for an Everest Opportunity Grant in future years. The award amount may change, based on the student's determined financial need, enrollment, timeliness of the student's financial aid application and funding availability.

■ **ADDENDUM, Effective July 1, 2014:** The following highlighted tuition prices have been updated to the Tuition and Fees table:

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$11,014	\$1,365
Medical Administrative Assistant	33 weeks	48	\$13,203	\$1,804
Medical Assistant	41 weeks	60	\$16,431	\$2,090
Medical Insurance Billing and Coding	36 weeks	48	\$12,936	\$1,937
Pharmacy Technician	33 weeks	48	\$13,987	\$994
Effective July 1, 2014				

■ **ADDENDUM, effective May 30, 2014:** The following language has been updated in the catalog.

The Accreditation, Licensure and Approvals have been updated on page 1.

The Nursing program is accredited by the Accreditation Commission for Education in Nursing, Inc (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, www.acenursing.org

The Nursing Entrance Requirements have been updated on page 9.

Associate in Science, Nursing Program

- High School Diploma or a GED certificate.
- Pass the HESI A2 Admission Examination with a minimum score of 75 in each of the following categories:
 - Math, Reading, Grammar, Vocabulary, Critical Thinking.
- Write an essay as assigned and graded by the Nursing Department.
- Complete a personal interview with the Nursing Department.
- Pass a criminal background check and fingerprinting/drug screening.

Note: The policies in the Nursing Handbook will supersede all other Everest policies and procedures as outlined in this catalog.

The Nursing Program Description and Outline has been updated on Page 81.

NURSING, ASSOCIATE IN SCIENCE DEGREE

24 Months – 113.0 Credit Units

V 4.0

The Associate Degree Nursing program will prepare the nursing student for entry level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry level role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry level staff positions in various health care agencies

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Brandon Nursing Program		Theory	Clinical/Lab	Total	Quarter
	QUARTER I	Contact Hours	Contact Hours	Contact Hours	Credit Hours
ENC 1101	Composition I	40	0	40	4
BSC 1085	Anatomy & Physiology I	40	0	40	4
BSC 2085L	Anatomy & Physiology I Laboratory	0	0/40	40	2
SLSP 1110	Strategies for Nursing Success	20	0	20	2
HUN 1001	Nutrition	20	0	20	2
	Total Hours	120	0/40	160	14
	QUARTER II				
BSC 1086	Anatomy & Physiology II	40	0	40	4
BSC 2086 L	Anatomy & Physiology II Laboratory	0	0/40	40	2
NSGP 1020C	Fundamentals of Nursing I	20	0/30	50	3
MAT 1033	College Algebra	40	0	40	4
	Total Hours	100	0/70	170	13
	QUARTER III				
NSGP 1022C	Fundamentals of Nursing II	10	50/10	70	3
MCB 2000	Microbiology and Infection Control	40	0	40	4
MCB 1000L	Microbiology Laboratory	0	0/40	40	2
NUR 1140	Nursing Pharmacology	30	0	30	3
	Total Hours	80	50/50	180	12
	QUARTER IV				
PSY 2012	General Psychology	40	0	40	4
MEA 1006C	Therapeutic Communications	20	0	20	2
NUR 1210	Care of the Adult Client I	40	0	40	4
NUR 1210L	Care of the Adult Client I Clinical	0	100/20	120	4
	Total Hours	100	100/20	220	14
	QUARTER V				
NUR 2212	Care of the Adult Client II	40	0	40	4
NUR 2212L	Care of the Adult Client II Clinical	0	104/16	120	4
CGS 2060C	Computer Applications	30	0/20	50	4
ENC 1102	Composition II	40	0	40	4
	Total Hours	110	104/36	250	16
	QUARTER VI				
NUR 2513	Mental Health Nursing	30	0	30	3
NUR 2513L	Mental Health Nursing Clinical	0	82/8	90	3
NUR 2244	Advanced Nursing Care	40	0	40	4
NUR 2244L	Advanced Nursing Care Clinical	0	104/16	120	4
	Total Hours	70	186/24	280	14
	QUARTER VII				
NUR 1440	Maternal Child Nursing	40	0	40	4
NUR 1440L	Maternal Child Nursing Clinical	0	104/16	120	4
SYG 2001	Sociology	40	0	40	4
DEP 2000	Developmental Psychology	40	0	40	4
	Total Hours	120	104/36	240	16
	QUARTER VIII				
NUR 2611	Contemporary Nursing in Community Settings	30	0	30	3
NUR 2611L	Contemporary Nursing in Community Settings Clinical	0	82/8	90	3
NUR 2881	Nursing Leadership & Management	30	0	30	3
NUR 2881L	Nursing Leadership & Management Clinical	0	82/8	90	3
NUR 2960	NCLEX Review	20	0	20	2
	Total Hours	80	164/16	260	14
	Total Program Hours	780	708/16	1760	113

■ **ADDENDUM, effective April 15, 2014:** The following language has been updated to page 44 of the catalog. Applies to online students only.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Full Term Courses

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full term course during the add/drop period must attend class by the **earlier** of the 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

Mini-Term Courses

The registration period for six-week 2 mini-term courses occurs well in advance prior to the start of the six-week 2 mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for the upcoming six-week 2 mini-term courses by the close of business on day twenty (20) of the full term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming six-week 2 mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14th calendar day of the mini-term, or be dropped from the course.

Effect of Add/Drop on Financial Aid Calculation

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance is responsible for advising a student of the financial consequences of a change in registration. The Student Finance Office shall process any required adjustments to a student's charges or financing based on the effect of adding or dropping a course.

In order for six-week 2 mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the six-week 2 mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

■ **ADDENDUM, effective April 15, 2014:** The following academically-related activity language has been removed from the catalog. Applies to online students only.

Enrollment Tracking Period

All online instructors shall monitor student enrollment during the enrollment tracking period for each course using the attendance roster. Students who fail to attend a course at least once during this period are withdrawn from the course. Students who fail to attend any courses during the enrollment tracking period are withdrawn from the school. The enrollment tracking period is the following:

- For a full term, the enrollment tracking period will run from weeks 1-3 (or the first 21 calendar days of the term).
- For a six week mini term that starts in sync with the full term the enrollment tracking period will run from weeks 1-2 (or the first 14 calendar days of the mini term).
- For a six week mini term that starts in the middle of the full term the enrollment tracking period will run from weeks 1-2, or the first 14 calendar days of the mini-term (overlaps with weeks 7-8 of the full term).

Tracking Academically-Related Activities

In addition to monitoring participation during the enrollment tracking period, all online instructors shall track student participation in academically-related activities during the following evaluation periods:

- For a full term, this tracking period will run from weeks 4-7 and again during weeks 8-11. Students must participate during at least one (1) week of the tracking periods.
- For a six week mini term that starts in sync with the full term the tracking period will run from weeks 4-5. Students must participate during at least one (1) week of the tracking period.
- For a six week mini term that starts in the middle of the full term, this tracking period will run from weeks 4-5 (overlaps weeks 10-11 of the full term). Students must participate during at least one (1) week of the tracking period.

Students must participate in at least one (1) course during these tracking periods (respectively) to remain enrolled in school. Students who fail to participate in any academically-related events during these periods shall be withdrawn from school.

Unofficial Withdrawals During the Enrollment Tracking Period

For new students who register for courses up to and including the add/drop period but who fail to attend any courses during the enrollment tracking period, the school must cancel the student's enrollment. These students are considered "cancels" and are not eligible to receive Title IV funds for the term.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

For continuing students who register for courses up to and including the add/drop period but who fail to attend any courses during the enrollment tracking period shall be withdrawn from school. These students are considered “drops” and are not eligible to retain Title IV funds for the term.

For all students who register for courses up to and including the add/drop period and who show positive participation in at least one course during the enrollment tracking period, the school shall determine the student’s enrollment status at the end of the enrollment tracking period.

Withdrawals During the Mid-Term Evaluation

Students who do not attend an academically-related activity in weeks 4-7 and weeks 8-11 of the full term (week 4-5 of the mini-term) and who the appropriate Administrative Official is unable to contact during weeks 4-7 and 8-11 of the full term (week 4-5 of the mini-term) must be withdrawn from school (i.e., unofficial withdrawal). The withdrawal date is the student’s last date of attendance (LDA). The Date of Determination (DOD) is the Monday of week 8 in the full term for the Academic Event period during weeks 4-7, Monday of week 12 in the full term for the Academic Event period during weeks 8-11, and the Monday of week 6 in the mini term for the Academic Event period during weeks 4-5.

For students who do not attend an academically-related activity in weeks 4-7 and 8-11 of the full term (weeks 4-5 of the mini-term) and who the appropriate Administrative Official is able to contact in weeks 4-7 and 8-11 (weeks 4-5 of the mini-term), the following scenarios can occur during the student contact:

- The student states that he or she is withdrawing from school (i.e., official withdrawal). The withdrawal date and the Date of Determination (DOD) are the same. That is the date the student notified the school that he or she is not returning to school.
- The student states that he or she will return to school but fails to participate in any academically-related activities for the remainder of the term (i.e., unofficial withdrawal). The withdrawal date is the student’s last date of attendance (LDA). The Date of Determination (DOD) is the Monday of week 8 in the full term for the Academic Event period during weeks 4-7, Monday of week 12 in the full term for the Academic Event period during weeks 8-11, and the Monday of week 6 in the mini term for the Academic Event period during weeks 4-5.

Unofficial Withdrawals Subsequent to the Mid-Term Evaluation

For students who attend an academically-related activity in weeks 4-7 and 8-11 of the full term (weeks 4 -5 of the mini-term), the withdrawal date is the date of the last academically-related activity. The DOD may be no later than thirty (30) days following the end of the term.

Determining Withdrawal Date and Date of Determination

A student’s withdrawal date and DOD shall be determined according to the chart below:

Withdrawal Type	Circumstance	Withdrawal Date*	Date of Determination
Official Withdrawal (Notification provided by student)	Student begins the official withdrawal process by notifying the Academic Dean/Director of Education or any school employee OR The student otherwise provides official notification to the school of intent to withdraw	The date the student begins the official withdrawal process OR The date that the student otherwise provides the notification (If both circumstances occur, use the earlier withdrawal date)	The student’s withdrawal date, or the date of notification, whichever is later
Unofficial Withdrawal (no notification provided by student)	Official notification not provided by the student because of circumstances beyond the student’s control All other instances where student withdraws without providing official notification.	The withdrawal date is the student’s last date of attendance (LDA).	The Date of Determination (DOD) is the Monday of week 8 in the full term for the Academic Event period during weeks 4-7, Monday of week 12 in the full term for the Academic Event period during weeks 8-11, and the Monday of week 6 in the mini term for the Academic Event period during weeks 4-5.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

Withdrawal After Rescission of Official Notification	The student withdraws after rescinding a previous official notification of withdrawal	The student's original withdrawal date from the previous official notification, unless the student participates in an academically-related activity during weeks 4-7 or 8-11, after rescinding the original withdrawal.	The date the school becomes aware that the student did not, or will not, complete the payment period or period of enrollment.
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*In place of the dates listed, a school may always use a student's withdrawal date as the student's last date of attendance at an academically-related activity, if the school documents that the activity is academically-related and that the student attended the activity.

■ **ADDENDUM, effective April 14, 2014:** The following language has been updated to the **Appeals Policies section** on page 25 of the catalog for **online students**.

STUDENT ACADEMIC APPEALS POLICY

Upon receipt of the Academic Appeal Form, the Academic Dean/Online Designee shall convene an Appeal Committee, which should at a minimum include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. (**Note:** For attendance violation appeals of online students, the Appeal Committee shall render a written decision by the ninth calendar day [Tuesday] of the academic week subsequent to the violation.) Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

ATTENDANCE VIOLATION APPEALS POLICY

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
 - The next scheduled class period (Consecutive Absence Rule violations)
 - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
 - Within seven (7) calendar days of the violation or by the Sunday marking the end the subsequent academic week (online students only)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

■ **ADDENDUM, effective April 11, 2014:** The following Refund language has been updated in the catalog and applies to both online and on-ground students:

Institutional Pro Rata Refund Calculation and Policy

When a student withdraws, The School must determine how much of the tuition and fees he/she is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to The School.

The School will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e., students who receive a final grade of "W" or "WZ"). Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. 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 date of attendance 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.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, effective March 15, 2014:** The following tuition and fees tables have been updated to the catalog for **Online Accounting and Computer Information Science AS degree.**

This tuition tier flat-rate table only applies to:

1. New enrolling students. A new student is defined as: a student who has never attended a CCi school or has been withdrawn for more than one (1) year or has graduated and enrolled in a new program;
2. A re-entering student who has withdrawn prior to March 15, 2014; and
3. A re-entering student who has withdrawn on or after March 15, 2014 and is re-entering greater than 180 days from their withdrawal date.

Associate Programs for Accounting and Computer Information Science Online			
Status	Credit Load	Cost Per Credit	Cost Per Quarter
29-32	32	\$202.97	\$6,495
	31	\$209.52	\$6,495
	30	\$216.50	\$6,495
	29	\$223.97	\$6,495
25-28	28	\$203.39	\$5,695
	27	\$210.93	\$5,695
	26	\$219.04	\$5,695
	25	\$227.80	\$5,695
21-24	24	\$203.96	\$4,895
	23	\$212.83	\$4,895
	22	\$222.50	\$4,895
	21	\$233.10	\$4,895
Full Time	20	\$199.75	\$3,995
	19	\$210.26	\$3,995
	18	\$221.94	\$3,995
	17	\$235.00	\$3,995
	16	\$249.69	\$3,995
	15	\$266.33	\$3,995
	14	\$285.36	\$3,995
	13	\$307.31	\$3,995
3/4 Time	12	\$332.92	\$3,995
	11	\$335.91	\$3,695
	10	\$369.50	\$3,695
Half Time	9	\$410.56	\$3,695
	8	\$415.00	\$3,320
	7	\$415.00	\$2,905
Less than Half Time	6	\$415.00	\$2,490
	5	\$415.00	\$2,075
	4	\$415.00	\$1,660
	3	\$415.00	\$1,245
	2	\$415.00	\$830
	1	\$415.00	\$415
Effective March 15, 2014			

■ **ADDENDUM, Effective March 15, 2014:** The following language has been added to the catalog for online students only.

EVEREST CONTINUING EDUCATION GRANT

Online students with an “active status” as of March 15, 2014 in any associate’s degree program at Everest University who graduate are entitled to receive up to 15% of tuition charged at the cost per credit/quarter provided in the applicable school catalog/addenda as a non-transferrable grant. This grant is to be used as a tuition credit for Everest University Bachelor’s degree programs offered Online, in which such student enrolls and starts within one year following his or her completion of the original associate’s degree program. The Everest Continuing Education Grant cannot be used in conjunction with any of the other grants offered at the campus. Everest University reserves the right to modify, extend, or cancel the Everest Continuing Education Grant at any time.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, Effective March 14, 2014:** The following re-entry language in the **TUITION CHARGES FOR RE-ENTRY** has been updated in the catalog.

Add:

Students re-entering a linear program will be charged tuition at the cost per credit/ quarter provided in the applicable school catalog/addenda.

Remove:

Students re-entering a linear program will be charged tuition at the current cost per credit/quarter.

■ **ADDENDUM, effective March 05, 2014:** The following language has been updated to the catalog.

Everest University Need-Based Grant for Online Students

The Everest University Need-Based Grant for online students is awarded to students who have graduated from an Everest University online program and are returning to pursue an advanced degree. The amount and source of funding may change each year depending upon financial need and funding availability. The grant may be used solely for the purpose of tuition and fees. This is a one-time grant and is not subject to renewal.

Eligibility

You must have graduated from an Everest University online program, be returning to pursue an advanced degree and have demonstrated financial need. All application deadlines and eligibility requirements must be met.

Obtaining your funds

The Everest University Need-Based Grant for online students will credit to your account upon successful completion of the term for which the grant was awarded.

■ **ADDENDUM, Effective March 1, 2014:** The following highlighted tuition prices have been updated to the Tuition and Fees table:

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$11,014	\$1,402
Medical Administrative Assistant	33 weeks	48	\$13,203	\$1,842
Medical Assistant	41 weeks	60	\$16,431	\$2,013
Medical Insurance Billing and Coding	36 weeks	48	\$12,936	\$2,108
Pharmacy Technician	33 weeks	48	\$13,987	\$1,058
Effective March 1, 2014				

■ **ADDENDUM, effective February 28, 2014:** The following language has been updated to the title page section of the catalog.

GAINFUL EMPLOYMENT DISCLOSURES

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.everest.edu/disclosures and www.everestonline.edu/disclosures.

Note: All previous program disclosures have been removed from the school catalog and addenda.

■ **ADDENDUM, effective February 28, 2014:** The following language has been updated to the “Statement of Non-Discrimination” (under Administrative Policies) section on page 2 of the catalog.

ADDED:

Everest does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

REMOVED:

Everest does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, veteran or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. In compliance with the Americans with Disabilities Act of 1990, as amended and Section 504, Everest provides qualified applicants and students who have disabilities with reasonable accommodations that do not impose undue hardship.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, effective February 28, 2014:** The following language has been updated under Administrative Policies section on page 3 of the catalog.

ADDED:
DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

REMOVED:
DISABILITY GRIEVANCE PROCEDURES

A student initiates the Disability Grievance Procedure by contacting the Section 504/ADA Coordinator. The Section 504/ADA Coordinator will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator informs the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, states the key facts, reasons why that conclusion was reached, and outlines any proposed resolution or corrective action if applicable. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services reviews the matter and provides a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the school may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

If the 504/ADA Coordinator is the subject of the grievance, the student should contact the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

■ **ADDENDUM, effective February 28, 2014:** The following language has been updated on page 23 of the catalog.

ADDED:

LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) or temporary disability. Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- a) the school documents the unforeseen circumstances, and
- b) the student submits a completed **Leave of Absence Request Form** by the tenth (10th) calendar day of the leave.

NOTE: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

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.

REMOVE:

LEAVE OF ABSENCE POLICY

Everest permits students to request a leave of absence (LOA) as long as the leaves do not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education. In order for a student to be granted an LOA, the student must submit a completed, signed and dated Leave of Absence Request Form to the Academic Dean/Director of Education.

Note: Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

■ **ADDENDUM, Effective January 12, 2014:** The following Attendance policies have been updated for online students only:

ATTENDANCE POLICY ONLINE STUDENTS

Students are expected to actively participate in all courses. Each course shall have regularly scheduled academic activities that occur throughout the term. Academic activities provide course instructors with a specific measurable graded activity that aids in the assessment of the student's performance and the eventual awarding of a final course grade. Student participation in these activities is the key to mastering the material within the course of study.

Academically-Related Activity

An academically-related activity is defined as participation in the course during the current academic term. The following constitutes participation:

- Completion of an exam or instructor-graded activity in the current week; or
- One (1) substantial post in the discussion board or teamwork in the current week.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of consecutive absences (the "Consecutive Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

Should an appeal be granted, the student is not dismissed, but shall be placed on probation and monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all courses and dismissed from school, and shall not be charged for attending while the appeal was pending. Students dismissed due to an attendance violation must reapply for admission to the school.

The Percentage Absence Rules do not apply to students enrolled in online courses.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

ADD/DROP POLICY (DEGREE PROGRAMS ONLY)

Students may add or drop courses during the add/drop period without academic penalty. However, they must first obtain the permission of the Academic Dean (or designee)/Online Designee and the Director of Student Finance (or designee). Students are not permitted to add a course after the end of the add/drop period. Students who attend a course after the add/drop period shall be charged for the course pursuant to the refund policy as stated in this catalog. Students who drop a course after the add/drop period shall receive a grade of "W" (Withdraw) and be charged for the course pursuant to the refund policy as stated in this catalog.

FULL TERM COURSES

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

MINI-TERM COURSES

The registration period for second mini-term courses occurs well in advance prior to the start of the second mini-term.

Continuing students, who are already enrolled in full term courses, should complete registration for upcoming second mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming second mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14th calendar day of the mini-term, or be dropped from the course.

ESTABLISHING ATTENDANCE / VERIFYING ENROLLMENT

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, new students registered for a class shall attend by the second scheduled class session or be withdrawn.

Official Withdrawal

Students who wish to withdraw shall complete the official withdrawal process by notifying the appropriate Administrative Official preferably in writing of the specific date they are withdrawing, and the reason for doing so. Notifying the school of their intent to withdraw in a timely fashion will result in the student being charged only for the period of the payment period that they attended. Failing to officially notify the school of their intent to withdraw will result in an unofficial withdrawal, and may cause the delay of the return of federal funds and the payment of any refund due the student.

If a student notifies a member of the faculty or staff other than the appropriate Administrative Official of their intent to withdraw, the faculty or staff member shall advise the student of the official withdrawal process and immediately notify the appropriate Administrative Official. Upon receiving notice of a student's intent to withdraw, the appropriate Administrative Official shall complete the necessary forms.

Note: The date that the student notifies any member of the institution of their intent to withdraw is the student's withdrawal date. In the event that a student does not submit a written request of his or her intent to withdraw, a verbal request is acceptable.

■ **ADDENDUM, Effective January 1, 2014:** The estimated textbooks and supplies costs have been updated below:

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$11,014	\$1,402
Medical Administrative Assistant	33 weeks	48	\$13,423	\$1,842
Medical Assistant	41 weeks	60	\$16,431	\$2,013
Medical Insurance Billing and Coding	36 weeks	48	\$12,936	\$2,108
Pharmacy Technician	33 weeks	48	\$14,026	\$1,058
Effective January 1, 2014				

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

■ **ADDENDUM, effective December 20, 2013:** The following course has been added to the catalog:

SPC 4451 – Conference Techniques

4.0 Quarter Credits

Designed to teach the student how to effectively facilitate team interaction, this course explores both the logistics of planning and developing conferences and meetings. This course also teaches the skills needed to get effective results from group meetings. Leadership traits and group dynamic skills are analyzed and applied in simulated classroom experience. Prerequisites: None Lecture Hours: 40 Lab Hours: 00 Other Hours: 00

■ **ADDENDUM, effective December 11, 2013:** The mini-term tuition has been corrected for the Bachelor ground linear degree programs.

Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is \$3,200. Thereafter, students are subject to the tiered quarterly tuition rate.

■ **ADDENDUM, effective November 6, 2013:** The second bullet under the “Associate in Science, Surgical Technologist Program” section on page 10 of the catalog has been updated:

Current Language:

- Pass the PSB test with a minimum score 40% and a minimum of 25% in each section.

Updated Language:

- Pass an entrance assessment. See the Surgical Technician handbook for details and required scores.

■ **ADDENDUM, effective October 30, 2013:** The following language has been added to the catalog for the attendance policy for linear students:

Percentage Absence Rule

For students who *have* been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from all courses and dismissed from school

■ **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.

<p>MAN 2727 Strategic Planning for Business</p> <p>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</p>	<p>4.0 Quarter Credit Hours</p>
<p>FIN3501 – Investments</p> <p>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</p>	<p>4.0 Quarter Credit Hours</p>
<p>FIN 1103 Finance</p> <p>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.</p>	<p>4 Quarter Credit Hours</p>

■ **ADDENDUM, Effective October 1, 2013:** The following statement has been added to page 1 under the Accreditation, Licensure and Approvals section.

- An Assigned School by the National Certification Board of Therapeutic Massage & Bodywork (NCBTMB)

■ **ADDENDUM, Effective October 1, 2013:** The following course description and course name has been updated to the catalog.

These course descriptions have been updated:

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

- 1) **SLS 1105:** This course is designed to equip students for transitions in their education and life. The course includes an introduction to the university and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success.
- 2) **LIS 2004:** This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet.

This course name has been updated:

- 3) **MTB 1103:** Business Mathematics

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

President's Scholarship

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 September 25, 2013:** The following modifications have been made to the on-ground "Diploma and Undergraduate Admissions Requirements" (pg. 9) and the online "Undergraduate Admissions Requirements" (pg. 35) sections of the catalog:

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 September 24, 2013:** The following Prerequisite table has been updated for the Graduate Degree Program Outline on page 105 of the catalog.

Prerequisite foundation work may be required before selected higher-level coursework may be attempted. All graduate students must meet certain prerequisite requirements prior to enrolling in Managerial Economics, International Economic Systems, Quantitative Methods, Financial Management, and certain graduate-level accounting courses. Previous coursework in these areas at either the undergraduate or graduate level may be acceptable to suffice the prerequisite requirement following review of official transcripts. Course descriptions for the undergraduate courses in the table below may be found in the *Course Descriptions - Undergraduate Degree Programs* section that begins on page 87. Undergraduate courses are those that have a Course Level Code of "4" or below. Undergraduate courses may not be taken as an elective as part of the Master of Business Administration Degree program.

Course Code	Course	Quarter Credit Hours
PREREQUISITES		
ACG	5027 Financial Accounting –OR-	4.0
APA	2111 Principles of Accounting I* -AND-	4.0
APA	2121 Principles of Accounting II*	4.0
ECO	5010 Economic Analysis of the Firm -OR-	4.0
ECO	3028 Microeconomics* -OR-	4.0
ECO	3007 Macroeconomics *	4.0
QMB	5305 Statistics for Managers –OR-	4.0
STA	2014 Statistics*	4.0

*In some instances, previous undergraduate coursework, or courses available at an Everest University campus, can suffice for or be taken in lieu of meeting graduate prerequisite course requirements. Prerequisites are not considered as credit toward the completion of the 56.0 quarter credit MBA program.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

- **ADDENDUM, effective September 11, 2013:** The Campus Administrative Staff Listing has been updated as follows:

ADMINISTRATION	
Todd Pearson	President
Open	Academic Dean
Andrew Robinson	Director of Admissions
Breanna Leuze	Director of Career Services
Jason Hellmann	Director of Student Accounts
Courtenay Lopez	Director of Student Finance
Dolly Brown	Director of Student Services

- **ADDENDUM, effective September 12, 2013:** The following highlighted clock hours has been updated to the catalog.



SURGICAL TECHNOLOGIST, ASSOCIATE IN SCIENCE DEGREE
 24 months – 94.0 Credit Units

V 1.0

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. They work under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions appropriately, and that the operative procedure is conducted under conditions that maximize patient safety.

The surgical technologist possesses the appropriate expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures. The goal and objective of this 1350-hour program is preparation of the student to be a competent entry-level surgical technologist by achievement and demonstration of learning within the following three domains: cognitive (knowledge), affective (behavior) and psychomotor (skills). Students must document a total of 125 procedures in the first scrub solo role or with assist. Eighty of these procedures must be in the five core areas of General, Orthopedics, ENT, Gynecology and Genitourinary. The 45 remaining procedures will be in the specialty areas. The clinical case requirements must meet the Core Curriculum for Surgical Technology, 5th Edition. Student activities associated with the curriculum must be educational. Students will be required to complete 500 hours of clinical rotation for completion of this program. The 500 hours cannot be completed in the work place of the student or in a work setting where the student is being compensated for the hours.

Note: Students graduating from the Surgical Technologist program are ineligible for certification by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

- **ADDENDUM, effective September 9, 2013:** The following course codes have been updated for the Radiologic Technology Associate in Science degree program:

Old Course Number	New Course Number	Course Title
RTEP 1105	RTE 1111	Patient Care and Management Fundamentals
RTEP 2563	RTE 2563	Advanced Imaging Procedures
RTEP 2385	RTE 2385	Radiation Protection and Safety

- **ADDENDUM, effective September 2, 2013:** The following quarter based tier tuition tables for ground linear programs have 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 except Nursing, Radiologic Technology and Surgical Technologist			
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

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

	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:

TUITION CHARGES FOR RE-ENTRY (on-ground only)

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.

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

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 (on-ground only)

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 (on-ground only)

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)

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.

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

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

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 page 7 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 August 21, 2013:** The following table has been updated to the catalog.

On-Ground Quarter-Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in Nursing	\$492	\$425
Associate Degree in Radiologic Technology	\$385	\$275
Associate Degree in Surgical Technologist	\$306	\$425
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal, Pharmacy Technician	\$470	\$550
Bachelor's Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Paralegal	\$406	\$425
Master Degree in: Business Administration, Criminal Justice	\$556	\$1,750* \$583/per quarter
Effective July 1, 2013		
*This is for additional supplies that may be required to help complete the degree. For qualification purposes, the Director of Financial Aid will need to be notified.		

■ **ADDENDUM, Effective August 21, 2013:** The following calendars have been added to the catalog.

Massage Therapy, Medical Insurance Billing and Coding, Medical Assistant Diploma, Medical Administrative Assistant, Pharmacy Technician Diploma All Mod Shifts 2014 - 2016		
Start Date	End Date	Holidays/Breaks
1/22/2014	2/19/2014	2/17/14
2/20/2014	3/19/2014	
3/24/2014	4/25/2014	4/5/14 – 4/13/14
4/28/2014	5/23/2014	
5/27/2014	6/23/2014	5/26/14
6/24/2014	7/22/2014	7/4/14
7/23/2014	8/19/2014	
8/20/2014	9/17/2014	9/1/14
9/18/2014	10/15/2014	
10/16/2014	11/12/2014	
11/13/2014	12/12/2014	11/27/14 – 11/28/14
12/15/2014	1/23/2015	12/23/14 – 1/4/15, 1/19/15
1/26/2015	2/23/2015	2/16/15
2/24/2015	3/23/2015	
3/24/2015	4/27/2015	4/4/15 – 4/12/15

Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum

4/28/2015	5/26/2015	5/25/15
5/27/2015	6/23/2015	
6/24/2015	7/22/2015	7/3/15
7/23/2015	8/19/2015	
8/20/2015	9/17/2015	9/7/15, 9/17/15 – 9/20/15
9/21/2015	10/16/2015	
10/19/2015	11/13/2015	
11/16/2015	12/15/2015	11/26/15 – 11/27/15
12/16/2015	1/25/2016	12/23/15 – 1/3/16, 1/18/16
1/26/2016	2/23/2016	2/15/16
2/24/2016	3/22/2016	

■ **ADDENDUM, Effective August 21, 2013:** The following course description has been updated to page 111 of the catalog.

QMB5355 - Quantitative Methods

4.0 Quarter Credit Hours

Quantitative methods theory and problems relating to business and industry in supporting administrative decision making. *Prerequisites: None.* Lecture Hours: 40.0; Lab Hours: 00.0; Other Hours: 00.0

■ **ADDENDUM, Effective August 21, 2013:** The following highlighted language has been updated on p. 9 of the catalog under Admissions Information for On-Ground Students.

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution. As part of the enrollment process, assessment testing is required for students entering degree programs. Enrollees take the SLE assessment. If a student scores 12 or more, the student will proceed with standard coursework. If a student scores 9 to 11, it is recommended that the student attends math tutoring. If the score is 8 or below, it is recommended that the student attends tutoring to strengthen his/her skills in both English and Math. No English as a second language courses are offered by the campus.

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

KENTUCKY STUDENTS

A person with a complaint or grievance involving misrepresentation against a college shall make a reasonable effort to resolve the complaint or grievance directly with the college. If a mutually satisfactory solution cannot be reached, then:

- (1) A written complaint must be submitted to the President of the Council on Postsecondary Education which contains evidence relevant to the complaint and documentation that a reasonable effort was made to resolve the complaint directly with the college.
- (2) The institution will be required to file a written response concerning the consumer complaint, including a statement on the current status of the complaint, and any resolution of the complaint.
- (3) The President of the Council on Postsecondary Education shall review the facts as presented and may intervene to bring the matter to a satisfactory conclusion through facilitation, but the facilitation shall not include legal action on behalf of any party.

■ **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 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 24, 2013:** The following highlighted statement has been added to the “Definition of Credit” section on page 12 of the catalog.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10.0 class

**Everest University - Brandon Campus
2013 - 2015 catalog, revision date 4/29/16
Addendum**

hours of theory or lecture instruction a minimum of 20.0 hours of supervised laboratory instruction, or a minimum of 30.0 hours of externship practice.

Financial aid is administered as a clock-hour program for Massage Therapy.

■ **ADDENDUM, Effective July 24, 2013:** The following language has been updated to the “**Percentage Absence Rule (Clock Hour Modular Programs)**” section on page 22 of the catalog which took effective April 15, 2013.

PERCENTAGE ABSENCE RULE (CLOCK HOUR MODULAR PROGRAMS)

Percentage	Action Taken
10% of the total hours in each module – first occurrence in a payment period	Attendance warning letter sent Student is advised about the importance of making up attendance.
10% of the total hours in each module – second occurrence in a payment period	Attendance warning letter sent Student is advised and required to make up attendance
10% of the total hours in each module – third occurrence, and those that occur beyond the third	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal, and will be required to agree to an attendance plan that will define requirements for making up attendance
More than 10% of the total hours in each payment period – occurring prior to measurement of payment period completion for disbursement	Attendance warning letter sent Student is advised and required to make up attendance
More than 10% of the total hours in each payment period at the point of measurement of payment period completion for disbursement	Withdrawn from the module and dismissed from school. Student has the opportunity to appeal the dismissal and will be required to make up attendance - prior to the end of the first payment period, or outside of regularly-scheduled hours in the second payment period classes. Note: The appeal shall not be entered until remediation to below 10% of the total payment period hours absence has occurred.

■ **ADDENDUM, Effective July 24, 2013:** The following language has been removed from the “**Externship Training**” section on page 24 of the catalog.

In clock hour modular programs, students have up to 120 calendar days to complete externship. The quantity of weeks is determined by the number of weeks the student required to successfully complete the didactic portion of the program subtracted from 1.5 times the total weeks in the program. The number of hours per week will be unique to each student and may depend on the number of weeks available for completion within maximum time frame.