

**MARCH 18, 2010 ADDENDUM TO UTAH CAREER COLLEGE STUDENT CATALOG V. 54:
Effective March 18, 2010**

This addendum amends and/or incorporates the January 25, 2010; January 8, 2010;
November 19, 2009 and October 23, 2009 addenda to this catalog.

Page 6: Replace entire section entitled: PHILOSOPHY AND MISSION, OWNERSHIP AND GOVERNANCE with the following:

PHILOSOPHY, MISSION STATEMENT AND OBJECTIVES, OWNERSHIP AND GOVERNANCE

PHILOSOPHY

Utah Career College recognizes the dynamics between personal and professional development. We therefore invest in our students by providing knowledge and skills to support their immediate employment goals and credentials and provide foundations for career opportunities. Furthermore, we acknowledge human resources as a central driver of business and prosperous communities. Education increases citizens' quality of life and ability to contribute to these communities.

We subscribe to the principles of affirmative action and do not discriminate in admissions or employment based on race, creed, ethnic origin, nationality, religion, gender, sexual orientation or physical or mental disability. In addition, the institution respects the dignity of each individual, an essential condition to the learning environment.

MISSION STATEMENT AND OBJECTIVES

VISION

- We Care** about our Students,
- We Care** about our Employees, &
- We Care** about the Employers who hire our Students.

MISSION

We will demonstrate **We Care** by preparing career-focused, community-minded graduates for the global workforce.

STRATEGIC OBJECTIVES

We Care About:	We Are Committed To:
Student Success	Attracting students and delivering relevant, quality educational experiences that engage students and lead them to graduation and career success.
Employee Success	A dynamic environment that recognizes performance and provides growth opportunities.
Investment Success	Providing a quality education that leads to a strong return on investment for all stakeholders.
Customer Service	Being the premier provider of career education by exceeding the expectations of our Students, Employers, and Employees.
Communication	Engaging in, and managing, effective communication.
Compliance	Maintaining a culture of compliance.
Community Engagement	Building communities through education.

OWNERSHIP AND GOVERNANCE

Utah Career College is owned by Broadview Institute, Inc., a publicly-traded corporation. Terry Myhre is the Chairman of the Board and Jeff Myhre is the CEO of Broadview Institute.

POLICY STATEMENT

Utah Career College has established internal policies in accordance with standard educational practice and with state, federal and accrediting regulations to best serve our students. All internal policies are designed as guidelines to assist the institutions to continue to maintain high standards, remain compliant and to provide opportunities for excellent outcomes for all students. Campus directors or their designees may, at their discretion, make exceptions to policy. However, any exception to established internal policy may not violate local, state or federal rules, regulations or statutes, and must maintain compliance with accreditation standards.

Page 8: Insert the following sections “Transfer of Credit Policy”, “Advanced Standing Tests”, “Prior Learning Assessment”, and “Professional Work Experience” after “Students Enrolled in Less Than A Full Program” section and before “Cancellation Policy” section, as follows.

TRANSFER OF CREDIT POLICY

The evaluation of transfer of credit from other institutions to Utah Career College involves the following considerations:

- The educational quality of the institution from which the student transfers
- The appropriateness and applicability of the credit earned to the student’s program at UCC in light of the student’s educational goals
- The requirement that a minimum of 25 percent of total program credits must be completed at UCC in all diploma, associate of applied science and bachelor of science degree programs

Approved institutions: Credits for successfully completed courses at institutions accredited by agencies recognized by the United States Department of Education, or in some cases institutions recognized through state regulatory bodies, may be transferred upon the approval of the designated school official at the receiving institution.

In order to request a transfer of credit, the student must submit a Utah Career College Request for Transcript for each previously attended institution. Upon request, the student must submit a catalog description or course syllabus for consideration of credit transfer.

In evaluation of transfer of credit decisions, Utah Career College will carefully weigh the three considerations listed above while assisting students whenever possible to avoid repetition of coursework that applies directly to their courses of study.

The transcript evaluation process begins as official transcripts are received. In the event that a transcript is not received in a timely manner, the transcript evaluation may not be complete prior to attendance in the first quarter of classes. Students should plan accordingly.

When the transcript evaluation process is complete, the student will be notified in writing of the result of the evaluation.

Evaluation of course descriptions may be conducted electronically based on information from College Source (<http://www.collegesource.com>). If information is not available through this resource, the student may be required to provide course descriptions and/or syllabi for consideration of transfer. The application must be submitted to the official at the receiving institution prior to the start of the quarter. The following conditions apply:

1. All transferable credits must have been earned with a grade of C-/P or better and be at the college level of 100/1000 or above.
2. A minimum of 25 percent of total program credits must be completed at UCC in all programs. Remaining program credits may be transfer of credit or credits earned through advanced-standing tests, professional work experience or prior learning.
3. Credit for general education courses taken at other schools and not offered by UCC may be awarded in the appropriate liberal arts area. For example, four credits successfully earned in American history (not currently offered at UCC) may be awarded as four credits in the social science area.
4. Postsecondary credit awarded prior to high school graduation will be considered for transfer.
5. Decisions based on transfer of credit should be considered valid at the date of evaluation.
6. When curricula change, decisions about future credit transfers may be affected.
7. Credit may be transferred for a course subject to the requirement that the student verify competency in an area included in the equivalent course or satisfy that requirement in some other way.
8. The following qualifications, requirements and limitations apply to the acceptance of transfer credits.

Qualifications, Requirements, and/or Limitations Related to Transfer of Credit

Quarter/Semester: 1 semester credit = 1.5 quarter credits

General Education/Liberal arts disciplines

General education, including the liberal arts disciplines of communications, natural science/mathematics, humanities and social science, should be an integral part of all associate's degree and bachelor's degree programs in order to develop critical and analytic skills and broad perspectives that are associated with those levels of education. A degree implies that the student has achieved a knowledge base in general education that complements preparation in a major field of study.

Subject areas accepted towards general education requirements include but are not limited to the following:

- Humanities, including art, humanities, languages, literature, music, philosophy, religion and theatre
- Natural Science, including biology, chemistry, geology, physics, mathematics and statistics
- Social Science, including anthropology, American studies, economics, geography, history, human relations, law, political science, psychology and sociology
- Communications, including composition, speech, writing and rhetoric

Time limit

General education, general studies and elective credits shall have no transfer time limit. The timeliness of credits applied to career programs will be determined when evaluating transfer credits.

Credit amount transferred is different than equivalent course credit

Courses approved for transfer must be comparable in nature, content and level and match at least 75 percent of the content and objectives of the course for which the student is seeking equivalent credit. In consideration of a course for course transfer, the amount of transfer credit will not exceed the credit value for the comparable Utah Career College course offering.

Curriculum changes that change credit and or content

Courses previously taken at UCC must be comparable in nature, content and level and match at least 75 percent of the content and objectives of the course for which the student is seeking equivalent credit.

Credit earned in foreign institutions

A student with a degree, certificate or college-level credits from a non-U.S. institution of higher education shall have those credits evaluated at the student's expense by an evaluator selected by the college. The student must provide an official transcript in the original language, a college catalog, and the translated transcript and course descriptions.

Courses that do not transfer

Utah Career College does not accept career development courses for transfer, but offers a test-out procedure through Career Services. UCC does not transfer in CMA (certified medical assistant) review or clinical training.

Courses that do not apply toward graduation requirements

In evaluating transfer credit, only courses that apply toward a student's graduation requirements in the student's program of study will be considered for transfer.

Block Transfer

- Students who have completed an associate's degree or bachelor's degree are eligible for a block transfer of general education requirements to be distributed as determined by the transfer specialist per the conditions below in all programs.
- Additional general education courses may be required outside of the credits accepted through block transfer where prerequisites exist to create a foundation for further learning.
- Students who have completed an associate's degree will be granted a general education block transfer to fulfill all general education requirements with the exception of Global Citizenship toward an associate of applied science degree through a Globe Education Network member school if the following conditions are met:
 - Student has completed a minimum of three quarter credit hours in each area of the Globe Education Network member schools' general education studies, including communications, humanities, social science and natural science and mathematics
 - Student has completed a minimum of 30 quarter credit hours of general education courses
- Students who have completed an associate's degree will be granted a general education block transfer to fulfill a minimum of 28 quarter credit hours of general education requirements toward a bachelor of science degree through a Globe Education Network member school to be distributed as determined by the transfer specialist.

- Students who have completed a bachelor's degree will be granted a general education block transfer to fulfill all general education requirements with the exception of Global Citizenship toward and associate of applied science degree through a Globe Education Network member school if the following conditions are met:
 - Student has completed a minimum of three quarter credit hours in each area of the Globe Education Network member schools' general education studies, including communications, humanities, social science and natural science and mathematics
 - Student has completed a minimum of 30 quarter credit hours of general education courses
- Students who have completed an bachelor's degree will be granted a general education block transfer to fulfill a minimum of 52 quarter credit hours of general education requirements toward a bachelor of science degree though a Globe Education Network member school if the following conditions are met:
 - Student has completed a minimum of six quarter credit hours in each area of the Globe Education Network member schools' general education studies, including communications, humanities, social science and natural science and mathematics
 - Student has completed a minimum of 54 quarter credit hours of general education courses

Military transfer

College credit for military service may be awarded upon review of a military transcript. Minimally, a student will be awarded credit toward SS140 Interpersonal Relations for the successful completion of basic training. Additional coursework on the transcript will be matched to comparable UCC courses. Military transcripts to document American Transfer of Credit (ACE) recommended college credit for military training and occupational experience can be requested from:

- Sailor/Marine American Council on Education Registry Transcript (SMART)
- Army American Council on Education Registry Transcript Service (AARTS)
- Community College of the Air Force (CCAF)
- U.S. Coast Guard Institute (CGI)

The site for each can be found at www.military.com. A service member with pre-1981 Army credits/training must request a DD295 for review.

Core and general education requirements

The general education requirement for an associate of applied science degree is a minimum of 30 credits in the liberal arts disciplines, with a minimum of three credits in each of the following areas: communications, natural science/mathematics, humanities and social science.

The general education requirement for a bachelor of science degree is a minimum of 54 quarter hour credits in the liberal arts disciplines, with a minimum of six credits in each of the following areas: communications, natural science/mathematics, humanities, and social science.

Upon the approval of the program dean or dean of students, general education coursework may be accepted as specialization elective coursework if it is determined to be commonly required in that program area. A course accepted as a specialization elective will not be accepted as a general education course.

Credit for AAS degree toward bachelor's program

A student enrolling in the bachelor of science in business administration program, who has earned an associate of applied science from the Community College of the Air Force, will receive transfer credit and be exempt from taking classes in the bachelor of science program that are also required for the AAS program at UCC with the exception of MK150 Marketing which will be a required course toward the bachelor's degree. In addition, the student will be awarded transfer credit and be exempt from taking MG310 Human Resource Management.

ADVANCED STANDING TESTS

Credit may be awarded for a student's proficiency in a subject as demonstrated through performance on an advanced-standing test. The student must request and arrange the test through the education department and take the test before the beginning of the quarter in which the course will be required. Not all courses have advanced-standing tests.

PRIOR LEARNING ASSESSMENT

Utah Career College will determine if learning received outside of the traditional college classroom prior to enrollment at UCC is equivalent to academic curriculum and eligible for college credit. UCC follows the academic and administrative standards for the March 18, 2010

American Council on Education Credit for review of learning gained outside of the formal classroom environment. Documentation of learning that is eligible for review includes:

- Documentation of professional training
- Licensure
- Documentation of coursework earned at non-transferable institutions
- CLEP test report
- DANTES test report
- AP test report
- Documentation of SkillSoft training

Prior learning credit will be designated as PL on the student's academic transcript. If the credit granted is for a course required for the program, the amount of transfer credit will not exceed the credit value for the comparable UCC course offering. If the credit granted is for a course not required for the program, the appropriate semester credit conversion may be used. Credit awarded for one course may not be used toward any other course.

A student seeking to receive credit for prior learning will complete a prior learning assessment application and submit it, along with original copies of appropriate documentation of completion, to the education department for approval. The department will ask the student to provide UCC with additional information if necessary for proper evaluation.

PROFESSIONAL WORK EXPERIENCE

Utah Career College offers a qualified student the opportunity to obtain credit for previous experience in which the student gained occupational, supervisory or management skills in industry, business, military, professional or service occupations. Work experience credit is designated as WE on a student's academic transcript. The student must submit the required forms and documentation for work experience credit to the education department prior to the start of the quarter. Work Experience Request forms and UCC policies are available upon request from school officials. Once the student has completed and submitted all of the required documentation, the education department, with the assistance of faculty from the respective department for which credit-equivalency is being requested, will evaluate the request. Documentation generally includes job assignment descriptions, performance reports or supervisor letters attesting to the dates of employment, assignments, specific duties and quality of work performed. Requests for work experience credit will not be considered for evaluation if received without appropriate documentation.

Work experience considered for credit must have been at increasingly rigorous levels of learning equivalent to the level of difficulty associated with college course work. Part-time experience is considered for credit on a proportional basis.

Page 28: Replace program goals for Bachelor of Science Business Administration as follows:

The goal of this program is to prepare graduates who are able to:

1. Prepare and present a business plan including a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis
2. Create a job analysis
3. Write and present a marketing plan
4. Prepare and present a finance plan
5. Assess workplace compliance regulations
6. Compare and contrast management and leadership attributes
7. Develop strategies to make ethical decisions in business
8. Demonstrate appropriate written and verbal communication skills
9. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion
10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community

Page 32: Replace program goals for Bachelor of Science Information Technology as follows:

The goal of this program is to prepare graduates who are able to:

1. Develop a computer program that operates with a database, network, website or operating system
2. Create a professional website that operates with a database
3. Analyze a problem and identify and define the computing requirements appropriate to solve that problem
4. Identify, analyze and consider user needs in the development of an application
5. Develop a computer-based solution to meet the needs of a user
6. Analyze security practices

7. Develop and execute a project plan
8. Demonstrate appropriate written and verbal communication skills
9. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion
10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community

Page 37: Replace program goals for Associate of Applied Science Business Administration as follows:

The goal of this program is to prepare graduates who are able to:

1. Explain basic business concepts
2. Prepare and present a business plan including a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis
3. Create a job analysis
4. Write and present a marketing plan
5. Examine legal aspects in hiring, supervising, and retaining employees
6. Demonstrate appropriate written and verbal communication skills
7. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion
8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community

Page 39: Replace program goals for Associate of Applied Science Health Fitness Specialist as follows:

The goal of this program is to prepare graduates who are able to:

1. Identify anatomical structures, joint functions and the mechanics of human movement
2. Summarize the role of nutrition in promoting health and affecting body processes throughout the life cycle
3. Select appropriate fitness assessments, interpret results and utilize data to design relevant exercise programs for various populations
4. Predict anatomical and physiological responses to exercise
5. Write and present a marketing plan
6. Demonstrate appropriate written and verbal communication skills
7. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion
8. Exhibit social responsibility and examine the diverse cultures and value systems of our global community

Page 41: Replace program goals for Associate of Applied Science Information Technology as follows:

The goal of this program is to prepare graduates who are able to:

1. Install and configure an operating system to meet specific requirements in a networked environment
2. Research, document, and recommend solutions to computing problems
3. Develop a computer program that operates with a database, network, website or operating system
4. Create a professional website that operates with a database
5. Analyze a problem and identify and define the computing requirements appropriate to solve that problem
6. Identify, analyze and consider user needs in the development of an application
7. Demonstrate appropriate written and verbal communication skills
8. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion
9. Exhibit social responsibility and examine the diverse cultures and value systems of our global community

Page 42: Replace program goals for Associate of Applied Science Massage Therapy as follows:

The goal of this program is to prepare graduates who are able to:

1. Demonstrate industry appropriate entry-level and advanced massage and body work techniques through hands-on application
2. Identify appropriate client condition for massage or body work
3. Assess client movement and behavior and develop industry appropriate massage and body work treatment plans
4. Exhibit industry specific personal and professional boundaries in the work setting
5. Identify the massage therapy licensing laws, rules and regulations specific to the student's state of residence
6. Explain compliancy rules in regards to health regulatory agencies and universal health precautions
7. Analyze basic anatomy, physiology, pathology and kinesiology concepts in relation to massage and body work
8. Demonstrate appropriate written and verbal communication skills

9. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion
10. Exhibit social responsibility and examine the diverse cultures and value systems of our global community

Page 47: Replace program goals for Associate of Applied Science Veterinary Technology as follows:

The goal of this program is to prepare graduates who are able to:

1. Demonstrate proficiency in essential veterinary technology skills
2. Demonstrate comprehension in the following veterinary areas: pharmacology; surgical preparation, assisting and anesthesia; dentistry; laboratory procedures; animal care and nursing; diagnostic imaging; and basic animal physiology
3. Record patient medical information using appropriate veterinary medical terminology
4. Differentiate between normal and abnormal physical status in common animal species and take appropriate corrective measures where indicated
5. Accurately calculate, dispense, and explain dosages of medications
6. Use appropriate professional behavior in the clinical setting
7. Explain preventive medicine concepts to clients in both written and verbal formats
8. Evaluate the quality of multiple viewpoints, arguments, and evidence and distinguish between fact and opinion
9. Exhibit social responsibility and examine the diverse cultures and value systems of our global community

Page 49: Replace program goals for Diploma Massage Therapy as follows:

The goal of this program is to prepare graduates who are able to:

1. Demonstrate industry appropriate entry-level massage and body work techniques through hands-on application
2. Identify appropriate client condition for massage or body work
3. Assess client movement and behavior and develop industry appropriate massage and body work treatment plans
4. Exhibit industry specific personal and professional boundaries in the work setting
5. Identify the massage therapy licensing laws, rules and regulations specific to the student's state of residence
6. Explain compliancy rules in regards to health regulatory agencies and universal health precautions
7. Analyze basic anatomy, physiology, pathology and kinesiology concepts in relation to massage and body work

Pages 29, 31, 33, 35-47: Add the following elective general education courses under Natural Science and Mathematics:

NS126	Chemistry Today	4 Credits
NS135	Microbiology	4 Credits
NS140	Anatomy and Physiology I	4 Credits
NS150	Anatomy and Physiology II	4 Credits

Pages 67-68: Add the following course descriptions to the Natural Science and Mathematics section:

NS126 Chemistry Today 4 Credits

Prerequisite: None This general chemistry course introduces facets of chemistry that most directly affect students, including topics in inorganic, organic and biological chemistry, while increasing students' understanding of scientific inquiry. This course includes laboratory sessions.

NS135 Microbiology 4 Credits

Prerequisite: None This introductory course in microbiology addresses microbiological principles and selected microbial diseases. The course consists of three hours of lecture and one hour of lab each week. The lab supports concepts examined in lecture as students practice aseptic technique, safe handling and manipulation of microbes and survey of representative microorganisms.

NS140 Anatomy and Physiology I 4 Credits

Prerequisite: None This is the first of a two-quarter series in anatomy and physiology and the study of the mechanisms by which the human body functions. Major themes are relationships between structure and function and within the cellular environment. Topics include anatomy, physiology, the skeletal system and the muscular system.

NS150 Anatomy and Physiology II 4 Credits

Prerequisite: NS140 This is the second of a two-quarter series in anatomy and physiology, continuing the study of the human body. Topics include cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems as well as metabolism, nutrition, acid-base balance and fluid and electrolyte balance.

JANUARY 25, 2010 ADDENDUM TO UTAH CAREER COLLEGE STUDENT CATALOG V. 54: Effective January 25, 2010

This addendum amends and/or incorporates the January 8, 2010, November 19, 2009 and October 23, 2009 addenda to this catalog

Pp. 1, 6, 17: Effective October 1, 2009, the institutions' accrediting agency, Accrediting Commission of Career Schools and Colleges of Technology (ACCST), officially changed its name to Accrediting Commission of Career Schools and Colleges (ACCSC). There is no change to the contact information for ACCSC.

P. 16: Add the following section before the Class Content section:

CLASS SIZE

Class sizes vary depending on a number of factors; however, a laboratory course will not have more than 30 students, and a lecture course will not have more than 50 students. Additionally, nursing laboratory courses are limited to no more than 12 students, and nursing clinical courses are limited to no more than 10 students.

P. 17: In the Grievance Policy section, paragraph 4, delete the entire paragraph and replace with the following:

4. If a resolution is not reached at that level, the student may submit an appeal to school ownership at the following:

Office of the Chief Operating Officer
Globe Education Network
8089 Globe Drive – Third Floor
Woodbury, MN 55125
Ph: 651-332-8000

JANUARY 8, 2010 ADDENDUM TO UTAH CAREER COLLEGE STUDENT CATALOG V. 54: Effective March 18, 2010

This addendum amends and/or incorporates the October 23, 2009 addendum and November 19, 2009 addendum.

Entire UCC Student Catalog V. 54:

Effective January 1, 2010, delete all references to PD102 Strategies for Success and replace with references to SS103 Global Citizenship.

Page 70:

Effective January 1, 2010, delete from Course Description PD102 Strategies for Success.

Effective January 1, 2010, insert the following course description for SS103 Global Citizenship before the course description for SS116 Introduction to Psychology:

SS103 Global Citizenship 2 Credits

Prerequisites: None. This interdisciplinary social science course explores the influence of community on global citizenship. Topics include contemporary theories that help define local, national and international community membership in the 21st Century. Students will examine how cultural constructs, including but not limited to, personal perspectives, and social, educational, and professional experiences contribute toward shaping their recognition of and accountability as, socially responsible community members.

NOVEMBER 19, 2009 ADDENDUM TO UTAH CAREER COLLEGE STUDENT CATALOG V. 54: EFFECTIVE NOVEMBER 19, 2009

This addendum amends and/or incorporates the October 23, 2009 addendum

Page 6: Approvals Accreditation and Associations:

Under Approvals, replace the second paragraph with the following:

The Nursing program is approved by the Utah State Board of Nursing, located at the Heber M. Wells Building, 160 East 300 South, P.O. Box 146741, Salt Lake City, UT 84114-6741. Telephone: (801) 530-6628. Web: www.dopl.utah.gov

OCTOBER 23, 2009 ADDENDUM TO UTAH CAREER COLLEGE STUDENT CATALOG V. 54: EFFECTIVE SEPTEMBER 1, 2009

Page 7: Admissions Requirements

Make the following correction: Take out the third bulleted requirement which begins, "Attend an orientation session..."

Page 9: Consortium Agreement

Make the following correction: Replace the last sentence in the paragraph at the top of the left column with the following:

The home institution is required to deliver at least 25 percent of the overall program and award the appropriate credential to the student.

Pages 13-15:

Effective July 1, 2010, the **TUITION AND FINANCIAL ASSISTANCE** section will be replaced with the following:

TUITION AND FINANCIAL ASSISTANCE

Effective 7/1/2010

FEES

Utah Career College requires a \$50 application fee at the time of application.

All Nursing students are required to pay a \$200 processing fee due at time of financial aid completion.

Full refund of the application fee will be made if the enrollment is not accepted. A student may cancel enrollment any time prior to midnight of the fifth business day after the date of enrollment and all monies will be refunded within thirty days.

Book and supply fees listed on the enrollment agreement are approximations. Students will be charged for actual book and supply fees accrued during the quarter.

TUITION

Tuition for a quarter is based on the number of credits for which the student is enrolled at the end of the drop period. Tuition and fees are subject to change. Effective July 1, 2010 the tuition rates and related costs are set forth as follows:

If a student repeats a course, he or she will be charged the tuition and fees in place at the time of the repeat. Book fees will be charged if a new book or edition is being used.

Students who have been graduated for six months or more and wish to take a refresher course must pay an advance fee of \$50.00, plus books and fees.

Students in their final quarter must pay a \$50.00 graduation fee for the diploma, cap, gown, and tassel for the ceremony.

Scholarships, grants and loans are available to eligible students. For further information on financial aid, contact the financial aid office at the school.

Some business firms and organizations encourage employees to continue their education by paying part or all of their tuition and fees. Since there is considerable variation in this practice, it may be worthwhile for you to check with your employer.

- Tuition Rate: \$410 per credit hour, with the exception of courses required in the nursing program with codes of NA or ME, which are \$565 per credit hour.
- Students will not be charged for more than 16 credits in a quarter, except that credits for NA or ME codes must be paid for in full regardless of the number of credits taken. Students are still responsible for all lab fees, books, and supplies.
- Lab Fees: Fees vary from \$10 to \$100 per course. Students may request a lab fee list to determine the lab fees for their program.
- Massage Therapy students may elect to purchase a massage table and/or chair from the school; a charge of \$250-400 will be applied to the accounts of students who make this election.
- Health Fitness students are required to obtain a gym membership for the gym which the program utilizes. Memberships vary in price depending of the UCC location.
- Books & Supplies: For a full-time student the cost for books and supplies vary by quarter from \$200 to \$475 per quarter. Students are not required to purchase books through UCC. Book and supply lists are available upon request.
- Scheduled payments that are more than five business days past due will be charged a late fee of \$25. Students who fail to fulfill the financial arrangements agreed upon may be suspended from school and may reenter only upon full payment of the delinquent portion of their account.
- Current tuition rates will be charged for training repeated, for any reason, to complete the program.

UCC offers a monthly payment plan. See the Financial Aid office for details.

FINANCIAL AID

The school is an eligible institution approved by the Department of Education for participation in the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (FSEOG)
- Federal Stafford Loan Program
- Federal Plus Loan Program

Additional funds may be available through:

- Division of Rehabilitation Services
- Veteran’s Administration (VA)
- Division of Workforce Services

Outside resources must be reported to the Financial Aid Office.

The Financial Aid Office is not responsible for locating these funds. Separate applications may be **required**.

Gift Aid is awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.

Financial Aid is awarded and credited on a quarterly basis.

Students interested in Financial Aid should schedule an appointment to meet with one of the Financial Aid Administrators.

US Department of Education School Code: 011166

INTERNATIONAL STUDENT TUITION

As of July 1, 2010, the international student tuition rate is \$410 per quarter-hour of credit, with the exception of courses required in the nursing program with codes of NA or ME, which are \$565 per credit hour. An international student making application to UCC and requesting an I-20 form will be required to pay the first quarter tuition prior to starting classes. Students will be billed for books, fees and future tuition as incurred. International students enrolled for diploma or associate degree programs must provide proof (Bank Statement) of access to funds in excess of one academic year’s international tuition and indirect educational expenses (\$19,760 US). An international student enrolled for the nursing program must provide proof (Bank Statement) of access to funds in excess of one academic year’s international tuition and indirect educational expenses (\$25,340 US).

INDIRECT EDUCATIONAL EXPENSES

The estimated room and board expense for a student living at home is \$711 per month, with a transportation allowance of \$98 per month.

The estimated room & board expense for a student living away from home is \$1393 per month, with a transportation allowance of \$98 per month.

PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

Program	Type of Award	Amount Per Year	Application
GIFT AID			
FEDERAL PELL GRANT PROGRAM	Grant based on financial need. The student receives notification of eligibility with receipt of Student Aid Report (SAR), which must list the appropriate school code for determination of amount based on cost and credits.	\$400 - \$5350	Free Application for Federal Student Aid (FAFSA) form
FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)	Grant based on financial need and is awarded by the institution. Notification is made approximately four weeks after start date.	\$100 - \$200	FAFSA
ACADEMIC COMPETITIVENESS GRANT (ACG)	ACG is available to high school graduates that have participated in rigorous high school programs. Student must be at least half time and maintain a 3.0 GPA.	1st year award \$750 2nd year award \$1300	FAFSA
NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT (SMART) GRANT	Grant is available to 3rd and 4th year students in the BS Information Technology and BS Game and Application Development programs. Student must be at least half time and maintain a 3.0 GPA.	\$4000 yearly award	FAFSA
LOANS			
FEDERAL STAFFORD LOAN/SUBSIDIZED AND UNSUBSIDIZED	Long-term, low interest loan (current rate is 5.6/6.8%). Payment deferred until six months after student leaves school or attends less than half time. Need-based calculation. See Website for current updates to rates and benefits. 90% of all students at UCC receive Stafford Loans.	First year up to \$5500 2nd year to \$6500 3rd/4th year up to \$7500	FAFSA , Master Promissory Note and Entrance Counseling.
FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)	Long-term, low interest loan (current rate is 8.5% for parents of dependent undergraduates. See Website for current updates to rates and benefits.	Up to need	FAFSA and Federal PLUS Master Promissory Note processed through school and private lender.
ALTERNATIVE LOAN PROGRAMS: SEE AID OFFICE	Supplemental, variable interest rate loans are available. Deferment of principal and interest while in school at least half-time is available. The loan may be used for less than half-time attendance and does NOT require a co-signer if the borrower meets credit requirements. Alternative loans are privately funded. See Website for details and updates to rates and benefits.	Up to tuition, fee and book costs	Applications processed through the school.
EDUCATIONAL OPPORTUNITIES LOAN PROGRAM (EdOp)	EdOp is an institutional loan with lender servicing. The interest rate of 18% has incentives to a lower rate. The EdOp requires minimum monthly interest repayment of \$25 per month capped at \$100 while in school. Student must be at least half-time who applied for and was denied a privately funded alternative loan. The student can borrow up to the direct cost of education. If loan payments are delinquent academic transcripts will be placed on hold until delinquency is resolved.	Up to \$7500 per year	Applications processed through the school

Gift aid awarded annually based on the fiscal year dates of July 1 through June 30. A student attending in more than one fiscal year period must reapply for financial aid assistance.

***New borrower rates effective 7/1/09 – previous borrowers see FA Administrator.*

Financial Aid is awarded and credited on a quarterly basis at Globe University and Minnesota School of Business. A student interested in Financial Aid should schedule an appointment to meet with a financial aid administrator at the campus of the student's choice.