

Addendum

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Volume 3 – Number 2

California/Colorado/Georgia/Virginia Campuses
Effective: 05/10/12

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TRANSFERABILITY OF CREDITS

Westwood College does not guarantee the transferability of its credits to any other institution unless there is a written articulation agreement with that institution. See the campus academic dean for information on articulation agreements.

Transferability of credit is always determined by the receiving institution. It is the student's responsibility to confirm whether an institution will accept credits from Westwood.

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Notice Concerning Transferability of Credits and Credentials Earned at Westwood

The transferability of credits a student earns at Westwood College is at the complete discretion of an institution to which he/she may seek to transfer. Acceptance of the degree, diploma, or certificate a student earns is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma, or certificate that a student earns at this institution are not accepted at the institution to which a student seeks to transfer, he/she may be required to repeat some or all of his/her coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending Westwood College to determine if the credits or degree, diploma or certificate will transfer.

In most cases, Westwood credits will not be transferable to other schools. Westwood makes no promise that Westwood credits will transfer to another institution, or that another institution will accept a Westwood degree, diploma or certificate for the purpose of pursuing an advanced degree, unless Westwood has a written articulation agreement with that institution.

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ADD/CHANGE AND DROP PERIOD

Beginning with the first class each term, there is an Add/Change period during which students will be allowed to add or drop classes from their schedule. In addition, there is a designated Drop period on the day designated in the academic calendar found in this catalog.

Once the Drop period ends, all schedules are final and the registrar will determine students' enrollment status based on these schedules and submit the status to the Business Office for tuition charges. Students will be charged according to their enrollment status as of the end of the Drop period.

New students have the right to cancel any time through the 30th day of their **first term** of enrollment and will be entitled to a full refund of all tuition and fees paid and a reversal of all charges for tuition and fees other than any materials that are not returned. All cancellation requests must be in writing.

In addition, new students are subject to a 30-calendar-day evaluation period at the beginning of their first term during which Westwood College will evaluate the student's readiness to engage in his/her academic program. In order to meet 30-day requirements, a student must show acceptable levels of attendance, academic progress and enrollment process completion, including the financial aid process. In the event that the college determines that the student is not prepared to start his/her program of study, the student will be dismissed from all classes and will not be subject to any charges for tuition and fees other than any materials that are not returned, as applicable.

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APEX Financing

Apex is an institutional financing program offered by Westwood College. APEX financing is available to new and continuing students who have exhausted all other funding sources, including federal student loans and grants. Application materials, which will include terms, conditions and required disclosures, will be supplied by the campus Student Finance Office once eligibility has been determined.

Any APEX financing will be credited directly into the student's account and applied toward the direct cost of the student's attendance. A corresponding balance will be created in the student's APEX account. Direct cost of student attendance includes tuition, tool kits, and books. If eligible, the APEX financing may be applied for on an annual basis following the application of all financial aid.

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INSTITUTIONAL REFUND POLICY

Refunds must be calculated from the last date of recorded attendance. The following calculations reflect this policy:

1. A full refund of all monies paid, excluding the registration fee, if the applicant is not accepted by the college.

2. A full refund of tuition and fees paid if the applicant withdraws any time up to 30 calendar days after the first day of class of the applicant's **first term** of enrollment, if requested in writing.
3. A full refund of tuition and fees paid in the event that the college discontinues a course or program of education during a period of time within which a student could have reasonably completed the same except that this provision shall not apply in the event that the college ceases operation.

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FINANCIAL INFORMATION AND CHARGES – EFFECTIVE FOR THE MAY 2012 TERM

TUITION AND CHARGES

Application Fee:	\$0
Registration Fee:	\$50
Resource Fee:	\$100
Cisco Student Materials (per term; incl. in book ranges):	\$89

OTHER CHARGES

Continuing Student Late Registration Fee:	\$50
Copy of record (per page):	\$1
Past Due Payment:	\$25
Proficiency Exam:	\$20
Returned Check (NSF):	\$30

UNDERGRADUATE TUITION INFORMATION BY SCHOOL

Tuition Per Term			Full-Time	3/4 Time	1/2 Time	< 1/2 Time	Overload per course
Credits	Term	12 or more credit hours	9 - 11.5 credit hours	6 - 8.5 credit hours	Less than 6 credit hours	> 16 credit hours	
School of Business	Business Administration	12-May	\$4,813.00	\$3,210.00	\$2,310.00	\$1,607.00	\$1,203.00
	Business Administration: Major in Accounting	12-May	\$4,813.00	\$3,210.00	\$2,310.00	\$1,607.00	\$1,203.00
	Business Administration: Major in Healthcare Management	12-May	\$4,813.00	\$3,210.00	\$2,310.00	\$1,607.00	\$1,203.00
	Business Administration: Major in Human Resource Management	12-May	\$4,813.00	\$3,210.00	\$2,310.00	\$1,607.00	\$1,203.00
	Business Administration: Major in Management	12-May	\$4,813.00	\$3,210.00	\$2,310.00	\$1,607.00	\$1,203.00
	Business Administration: Major in Marketing Management	12-May	\$4,813.00	\$3,210.00	\$2,310.00	\$1,607.00	\$1,203.00
	Business Administration: Major in Project Management	12-May	\$4,813.00	\$3,210.00	\$2,310.00	\$1,607.00	\$1,203.00
	Construction Management	12-May	\$4,813.00	\$3,210.00	\$2,310.00	\$1,607.00	\$1,203.00
School of Design	Hospitality Administration	12-May	\$4,813.00	\$3,210.00	\$2,310.00	\$1,607.00	\$1,203.00
	Computer Aided Design/Architectural Drafting	12-May	\$5,068.00	\$3,380.00	\$2,432.00	\$1,692.00	\$1,267.00
	Graphic Design	12-May	\$5,321.00	\$3,549.00	\$2,554.00	\$1,777.00	\$1,330.00
	Graphic Design: Major in Animation	12-May	\$5,321.00	\$3,549.00	\$2,554.00	\$1,777.00	\$1,330.00
	Graphic Design: Major in Game Art	12-May	\$5,321.00	\$3,549.00	\$2,554.00	\$1,777.00	\$1,330.00
School of Justice	Graphic Design: Major in Visual Communications	12-May	\$5,321.00	\$3,549.00	\$2,554.00	\$1,777.00	\$1,330.00
	Criminal Justice	12-May	\$5,115.00	\$3,411.00	\$2,455.00	\$1,708.00	\$1,278.00
	Criminal Justice: Major in Administration	12-May	\$5,115.00	\$3,411.00	\$2,455.00	\$1,708.00	\$1,278.00
	Criminal Justice: Major in Corrections	12-May	\$5,115.00	\$3,411.00	\$2,455.00	\$1,708.00	\$1,278.00
School of Healthcare	Criminal Justice: Major in Investigations	12-May	\$5,115.00	\$3,411.00	\$2,455.00	\$1,708.00	\$1,278.00
	Health Information Technology	12-May	\$4,659.00	\$3,107.00	\$2,236.00	\$1,556.00	\$1,164.00
	Medical Assisting	12-May	\$4,659.00	\$3,107.00	\$2,236.00	\$1,556.00	\$1,164.00
School of Technology	Medical Office Management	12-May	\$4,659.00	\$3,107.00	\$2,236.00	\$1,556.00	\$1,164.00
	Information and Network Technologies	12-May	\$4,601.00	\$3,068.00	\$2,208.00	\$1,536.00	\$1,150.00
	Information and Network Technologies: Major in Computer Forensics	12-May	\$4,601.00	\$3,068.00	\$2,208.00	\$1,536.00	\$1,150.00
	Information and Network Technologies: Major in Network Management	12-May	\$4,601.00	\$3,068.00	\$2,208.00	\$1,536.00	\$1,150.00
	Information and Network Technologies: Major in Systems Security	12-May	\$4,601.00	\$3,068.00	\$2,208.00	\$1,536.00	\$1,150.00
	Information Technology	12-May	\$4,601.00	\$3,068.00	\$2,208.00	\$1,536.00	\$1,150.00

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Tools by Program Area	Term	
Computer Aided Design/Architectural Drafting	12-May	\$200
Graphic Design	12-May	\$750
Graphic Design: Major in Animation	12-May	\$750
Graphic Design: Major in Game Art	12-May	\$750
Graphic Design: Major in Visual Communications	12-May	\$750
Medical Assisting	12-May	\$165

OTHER INFORMATION

- Tuition and fee costs do not include testing costs for Novell, Microsoft, or any other certification tests. Those costs are the responsibility of the student.
- Westwood College is not an authorized Microsoft MCSE or Novell center.
- All listed charges are mandatory if the service is requested.
- Any parking charges are the responsibility of the student.
- Tool kits subject to sales tax, if applicable.
- Book range does not include fees for shipping and sales tax.
- Book costs in any given term can fall above or below the range depending on courses taken.
- Book range includes \$89 fee (four terms only) for Cisco materials and assessment for the Computer Networking and Information Systems Security programs.

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TUITION AND FEES BY PROGRAM FOR STUDENTS ENROLLED IN A FULL-TIME SCHEDULE – EFFECTIVE MAY 2012 TERM

Note: *The following fees are included in Total Tuition & Fees, except for prior Westwood graduates:*

Resource Fee: \$100 p/Term

Registration Fee: \$50

Campus	Program	Term	Credential	Number of Terms	Tuition p/Term	Resource Fee p/Term	Tool Kit	Total Tuition and Fees	Estimated Cost of Books p/Term	Grand Total
ATL										
School of Business										
	Business Administration	12-May	AAS	7	\$4,813	\$100		\$34,441	\$250-\$850	\$40,391
	Business Administration: Major in Accounting	12-May	BS	14	\$4,813	\$100		\$68,832	\$250-\$900	\$81,432
	Business Administration: Major in Healthcare Management	12-May	BS	14	\$4,813	\$100		\$68,832	\$250-\$900	\$81,432
	Business Administration: Major in Human Resource Management	12-May	BS	14	\$4,813	\$100		\$68,832	\$250-\$900	\$81,432
	Business Administration: Major in Management	12-May	BS	14	\$4,813	\$100		\$68,832	\$250-\$900	\$81,432
	Business Administration: Major in Marketing Management	12-May	BS	14	\$4,813	\$100		\$68,832	\$250-\$900	\$81,432
	Business Administration: Major in Project Management	12-May	BS	14	\$4,813	\$100		\$68,832	\$250-\$900	\$81,432
	Construction Management	12-May	AAS	7	\$4,813	\$100		\$34,441	\$250-\$850	\$40,391
	Construction Management	12-May	BS	14	\$4,813	\$100		\$68,832	\$250-\$900	\$81,432
	Hospitality Administration	12-May	AAS	7	\$4,813	\$100		\$34,441	\$250-\$900	\$40,741
	Hospitality Administration	12-May	BS	14	\$4,813	\$100		\$68,832	\$250-\$850	\$80,732
School of Design										
	Computer Aided Design/Architectural Drafting	12-May	AAS	7	\$5,068	\$100	\$200	\$36,426	\$240-\$850	\$42,376
	Graphic Design	12-May	AAS	7	\$5,321	\$100	\$750	\$38,747	\$200-\$900	\$45,047
	Graphic Design: Major in Animation	12-May	BS	14	\$5,321	\$100	\$750	\$76,694	\$200-\$900	\$89,294
	Graphic Design: Major in Game Art	12-May	BS	14	\$5,321	\$100	\$750	\$76,694	\$200-\$900	\$89,294
	Graphic Design: Major in Visual Communications	12-May	BS	14	\$5,321	\$100	\$750	\$76,694	\$200-\$900	\$89,294
School of Healthcare										
	Health Information Technology	12-May	AAS	8	\$4,659	\$100		\$38,122	\$330-\$850	\$44,922
	Medical Assisting	12-May	AOSC	7	\$4,659	\$100	\$165	\$33,528	\$460-\$910	\$39,898
	Medical Office Management	12-May	AAS	7	\$4,659	\$100		\$33,363	\$250-\$1,000	\$40,363
School of Justice										
	Criminal Justice	12-May	AAS	7	\$5,115	\$100		\$36,555	\$300-\$1,000	\$43,555
	Criminal Justice: Major in Administration	12-May	BS	14	\$5,115	\$100		\$73,060	\$250-\$1,000	\$87,060
	Criminal Justice: Major in Corrections	12-May	BS	14	\$5,115	\$100		\$73,060	\$250-\$900	\$85,660
	Criminal Justice: Major in Investigations	12-May	BS	14	\$5,115	\$100		\$73,060	\$250-\$1,000	\$87,060
School of Technology										
	Information and Network Technologies	12-May	AAS	7	\$4,601	\$100		\$32,957	\$240-\$800	\$38,557
	Information and Network Technologies: Major in Computer Forensics	12-May	BS	14	\$4,601	\$100		\$65,864	\$250-\$900	\$78,464
	Information and Network Technologies: Major in Network Management	12-May	BS	14	\$4,601	\$100		\$65,864	\$240-\$900	\$78,464
	Information and Network Technologies: Major in Systems Security	12-May	BS	14	\$4,601	\$100		\$65,864	\$240-\$900	\$78,464
	Information Technology	12-May	AAS	7	\$4,601	\$100		\$32,957	\$400-\$900	\$39,257
ATM										
School of Business										
	Business Administration	12-May	AAS	7	\$4,813	\$100		\$34,441	\$250-\$850	\$40,391
	Business Administration: Major in Accounting	12-May	BS	14	\$4,813	\$100		\$68,832	\$250-\$900	\$81,432
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	Criminal Justice: Major in Investigations	12-May	BS	14	\$5,115	\$100		\$73,060	\$250-\$1,000	\$87,060
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	Information and Network Technologies: Major in Systems Security	12-May	BS	14	\$4,601	\$100		\$65,864	\$240-\$900	\$78,464
	Information Technology	12-May	AAS	7	\$4,601	\$100		\$32,957	\$400-\$900	\$39,257

CREDENTIAL ABBREVIATIONS:

Associate of Applied Science	AAS
Associate of Occupational Studies	AOSC
Bachelor of Science	BS
Diploma	DIP

CAMPUS ABBREVIATIONS:

Westwood College: Atlanta, GA Northlake Campus	ATL
Westwood College: Atlanta, GA Midtown Campus	ATM