

Addendum

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Online Campus
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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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REFUND POLICY

STATE OF COLORADO REFUND POLICY

Refunds must be calculated from the last date of recorded attendance. Refunds below do not apply to the registration fee. The registration fee is only refunded if requested in writing within seven days of enrollment as outlined in the enrollment agreement. 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.

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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FINANCIAL INFORMATION AND CHARGES – EFFECTIVE FOR THE MAY 2012 TERM

TUITION AND CHARGES

Application Fee:	\$0
Registration Fee:	\$50

OTHER CHARGES

Continuing Student Late Registration Fee:	\$50
Copy of record (per page):	\$1
Online Course Fee:	\$40
Past Due Payment:	\$25
Proficiency Exam:	\$20
Returned Check (NSF):	\$30

UNDERGRADUATE TUITION INFORMATION BY SCHOOL

Tuition Per Term		Term	Full-Time	3/4 Time	1/2 Time	< 1/2 Time	Overload per course
Credits			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	12MAY	\$3,539.00	\$2,360.00	\$1,698.00	\$1,182.00	\$884.00
	Business Administration: Major in Accounting	12MAY	\$4,351.00	\$2,902.00	\$2,088.00	\$1,453.00	\$1,087.00
	Business Administration: Major in Healthcare Management	12MAY	\$4,351.00	\$2,902.00	\$2,088.00	\$1,453.00	\$1,087.00
	Business Administration: Major in Human Resource Management	12MAY	\$3,539.00	\$2,360.00	\$1,698.00	\$1,182.00	\$884.00
	Business Administration: Major in Management	12MAY	\$3,539.00	\$2,360.00	\$1,698.00	\$1,182.00	\$884.00
	Business Administration: Major in Marketing Management	12MAY	\$3,539.00	\$2,360.00	\$1,698.00	\$1,182.00	\$884.00
School of Design	Business Administration: Major in Project Management	12MAY	\$3,539.00	\$2,360.00	\$1,698.00	\$1,182.00	\$884.00
	Computer Aided Design/Architectural Drafting	12MAY	\$3,836.00	\$2,558.00	\$1,841.00	\$1,281.00	\$959.00
	Graphic Design	12MAY	\$3,836.00	\$2,558.00	\$1,841.00	\$1,281.00	\$959.00
	Graphic Design: Major in Animation	12MAY	\$4,656.00	\$3,105.00	\$2,234.00	\$1,555.00	\$1,164.00
	Graphic Design: Major in Game Art	12MAY	\$4,656.00	\$3,105.00	\$2,234.00	\$1,555.00	\$1,164.00
	Graphic Design: Major in Visual Communications	12MAY	\$3,836.00	\$2,558.00	\$1,841.00	\$1,281.00	\$959.00
School of Justice	Graphic Design: Major in Web Design	12MAY	\$4,179.00	\$2,787.00	\$2,005.00	\$1,395.00	\$1,044.00
	Interior Design	12MAY	\$4,656.00	\$3,105.00	\$2,234.00	\$1,555.00	\$1,164.00
	Criminal Justice	12MAY	\$3,981.00	\$2,655.00	\$1,910.00	\$1,329.00	\$995.00
	Criminal Justice: Major in Administration	12MAY	\$3,981.00	\$2,655.00	\$1,910.00	\$1,329.00	\$995.00
	Criminal Justice: Major in Corrections	12MAY	\$3,981.00	\$2,655.00	\$1,910.00	\$1,329.00	\$995.00
School of Technology	Criminal Justice: Major in Investigations	12MAY	\$3,981.00	\$2,655.00	\$1,910.00	\$1,329.00	\$995.00
	Paralegal	12MAY	\$3,895.00	\$2,597.00	\$1,869.00	\$1,300.00	\$973.00
	Information Technology	12MAY	\$4,061.00	\$2,708.00	\$1,949.00	\$1,356.00	\$1,015.00
	Information Technology: Major in Computer Forensics	12MAY	\$4,061.00	\$2,708.00	\$1,949.00	\$1,356.00	\$1,015.00
	Information Technology: Major in Network Management	12MAY	\$4,061.00	\$2,708.00	\$1,949.00	\$1,356.00	\$1,015.00
School of Healthcare	Information Technology: Major in Systems Security	12MAY	\$4,061.00	\$2,708.00	\$1,949.00	\$1,356.00	\$1,015.00
	Software Development: Major in Game Software Development	12MAY	\$4,656.00	\$3,105.00	\$2,234.00	\$1,555.00	\$1,164.00
	Medical Insurance Coding and Billing - Online	12MAY	\$3,836.00	\$2,558.00	\$1,841.00	\$1,281.00	\$959.00
	Medical Office Management	12MAY	\$3,836.00	\$2,558.00	\$1,841.00	\$1,281.00	\$959.00

GRADUATE TUITION INFORMATION BY SCHOOL

Tuition Per Term		Term	Full-Time	1/2-Time	<1/2 per cr.	Overload/cr.
					Less than 4.5 credit hours	More than 12 credit hours
School of Business	Master of Business Administration	12MAY	\$4,024.00	\$2,012.00	\$458.00	\$281.00

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Tools by Program Area	Term	
Compter Aided Design/Architectural Drafting	12MAY	\$200
Graphic Design	12MAY	\$625
Graphic Design: Major in Animation	12MAY	\$625
Graphic Design: Major in Game Art	12MAY	\$625
Graphic Design: Major in Visual Communications	12MAY	\$625
Graphic Design: Major in Web Design	12MAY	\$625
Interior Design	12MAY	\$225

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.

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**OTHER INFORMATION – STRF FEE
FOR CALIFORNIA RESIDENTS ONLY**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.

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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:

Online Charge Per Credit: \$40

Registration Fee: \$50

Campus	Program	Term	Credential	Number of Terms	Online Fee	Tuition p/Term	Tool Kit	Total Tuition and Fees	Estimated Cost of Books p/Term	Estimated Cost of Software	STRF Chgs. (CA only)	Grand Total
WCO												
School of Business												
	Master of Business Administration	12MAY	MBA	6	\$0	\$4,024		\$24,194	\$220-\$375	\$500	\$67.50	\$27,012
	Business Administration	12MAY	AAS	7	\$3,600	\$3,539		\$28,423	\$320-\$380	\$400-\$850	\$80.00	\$32,013
	Business Administration: Major in Accounting	12MAY	BS	14	\$7,200	\$4,351		\$68,164	\$290-\$350	\$500-\$850	\$185.00	\$74,099
	Business Administration: Major in Healthcare Management	12MAY	BS	14	\$7,200	\$4,351		\$68,164	\$290-\$340	\$500-\$850	\$185.00	\$73,959
	Business Administration: Major in Human Resource Management	12MAY	BS	14	\$7,200	\$3,539		\$56,796	\$320-\$380	\$500-\$850	\$157.50	\$63,124
	Business Administration: Major in Management	12MAY	BS	14	\$7,200	\$3,539		\$56,796	\$320-\$380	\$500-\$850	\$157.50	\$63,124
	Business Administration: Major in Marketing Management	12MAY	BS	14	\$7,200	\$3,539		\$56,796	\$320-\$380	\$500-\$850	\$157.50	\$63,124
	Business Administration: Major in Project Management	12MAY	BS	14	\$7,200	\$3,539		\$56,796	\$320-\$380	\$500-\$850	\$157.50	\$63,124
School of Design												
	Computer Aided Design/Architectural Drafting	12MAY	AAS	7	\$3,600	\$3,836	\$200	\$30,702	\$240-\$700	\$700-\$1,300	\$92.50	\$36,995
	Graphic Design	12MAY	AAS	7	\$3,600	\$3,836	\$625	\$31,202	\$180-\$300	\$1,500-\$2,400	\$90.00	\$35,717
	Graphic Design: Major in Animation	12MAY	BS	14	\$7,200	\$4,656	\$625	\$73,134	\$170-\$300	\$2,300-\$2,600	\$200.00	\$80,059
	Graphic Design: Major in Game Art	12MAY	BS	14	\$7,200	\$4,656	\$625	\$73,134	\$170-\$300	\$2,000-\$2,700	\$200.00	\$80,159
	Graphic Design: Major in Visual Communications	12MAY	BS	14	\$7,200	\$3,836	\$625	\$61,654	\$180-\$300	\$2,000-\$2,500	\$170.00	\$68,449
	Graphic Design: Major in Web Design	12MAY	BS	14	\$7,200	\$4,179	\$625	\$66,456	\$170-\$300	\$2,000-\$2,400	\$182.50	\$73,164
	Interior Design	12MAY	BS	14	\$7,200	\$4,656	\$225	\$72,659	\$200-\$325	\$1,500-\$2,000	\$197.50	\$79,407
School of Healthcare												
	Medical Insurance Coding and Billing - Online	12MAY	AAS	7	\$3,600	\$3,836		\$30,502	\$400-\$550	\$500-\$900	\$87.50	\$35,340
	Medical Office Management	12MAY	AAS	7	\$3,600	\$3,836		\$30,502	\$400-\$550	\$500-\$900	\$87.50	\$35,340
School of Justice												
	Criminal Justice	12MAY	AAS	7	\$3,600	\$3,981		\$31,517	\$250-\$340	\$500-\$850	\$87.50	\$34,835
	Criminal Justice: Major in Administration	12MAY	BS	14	\$7,200	\$3,981		\$62,984	\$300-\$340	\$500-\$850	\$172.50	\$68,767
	Criminal Justice: Major in Corrections	12MAY	BS	14	\$7,200	\$3,981		\$62,984	\$250-\$340	\$500-\$850	\$172.50	\$68,767
	Criminal Justice: Major in Investigations	12MAY	BS	14	\$7,200	\$3,981		\$62,984	\$250-\$340	\$500-\$850	\$172.50	\$68,767
	Paralegal	12MAY	AAS	7	\$3,600	\$3,895		\$30,915	\$300-\$350	\$500-\$850	\$85.00	\$34,300
School of Technology												
	Information Technology	12MAY	AAS	7	\$3,600	\$4,061		\$32,077	\$350-\$375	\$500-\$950	\$90.00	\$35,742
	Information Technology: Major in Computer Forensics	12MAY	BS	14	\$7,200	\$4,061		\$64,104	\$300-\$325	\$500-\$950	\$175.00	\$69,779
	Information Technology: Major in Network Management	12MAY	BS	14	\$7,200	\$4,061		\$64,104	\$300-\$325	\$500-\$950	\$175.00	\$69,779
	Information Technology: Major in Systems Security	12MAY	BS	14	\$7,200	\$4,061		\$64,104	\$300-\$325	\$500-\$950	\$175.00	\$69,779
	Software Development: Major in Game Software Development	12MAY	BS	14	\$7,200	\$4,656		\$72,434	\$275-\$350	\$500-\$950	\$195.00	\$78,479

CREDENTIAL ABBREVIATIONS:

Associate of Applied Science AAS
 Bachelor of Science BS
 Master of Business Administration MBA

CAMPUS ABBREVIATIONS:

Westwood College Online WCO