

**Everest University – Lakeland Campus  
2013 - 2015 catalog, revision date 7/13/16  
Addendum**

■ **ADDENDUM, Effective July 13, 2016:** The effective date of the school catalog is extended to March 31, 2017 unless republished prior to the extended date.

■ **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 30 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 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.**

**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.

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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.

## **2. 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
- 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:

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- 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.

### **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 21<sup>st</sup> calendar day of the term or the 14<sup>th</sup> 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 14<sup>th</sup> 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 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).

### **3. 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

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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:

- o Students must receive the notification by the third (3) calendar day of the subsequent module; and
- o 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.

### **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

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- b) the student submits a completed Leave of Absence Request Form by the tenth (10<sup>th</sup>) 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. 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.

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

- 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	Withdrawn from the module and dismissed from school

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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. <b>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.</b>

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.

**8. 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.

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**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:
  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..

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**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 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](mailto: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

**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.

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**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.

**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.

**11. 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.

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- 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.

### **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:

- 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.

### **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.

## **14. 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.

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**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

■ **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](mailto: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 effective date of the school catalog is extended to March 30, 2016 unless republished prior to the extended date.

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

**Volume I**

Published August 19, 2013

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Effective August 19, 2013, through October 1, 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:

**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.

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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](mailto: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:
Branch, Erica	Business	MBA- University of Phoenix-Business			
Craft, Francis (Ray)	Medical Assistant	Dip.- US Army School of Health Science – Health Care - EMT.	RMA	2726144	November 1, 2018
Watts, Rita (Michelle)	Pharmacy Technician	AS- Keiser University- Medical Assisting	PTCB RPT – FL Dept.	17010776 1788603 RPT7857	July 31, 2016 August 31, 2016
Jaigobind, Neil	Medical Assistant	Dip. - Everest University - Medical Assisting	RMA BLS Instructor CPR Healthcare Provider	280178 11140288 650 N/A	February 1, 2017 November 30, 2016 November 30, 2016
Brunson, Katarzyna	Massage Therapy	AA- Keiser University- Health Services Administration + AA- Everest University- Massage Therapy	Massage Therapist- FL	MA46044	August 31, 2017
Russell, Jon	Criminal Justice	MA - Biscayne College- Human Resources			
Gerard Teamer	General Academics	Master's – Canisius College – Math Educ. Bachelor's – Daemen College – Business Admin. Associate's – Villa Maria College – Business Admin.			
Venezia, Frank	General Academics	MA - Nova University – Education			
Abrams, Barbara	Accounting / Business	MBA- Lincoln Memorial University - Accounting	Internal Revenue Service	Registered Tax Return Preparer	N/A
Forbell, Michael	Criminal Justice	MA -John Jay College of CJ- Criminal Justice	Security Officer Instructor License- FL	D1970013 8	December 5, 2015
David Michael	Business	PhD. – Lynn University MBA – Argosy University			

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Bambridge		BA – Thorenwood University			
Thomas Michael Thompson	Business	PhD – University of Missouri MBA- Eastern New Mexico University BA- Eastern New Mexico University			
Colleen Barton	Massage Therapy	Dipl. - Everest University	Massage Therapist - FL	MA53669	August 31, 2017
Jeri Gabbard	Massage Therapy	Ridge Career Center – Winter Haven	Massage Therapist – FL	MA44106	August 31, 2017
Miles Marker	Pharmacy Technician	BS – University of South Florida	PTCB RPT – FL Dept.	54010701 0160729 RPT14359	November 30, 2016 December 31, 2016
Charleen Brown	Medical Assistant	AS - Ultimate Medical Academy - Health Sciences	AMT/AHI AMT/RMA NHA/CCMA NHA/CPT	195597 195597 2522-8452 2511-8452	December 1, 2016 August 1, 2018 December 31, 2016 January 31, 2017

■ **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	\$1,605
Medical Administrative Assistant	33 weeks	48	\$11,048	\$2,134
Medical Assistant	41 weeks	60	\$13,539	\$2,379
Pharmacy Technician	33 weeks	48	\$11,447	\$1,140
Quarter Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding*, Paralegal	See flat-term rate table	\$550		
Bachelor's Degree in: Accounting, Applied Management, Business, Criminal Justice	See flat-term rate table	\$425		
Tuition effective January 11, 2016 for degree programs and February 8, 2016 for diploma programs				
Book Price effective January 1, 2016				
*No longer enrolling new students				

**Flat-Term Rate Table**

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.

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Associate Programs			
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
<b>Effective January 11, 2016</b>			
<b>Note:</b> For students who are enrolling in school at the mini-term, tuition is <b>\$2,828</b> . 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
<b>Effective January 11, 2016</b>			
<b>Note:</b> For students who are enrolling in school at the mini-term, tuition is <b>\$2,636</b> . 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.

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

**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 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.

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**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.

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.

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- 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 IX<sup>1</sup> 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.

<sup>1</sup> 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](mailto: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.

##### 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.

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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;
- 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.

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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.

**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;

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- 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 offences (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.

2

**Sexual Offences 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;
- 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

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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 Offences 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;
- 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.

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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 1, 2016:** The highlighted 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	\$1,605
Medical Administrative Assistant	33 weeks	48	\$10,727	\$2,134
Medical Assistant	41 weeks	60	\$13,145	\$2,379
Pharmacy Technician	33 weeks	48	\$11,114	\$1,140
Quarter Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding*, Paralegal	See flat-term rate table	\$550		
Bachelor’s Degree in: Accounting, Applied Management, Business, Criminal Justice	See flat-term rate table	\$425		
Tuition effective February 2, 2015 Book Price effective January 1, 2016 *No longer enrolling new students				

■ **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 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 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 September 30, 2015:** The effective date of the school catalog is extended to December 31, 2015 unless republished prior to the extended date.

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■ **ADDENDUM, Effective October 1, 2015:** The highlighted 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	\$1,522
Medical Administrative Assistant	33 weeks	48	\$10,727	\$2,082
Medical Assistant	41 weeks	60	\$13,145	\$2,236
Medical Insurance Billing and Coding	33 weeks	48	\$10,274	\$2,081
Pharmacy Technician	33 weeks	48	\$11,114	\$1,097
Quarter Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding*, Paralegal	See flat-term rate table	\$550		
Bachelor's Degree in: Accounting, Applied Management, Business, Criminal Justice	See flat-term rate table	\$425		
Tuition effective February 2, 2015 Book Price effective October 1, 2015 *No longer enrolling new students				

■ **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.

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**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 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 22, 2015:** The following calendars have been updated to the catalog:

<b>Medical Administrative Assistant, Medical Assistant, Massage Therapy, Pharmacy Technician 2016 - 2018</b>	
Start Date	End Date
12/16/2015	1/25/2016
1/26/2016	2/23/2016
2/24/2016	3/22/2016
3/23/2016	4/26/2016
4/27/2016	5/24/2016
5/25/2016	6/22/2016
6/23/2016	7/21/2016
7/25/2016	8/19/2016
8/22/2016	9/19/2016
9/20/2016	10/17/2016
10/18/2016	11/14/2016
11/15/2016	12/14/2016
12/15/2016	1/20/2017
1/23/2017	2/17/2017
2/21/2017	3/20/2017
3/21/2017	4/24/2017
4/25/2017	5/22/2017
5/23/2017	6/20/2017

<b>Student/Holiday Breaks 2016 - 2018</b>		
Holiday/Break	Start Date	End Date
Christmas Break	12/23/2015	1/1/2016
Martin Luther King Day	1/18/2016	1/18/2016
Presidents Day	2/15/2016	2/15/2016
Student Break	4/2/2016	4/10/2016
Memorial Day	5/30/2016	5/30/2016
Independence Day	7/4/2016	7/4/2016
Labor Day	9/5/2016	9/5/2016
Thanksgiving Holiday	11/24/2016	11/25/2016
Christmas Break	12/24/2016	1/1/2017
Martin Luther King Day	1/16/2017	1/16/2017
Student Break	4/1/2017	4/9/2017
Memorial Day	5/29/2017	5/29/2017
Independence Day Weekend	7/3/2017	7/4/2017
Labor Day	9/4/2017	9/4/2017
Thanksgiving Holiday	11/23/2017	11/24/2017
Christmas Break	12/23/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Student Break	4/7/2018	4/15/2018
Memorial Day	5/28/2018	5/28/2018

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6/21/2017	7/20/2017
7/24/2017	8/18/2017
8/21/2017	9/18/2017
9/19/2017	10/16/2017
10/17/2017	11/13/2017
11/14/2017	12/13/2017
12/14/2017	1/19/2018
1/22/2018	2/16/2018
2/20/2018	3/19/2018
3/20/2018	4/23/2018
4/24/2018	5/21/2018
5/22/2018	6/19/2018
6/20/2018	7/18/2018
7/19/2018	8/15/2018
8/16/2018	9/13/2018
9/17/2018	10/12/2018
10/15/2018	11/9/2018
11/12/2018	12/11/2018
12/12/2018	1/17/2019

Independence Day	7/4/2018	7/4/2018
Labor Day	9/3/2018	9/3/2018

■ **ADDENDUM, Effective July 1, 2015:** The highlighted 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	\$1,522
Medical Administrative Assistant	33 weeks	48	\$10,727	\$1,997
Medical Assistant	41 weeks	60	\$13,145	\$2,236
Medical Insurance Billing and Coding	33 weeks	48	\$10,274	\$2,081
Pharmacy Technician	33 weeks	48	\$11,114	\$1,097
Quarter Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding*, Paralegal	See flat-term rate table	\$550		
Bachelor's Degree in: Accounting, Applied Management, Business, Criminal Justice	See flat-term rate table	\$425		
Tuition effective February 2, 2015 Book Price effective July 1, 2015				

\*No longer enrolling new students

■ **ADDENDUM, effective May 27, 2015:** The following ATB language has been removed from page 3 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.

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**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.

ATB Test	CPat	COMPASS	ASSET	CPT/Accuplacer	Wonderlic
<b>Required Passing Scores:</b>	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 23 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 20 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](mailto: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.

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■ **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:

- 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

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**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 May 27, 2015:** The Lakeland campus will begin offering the Medical Administrative Assistant diploma program:



**MEDICAL ADMINISTRATIVE ASSISTANT**

Diploma Program  
 33 Weeks – 760 Hours - 48 Quarter Credits

V 1.0

The objective of the Medical Administrative Assistant program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office. Students will learn accounting functions essential to a medical environment, set up patient records and maintain all filing and record keeping, basics of coding with CPT and ICD-9 codes, preparation and processing insurance claims, dictation and transcription, correspondence and mail processing and computerized practice management. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the twenty-first century medical office environment.

Module Code	Modular Title	Contact Hours	Quarter Credits
Module A	Office Finance	80	6.0
Module B	Patient Processing and Assisting	80	6.0
Module C	Medical Insurance	80	6.0
Module D	Insurance Plans and Collections	80	6.0
Module E	Office Procedures	80	6.0
Module F	Patient Care and Computerized Practice Management	80	6.0
Module G	Dental Administrative Procedures	80	6.0
Module X	Medical Administrative Assistant Externship	200	6.0
<b>Program Total:</b>		<b>760</b>	<b>48.0</b>

**Module A—Office Finance**

**6.0 Quarter Credits**

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Out-of-class activities will be assigned and assessed as part of this module.  
*Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0

**Module B—Patient Processing and Assisting**

**6.0 Quarter Credits**

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students become familiar with records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying their personal career objective. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0

**Module C—Medical Insurance**

**6.0 Quarter Credits**

Module C develops student proficiency in preparing and processing insurance claims. Students study insurance

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programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office & insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0

**Module D—Insurance Plans and Collections** **6.0 Quarter Credits**

Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0

**Module E—Office Procedures** **6.0 Quarter Credits**

In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will also become familiar with disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search by learning how to set their own career goals. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0

**Module F—Patient Care and Computerized Practice Management** **6.0 Quarter Credits**

Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0

**Module G—Dental Administrative Procedures** **6.0 Quarter Credits**

Module G focuses on basic administrative procedures performed in the dental office. Students are introduced to the dental health team with emphasis on the tasks performed by the administrative support staff. Students will be exposed to Electronic Health Records software applications used within the healthcare setting in both ambulatory and hospital environments. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students are also given an introduction to radiography and radiation safety. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, become familiar with essential dental terminology, and become familiar with the self-directed job search process by learning how to dress for success. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None* Lecture Hours: 40.0; Lab Hours: 40.0

**Module X – Medical Administrative Assistant Externship** **6.0 Quarter Credits**

This course is 200 hours of supervised, practical in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. *Prerequisites: Completion of Modules A-G.* Lecture Hours: 00.0; Lab Hours: 00.0; Other Hours: 200.0

**NOTE: Please refer to page 9 of the catalog for the SAP table.**

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Medical Administrative Assistant	33 weeks	48	\$10,727	\$1,960
<b>Medical Administrative Assistant All Mod Shifts</b>		<b>Student/Holiday Breaks 2015 - 2016</b>		

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2015 - 2016	
Start Date	End Date
5/27/2015	6/23/2015
6/24/2015	7/22/2015
7/23/2015	8/19/2015
8/20/2015	9/17/2015
9/21/2015	10/16/2015
10/19/2015	11/13/2015
11/16/2015	12/15/2015
12/16/2015	1/25/2016
1/26/2016	2/23/2016
2/24/2016	3/22/2016

Holiday/Break	Start Date	End Date
Memorial Day	5/25/2015	5/25/2015
Independence Day	7/3/2015	7/3/2015
Labor Day Weekend	9/5/2015	9/7/2015
Student Break	9/17/2015	9/20/2015
Thanksgiving Holiday	11/26/2015	11/29/2015
Christmas Break	12/23/2015	1/3/2016
Martin Luther King Day	1/18/2016	1/18/2016

- **ADDENDUM, Effective April 28, 2015:** The highlighted change has been made to the administration table below:

Title	Name
Campus President	Michael Schwam
Academic Dean	Rosa Arjona
Director of Finance	Linda Scott
Director of Admissions	Jodi De La Garza
Director of Career Services	Carly Thompson Evans

- **ADDENDUM, Effective April 8, 2015:** The following language has been updated on page 63 of the catalog:

**Florida’s Statewide Course Numbering System**

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
<b>ENC</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	
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.”

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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:

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.

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- 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 1, 2015:** Textbooks and supplies 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	\$1,519
Medical Administrative Assistant	33 weeks	48	\$10,727	\$1,960
Medical Assistant	41 weeks	60	\$13,145	\$2,133
Medical Insurance Billing and Coding	33 weeks	48	\$10,274	\$2,081
Pharmacy Technician	33 weeks	48	\$11,114	\$1,092
Quarter Based Program	Tuition Per Credit Hour	Estimated Books Per Quarter		
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding*, Paralegal	See flat-term rate table	\$550		
Bachelor’s Degree in: Accounting, Applied Management, Business, Criminal Justice	See flat-term rate table	\$425		
Tuition effective February 2, 2015 Book Price effective April 1, 2015				

\*No longer enrolling new students

■ **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:** Tuition for modular and linear has 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).

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**Different / New Program (Program Change)**

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

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

**Same Program (Same / New Program Version)**

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

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

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

**Different / New Program (Program Change)**

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

Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$8,811	\$1,413
Medical Administrative Assistant	33 weeks	48	\$10,727	\$1,907
Medical Assistant	41 weeks	60	\$13,145	\$2,088
Medical Insurance Billing and Coding	33 weeks	48	\$10,274	\$1,948
Pharmacy Technician	33 weeks	48	\$11,114	\$1,036
Effective February 2, 2015				

Program	Tuition Per Credit Hour	Estimated Books Per Quarter
Associate Degree in: Accounting, Applied Management, Business, Computer Information Science, Criminal Justice, Medical Assistant, Medical Insurance Billing and Coding*, Paralegal	See flat-term rate table	\$550
Bachelor's Degree in: Accounting, Applied Management, Business, Criminal Justice	See flat-term rate table	\$425

\*No longer enrolling new students

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.

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Associate Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or More	20	\$272.00	\$5,440.00
	19	\$286.32	\$5,440.00
	18	\$302.22	\$5,440.00
	17	\$320.00	\$5,440.00
	16	\$340.00	\$5,440.00
12 - 15	15	\$274.67	\$4,120.00
	14	\$294.29	\$4,120.00
	13	\$316.92	\$4,120.00
	12	\$343.33	\$4,120.00
8 - 11	11	\$360.00	\$3,960.00
	10	\$396.00	\$3,960.00
	9	\$440.00	\$3,960.00
	8	\$495.00	\$3,960.00
Less than 8	7	\$495.00	\$3,465.00
	6	\$495.00	\$2,970.00
	5	\$495.00	\$2,475.00
	4	\$495.00	\$1,980.00
	3	\$495.00	\$1,485.00
	2	\$495.00	\$990.00
	1	\$495.00	\$495.00

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	\$5,120.00
	19	\$269.47	\$5,120.00
	18	\$284.44	\$5,120.00
	17	\$301.18	\$5,120.00
	16	\$320.00	\$5,120.00
12 - 15	15	\$256.00	\$3,840.00
	14	\$274.29	\$3,840.00
	13	\$295.38	\$3,840.00
	12	\$320.00	\$3,840.00
8 - 11	11	\$334.55	\$3,680.00
	10	\$368.00	\$3,680.00
	9	\$408.89	\$3,680.00
	8	\$460.00	\$3,680.00
Less than 8	7	\$480.00	\$3,360.00
	6	\$480.00	\$2,880.00
	5	\$480.00	\$2,400.00
	4	\$480.00	\$1,920.00
	3	\$480.00	\$1,440.00
	2	\$480.00	\$960.00
	1	\$480.00	\$480.00

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.

■ **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:**

<b>Everest College</b> 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)	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)
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<p>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)          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><b>Everest Institute</b>          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>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><b>Everest University</b>          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)          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><b>WyoTech</b>          Blairsville, PA (branch of WyoTech, Laramie, WY)          Daytona Beach, FL (main campus)          Laramie, WY (main campus)</p>
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■ **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

<b>ECMC Group</b>	
<b>Directors</b>	<b>Officers</b>
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	

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Jack O'Connell	
Maurice Salter	
<b>Zenith Education Group</b>	
<b>Directors</b>	<b>Officers</b>
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 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 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	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:** The following highlighted textbooks and equipment cost has been updated to the Tuition and Fees table.

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Program	Program Length	Credit Units	Tuition	Estimated Textbooks and Supplies Costs
Massage Therapy	36 weeks	55	\$11,014	\$1,413
Medical Administrative Assistant	33 weeks	48	\$13,409	\$1,907
Medical Assistant	41 weeks	60	\$16,431	\$2,088
Medical Insurance Billing and Coding	33 weeks	48	\$12,843	\$1,948
Pharmacy Technician	33 weeks	48	\$13,893	\$1,036
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 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	\$1,422
Medical Administrative Assistant	33 weeks	48	\$13,409	\$1,907
Medical Assistant	41 weeks	60	\$16,431	\$2,082
Medical Insurance Billing and Coding	33 weeks	48	\$12,843	\$1,930
Pharmacy Technician	33 weeks	48	\$13,893	\$1,065
Effective November 1, 2014				

■ **ADDENDUM, Effective October 6, 2014:** The Dream Award Program and Scholarships language has been removed from pages 23 and 24 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 8, 2014:** The administration table below has been updated.

Title	Name
Campus President	Cory Hughes
Academic Dean	Rosa Arjona
Director of Finance	Linda Scott
Director of Admissions	Jodi De La Garza
Director of Career Services	Carly Thompson Evans

■ **ADDENDUM, Effective September 2, 2014:** The administration table below has been updated.

Title	Name
Campus President	Cory Hughes
Academic Dean	Dena Seiden
Director of Finance	Linda Scott
Director of Admissions	Jodi De La Garza
Director of Career Services	Carly Thompson Evans

■ **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,

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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 June 24, 2014:** The following grant has been added to the catalog:

**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

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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.

**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	\$1,459
Medical Administrative Assistant	33 weeks	48	\$13,409	\$1,907
Medical Assistant	41 weeks	60	\$16,431	\$2,184
Medical Insurance Billing and Coding	33 weeks	48	\$12,843	\$2,031
Pharmacy Technician	33 weeks	48	\$13,893	\$1,088
Effective July 1, 2014				

■ **ADDENDUM, effective June 4, 2014:** The following Administration table has been updated in the catalog:

Title	Name
Campus President	Cory Hughes
Academic Dean	Dena Seiden
Director of Finance	Linda Wagner
Director of Admissions	Jill Malone
Director of Career Services	Carly Thompson Evans

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

**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.

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- **ADDENDUM, Effective March 20, 2014:** The following calendars have been updated:

<b>Medical Administrative Assistant, Medical Assistant, Massage Therapy, Medical Insurance Billing and Coding, Pharmacy Technician 2014 - 2016</b>	
Start Date	End Date
3/24/2014	4/25/2014
4/28/2014	5/23/2014
5/27/2014	6/23/2014
6/24/2014	7/22/2014
7/23/2014	8/19/2014
8/20/2014	9/17/2014
9/18/2014	10/15/2014
10/16/2014	11/12/2014
11/13/2014	12/12/2014
12/15/2014	1/23/2015
1/26/2015	2/23/2015
2/24/2015	3/23/2015
3/24/2015	4/27/2015
4/28/2015	5/26/2015
5/27/2015	6/23/2015
6/24/2015	7/22/2015
7/23/2015	8/19/2015
8/20/2015	9/17/2015
9/21/2015	10/16/2015
10/19/2015	11/13/2015
11/16/2015	12/15/2015
12/16/2015	1/25/2016
1/26/2016	2/23/2016
2/24/2016	3/22/2016

<b>Student/Holiday Breaks 2014 - 2016</b>		
Holiday/Break	Start Date	End Date
Student Break	3/20/2014	3/23/2014
Student Break	4/5/2014	4/13/2014
Memorial Day	5/26/2014	5/26/2014
Independence Day	7/4/2014	7/4/2014
Labor Day	9/1/2014	9/1/2014
Thanksgiving Holiday	11/27/2014	11/30/2014
Christmas Break	12/23/2014	1/4/2015
Martin Luther King Day	1/19/2015	1/19/2015
Presidents Day	2/16/2015	2/16/2015
Student Break	4/4/2015	4/12/2015
Memorial Day	5/25/2015	5/25/2015
Independence Day	7/3/2015	7/3/2015
Labor Day Weekend	9/5/2015	9/7/2015
Student Break	9/17/2015	9/20/2015
Thanksgiving Holiday	11/26/2015	11/29/2015
Christmas Break	12/23/2015	1/3/2016
Martin Luther King Day	1/18/2016	1/18/2016

- **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	\$1,496
Medical Administrative Assistant	33 weeks	48	\$13,409	\$1,907
Medical Assistant	41 weeks	60	\$16,431	\$2,107
Medical Insurance Billing and Coding	33 weeks	48	\$12,843	\$2,202
Pharmacy Technician	33 weeks	48	\$13,893	\$1,152
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](http://www.everest.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 26 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.

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**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.

■ **ADDENDUM, effective February 28, 2014:** The following language has been updated under Administrative Policies section on page 27 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](mailto: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](mailto: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.

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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.

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](mailto: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](mailto:StudentServices@cci.edu).

■ **ADDENDUM, effective February 28, 2014:** The following language has been updated on page 15 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 (10<sup>th</sup>) 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 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	\$1,496
Medical Administrative Assistant	33 weeks	48	\$13,409	\$1,907
Medical Assistant	41 weeks	60	\$16,431	\$2,107
Medical Insurance Billing and Coding	33 weeks	48	\$12,936	\$2,202
Pharmacy Technician	33 weeks	48	\$14,019	\$1,152

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- **ADDENDUM, Effective December 19, 2013:** The following calendar has been updated:

<b>Student/Holiday Breaks 2013 - 2015</b>		
<b>Holiday/Break</b>	<b>Start Date</b>	<b>End Date</b>
Student Break	12/21/13	1/1/14
Martin Luther King Day	1/20/14	1/20/14
Presidents Day	2/17/14	2/17/14
Student Break	4/5/14	4/13/14
Memorial Day	5/26/14	5/26/14
Student Break	6/20/14	6/22/14
Independence Day	7/4/14	7/4/14
Labor Day	9/1/14	9/1/14
Thanksgiving Holiday	11/27/14	11/28/14
Student Break	12/12/14	12/14/14
Christmas Break	12/20/14	1/1/15
Martin Luther King Day	1/19/15	1/19/15
Presidents Day	2/16/15	2/16/15
Student Break	4/4/15	4/12/15
Memorial Day	5/25/15	5/25/15
Independence Day	7/3/15	7/3/15
Labor Day	9/7/15	9/7/15
Student Break	9/18/15	9/20/15
Thanksgiving Holiday	11/26/15	11/27/15

- **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 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:

<b>Percentage</b>	<b>Action Taken</b>
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 following statement has been updated under the “Accreditation, Licensure and Approvals section on page 1 of the catalog:

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

- **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><b>MAN 2727 Strategic Planning for Business</b> 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>	<b>4.0 Quarter Credit Hours</b>
<p><b>FIN3501 – Investments</b> 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>	<b>4.0 Quarter Credit Hours</b>
<p><b>FIN 1103 Finance</b> This course is a survey of the financial considerations encountered during life, including purchases, credit, banking,</p>	<b>4 Quarter Credit Hours</b>

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taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.

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

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

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

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

**ADDED:**

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

■ **ADDENDUM, effective 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.

<b>Associate Programs</b>			
<b>Number of Credits Enrolled In</b>	<b>Credit Load</b>	<b>Cost Per Credit</b>	<b>Cost Per Quarter</b>
16 or More	20	\$340.00	\$6,800.00
	19	\$357.89	\$6,800.00
	18	\$377.78	\$6,800.00
	17	\$400.00	\$6,800.00
	16	\$425.00	\$6,800.00
12 - 15	15	\$343.33	\$5,150.00
	14	\$367.86	\$5,150.00
	13	\$396.15	\$5,150.00
	12	\$429.17	\$5,150.00
8 - 11	11	\$450.00	\$4,950.00
	10	\$495.00	\$4,950.00
	9	\$550.00	\$4,950.00
	8	\$618.75	\$4,950.00
Less than 8	7	\$619.00	\$4,333.00
	6	\$619.00	\$3,714.00
	5	\$619.00	\$3,095.00
	4	\$619.00	\$2,476.00
	3	\$619.00	\$1,857.00
	2	\$619.00	\$1,238.00

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	1	\$619.00	\$619.00
<b>Effective September 2, 2013</b>			
<b>Note:</b> 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.			
<b>Bachelor Programs</b>			
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
<b>Effective September 2, 2013</b>			
<b>Note:</b> 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**

**Students re-entering within 180 days:**

*Same Program (Same/New Program Version):*

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

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

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

*Different / New Program (Program Change)*

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

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

*Same Program (Same/New Program Version)*

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

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

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

*Different / New Program (Program Change)*

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

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**Return from LOA**

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

**Failure to Return from LOA**

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

**Coursework Completed at Foreign Institutions**

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

**Satisfactory Academic Process**

**FA Probation (SAP NOT MET – 2<sup>nd</sup> 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 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 August 19, 2013:** The Administrators of the campus have been updated below.

<b>Title</b>	<b>Name</b>
Campus President	Rod Kirkwood
Academic Dean	Open
Director of Finance	Linda Wagner
Director of Admissions	Jill Malone
Director of Career Services	Carly Thompson Evans