



**BRYAN**  
UNIVERSITY

2016  
Catalog Supplement

**Version 6**  
**Effective: 12/7/2016**

[www.bryanu.edu](http://www.bryanu.edu)

**EFFECTIVE 11/21/2016: The Cancellation and Refund Policy beginning on page 23 of the catalog is revised as follows:**

## **Cancellation and Refund Policy**

We regret students withdrawing from the training program, but we realize unforeseen events occur.

### **Student's Right to Cancel**

ANY BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY EXCLUDING SATURDAYS, SUNDAYS, OR LEGAL HOLIDAYS AFTER THE DATE OF THIS TRANSACTION.

To cancel your enrollment with Bryan University, the student must mail or deliver signed and dated written notification to the Bryan University Registrar. If it is mailed, such notice is effective as of the date the Registrar receives the notification, if properly addressed with proper postage.

The enrollment agreement may be terminated by the University for unsatisfactory academic progress, poor attendance, use of controlled substances on campus, conduct detrimental to the University, failure to comply with financial aid regulations or non-observance of other student regulations. If a student is dismissed, the student may submit an appeal package to the registrar.

### **Admission Denied**

If a student is not accepted into the University, the enrollment agreement will be cancelled, and Bryan University will refund all monies paid, including the application fee.

### **First-Time Students Add/Drop Policy**

The first fourteen calendar days of the students first quarter is designated as an add/drop period for first-time Bryan University students. This is the period when students may add or remove courses in order to finalize their schedules for the quarter. Students who cancel their enrollment during this period will not incur tuition, books and fee charges, excluding the application fee. Students who wish to make course changes must request approval from the Bryan University Registrar.

### **Tour of the Facilities**

If the student is enrolled to physically attend a Bryan University campus and has not visited the University prior to enrollment, the student may withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the University facilities and inspection of equipment where the education services would be provided.

### **Three Day Cancellation Policy**

Any student may cancel this transaction, and receive all monies paid to the institution, any time prior to midnight of the third business day (excluding weekends and holidays) after signing an enrollment agreement. An applicant canceling more than three days after signing an enrollment agreement and making an initial payment, but prior to starting classes is entitled to a refund of all monies paid, excluding the application fee.

### **Re-Enter and Continuing Student Add/Drop Policy**

The first seven calendar days of each quarter is designated as the add/drop period for students. This is the period when students may add or remove courses in order to finalize their schedules for the quarter. Students who cancel their enrollment during this period will not incur tuition charges, books and fee charges, excluding the application fee and all prior quarter charges. Students who wish to make course changes must request approval from the Bryan University Registrar.

### Withdrawing After Classes Have Started

A student has the right to withdraw from the University at any time. A refund will be based on the Institution’s Refund Policy. Bryan University complies with state and federal refund policies. A student may terminate enrollment by giving written notice to the University Registrar. Such notice is effective as of the date the Registrar receives notification, if properly assessed with proper postage. Such written notice of cancellation need not take any particular form.

### Refund Policy

For purposes of determining a refund, a student will be considered to have withdrawn from the University when any of the following occurs: the student cancels an enrollment agreement by submitting a written signed and dated notice of withdrawal after the cancellation period has expired; the student fails to attend classes for two consecutive weeks; or the University terminates the enrollment agreement for non-compliance of school policies.

Tuition refunds are calculated using the Bryan University institutional policy and are completed within 45 days. If a state policy is required, the state refund calculation is processed and compared between the state refund policy and the institution refund policy. The tuition refund policy that is more advantageous for the student is utilized. If you have received federal student aid funds, you may be entitled to a refund of the monies paid/not paid from federal student financial aid program funds. Please see Return of Title IV section for information regarding federal financial aid refund calculations.

### Refund Charts- First Time BU Students

#### Springfield, Columbia, Topeka and Rogers (Institutional Refund Policy) Campuses:

Period of Quarter Enrollment Completed by the student:	Tuition Refund amount:
0% to 20%	100% Refund
20.01% to 60.00%	25% Refund
60.01% or more	No Refund Required

### Refund Charts – First Time BU Students

#### Rogers (State Refund Policy) Campus:

Period of Academic Year Enrollment Completed by the Student:	Tuition Refund amount:
0 to 24.99%	Refund Made on Pro Rata Basis
25% to 49.99%	50% Refund
50% to 74.99%	25% Refund
75% or more	No Refund Required

The institution is entitled to retain only the percentage of institutional charges for tuition proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period as of their last day of attendance. The percentage of weeks attended is rounded up to the nearest 10% and the refund is determined by the percentage completed (See New Student Chart).

**Refund Charts – Re-Enter and Continuing Students**

**Springfield, Columbia, Topeka and Rogers (Institutional Refund Policy) Campuses:**

Period of Quarter Enrollment Completed by the student:	Tuition Refund amount:
0% to 10%	100% Refund
10.01% to 20.00%	50% Refund
20.01% to 60.00%	25% Refund
60.01% or more	No Refund Required

**Refund Charts – Re-Enter and Continuing Students**

**Rogers Campus (State Refund Policy):**

Period of Academic Year Enrollment Completed by the student:	Tuition Refund amount:
0% to 24.99%	Refund made on Pro rata Basis
25% to 49.99%	50% Refund
50% to 74.99%	25% Refund
75% or more	No Refund Required

The institution is entitled to retain only the percentage of institutional charges for tuition proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period as of their last day of attendance. The percentage of weeks attended is rounded up to the nearest 10% and the refund is determined by the percentage completed (See Continuing Student/Re-Enter Student Chart). Any student who withdraws during their final period of enrollment and if the final period of enrollment is a five week term, the same quarter institutional cancellation and refund policy applies to the five week term.

Although the staff cannot advise students on when to withdraw from their program, students are encouraged to become familiar with the refund policies, make their own decisions, and take appropriate action.

**Books, Supplies, and Fees**

There may be refunds for equipment, supplies, and books provided to the student, however some fees may be non-refundable.

**Return of Title IV**

The return of Title IV, as defined by the 1998 Amendments to the Higher Education Act of 1965, applies to any student receiving federal financial aid and who withdraws on or before 60% of the calendar days to the end of the period of enrollment or payment period.

The *percentage of Title IV that has been earned* is equal to the percentage of payment period or period of enrollment that the student completed by the withdrawal date (documented last day of attendance). The number of calendar days in the period of enrollment is divided by the number of calendar days completed. Breaks between sessions of five calendar days or more are not included in either number. The percentage is calculated out to four decimal places and then rounded to the third decimal place (Example: 45 days/101 days = .4455 or 44.6%). For example, if the student received \$3000 in federal aid

and the withdraw date determined that 50% of the period of enrollment had been completed; the student would be eligible for 50% or \$1500 of all aid earned and the remaining aid would be returned to the department of education.

If withdrawal date is after the completion of more than 60% of the period of enrollment or payment period, student has earned 100% of the Title IV funds for that period of enrollment or payment period. For example, if the student received \$3000 in federal aid and the withdraw date determined that 65% of the period of enrollment had been completed; the student would be eligible for 100% or \$3000 of all aid earned.

If the amount of Title IV that the student has earned (as calculated) is less than the amount of Title IV that was disbursed, the difference must be returned within 45 days to the appropriate program. No additional disbursements will follow.

If you receive Title IV student financial assistance you are subject to the Federal Return to Title IV (R2T4) Refund Policy and special rules apply when you withdraw or are terminated. These rules are independent of the University's refund policy. Thus, there may be cases where the University is required by the government to return Title IV funds even though such funds are needed to pay your institutional charges. In all cases, you remain responsible for paying school charges as determined by the refund policy. For the purpose of determining a refund calculation, you will be considered to have withdrawn when any of the following occur: (1) You notify the University Registrar of your intention to withdraw, or (2) The University terminates your enrollment agreement. The University will refund monies due to the appropriate party (ies) within 45 days from the date upon which your withdrawal has been determined. Refund calculations are complex. For further information and examples, read the catalog and visit our Financial Assistance office.

**Earning and Returning Title IV Funds:** Special rules apply for withdrawals of certain Title IV federal student aid recipients. (Title IV aid includes Federal Pell Grants, Federal Direct Loans, and Federal PLUS Loans.) If you officially withdraw or are terminated by the University, the last date of attendance will be used to calculate refunds and the Return of Title IV Funds (if the latter is necessary). If a student stops attending and makes no formal withdrawal request, the last date of attendance will be used in all withdrawal calculations as the last date of the student's obligation.

**Holder in Due Course Statement:** Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services, obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5/14/76).

The student's account balance not covered by Title IV funds is due and payable by the student. Bryan University has 45 days from the student's withdrawal notification date to notify the student in writing of the balance due. If the balance is not paid in full within 10 business days, the student's account balance may be turned over to a collection agency. The student is responsible for all additional costs involved in collecting the balance. Additional costs include but are not limited to collection fees, attorney fees, and court costs.

**EFFECTIVE 9/28/2016: The table on page 32 of the catalog has been revised to the following:**

<b>Day - Hybrid Shift – Division I – Monday, Tuesday</b> Classes held 8:00 a.m. – 2:00 p.m.	<b>or</b>	<b>Evening - Hybrid Shift – Division I – Monday &amp; Tuesday</b> Classes held 5:00 p.m. – 11:00 p.m.
<b>Day - Hybrid Shift – Division II – Wednesday &amp; Thursday</b> Classes held 8:00 a.m. – 2:00 p.m.	<b>or</b>	<b>Evening - Hybrid Shift – Division II – Wednesday &amp; Thursday</b> Classes held 5:00 p.m. – 11:00 p.m.
<b>Day - Division III*</b> <b>Monday &amp; Tuesday,</b> Classes held 8:00 a.m. – 2:00 p.m. <b>Wednesday,</b> Classes held 1:00 p.m. – 9:00 p.m.	<b>or</b>	<b>Evening - Division III*</b> <b>Monday &amp; Tuesday,</b> Classes held 5:00 p.m. – 11:00 p.m. <b>Wednesday,</b> Classes held 1:00 p.m. – 9:00 p.m.
<b>Hybrid Courses</b>	<b>and/or</b>	<b>Externship</b>

\*Heating, Ventilation, Air Conditioning, and Refrigeration Technology program only.

## Tuition and Fees (effective July 1, 2014)

### Tuition

\$341.00 per credit hour

### International Student Tuition Rates

- International Student Partnership: I-20 eligible students, campus-based programs – \$100.00 per credit hour
- Other Non-immigrant students, residing in US, campus-based programs – \$100.00 per credit hour
- Students of the Freely Associated States including the Federated States of Micronesia and the republics of Palau and the Marshall Islands – \$100.00 per credit hour
- International students, studying online outside of US – \$100.00 per credit hour

### Special Tuition

Students Receiving Federal/State Tuition Assistance (Active Duty, National Guard and Army Reserve Soldiers) – all campuses, \$167.00/quarter credit hour

Bryan University may offer the following tuition rates to eligible individuals associated with the following businesses or agencies:

Business/Agency	Tuition Rate per Credit Hour*	Location
Trade Act Assistance (TAA)	\$80.00	All BU locations
Vocational Rehabilitation – VR (State)	\$80.00	Columbia, MO
Department of Corrections	\$220.00	Columbia, MO
Vocational Rehabilitation – VR (State)	\$80.00	Rogers, AR
Workforce Innovation and Opportunity Act (WIAO)	\$80.00	Springfield, MO/Online; Rogers, AR; Columbia, MO
Missouri Department of Economic Development	\$80.00	Rogers, AR
Serco	\$220.00	Rogers, AR/Online
Cognosante	\$220.00	Rogers, AR/Online
JB Hunt	\$220.00	Rogers, AR
Vocational Rehabilitation – VR (State)	\$80.00	Springfield, MO/Online
Missouri Career Center	\$80.00	Springfield, MO/Online
Teletech	\$220.00	Springfield, MO/Online
Communication Solutions	\$220.00	Springfield, MO/Online
10 Fitness	\$220.00	Springfield, MO/Online
Chase Card Services	\$220.00	Springfield, MO/Online
Wyndham Vacation Planning	\$220.00	Springfield, MO/Online
Hy-Vee Stores	\$220.00	Springfield, MO/Online; Columbia, MO
U.S. Security	\$220.00	Springfield, MO/Online
Midwest Security	\$220.00	Springfield, MO/Online
Phoenix Home Care	\$220.00	Springfield, MO/Online
Kum and Go Stores	\$220.00	Springfield, MO/Online; Rogers, AR
Hardee's of Missouri and Arkansas	\$220.00	Springfield, MO/Online; Rogers, AR
Boomerang Car Wash (Boomerang Holding, LLC)	\$220.00	Springfield, MO/Online; Rogers, AR
Vocational Rehabilitation – VR (State)	\$80.00	Topeka, KS
Prairie Band Potawatomi Nation	\$80.00	Topeka, KS/Online

**\*Effective date of the following pricing is for new students or re-enters beginning 1.9.2017**

New students (campus based) applying to Bryan University for the 1.9.2017 start will not incur an application for admissions fee. Additionally, those new students (campus based and/or online) accepted into the University for the 1.9.2017 quarter will not incur the technology fee for that specific quarter. Students classified as re-entering into Bryan University for the 1.9.2017 quarter will not incur a “Re-enter” fee.

**\*Effective date of the following pricing is for new students or re-enters beginning 10.20.2014**

Tuition and fees may be subject to change at one or more of the following points through each calendar year (March, July or October). Ample advance notice will be provided of specific effective dates associated with tuition and fee changes, and these will be communicated via the catalog supplement. Students that are eligible and take advantage of reduced tuition rates are not eligible for other discounting programs offered by Bryan University, including institutional payment plans and may not be eligible for need-based institutional scholarships and grants.

All tuition and applicable fees are due and payable in full the day the student transitions to a regular active student. If all financial options, including an alternative loan have been exhausted, other arrangements may be made at the discretion of the Financial Assistance Coordinator. Students sign a promissory note to pay the portion of tuition and applicable fees not met. The terms of this promissory note will include a schedule of installment payments. All arrangements for financial assistance should be made in advance of the beginning of the student’s program.



## Book and Resource Fees

### Books

Students are able to purchase books through Bryan University as a convenience. The University uses a combination of electronic (non-print) books (eBooks) and physical print books for its courses. In instances where an eBook is used for a course, each student must purchase access to the eBook. Long-term access to eBooks varies by publication, but is limited, in some instances, to two years from the time of validation. In instances where physical print books are used for a course, the textbook must be purchased by each student. An up-to-date book list by course is available at:

<http://www.bryanu.edu/consumer-information/>. Bryan University reserves the right to issue used books when deemed necessary.

The following table lists the costs of books per quarter (based upon full-time enrollment):

Program	Level	Per Quarter Book Charge
Security and Investigation	Diploma	\$550.00
Business Administration	Diploma	\$550.00
Computer Networking Specialist	Diploma	\$600.00
Heating, Ventilation, Air Conditioning and Refrigeration	Diploma	\$435.00
Personal Trainer	Diploma	\$485.00
Medical Assistant	Diploma	\$485.00
Medical Office Assistant	Diploma	\$485.00
Criminal Justice	Associate of Applied Science	\$550.00
Business Administration & Management	Associate of Applied Science	\$550.00
Computer Information Systems - Networking	Associate of Applied Science	\$600.00
Exercise Specialist	Associate of Applied Science	\$485.00
Healthcare Administration	Associate of Applied Science	\$485.00
Medical Assistant	Associate of Applied Science	\$485.00
Medical Administrative Specialist	Associate of Applied Science	\$485.00
Medical Billing and Coding	Associate of Applied Science	\$485.00
Heating, Ventilation, Air Conditioning and Refrigeration Technology	Associate of Applied Science	\$435.00
Bachelor Business Administration	Bachelor of Science	\$600.00
Bachelor Allied Health Management	Bachelor of Science	\$500.00
Master of Business Administration	Master's degree	\$750.00

### Resource Fee

Per quarter Resource fee charges vary according to the program of study, as outlined in the table below:

Program	Level	Per Quarter Resource Fee
Security and Investigation	Diploma	\$0.00
Business Administration	Diploma	\$0.00
Computer Networking Specialist	Diploma	\$480.00
Heating, Ventilation, Air Conditioning and Refrigeration	Diploma	\$205.00
Personal Trainer (campus-based)	Diploma	\$50.00
Personal Trainer (online)	Diploma	\$35.00
Medical Assistant	Diploma	\$50.00
Medical Office Assistant	Diploma	\$50.00
Criminal Justice	Associate of Applied Science	\$0.00
Business Administration & Management	Associate of Applied Science	\$0.00
Computer Information Systems - Networking	Associate of Applied Science	\$210.00
Exercise Specialist	Associate of Applied Science	\$50.00
Exercise Specialist - Online	Associate of Applied Science	\$35.00
Healthcare Administration	Associate of Applied Science	\$0.00
Medical Assistant	Associate of Applied Science	\$50.00
Medical Administrative Specialist	Associate of Applied Science	\$50.00
Medical Billing and Coding (campus-based)	Associate of Applied Science	\$50.00
Medical Billing and Coding (online)	Associate of Applied Science	\$35.00
Heating, Ventilation, Air Conditioning and Refrigeration Technology	Associate of Applied Science	\$115.00
Bachelor Business Administration	Bachelor of Science	\$0.00
Bachelor Allied Health Management	Bachelor of Science	\$0.00
Master of Business Administration	Master's degree	\$0.00

### Additional Fees

In addition to book and resource fees, the following additional fees are or may be experienced by students depending upon the unique circumstances of their enrollment:

Graduation Fee (mandatory for all students)	\$100.00
Technology Fee (per quarter - Campus Based)	\$215.00
Technology Fee (per quarter - Online Programs)	\$170.00
Technology Device Fee (includes all applicable taxes)	\$600.00
Credit Transfer Fee (per course)	\$100.00
Program Transfer Fee (each occurrence after first quarter)	\$200.00
Program Change Fee (each occurrence after first quarter)	\$200.00
Re-Entry Fee	\$100.00
Application Fee (campus-based student applications and Non-VA student applications)	\$50.00
Diploma Reissue Fee	\$25.00

The application fee along with all monies paid is refundable within three working days, exclusive of weekends and holidays. Beyond that, books and resource fee charges are non-refundable.

## Monthly Payments

Students attending Bryan University may be required to invest financially in their education by contributing a monthly cash payment.

### Minimum Wonderlic Scholastic Level Examination (SLE) scores accepted for Admission

Program Name	Degree*	Minimum SLE Score
Business Administration & Management	AAS	15
Computer Information Systems - Networking	AAS	18
Criminal Justice	AAS	15
Exercise Specialist	AAS	15
Medical Assistant	AAS	15
Medical Administrative Specialist	AAS	15
Heating, Ventilation, Air Conditioning and Refrigeration Technology	AAS	15
Healthcare Administration	AAS	15

\* AAS = Associate of Applied Science degree program