

CATALOG ADDENDUM 2017-2018 CATALOG VOLUME 72

ADDENDUM 1 EFFECTIVE MARCH 3, 2016

The below adds courses C108 and C111 to the DESCRIPTION OF COURSES starting on page 40 as follows:

C108 SPREADSHEET APPLICATIONS LAB – 3 credits

This course introduces students to utilize spreadsheet software in a Microsoft Excel environment. This includes learning how to build, edit, enhance, file, retrieve, and print a workbook. Entering data, building formulas, querying a database, and producing graphs from a spreadsheet will also be covered. This course covers introductory core competencies required to successfully challenge the Microsoft Office Specialist (MOS) examination. C108 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: None.

C111 WORD PROCESSING APPLICATIONS LAB- 3 credits

Develops competency in word processing software. Concepts and procedures are presented and reinforced with practical applications on computers. C111 includes 60 hours of contact instruction plus 15 additional outside hours of course work. Prerequisite: KT101 or C101.

The below updates item 2 under **PRACTICAL NURSE ENROLLMENT PROCESS** on page 12 of the catalog to now read:

2. Challenge the ATI TEAS VI test. Prospective students will pay a \$75 nonrefundable testing fee to register for and challenge the exam as scheduled by the campus. A minimum score of 42 must be achieved on the ATI TEAS VI test.

The below updates **RE-ADMISSION OF WITHDRAWN STUDENTS** paragraph on page 3 to read:

RE-ADMISSION OF WITHDRAWN STUDENTS

After withdrawal, a student may apply for re-admittance by contacting the campus. Students applying for re-admittance to Dorsey Schools will be subject to a review of the circumstances surrounding the original withdrawal and an evaluation of the student's satisfactory academic progress status as outlined above. Students permitted to readmit are required to complete their program in accordance with the **MAXIMUM TIME FRAME SAP REQUIREMENT** (see **SATISFACTORY ACADEMIC PROGRESS** section of this catalog).

All students re-admitting must be approved by a campus re-admittance committee. Students are encouraged to apply for re-admittance a minimum of two (2) weeks prior to the start of the module in which they wish to return.



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ADDENDUM 2 EFFECTIVE APRIL 10, 2017

Dorsey Schools Tuition & Programs

Program Name	CIP	Credit / Clock hour	Tuition Rate	Testing Fee**	Application Fee**	Kit Fee (and textbook for COS program only)	Program Fee	Tuition	Total Tuition & Program Fee	Cert/License available or required
Culinary Arts*	12.0500	48	\$ 431	\$ -	\$ -	\$ 325	\$ 600	\$ 20,688	\$ 21,613	Yes
Cosmetology	12.0401	1500 clock hrs	\$13.60	\$ -	\$ -	\$ 600	\$ 600	\$ 20,400	\$ 21,600	Yes
Dental Assistant*	51.0601	48	\$ 414	\$ -	\$ -	\$ -	\$ 600	\$ 19,872	\$ 20,472	Yes
Dialysis P.C. Technician*	51.1011	54	\$ 414	\$ -	\$ -	\$ -	\$ 600	\$ 22,356	\$ 22,956	Yes
Electrical Technician	47.0101	48	\$ 428	\$ -	\$ -	\$ 472	\$ 600	\$ 20,544	\$ 21,616	No
HVAC Systems Technician*	47.0201	36	\$ 426	\$ -	\$ -	\$ 418	\$ 600	\$ 15,336	\$ 16,354	Yes
Medical Assistant*	51.0801	48	\$ 414	\$ -	\$ -	\$ -	\$ 600	\$ 19,872	\$ 20,472	Yes
Medical Administration and Billing*	51.0714	48	\$ 414	\$ -	\$ -	\$ -	\$ 600	\$ 19,872	\$ 20,472	Yes
Massage Therapy*	51.3501	900 clock hrs	\$18.00	\$ -	\$ -	\$ -	\$ 600	\$ 16,200	\$ 16,800	Yes
Patient Care Technician*	51.3999	48	\$ 438	\$ -	\$ -	\$ -	\$ 600	\$ 21,024	\$ 21,624	Yes
Practical Nurse	51.3901	48	\$ 598	\$ 75	\$ 200	\$ -	\$ 600	\$ 28,704	\$ 29,304	Yes
Pharmacy Technician*	51.0805	28	\$ 438	\$ -	\$ -	\$ -	\$ 600	\$ 12,264	\$ 12,864	Yes

Additional Notes

*Dorsey Schools will pay the cost one time for students in this program to challenge a certification/licensure exam as selected by Dorsey Schools, contingent upon the student meeting Dorsey Schools exam preparation requirements, which vary by program.

**Testing and Application Fees are not included in tuition; these fees are paid prior to enrollment

Effective for enrollments on or after **4/10/17** for the following programs:

CA- Knife & Kit Fee - \$325 HVAC - Kit Fee \$418

ET - Kit Fee \$472

COS - Textbook 180; Kit Fee \$420

ADDENDUM 3 EFFECTIVE APRIL 10, 2017

The below replaces the REFUND AND CANCELLATION POLICIES on pages 27-29:

REFUND AND CANCELLATION POLICIES

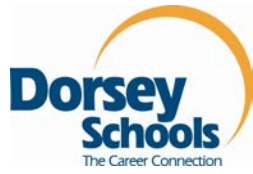
Dorsey Schools' Refund and Cancellation Policies adhere to the policies of applicable state, federal, and accrediting agencies.

INSTITUTIONAL CANCELLATION POLICY

Dorsey Schools applies the following institutional cancellation policy to all applicants:

- (1) If the applicant's enrollment agreement is rejected by the school, all tuition and fees paid by the applicant will be returned within 30 days.
- (2) If the applicant cancels or terminates the enrollment agreement with the school within three (3) business days after signing the contract, regardless of whether or not the student has started training, all tuition and fees paid by the applicant will be returned within 30 days.

INSTITUTIONAL REFUND POLICIES FOR STUDENTS WITHDRAWN OR TERMINATED FROM TRAINING



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The following institutional refund policies applies to all students who withdraw, or are terminated for any reason, by either party, including the student’s decision, course or program cancellation or closure of the school after the beginning of the program. The institutional refund policy used is determined by the type of program the student is enrolled in; either a credit hour or clock hour program. The official withdrawal or termination date is the postmark date on the written notification, or the date the school is notified in person, or the date the school notifies the student in person. The unofficial withdrawal date is the student’s last date of attendance; the institution monitors clock hour attendance weekly. If a student withdraws from enrollment after beginning training, any refund owed will be paid to the student in the form of a paper check, within forty-five (45) days of the date the school determined that the student officially withdrew, unofficially withdrew, or was terminated.

The cost of textbooks and program or kit fees that are billed separately are not included in the tuition cost. As such, these fees are non-refundable and are not included in the institutional refund calculation.

Credit-Hour Programs

Tuition charges incurred at withdrawal or termination are calculated based on the number of weeks attended in the term in which the student withdraws.

1. ***For withdrawal or dismissal during the first week of the term****, the school retains 10% of the scheduled credit hour charges for the term.
2. ***For withdrawal or dismissal during the second or third week of the term***, the school retains 25% of the scheduled credit hour charges for the term.
3. ***For withdrawal or dismissal during the fourth week of the term***, the school retains 50% of the scheduled credit hour charges for the term.
4. ***For withdrawal or dismissal after the fourth week of the term***, the school retains 100% of the scheduled credit hour charges for the term.
5. When a student is scheduled for a period of less than the standard 12-week term, charges will be based on the number of credits scheduled for that period and the above institutional refund policy will apply.

**The first week of a term is defined as seven consecutive calendar days starting on the date a term of instruction begins; all subsequent weeks follow thereafter.*

Clock-Hour Programs, Dorsey School of Beauty and Massage Therapy

Tuition charges incurred at withdrawal or termination are calculated based on the percentage of program hours scheduled up to and including the student’s last date of attendance. This calculation is not based on the hours attended nor hours earned.

The Institutional Refund calculation for clock hour programs is determined on a pro rata basis. For example, if a student was scheduled for 30% of the hours in their payment period, Dorsey Schools will retain 30% of the tuition billed for the payment period. Students scheduled for 60% or more of the payment period will be charged the full tuition for the payment period. The refund ratio is calculated by dividing the number of hours the student was scheduled, by the total number of hours in their payment period, and applying this ratio to the tuition billed. The payment period is the period of time it takes a student to successfully complete both half the number of clock hours and half the number of weeks of the academic year or program, or the remaining portion of a program that is more than one-half of an academic year but less than a full academic year.

% of Scheduled Hours In Payment Period Prior To Last Date Of Attendance	% of Tuition For Payment Period Retained By School
0.01 to 59%	0.01 to 59.99%
60 to 100%	100%

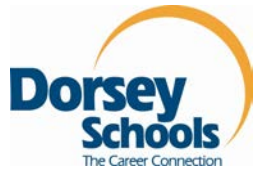
Any tuition amount not retained by the school will be deducted from the amount of tuition that was billed for the payment period. For example, if the school retained 30% of the tuition billed for the payment period, the amount billed is reduced by 70%. Students are responsible for any balances due to the school for unpaid institutional charges.

Students not receiving Federal Title IV Financial Aid

For students that withdraw or are terminated, that do not receive Federal Student Aid, their tuition refund is calculated solely in accordance with one of the Dorsey Schools Institutional Refund Policies described above.

Students receiving Federal Title IV Financial Aid

For students that withdraw or are terminated, that receive Federal Student Aid, their tuition refund is calculated using one of the Dorsey Schools Institutional Refund Policies described above, in addition to the Return to Title IV calculation for funds, as described below.



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The school or the student may be required to return some of the federal funds awarded to the student as described below. The student may also be eligible for a refund of a portion of tuition paid to Dorsey Schools for the payment period. If the student received financial assistance from an outside source, a portion of the refund may be returned to that or other sources from which assistance was received. Any funds in excess of those (1) returned to Title IV aid, or (2) due and payable to Dorsey Schools shall be used to repay other private sources and the student in proportion to the amount received from each non-federal source.

RETURN TO TITLE IV FUNDS POLICY

Students considering withdrawing from school should contact the Financial Aid Office to determine the amount of federal student assistance funds, if any, that must be returned on the student's behalf. Any student electing to withdraw from school is responsible for any balance due and payable to the school as a result of the Return to Title IV calculation.

The U.S. Department of Education requires schools to determine the amount of federal student aid the student earned if they withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Loans, Direct PLUS Loans and Federal Supplemental Educational Opportunity Grants (FSEOGs).

A student's withdrawal date is the last date of academic attendance as determined by the attendance records. This date is used for all students that cease attendance and those that officially withdraw.

The amount of funds earned is based on the amount of time the student completes during the payment period of their program; see the Payment Period section of this catalog for definitions.

If a student received (or the school received on the student's behalf) less assistance than the amount that is earned, the student may be able to receive those additional funds. If more assistance was received than was earned, the excess funds must be returned.

The Return to Title IV calculation is determined on a pro rata basis. For example, if a student completed 30% of their payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Students completing 60% of the payment period or period of enrollment, earn all the assistance that they were scheduled to receive for that period. This process must be completed no later than 45 days after it is determined that the student withdrew.

If the student does not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the school must obtain the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that they do not incur additional debt. The school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, we (the school) need permission from the student to use the post-withdrawal grant disbursement for all other school charges (if any). It may be in the best interest of the student to allow the school to use the funds to reduce the debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed once the student withdraws, because of other eligibility requirements. For example, if the student is a first time, first-year undergraduate student and they have not completed the first 30 days of their program prior to withdrawal, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

The School is required to return any required excess funds. The amount of the excess funds the school returns is the lesser of the:

- Institutional charges multiplied by the unearned percentage of the funds, or
- Entire amount of the excess funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that a student (or the student's parent for a PLUS loan) must return, the student repays as regular monthly loan payments in accordance with the terms of the promissory note. That is, the student (or student's parent) makes scheduled payments to the holder of the loan over a period of time.

Title IV funds are returned to the program from which the student received aid during the payment period, in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants
- Federal Supplementary Educational Opportunity Grants
- Iraq and Afghanistan Service Grant

Any amount of unearned grant funds that a student must return is called an overpayment. In the event of a grant overpayment, the maximum required for the student to repay is 50% of the grant received, or were scheduled to receive. In addition, regulations clarify that students are not required to repay grant overpayments, which are \$50 or less. Students responsible for a grant overpayment must make arrangements with the School or US Department of Education to repay the funds. Failure by the student to repay the required overpayment will result in a loss of future Federal Student Aid (Title IV programs).



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The Return to Title IV Funds policy is distinct and separate from the Institutional Refund policy. Students should refer to the Refund Policy section of this catalog for information regarding any additional refund calculations the school is required to perform. Students are responsible for any balances due to the school for unpaid institutional charges.

ADDENDUM 4 EFFECTIVE APRIL 17, 2017

Page 7 is updated to remove the Wayne campus from the listed available locations for the Patient Care Technician program. Page 9 is updated to remove the Saginaw campus from the listed available campus locations for the Massage Therapy program.