

Altierus Career College – Chesapeake & Woodbridge
2017-2019 Catalog, Volume I, Version I
Addendum Effective 09/18/17

■ **ADDENDUM:** The Altierus American Dream Scholarship language has been updated to page 27 of the catalog.

Altierus American Dream Scholarship

The Altierus American Dream Scholarship is a multimillion-dollar institutional scholarship program for students who attend an Altierus institution. The program features a limited number of scholarships available at each campus for new students.

New Students

New students who first enroll in an Altierus institution on or after **September 18, 2017** and were referred by a leader in the local community are eligible to apply for the **Altierus American Dream New Student Scholarship up to \$2,000.**

To be eligible a student must:

- Be independently recommended (not student-solicited) by a leader in the student's community
- Complete an essay answering the question "How will Altierus Help Me Fulfill My American Dream?" – see guidelines
- Meet application guidelines and deadlines

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 on a monthly basis. Student scholarship winners will be notified within 45 days of the scholarship application submission date by the Campus Director 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.
 - Community leader providing reference must certify that the student is being recommended on the leader's own initiative, and that the student did not solicit the recommendation.
- Review of the Written Essay submitted
 - Logical interpretation of the subject and adherence to topic
 - Originality, Innovation and Creativity
 - Adherence to overall guidelines and deadlines applicable

Scholarship Funds

Altierus American Dream Scholarships 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).

The scholarship will be credited on a student's account upon award of the scholarship. Scholarships are non-transferable and cannot be exchanged for cash. Scholarships 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.

Scholarship funds will be disbursed on a pro-rata basis per pay period, and will be limited, per pay period, to the amount by which tuition, books, and fees exceed the amount of Title IV and other funds available, such that application of the scholarship cannot create a credit balance or otherwise result in a stipend paid to the student.

■ **ADDENDUM:** The following statement has been added to the Accreditation, Licensure and Approvals section on pg. 2 of the catalog for Chesapeake campus.

- The campus is accredited by Accrediting Commission of Career Schools and Colleges (ACCSC). The Accrediting Commission of Career Schools and Colleges is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Accrediting Commission of Career Schools and Colleges (ACCSC) is located at 2101 Wilson Blvd., Suite 302, Arlington, VA, or call 703-247-4212, or visit their website at www.accsc.org.

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■ **ADDENDUM:** The following Student Grievance Procedure language has been added to pg. 35 of the catalog for Chesapeake campus.

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 Director. 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.

If a student feels that the School has not adequately addressed a complaint or concern, the student may also consider contacting the Accrediting Council for Independent Colleges and Schools or 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 Commission of Career Schools and Colleges
 2101 Wilson Boulevard, Suite 302
 Arlington, Virginia 22201
 (703) 247 4212
www.accsc.org

Accrediting Council for Independent Colleges and Schools
 750 First Street, N.E., Suite 980
 Washington, DC 20002
 (202) 336-6780, (202) 842-2593 (fax)
www.acics.org

■ **ADDENDUM:** The Medical Assistant book price has been amended to the Woodbridge tuition and fees table on pg. 64 of the catalog.

Woodbridge				
Program	Program Length	Credit Units	Tuition	Books and Equipment (estimated)
Dental Assistant	33 weeks	48	\$14,141	\$1,071
Medical Assistant	41 weeks	60	\$15,781	\$2,379
Medical Administrative Assistant	33 weeks	48	\$13,645	\$2,121
Medical Assistant book price effective January 9, 2017				
Tuition for Dental Assistant effective July 1, 2017				
*Enrollment are no longer accepted in this program				