Altoona Programs of Study

Respiratory Therapy

YTI Career Institute – Altoona offers an Associate in Specialized Technology degree in Respiratory Therapy. The Respiratory Therapy program is designed to provide the student with the theory, and basic and advanced clinical skills necessary to secure, at a minimum, an entry-level position in the field of Respiratory Therapy. The goal is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

Throughout the program, students will gain knowledge during the course of study as it relates to evaluation, treatment, blood gas analysis, hemodynamic monitoring, bronchodilator administration, and care for all types of patients with breathing and cardiopulmonary disorders. The technician/ therapist will perform under the direct supervision of a physician at all times. The scope of duties for the RRT will be more advanced in many instances than the CRT. For example, therapists will consult with physicians, develop and modify care plans, and care for the patients in more critical clinical settings. However, the term respiratory therapist, in the medical field, encompasses both the therapist and the technician. Duty differentiation is defined by the individual hiring institution. The therapist can secure employment in, but are not limited to: hospitals, nursing homes, rehabilitation centers, pulmonary function labs, and sleep clinics/labs. Specific job titles for this profession are, but not limited to: Entry Level Respiratory Therapist, CRT, Advanced Level Respiratory Therapist, RRT, Respiratory Therapy Technician II, Respiratory Therapy Shift Supervisor, Respiratory Therapy Equipment Technician, and Sales Representative for home health care agencies.

Relocation may be required to enhance available career opportunities.

The Respiratory Therapy program at YTI Career Institute - Altoona has earned Continuing Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program that has been granted continuing accreditation has demonstrated continuous compliance in accordance with the Standards following submission of a continuing self-study report and completion of an on-site visit as required by the CoARC Board. YTI Career Institute-Altoona's Respiratory Therapy program is recognized by the National Board for Respiratory Care (NBRC) and graduates are eligible to sit for the Respiratory Care Credentialing Examination(s). Enrolled students completing the program under Continuing Accreditation are considered graduates of a CoARC accredited program. Commission on Accreditation for Respiratory Care, 777 Cannon Drive, P.O. Box 54876, Hurst, Texas 76054-4876, (817)283-2835.

Students requesting admission to the Respiratory Therapy program will have a schedule of 24 hours a week for the entire program. The Respiratory Therapy program is offered in a Blended Learning format, with didactic instruction occurring online, and clinical rotations occurring at approved clinical sites. Assignments and homework are accessible 24 hours a day/seven days per week through the Learning Management System (LMS).

In Terms 1 through 3, all instruction is accessed online using the LMS in an asynchronous modality. Students should expect to spend an average of five (5) hours per day, five days per week, engaging in online instruction, and an additional three to five hours per day in reading, homework, activities, online discussion boards and simulations. Terms 4 through 8, all didactic instruction is assessed online an average of fifteen hours per week, Sunday through Saturday, with an additional 10-15 hours per week of homework and other online assignments. Clinical rotations and supervised lab instruction will be completed at approved clinical sites. Clinical assignments for Term 4 will be a minimum of six hours per week between Monday and Friday, and for Terms 5-8, a minimum of 12 hours per week between Monday and Friday.

Respiratory Therapy (cont.)

Prerequisite	Course	Course Name	Credits
	RTDE 1110	Medical Terminology	3.5
	RTDE 1120	Essentials of Anatomy and Physiology	5
	GSDE 1854	Student Success Seminar	1.5
	GSDE 1843	English Composition	3.5
	GSDE 1898	Computers in Health Care	3
	GSDE 1713	Algebra	4.5
GSDE 1713	RTDE 1210	Respiratory Therapy Fundamentals I	6
RTDE 1120	RTDE 1220	Cardiopulmonary Anatomy & Physiology I	3.5
RTDE 1120, GS 1713	RTDE 1230	Cardiopulmonary Pharmacology	3
GSDE 1713	RTDE 1240	Applied Respiratory Sciences I	3
	GSDE 1827	Psychology	4
RTDE 1210, RT DE1230	RT 1335	Clinical Respiratory Care I	3
RTDE1240	RTDE 1340	Applied Respiratory Sciences II	3
	RTDE 1350	Cardiopulmonary Pathophysiology	5
RTDE 1240	RTDE 1310	Respiratory Therapy Fundamentals II	6
RT 1335	RT 2435	Clinical Respiratory Care II	6
RTDE 1220	RTDE 2420	Cardiopulmonary Anatomy & Physiology II	4
	RTDE 2440	Dynamics of Mechanical Ventilation	5.5
RT 2435, RT 2445	RT 2535	Clinical Respiratory Care III	6
	RTDE 2540	Pulmonary Diagnostics	3
	GSDE 1886	Medical Law and Ethics	3.5
	GSDE 1860	Professional Development	3.5
RT 2535	RT 2635	Clinical Respiratory Care IV	9
	RTDE 2640	Pulmonary Rehab and Home Health Care	1.5
RTDE 1310	RTDE 2610	Respiratory Therapy Fundamentals III	6
	RTDE 2620	Entry Level Exam Preparation	1.5
RTDE 2610, RT 2635	RT DE2710	Advance Clinical Theory Overview	9.5
RTDE 2620	RTDE 2720	Advanced Exam Preparation	3
	GSDE 1885	Critical Thinking	3.5
		TOTAL QUARTER CREDITS	**120**

Length of Program: Nineteen (19) months, consisting of eight (8) ten-week quarters.

Maximum class section size for this program is fifty students (50) students for on-line lecture and groups of 10-12 for clinical rotations.

Respiratory Therapy Course Descriptions (* indicates an online course)

RTDE 1110 MEDICAL TERMINOLOGY * 3.5 Credits
This course introduces students to the language of medicine. Using a systematic approach, the student will learn roots, prefixes, and combining forms to build a medical vocabulary. Basic body system knowledge includes: The body as a whole, digestive, urinary, female reproductive, male reproductive, and nervous systems, lymphatic system, immune system, digestive system, endocrine system, and sensory system. Prerequisites: None

RTDE 1120 ESSENTIALS OF ANATOMY AND PHYSIOLOGY * 5 Credits
Students will learn the structure and function for the major organ systems. This course centers on basic anatomy and physiology. Anatomy and physiology are not taught as an end in themselves, but as a basis for the comprehension for the workings of the human body in health and disease. Emphasis will be placed on the diseases, skeletal and muscular system, nervous and sensory systems, nutrition, and the cardiopulmonary system. Prerequisites: None

GSDE 1854 STUDENT SUCCESS SEMINAR * 1.5 Credit
Students develop the skills necessary to achieve success in educational and career environments. Topics include: learning styles and how they relate to study skills, goal setting and establishing priorities, and understanding one's role in the work environment. Prerequisites: None

GSDE 1843 ENGLISH COMPOSITION * 3.5 Credits
In this course students will focus on writing as process of sentence structure and paragraph development. Through instructions and practice, students will improve their grammatical skills and enhance their writing ability and style, while learning strategies for critically reading texts. Students will also use the writing process for composing effective written communication geared towards specific audiences in the field of Respiratory Therapy. Prerequisites: None

GSDE 1898 COMPUTERS IN HEALTH CARE * 3 Credits
This course introduces the student to the basic theory and concepts associated with the use of microcomputers. The student learns the fundamental skills to manage a desktop effectively, manage files, create documents, and use accessible features. In addition, the student learns to create, format, edit, save, and print documents and spreadsheets. The student also receives instruction and practice in creating attractive and effective business presentations. Upon completion students will be able to create a basic business document and professional business presentation. Students will also be able to discuss and demonstrate the use of spreadsheets in everyday business functions. Prerequisites: None

GSDE 1813 ALGEBRA * 4.5 Credits
This course provides an introduction to various mathematics topics. Topics covered related to basic math are fractions, decimal numbers, positive and negative numbers, exponents and the metric system, algebra, equations and formulas, geometry, trigonometry, and logarithms and graphs. Prerequisites: None

RTDE 1210 RESPIRATORY THERAPY FUNDAMENTALS I * 6 Credits
Students will learn mechanics of the pulmonary system and the relationship to respiration and cardiac function. They will also learn the principles of gas physics and oxygen, aerosol, and humidity therapies, in addition to potential hazards associated with oxygen therapy. Study of the different delivery devices and learn how to assemble equipment is included. Prerequisites: GS 1813

RTDE 1220 CARDIOPULMONARY ANATOMY & PHYSIOLOGY I * 3.5 Credits
This course introduces the theoretical basis of human pulmonary anatomy, mechanics, ventilation, gas diffusion, systemic transport of gases, pulmonary/renal influences on acid base relationships, caused by aging and stress.
Prerequisites: RT 1120

RTDE 1230 CARDIOPULMONARY PHARMACOLOGY * 3 Credits
This course is designed to outline and demonstrate the various types of drugs used to treat patients with cardiopulmonary disorders. Student will understand basic terms, classification, and drug development. The student will understand formulas as they relate to the proper calculations of medications. The course will clearly identify side effects and adverse reactions associated with various medications. It will also demonstrate the proper response/ action that should be taken in the event that any of these things occur. Prerequisites: RT 1120, GS 1813

RTDE 1240 APPLIED RESPIRATORY SCIENCES I * 3 Credits
This course is designed to provide a basic review of mathematical and algebraic concepts and their application in the field of respiratory care. In addition, it will provide the students with a foundation of basic science knowledge in the fields of general and biochemical chemistry. The students will learn fundamental inorganic chemistry principles as they apply to human body, physical principles, and basic aspects of biochemistry. Prerequisites: GS 1813

GSDE 1827 PSYCHOLOGY * 4 Credits
The course will introduce the student to the scientific study of behavior and experience with emphasis on maturation and learning, motivation, emotion, sensation, perception and thinking. Aspects of personality and individual differences will also be studied. Prerequisites: None

RT 1335 CLINICAL RESPIRATORY CARE I 3 Credits
During this rotation, the students will become familiar with the hospital setting, patients, rules and regulations. Perform basic respiratory functions. Review charts and understand documentation. Observe more advance functions and attend physician rounds. Prerequisites: RT 1210, RT 1230

RTDE 1340 APPLIED RESPIRATORY SCIENCES II * 3 Credits
A continuation of Applied Respiratory Sciences I, this course is designed to provide review of physical principles that apply to respiratory care equipment and cardiopulmonary physiology. Students will also identify disease symptoms and their causing agents. Prerequisites: RT 1240

RTDE 1350 CARDIOPULMONARY PATHOPHYSIOLOGY * 5 Credits
The purpose of this class is to enhance the assessment skills of the students; as well as give a clear, concise, understanding of respiratory disease processes. This course provides the student the opportunity to understand and carry out duties under the guidelines of Therapy Driven Protocols (TDP's) which are imperative in the success of patient care. These protocols are very instrumental in the team approach of patient care throughout various health care facilities. Prerequisites: None

RTDE 1310 RESPIRATORY THERAPY FUNDAMENTALS II * 6 Credits
Students will learn mechanics of the pulmonary system and the relationship to respiration and cardiac function. Airway management techniques and equipment used for establishing, securing, and maintaining the airway are reviewed. Students will learn indications for lung expansion therapy and procedures involved, in addition to indications and procedures involved in bronchial hygiene and adjunctive therapy.
Prerequisites: RT 1240

RT 2435 CLINICAL RESPIRATORY CARE II 6 Credits
Students will examine the pathologies of the cardiopulmonary systems and recognize the manifestations and systems of restrictive pulmonary disease. This will include screening, surgical risk evaluation, assessment of disease progression, and determination of pulmonary disability with modification of the therapeutic approach to the patients' care plan. Prerequisites: RT 1330

RTDE 2420 CARDIOPULMONARY ANATOMY &PHYSIOLOGY II * 4 Credits
This course introduces the theoretical basis of human pulmonary anatomy, mechanics, ventilation, gas diffusion, systemic transport of gases, pulmonary/renal influences on acid base relationships, in the neonate and the child.
Prerequisites: RT 1220

RTDE 2440 DYNAMICS OF MECHANICAL VENTILATION * 5.5 Credits
This course is designed to give the students a more in- depth understanding of the various forms of ventilation. A comprehensive learning of modalities, frequencies, weaning protocols, treatment of ICU patients, and trouble shooting. It will cover all respiratory disease processes using case study review and various other scenarios as they relate to the patient needing invasive/non-invasive support.
Prerequisites: None

RT 2535 CLINICAL RESPIRATORY CARE III 6 Credits
Students study the various types of mechanical ventilators and to recognize identification of continuous mechanical ventilation. They will learn how to set up ventilators and monitor a ventilator patient. Students will learn how to apply PEEP/CPAP and intermittent mandatory ventilation. Special considerations for continuous mechanical ventilation and long-term life support are reviewed.
Prerequisites: RT 2435, RT 2445

RTDE 2540 PULMONARY DIAGNOSTICS * 3 Credits
This course is designed to give the student a more in depth perception of pulmonary diagnostic testing and special procedures. The students will be able to demonstrate setup, calibration, troubleshooting and cleaning of equipment. The student will be able to identify different pathology indicators for various testing. The student will also have a better understanding of function therefore aiding in better treatment for the patient. This course will also give the student an in-depth view of respiratory career specialties and clinical opportunities. Prerequisites: None

GSDE 1887 MEDICAL LAW & ETHICS * 3.5 Credits
This course provides essential legal and ethical principles for those pursuing a career in the healthcare field. It provides a foundation of all the essentials including the legal system, the patient/physician relationship, professional liability and medical malpractice prevention, workplace law and ethics, medical records, confidentiality, bioethical issues, ADA, and HIPAA. Prerequisites: None

GSDE 1860 PROFESSIONAL DEVELOPMENT * 3.5 Credits
This course is designed to teach students skills and resources available to seek industry employment by providing training in effective job search skills, knowledge, and attitudes. Students learn to identify and define employer expectations and applicant skills. Students also learn to identify, locate, and use primary resources for researching industry specific employers, job leads, and employer contact information. Skills developed include application preparation skills such as creating a resume, cover letter, and reference page and preparing and learning interview techniques.
Prerequisites: None

RT 2635 CLINICAL RESPIRATORY CARE IV 6 Credits
This course is designed to allow the student to combine all aspects of patient care and apply those to treating the patient. The student will demonstrate sound knowledge in understanding patho-physiological disorders in adult, neonates and pediatrics. The student will understand and perform ventilator modalities of care. Prerequisites: RT 2535

RTDE 2640 PULMONARY REHAB AND HOME HEALTH CARE * 1.5 Credit
The student will understand how to provide respiratory care at non-traditional sites utilizing team approach and medical direction is the focus of this course. Continuous O2 therapy, long term mechanical ventilation, and in home planned rehabilitation will be addressed. Prerequisites: None

RTDE 2610 RESPIRATORY THERAPY FUNDAMENTALS III * 6 Credits
This course will cover the assessment and treatment of neonatal and pediatric patients. Students will be introduced to airway management, oxygen therapy, bronchopulmonary hygiene techniques, neonatal/pediatric respiratory pharmacology, and resuscitation techniques as they relate to the care of neonatal and pediatric patients. Students will receive a detailed study of invasive, non-invasive, and high-frequency mechanical ventilation, and other methods of ventilator support as they relate to neonatal and pediatrics. Prerequisites: RT 1310

RTDE 2620 ENTRY LEVEL EXAM PREPARATION * 1.5 Credit
This course offers a comprehensive review of respiratory concepts mastered in the program clinically and/or theoretically. The course will provide the student the opportunity to review/ refresh any specific area0 s of concern to help optimize respiratory therapy credentialing examination success for the NBRC's TMC Examination. Prerequisites: None

RTDE 2710 ADVANCE CLINICAL THEORY OVERVIEW 9.5 Credits
This course offers a comprehensive overview of theory and clinical functions. Students will learn, practice and apply all required calculations, drugs and modalities to various patients and patient scenarios. The course will offer comprehensive review of diagnostics, assessment of disease and critical thinking skills.
Prerequisites: RT 2610, RT 2635

RTDE2720 ADVANCED EXAM PREPARATION * 3 Credits

This course is a continuation of Respiratory Therapy Exam Preparation I and offers a comprehensive review of all concepts mastered in the program clinically and/or theoretically. The course will provide the student the opportunity to review/ refresh any specific areas of concern to help optimize respiratory therapy credentialing examination success for the NBRC's TMC Examination. In addition, the student will take a mock Therapist Multiple Choice Examination (TMC) and Clinical Simulation Examination. Prerequisites: RT 2620

GSDE 1885 CRITICAL THINKING * 3.5 Credits

This course explores the process of thinking critically and guides students in thinking more clearly, insightfully and effectively. Concrete examples from students' experience and contemporary issues help students develop the abilities to solve problems, analyze issues, and make informed decisions within their careers and within their personal lives. Varied readings, structured writing assignments and classroom discussions will help guide students through critical thinking rationale and reasoning. Prerequisites: None

ACADEMIC INFORMATION

Academic Calendar/Schedule

For the Medical Billing and Coding and Respiratory Therapy programs)

YTI begins new classes in Winter, Spring, Summer I, Summer II, and Fall of each year. YTI observes the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas

Hybrid programs have two lab shifts available (day and evening) and lecture and lab classes typically require 25-30 hours of educational work per week.

Online programs typically require 25-30 hours of educational work per week.

YTI Calendar

	Starting Dates	**Ending Dates**
Winter Quarter	January 11, 2021	March 19, 2021
Spring Quarter	March 22, 2021	May28, 2021
Summer I Quarter	June 1, 2021	August 13, 2021
Summer II Quarter	August 16, 2021	October 22, 2021
Fall Quarter	October 25 2021	January 7, 2022

YTI Quarter Break Schedule

Memorial Day	May 31, 2021
Independence Day	July 5, 2021(observed)
Summer Break	July 6, 2021 – July 9, 2021
Labor Day	September 6, 2021
Thanksgiving	November 25-26, 2021
Christmas Day	December 25, 2021
Holiday Break	December 27, 2021 – December 31, 2021

Financial Information YTI Career Institute - Altoona

Tuition Schedules as of December 1, 2020:

Altoona Programs	Quarters in Programs	Tuition Per Quarter	Total Tuition for Program
Respiratory Therapy	8	$4,117	$32,936

Financial Information YTI Career Institute - Lancaster

Tuition Schedules as of December 1, 2020:

Lancaster Programs	Quarters in Programs	Tuition Per Quarter	Total Tuition for Program
Criminal Justice & First Response	7	$4,595	$32,165
Culinary Arts/ Restaurant Management	7	$5,143	$36,001
Expanded Functions Dental Assisting	2	$1,600	$3,200
Health Information Technology	7	$3,827	$26,789
Medical Billing & Coding	4	$4,250	$17,000
Pastry Arts	4	$5,250	$21,000

Financial Information YTI Career Institute - York

Tuition Schedules as of December 1, 2020:

York Programs	Quarters in Programs	Tuition Per Quarter	Total Tuition for Program
Business Administration: Business Operations Management	7	$4,082	$28,574
Career HVACR	4	$4,665	$18,660
Computer Aided Drafting & Design	7	$5,306	$37,142
Computer Systems Specialist	7	$5,317	$37,219
Dental Assisting	3	$5,666	$16,998
Electrical Technology	3	$5,000	$15,000
Electronics Engineering Technology	7	$5,367	$37,569
Medical Assistant	7	$4,444	$31,108
Veterinary Technician	7	$4,313	$30,191

Fees

As of October 19, 2020:

The following fees apply to all new students who interview, apply and enroll at YTI Career Institute.

- $350 technology fee payable in the first term of enrollment
- $ 20 graduation fee payable in the final term of enrollment
- Lab fees on the following schedule:

Altoona Programs	Lab/Clinical Fee per Term	Total Lab/Clinical Fees
Respiratory Therapy	$20	$160

Lancaster Programs	Lab/Externship Fee per Term	**Total Lab/ Externship Fees**
Criminal Justice & First Response	$10	$70
Culinary Arts/Restaurant Management	$40	$280
Expanded Functions Dental Assisting	$10	$20
Health Information Technology	$10	$70
Medical Billing & Coding	$0	$0
Pastry Arts	$40	$160

York Programs	Lab/Externship Fee per Term	**Total Lab/ Externship Fees**
Business Administration: Business Operations Management	$0	$0
Career HVACR	$100	$400
Computer Aided Drafting & Design	$0	$0
Computer Systems Specialist	$0	$0
Dental Assisting	$40	$160
Electrical Technology	$50	$150
Electronics Engineering Technology	$50	$350
Medical Assistant	$40	$280
Veterinary Technician	$50	$350

Materials Fee - Book, Kits, and Supplies

As of October 19, 2020:

The Materials Fee covers all books, tools, instruments, uniforms, supplies, and other materials that the students will receive from YTI during the course of their attendance in their program. For certain degree programs with diverse book requirements, materials are delivered in two installments; Materials Fee 1 covers the first academic year (first three terms), and Materials Fee 2 covers the remaining portion of the program.

Any E-books issued to students are usually permanent once the student downloads them to their device. On-line access is usually limited to one year commencing with the day the E-book is activated. E-book access limits are based on publisher requirements and not within YTI's control. E-book license limits are subject to change by the publisher without notice. The amount of the Materials Fee is specified at the time the student submits his or her application. Even if costs increase, students will never pay more than the fee specified in their Enrollment Agreement

Altoona Programs	**Materials Fee 1**	**Materials Fee 2**
Respiratory Therapy	$2,800	$1,000

Lancaster Programs	**Materials Fee 1**	**Materials Fee 2**
Criminal Justice & First Response	$2,660	$1,080
Culinary Arts/Restaurant Management	$3,140	$ 780
Expanded Functions Dental Assisting	$ 570	n/a
Health Information Technology	$2,770	$1,530
Medical Billing & Coding	$4,130	n/a
Pastry Arts	$2,930	n/a

Altoona Maximum Program Completion Time

Program	Normal Credits	Maximum Attempted Credits
Respiratory Therapy	120	180

Lancaster Maximum Program Completion Time

Program	Normal Credits	Maximum Attempted Credits
Criminal Justice & First Response	101	151.5
Culinary Arts/Restaurant Management	90	135
Expanded Functions Dental Assisting	8	12
Health Information Technology	101	151.5
Medical Billing & Coding	54	81
Pastry Arts	58	87

FINANCIAL INFORMATION

Cancellation & Refund Policy

1. If the Applicant wishes to cancel enrollment any time after signing the Enrollment Agreement, he or she may do so orally or in writing.
2. The Application/Administrative Fee will be refunded in full if the applicant withdraws the application within five (5) days of signing the Enrollment Agreement or is not accepted.
3. In the event of cancellation more than five days after application, any money the Applicant paid the school, other than the Application/Administrative Fee, will be refunded within 30 days.
4. Applicants who have not visited the school prior to enrollment will have the opportunity to cancel enrollment without penalty (receive a refund of all money paid) within five (5) business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Tuition for the program is as stated on the Enrollment Agreement and there will be no increase in the tuition rates after completion of the Enrollment Agreement. If during the first seven days of the first term, the student withdraws or is dismissed for any reason after starting classes, 100% of the books and supplies charge (Materials Fee) will be refunded when all items received are returned. Books and supplies are non-returnable and non-refundable after this time period.

If the student withdraws or is dismissed for any reason after starting classes but before completion of the term, the Student's enrollment is terminated and the applicable schedule below is used to determine the tuition and fees refund amount. Under the pro-rata term tuition refund schedule, the school retains a pro-rata percentage of tuition up through 60% of the term (based on the number of weeks the Student has been in attendance that term) and refunds the remainder. No portion of the term's tuition or fees is refunded after the Student has completed 60% of the term. The refund computation is based on the last date of actual attendance. (Note: The "First Term Refund Schedule" applies only to the first period of enrollment. Students who withdraw or are dismissed and then restart or reenroll are considered to be in their "Second through Last Term" of enrollment.)

Refund Computations – all programs except Medical Billing and Coding and Respiratory Therapy (First Term):

First Term Tuition and Fee Refund Schedule if the last date of attendance occurs:	**The charge is:**	**The amount of the tuition refund is:**
In the first week (calendar day 1 through 7)	0%	100% of tuition
In the second week (calendar day 8 through 14)	17%	83% of the first term's tuition
In the third week (calendar day 15 through 21)	25%	75% of the first term's tuition
In the fourth week (calendar day 22 through 28)	33%	67% of the first term's tuition
In the fifth week (calendar day 29 through 35)	42%	58% of the first term's tuition
In the sixth week (calendar day 36 through 42)	50%	50% of the first term's tuition
In the seventh week (calendar day 43 through 49)	58%	42% of the first term's tuition
In the eighth through twelfth weeks	100%	None

Refund Computations – all programs except Medical Billing and Coding and Respiratory Therapy (Second through final terms):

Second through Last Term Tuition and Fee Refund Schedule if the last date of attendance occurs:	**The charge is:**	**The amount of the tuition and fee refund is:**
In the first week (calendar day 1 through 7)	8%	92% of tuition
In the second week (calendar day 8 through 14)	17%	83% of the first term's tuition
In the third week (calendar day 15 through 21)	25%	75% of the first term's tuition
In the fourth week (calendar day 22 through 28)	33%	67% of the first term's tuition
In the fifth week (calendar day 29 through 35)	42%	58% of the first term's tuition
In the sixth week (calendar day 36 through 42)	50%	50% of the first term's tuition
In the seventh week (calendar day 43 through 49)	58%	42% of the first term's tuition
In the eighth through twelfth weeks	100%	None

Refund Computations for Medical Billing and Coding and Respiratory Therapy programs (First Term):

First Term Tuition and Fee Refund Schedule if the last date of attendance occurs:	**The charge is:**	**The amount of the tuition refund is:**
In the first week (calendar day 1 through 7)	0%	100% of tuition
In the second week (calendar day 8 through 14)	20%	80% of the first term's tuition
In the third week (calendar day 15 through 21)	30%	70% of the first term's tuition
In the fourth week (calendar day 22 through 28)	40%	60% of the first term's tuition
In the fifth week (calendar day 29 through 35)	50%	50% of the first term's tuition
In the sixth week (calendar day 36 through 42)	60%	40% of the first term's tuition
In the seventh through tenth weeks	100%	None

Refund Computations for Medical Billing and Coding and Respiratory Therapy programs (Second through final terms):

Second through Last Term Tuition and Fee Refund Schedule if the last date of attendance occurs:	**The charge is:**	**The amount of the tuition and fee refund is:**
In the first week (calendar day 1 through 7)	10%	92% of tuition
In the second week (calendar day 8 through 14)	20%	80% of the first term's tuition
In the third week (calendar day 15 through 21)	30%	70% of the first term's tuition
In the fourth week (calendar day 22 through 28)	40%	60% of the first term's tuition
In the fifth week (calendar day 29 through 35)	50%	50% of the first term's tuition
In the sixth week (calendar day 36 through 42)	60%	40% of the first term's tuition
In the seventh week (calendar day 43 through 49)	100%	None

This Refund Policy is used to calculate the refund of institutional charges. Any refund of institutional charges is credited to the student's account within 30 days of determining the student is no longer enrolled. Students who receive federal student aid are also subject to the Federal Return to Title IV (R2T4) Policy. This separate Return of Title IV Funds calculation is performed to determine the amount of federal aid that must be returned to

the federal government by the school and the student. This policy calculates the amount of federal financial assistance the Student has earned based on the percentage of the term (or payment period) the student completed up to the 60% point in time. See the Federal Return to Title IV (R2T4) Policy in the catalog for information on calculating federal refunds when a student withdraws or is dismissed. Returning funds (within 45 days of determination) as required by this policy could result in the student owing a balance to the school. Unearned TA funds are refunded on the same proportional basis through at least the 60percent portion of the period for which the funds were provided as is used for Title IV funds.

Students are responsible for the portion of the term's tuition charge remaining after the tuition refund is credited, the applicable portion of the Technology and Materials Fees and any other fees (e.g. NSF bank fees) which they have incurred. Student payments, earned federal student aid, and other funding sources are first used to satisfy these outstanding charges before any refund is issued.

If the student's total payments are more than the total amount owed, the excess will be refunded within 30 days of the date of determination of the student's withdrawal or dismissal. (The "Date of Determination" is the date of dismissal, or date the student notified the school of their withdrawal or 14 days after the last date of attendance if no notification of withdrawal was provided by the student.) Institutional refunds are made to payment sources in the following order: institutional loans and grants, Direct Unsubsidized Loans, Direct Subsidized Loans, PLUS Loans, Private Education Loans, Agency Sponsorship, Pell Grants, FSEOG, other grants or scholarships, and the Student.

If the student's total payments are less than the total amount owed, he/she is responsible for paying the balance. ("Student's total payments" means all funds from all sources credited to the student's account minus any funds returned to the federal student aid programs under the R2T4 calculation.) This amount is payable in full at the time of termination, unless the Student has arranged for installments. Six-percent annual interest applies to any money owed the school that is not collected within sixty days of the student's last day of attendance. If the Student fails to make payment, the school will take the legal action necessary to collect the money due, and the student will be responsible for payment of any attorney 's fees or other costs incurred by the school in collecting the money owed to it by the student. The student's performance in satisfying any obligation owed to the school may be reported to one or more credit bureaus.