

## Northwood University Academic Catalog Addendum

*The Academic Catalog is updated and published every year. The following content will be incorporated when next updated.*

Section	Topic	Link to Content	Comments
<i>Section II:</i> Admissions Information	Admissions and Entrance Requirements	<a href="#"><u>Acceptance and Notification</u></a> <a href="#"><u>Application Deadline</u></a>	
	Cancellation and Refund Policy for non-financial aid students (Florida student)	<a href="#"><u>Cancellation and Refund Policy for non-financial aid students (Florida students)</u></a>	
<i>Section VII:</i> Academic Policies and Information	Tuition and Fees	<a href="#"><u>Monthly Payments</u></a>	
	Academic Calendar	<a href="#"><u>2016-2017 Academic Calendar</u></a>	
	Student Complaints	<a href="#"><u>Student Complaints</u></a>	
<i>Section IX:</i> Adult Degree Program	Tardiness	<a href="#"><u>Tardiness</u></a>	
	Tuition and Fees	<a href="#"><u>Estimated Tuition</u></a> <a href="#"><u>Monthly Payments</u></a>	
	California Disclosures	<a href="#"><u>Academic Catalog</u></a> <a href="#"><u>Academic Catalog Distribution</u></a> <a href="#"><u>Academic Catalog Questions. Bureau for Private Postsecondary Education Contact Information</u></a> <a href="#"><u>Articulation Agreements</u></a> <a href="#"><u>Complaints</u></a> <a href="#"><u>Course Drop, Withdraw and Refund Policy for the Adult Degree Programs</u></a> <a href="#"><u>Distance Education</u></a> <a href="#"><u>Facilities and Equipment</u></a>	

		<u>Final Grades</u> <u>Financial Aid</u> <u>Housing</u> <u>License to Operate</u> <u>Location of Class Sessions</u> <u>Notice Concerning Transferability of Credits and  Credits Earned at Our Institution</u> <u>Prior Experiential Learning Assessment.</u> <u>Prospective Student Notification</u> <u>Student Tuition Recovery Fund Disclosures</u> <u>Tuition and Fee Charges-ADP 2016-2017</u>	
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**Acceptance and Notification**

Acceptance is based on review of the student's former high school and college transcripts. Once the student meets the admissions criteria, a formal letter of acceptance is mailed to the student notifying them of their acceptance and informing them of their next steps.

**Application Deadline**

Northwood University accepts applications on a continuous basis. Applications for the current semester will be accepted until one week prior to the start of class.

### **Florida student Cancellation and Refund Policy for non-financial aid students**

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

**Monthly Payments**

Students who desire to divide the year's balance into monthly payments can make arrangements through the Tuition Payment Plan. There is a \$55 non-refundable application fee and payments can be made using an electronic check, American Express, Discover Card, MasterCard, or VISA. (Credit card payments will be assessed a 2.5% service fee).

**Northwood University**  
**Undergraduate (Traditional and Adult Degree Program) Academic Calendar 2016-2017**

**Fall Semester 2016** 15 Weeks with 1 Week for Finals (Traditional) / 16 Weeks (ADP)

Classes Begin .....	Monday, August 29, 2016
Add (Traditional).....	August 29-September 2, 2016
Drop (Traditional) .....	August 29-September 9, 2016
Labor Day Holiday (No Classes) .....	Monday, September 5, 2016
Convocation (Northwood Michigan) .....	Tuesday, September 6, 2016
Auto Show Setup/Opening Day (No Classes – Traditional) .....	Thursday & Friday, September 29 & 30, 2016
Last Day to Withdraw from Class (Traditional) .....	Friday, November 11, 2016
Thanksgiving Break (No Classes).....	Thursday & Friday, November 24 & 25, 2016
Classes End (Traditional).....	Friday, December 9, 2016
Final Exam Week (Traditional).....	Monday-Sunday, December 12-18, 2016
Classes End (ADP).....	Sunday, December 18, 2016
Commencement (Northwood Michigan).....	Saturday, December 17, 2016

**Spring Semester 2017** 15 Weeks with 1 Week for Finals (Traditional) / 16 Weeks (ADP)

Classes Begin .....	Monday, January 9, 2017
Add (Traditional).....	January 9-13, 2017
Drop (Traditional) .....	January 9-20, 2017
Spring Break.....	Monday-Friday, March 6-10, 2017
Last Day to Withdraw from Class (Traditional) .....	Friday, March 31, 2017
Classes End (Traditional).....	Friday, April 28, 2017
Final Exam Week (Traditional).....	Monday-Sunday, May 1-7, 2017
Classes End (ADP).....	Sunday, May 7, 2017
Commencement (Northwood Texas) .....	Thursday, May 4, 2017
Commencement (Northwood Michigan).....	Saturday, May 6, 2017

**Summer Semester 2017** 12 Weeks

Classes Begin .....	Monday, May 15, 2017
Memorial Day Observance (No Classes) .....	Monday, May 29, 2017
Independence Day Observance (No Classes).....	Tuesday, July 4, 2017
Classes End.....	Sunday, August 6, 2017

**Note:**

- Please check with your advisor on the availability of compressed courses.
- Summer sessions are offered in a variety of delivery formats over the 12-week period. See summer course schedule for offerings.

## Student Complaints

Northwood places high importance on obtaining feedback from students and responding to areas of concern in a timely manner. Complaints are addressed informally and formally. Each operating unit/program area has a process for collecting, analyzing, and addressing formal student complaints. Formal complaints must be in writing. Northwood logs complaints and ensures timely tracking of response(s) and outcomes for each. The University regularly reviews complaints to determine potential systemic issues/themes and identify opportunities for improvement. Northwood communicates the process through a variety of means including student orientation and Student Handbooks. Students with a formal complaint or wishing to learn more about the complaint process should contact the Executive Vice President at the Residential Campus or the Dean at the respective operating unit – DeVos Graduate School of Management, Adult Degree Program, or International Programs.

Recent amendments to the Higher Education Act of 1965 include changes in regulations for State Authorization that may impact online, distance, and correspondence education providers. In compliance with the language passed in the Higher Education Opportunities Act of 2008, the U.S. Department of Education (USDOE) determined that institutions offering distance education must provide enrolled and prospective students with contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling complaints in the student's state.

Students are encouraged to utilize the institution's internal complaint procedures prior to filing a complaint with the state agency or agencies. The regulations require states to provide the opportunity for students to lodge the following types of complaints:

- Allegations of state consumer protection violations, including, but not limited to fraud and false advertising.
- Allegations that state laws or rules addressing the licensure of postsecondary institutions have been violated.
- Allegations regarding the quality of education or other accreditation requirements.

<b>Alaska</b>	<b>Alaska Commission on Postsecondary Education</b> <a href="http://acpe.alaska.gov/ABOUT_US/Consumer_Protection">http://acpe.alaska.gov/ABOUT_US/Consumer_Protection</a>
<b>Arizona</b>	<b>Arizona State Board for Private Postsecondary Education</b> <a href="https://ppse.az.gov/complaint">https://ppse.az.gov/complaint</a>
<b>California</b>	<b>Bureau for Private Postsecondary Education</b> <a href="http://www.bppe.ca.gov/enforcement/complaint.shtml">www.bppe.ca.gov/enforcement/complaint.shtml</a>
<b>Colorado</b>	<b>Colorado Department of Higher Education</b> <a href="http://highered.colorado.gov/Academics/Complaints/default.html">http://highered.colorado.gov/Academics/Complaints/default.html</a>
<b>Connecticut</b>	<b>Office of Higher Education</b> <a href="http://www.ctohe.org/studentcomplaints.shtml">http://www.ctohe.org/studentcomplaints.shtml</a>
<b>Delaware</b>	<b>The Delaware Department of Education</b> The Delaware Department of Education will investigate complaints. Such complaints must be in writing and verified by the signature of the person making the complaint. Oral, anonymous or unsigned complaints will not be investigated. Until the web site is functional, please write or call for more information. The Delaware Department of Education; Teacher and Administrator Quality; John W. Collette Resource Center; 35 Commerce Way; Dover, DE 19904. The Delaware Department of Education phone number is 302-857-3388.
<b>District of Columbia</b>	<b>Office of the State of Superintendent of Education</b> <a href="http://osse.dc.gov/service/education-licensure-commission-elc-public-complaints">http://osse.dc.gov/service/education-licensure-commission-elc-public-complaints</a>
<b>Florida</b>	<b>Florida Department of Education</b> <a href="http://www.fldoe.org/policy/cie/file-a-complaint.stml">http://www.fldoe.org/policy/cie/file-a-complaint.stml</a>
<b>Georgia</b>	<b>State of Georgia Nonpublic Postsecondary Education Commission</b> <a href="http://gnpec.org/consumer-resources/">http://gnpec.org/consumer-resources/</a>
<b>Hawaii</b>	<b>Hawaii Postsecondary Education</b> <a href="http://cca.hawaii.gov/hpeap/student-complaint-process/">http://cca.hawaii.gov/hpeap/student-complaint-process/</a>



<b>Idaho</b>	<b>Idaho State Board of Education</b> <a href="http://www.boardofed.idaho.gov/priv_col_univ/student_complaint.asp">http://www.boardofed.idaho.gov/priv_col_univ/student_complaint.asp</a>
<b>Illinois</b>	<b>Illinois Board of Higher Education</b> <a href="http://complaints.ibhe.org/">http://complaints.ibhe.org/</a>
<b>Indiana</b>	<b>Indiana Commission for Higher Education</b> <a href="http://www.in.gov/che/2744.htm">http://www.in.gov/che/2744.htm</a>
<b>Kansas</b>	<b>The Kansas Board of Regents</b> <a href="http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process">http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process</a>
<b>Kentucky</b>	<b>Kentucky Council on Postsecondary Education</b> <a href="http://cpe.ky.gov/forstudents/consumercomplaints">http://cpe.ky.gov/forstudents/consumercomplaints</a>
<b>Louisiana</b>	<b>Board of Regents State of Louisiana</b> <a href="http://www.regents.la.gov/page/StudentComplaints">http://www.regents.la.gov/page/StudentComplaints</a>
<b>Maine</b>	<b>Maine Department of Education, Office of Higher Education</b> Complaints shall be addressed in writing to the Maine Department of Education, Office of Higher Education, 23 State House Station Augusta, Maine, 04333, with specific facts and allegations and signed by the complainant. The school shall be notified of any complaints which are to be investigated.
<b>Massachusetts</b>	<b>Massachusetts Department of Higher Education</b> <a href="http://www.mass.edu/forstudents/complaints/complaintprocess.asp">http://www.mass.edu/forstudents/complaints/complaintprocess.asp</a>
<b>Michigan</b>	<b>Licensing and Regulatory Affairs (LARA)</b> <a href="http://www.michigan.gov/lara/0,4601,7-154-61343_35414_60647_2739---,00.html">http://www.michigan.gov/lara/0,4601,7-154-61343_35414_60647_2739---,00.html</a>
<b>Mississippi</b>	<b>Mississippi Commission on College Accreditation</b> <a href="http://www.mississippi.edu/mcca/downloads/studentcomplaintform.pdf">http://www.mississippi.edu/mcca/downloads/studentcomplaintform.pdf</a>
<b>Missouri</b>	<b>Missouri Department of Education</b> <a href="http://dhe.mo.gov/contactus.php">http://dhe.mo.gov/contactus.php</a>
<b>Montana</b>	<b>Montana University System</b> <a href="http://mus.edu/MUS-statement-of-complaint-process.asp">http://mus.edu/MUS-statement-of-complaint-process.asp</a>
<b>Nebraska</b>	<b>Nebraska Coordinating Commission for Postsecondary Education</b> <a href="http://www.ccpe.state.ne.us/publicdoc/ccpe/complaint.asp">http://www.ccpe.state.ne.us/publicdoc/ccpe/complaint.asp</a>
<b>Nevada</b>	<b>Commission on Postsecondary Education</b> <a href="http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm">http://www.cpe.state.nv.us/CPE%20Complaint%20Info.htm</a>
<b>New Hampshire</b>	<b>New Hampshire Department of Education</b> <a href="http://www.education.nh.gov/highered/compliance-allegation.htm">http://www.education.nh.gov/highered/compliance-allegation.htm</a>
<b>New Jersey</b>	<b>State of New Jersey Office of the Secretary of Higher Education</b> <a href="http://www.state.nj.us/highereducation/">http://www.state.nj.us/highereducation/</a>
<b>New Mexico</b>	<b>New Mexico Higher Education Department</b> <a href="http://www.hed.state.nm.us/institutions/complaints.aspx">http://www.hed.state.nm.us/institutions/complaints.aspx</a>
<b>New York</b>	<b>New York State Education Department</b> <a href="http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html">http://www.highered.nysed.gov/ocue/spr/COMPLAINTFORMINFO.html</a>
<b>North Carolina</b>	<b>University of North Carolina General Administration</b> <a href="http://www.northcarolina.edu/sites/default/files/documents/student_complaint_form.pdf">http://www.northcarolina.edu/sites/default/files/documents/student_complaint_form.pdf</a>
<b>North Dakota</b>	<b>North Dakota University System</b> <a href="https://www.ndus.edu/system/state-authorization/">https://www.ndus.edu/system/state-authorization/</a>
<b>Ohio</b>	<b>Ohio Higher Ed Department of Higher Education</b> <a href="https://www.ohiohighered.org/students/complaints">https://www.ohiohighered.org/students/complaints</a>
<b>Oklahoma</b>	<b>Oklahoma State Regents for Higher Education</b> <a href="http://www.okhighered.org/current-college-students/complaints.shtml">http://www.okhighered.org/current-college-students/complaints.shtml</a>
<b>Oregon</b>	<b>Higher Education Coordinating Commission</b> <a href="http://www.oregon.gov/HigherEd/Pages/complaints.aspx">http://www.oregon.gov/HigherEd/Pages/complaints.aspx</a>
<b>Pennsylvania</b>	<b>Pennsylvania Department of Education</b> <a href="http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Students-Complaints.aspx#.ViZEunluUk">http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Students-Complaints.aspx#.ViZEunluUk</a>

<b>Rhode Island</b>	<b>Rhode Island Board of Governors for Higher Education</b> <a href="http://www.ribghe.org/students.htm">http://www.ribghe.org/students.htm</a>
<b>South Carolina</b>	<b>South Carolina Commission on Higher Education</b> <a href="http://www.che.sc.gov/Students,FamiliesMilitary/LearningAboutCollege/ConsumerInformation.aspx">http://www.che.sc.gov/Students,FamiliesMilitary/LearningAboutCollege/ConsumerInformation.aspx</a>
<b>South Dakota</b>	<b>South Dakota Office of the Attorney General</b> <a href="http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx">http://atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx</a>
<b>Tennessee</b>	<b>Tennessee Board of Regents</b> <a href="https://www.tbr.edu/academics/program-integrity-student-complaint-form">https://www.tbr.edu/academics/program-integrity-student-complaint-form</a>
<b>Texas</b>	<b>Texas Higher Education Coordinating Board</b> <a href="http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9">http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-C5A3-4BC6-9A0DF17F467F4AE9</a>
<b>Utah</b>	<b>Utah Department of Commerce</b> <a href="http://consumerprotection.utah.gov/complaints/index.html">http://consumerprotection.utah.gov/complaints/index.html</a>
<b>Vermont</b>	<b>Vermont Department of Education, State Board of Education</b> <a href="http://education.vermont.gov/new/pdfdoc/pgm_postsecondary/EDUComplaint_Resolution_Statement_for_Postsecondary_Education_Matters.pdf">http://education.vermont.gov/new/pdfdoc/pgm_postsecondary/EDUComplaint_Resolution_Statement_for_Postsecondary_Education_Matters.pdf</a>
<b>Virginia</b>	<b>State Council of Higher Education for Virginia</b> <a href="http://www.schev.edu/students/studentcomplaint.asp">http://www.schev.edu/students/studentcomplaint.asp</a>
<b>Washington</b>	<b>Washington Student Achievement Council</b> <a href="http://www.wsac.wa.gov/protecting-education-consumers">http://www.wsac.wa.gov/protecting-education-consumers</a>
<b>West Virginia</b>	<b>West Virginia Higher Education Policy Commission</b> <a href="http://www.wvhepc.edu/inside-the-commission/special-initiatives/state-authorization-reciprocity-agreement-sara/">http://www.wvhepc.edu/inside-the-commission/special-initiatives/state-authorization-reciprocity-agreement-sara/</a>
<b>Wisconsin</b>	<b>State of Wisconsin Educational Approval Board</b> <a href="http://eab.state.wi.us/resources/complaint.asp">http://eab.state.wi.us/resources/complaint.asp</a> Educational Approval Board 431 Charmany Drive, Suite 102 Madison, WI 53719 Phone: 608-266-1996; Fax: 608-264-8477 Email: <a href="mailto:eabmail@eab.wisconsin.gov">eabmail@eab.wisconsin.gov</a>
<b>Wyoming</b>	<b>Wyoming Department of Education</b> <a href="http://edu.wyoming.gov/beyond-the-classroom/school-programs/private-school-licensing/">http://edu.wyoming.gov/beyond-the-classroom/school-programs/private-school-licensing/</a>

#### **Regional Accreditation Agency**

Higher Learning Commission

A Commission of the North Central Association

<https://www.ncahlc.org/HLC-Institutions/complaints.html>

#### **Specialty Accreditation Agency**

Accreditation Council for Business

Schools and Programs

[http://www.acbsp.org/?page=accred\\_complaints](http://www.acbsp.org/?page=accred_complaints)

**Tardiness**

Tardiness can have an adverse effect on overall course achievement. Northwood University does not have a formal tardiness policy; it is left up to the individual instructor. Students should refer to their course syllabi.

**Estimated Tuition**  
**Adult Degree Program Tuition 2015-2016**

<b>Distance Education</b>	<b>Per Credit Hour</b>	<b>3 Credit Course</b>
Online Courses	\$425.00	\$1,275.00

*Figures based on the 2015-2016 academic year*

**Adult Degree Program Fees**

Graduation .....	\$80.00
Transcript .....	No Fee
Prior Learning Portfolio .....	\$1,750.00
Prior Learning Portfolio Class .....	\$425.00

*Figures based on the 2015-2016 academic year*

**Monthly Payments**

Students who desire to divide the year's balance into monthly payments can make arrangements through the Tuition Payment Plan. There is a \$55 non-refundable application fee and payments can be made using an electronic check, American Express, Discover Card, MasterCard, or VISA. (Credit card payments will be assessed a 2.5% service fee).

**Academic Catalog Distribution**

The institution will provide copies of the catalog to students electronically, via email. The e-mail will include an attachment of the catalog, all addendums and a link to the catalog that is posted on the institution's website.

**Academic Catalog Questions. Bureau for Private Postsecondary Education Contact Information**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818 West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone 888-370-7589 or 916-431-6959, fax 916-263-1897.

**Academic Catalog**

Northwood University updates the academic catalog annually. Information in this catalog is valid beginning 10/01/2015 through 09/30/2016. If changes in educational programs, educational services, procedures, or policies occur, those changes shall be reflected in addendums that accompany the electronic catalog.



**Articulation Agreements**

Northwood University has transfer articulations with Cerritos College. Through this partnership students may earn a Bachelor of Business Administration with majors in Accounting, Aftermarket Management, Automotive Marketing & Management, Computer Information Management, Entrepreneurship, Finance, Franchising Management, Health Care Management, Management, Marketing and a minor in Operations & Supply Chain Management.

**Complaints**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **Course Drop, Withdraw and Refund Policy for the Adult Degree Programs**

A course dropped through attendance at the first class session or seven days after enrollment, whichever is later, will be refunded in full.

Students not in attendance the first week of classes are administratively dropped and given a full refund of all tuition charges. For the purpose of calculating any refund, the last day of actual attendance in class is considered the withdrawal date. Students may be administratively dropped for conduct, including but not necessarily limited to a student's lack of attendance. If a student is administratively dropped for lack of attendance they will receive a pro-rata refund for unused portion of the tuition minus \$100 registration fee, if the student has completed 60% or less of the total number of hours of instruction during each payment period. All refunds must be processed within 45 days after the student's date of completion of, or withdrawal from, the educational program in which the student was enrolled.

It is the student's responsibility to complete the [Course Withdrawal Form](#) online. This form will be processed based on the date it was submitted. Forms may be faxed, submitted electronically, in person or via mail.

**Distance Education.**

Throughout the duration of this course, students will engage in a minimum of 45 hours of online interactive learning. Students should plan on an average of 7-8 hours of online instructional engagement per week. Students should also plan on an average of 6-7 additional hours per week for individual coursework such as reading the textbook, research or writing a paper. Faculty are expected to respond to student communications within 24 hours.

## **Facilities and Equipment**

Classes are held on the campus of Cerritos College. Advising staff are available full-time at this site to support students from admission to graduation. There is:

- Student Lounge. There are two lounge areas for students to gather before and after class.
- Staff offices. There are two offices onsite for students to meet privately with their academic advisor.
- Classroom. Each classroom is equipped with SMART technology, whiteboards, wireless and accessible electrical outlets. All classrooms have tables and chairs.

Students must have access to a computer to successfully complete their coursework. The following are hardware and software recommendations:

Platform:

PC (Windows 2000/XP/Vista)

Mac (10.2, 10.3, 20.4)

Hardware

12.8 MB of RAM

2 GB of free disk space

Sound card with speakers (for courses with multi media)

Ethernet, high speed internet connection or 56K modem for dial-up internet connection

**Final Grades**

Final grades for undergraduate coursework are posted seven days after the course ends, regardless of the delivery format.

## **Financial Aid**

Student using loans must sign a Master Promissory Note (MPN). The MPN is a legal document in which the student promises to repay his/her loan(s) and any accrued *interest* and fees to the U.S. Department of Education. It also explains the terms and conditions of the loan(s); for instance, it will include information on how interest is calculated, when interest is charged, available repayment plans, and *deferment* and *cancellation* provisions.

When students sign an MPN they are promising to repay all loans that are made under that MPN. As stated on the MPN, students must repay the loan even if

- they don't complete their education,
- they can't get a job after they leave school, and/or
- they don't like the education they received.

Before—or at the time of—the first *disbursement* of the loan(s), students receive a disclosure statement that includes the loan amount, fees, and the expected disbursement dates and amounts.

Students receiving federal financial aid funds may be eligible for refunds after their balance with the institution has been paid. Refunds are processed in 14 business days.

**Housing**

Cerritos is a non-residential program. As such, this site has no dormitory facilities. The institution has no responsibility to find or assist a student in finding housing near this location. The median gross rent for housing in the Cerritos area is approximately \$1345.00 to \$2000.00/month.



**License to Operate**

Northwood University is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The University has no pending petitions in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has never had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

**Location of Class Sessions**

Classes are held on the campus of Cerritos Community College. The campus address is:  
11100 Alondra Boulevard  
Norwalk, CA 90650

When on campus, students will attend class in the building located at:  
11111 New Falcon Way  
Cerritos, CA 90703

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT OUR INSTITUTION.**

The transferability of credits you earn at Northwood University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Northwood University to determine if your credits or degree will transfer.

**Prior Experiential Learning Assessment.**

A student may be awarded a maximum of 30 credits through prior experiential learning. Students must successfully complete PLA 1010 and submit their final portfolio for credits to be awarded. A student must meet the residency requirement of 31 credits before the prior experiential learning credits will be posted.

Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning. Of the second 60 semester units (i.e., credits 61 to 120) awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.

PLA 1010 course fee. \$425

Prior Experiential Learning Credit Fee - single fee for 1-30 credits. \$1700

**Prospective Student Notification**

As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### **Student Tuition Recovery Fund Disclosures**

The State of California requires to pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and
2. Prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
3. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**Tuition and Fee Charges-ADP 2016-2017**

The total estimated tuition charges for a period of attendance varies based on how many credits a student completes. In addition to the tuition rate of \$425/credit hour, there is a graduation fee of \$80. There are no other fees.

- For 30 credits the tuition charges would be \$12,750
- For 60 credits the tuition charges would be \$25,500
- For 90 credits the tuition charges would be \$38,250

The estimated tuition charges for an entire educational program is \$52,275.