

Colorado Technical University – Virtual Campus

FINANCIAL AID POLICIES, SCHOLARSHIPS and GRANTS

Financial Aid is available for those who qualify. Colorado Technical University participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Colorado Technical University administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied towards tuition and fees. Financial aid is awarded on an award year basis; therefore it is necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Department.

Financial Aid Eligibility

To be eligible for Title IV assistance, a student must meet the following requirements:

- Be enrolled as a regular student in an eligible program of study.
- Be a United States citizen or national or an eligible non-citizen. Verification of eligible non-citizen status may be required.
- Not owe an overpayment on a Federal Grant.
- Not be in default on a Federal Loan.
- Not have borrowed in excess of annual or aggregate loan limits.
- Be registered for the Selective Service if the student is a male born after December 31, 1959.
- Must make satisfactory academic progress.
- Not be convicted of, or pled no contest or guilty to, a crime involving fraud in obtaining Title IV aid.
- Not be subject to a judgment lien for a debt owed to the United States.
- Not be convicted of drug trafficking or possession that could deny certain federal benefits, including student aid under the Anti-Drug Abuse Act of 1988.

How to Apply

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on the Colorado Technical University website at www.coloradotech.edu or the Federal Student Aid website at www.fafsa.ed.gov. Applications are processed by the Department of Education and Colorado Technical University will receive the student's information electronically provided the student listed Colorado Technical University on the FAFSA application. Students must be accepted at Colorado Technical University before financial aid applications can be processed, all information is confidential.

Entrance and Exit Interviews/Loan Counseling

The Department of Education requires that any students receiving a Federal Loan must be informed concerning their loan obligation. Colorado Technical University counsels each student regarding loan indebtedness and advises each student how to complete an entrance interview to ensure that the student understands the importance of repayment, the consequences of default, the use of the Master Promissory Note, and sample monthly repayment amounts.

Colorado Technical University – Virtual Campus

Students are contacted by the Financial Aid Department for online student loan counseling at the time of withdrawal, graduation or leave of absence. The purpose of this counseling is to reinforce the points covered in the Entrance Interview and more specifically loan repayment and debt-management strategies. During this process the student will be informed of the total amount of the loans borrowed while in attendance at the University, the student's rights and responsibilities regarding repayment, refunds applied to the student's loans, as well as provide the student with an estimated monthly payment amount. The exit interview is completed electronically.

FINANCIAL AID PROGRAMS

Federal Student and Parent Loans

The Department of Education's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loan) Program. Direct Loans include Federal Stafford, Federal Parent-PLUS, Federal Grad-PLUS and Federal Consolidation Loans and are available through the U.S. Government.

Federal Direct Parent -PLUS

The William D. Ford Federal Direct Parent -PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

Federal Direct Graduate -PLUS

The William D. Ford Federal Direct Grad-PLUS loan is available to graduate and professional degree students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. The student must complete the FAFSA and a credit check is required. Repayment begins within 60 days of final disbursement of the loan. However, students may request deferment of payments while attending at least half time.

Federal Direct Stafford

Federal Stafford loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation and personal expenses) educational related expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Pell Grant

This need-based grant program is designed to assist undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is

Colorado Technical University – Virtual Campus

a limited pool of funds and the school will determine to whom and how much it will award based on federal guidelines. Due to limited funding, FSEOG award resources can be exhausted early in the year.

Private Loans

Some lending institutions offer loans to help cover the gap between the cost of education and the amount of federal aid eligibility. A co-signer may be required to meet the program's credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury bill rate. Contact the specific lender for more information.

SCHOLARSHIPS AND GRANTS

Academic Competitiveness Grant (ACG)

The Academic Competitiveness Grant (ACG) is available to students who have successfully completed a rigorous High School program (as defined by the Secretary of Education). The ACG provides funding for the first and second academic year of undergraduate study. Students must be enrolled at least half time, be U.S citizens (or eligible non-citizens) and receiving a Federal Pell Grant during the award year. Second year students must also have a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale. ACG will no longer be available to students beginning with the 2011-12 Award Year as funding for this program has been discontinued.

Advantage Grant

The purpose of the Advantage Grant is to recognize students who face extreme personal and/or financial hardships in pursuit of a degree at Colorado Technical University. Current students must be in good academic standing at Colorado Technical University. Newly-enrolled students must have been in good academic standing at their last institution. This grant is typically awarded up to \$500 per academic program, and will be applied against outstanding current or future charges at the University's discretion.

The conditions are as follows:

- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- Candidates must submit a minimum 500-word essay on how they intend to use the skills learned at Colorado Technical University to benefit others and society.
- This grant is used exclusively toward current, past, or future charges.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The scholarship recipient must be a full-time student currently attending or enrolled for a future start at Colorado Technical University.
- To be eligible, students must be in attendance during the applicable session.

The grant is non-transferable and non-substitutable. Interested candidates should contact the Financial Aid Department for additional information.

Career Education Scholarship Fund (CESF)

The Career Education Scholarship Fund (CESF) is dedicated to providing scholarships to full-time students who attend a school owned by Career Education Corporation and have financial need. To be considered for a need based scholarship of \$500 to \$2,000 per academic year from the Career Education Scholarship Fund, students should complete a scholarship application and return it to the financial aid office at their school.

Colorado Technical University – Virtual Campus

The conditions are as follows:

- The scholarship is used exclusively toward current, past, or future charges.
- There will be no restriction based upon age, race, creed, color, or sex.
- The scholarship recipient must be a full-time student currently attending or enrolled for a future start at Colorado Technical University.
- The scholarship recipient must complete the Free Application for Federal Student Aid (FAFSA) in order to determine if there is an unmet financial need in order to receive this need-based scholarship.
- Current students must be in good academic standing.
- Newly enrolled students must have been in good academic standing at their last institution.
- The Career Education Scholarship Fund will require the potential scholarship recipient to provide sufficient information to also be judged on the following criteria:
 - Essay – Applicant's maximum 500 word typed essay on the following topic:

“Why are you seeking a CESF scholarship and how will receiving it help you meet your educational and career goals.”

- The scholarship is awarded proportionately over each quarter in the academic year.
- Members of the Scholarship selection committees, Career Education Scholarship Fund Director's, Career Education Corporation employees, Colorado Technical University employees and their immediate families shall not be eligible for the Scholarship.
- Students must attend the qualifying quarter prior to the scholarship being awarded.
- All scholarships are applied as a credit to the student's account in equal installments at the beginning of each term in the respective academic year and no cash payments will be awarded to the student.
- If a student withdraws or otherwise terminates his/her attendance at Colorado Technical University prior to the academic year's conclusion, any unused portion of the scholarship reverts back to the Career Education Scholarship Fund pursuant to the refund policy.

The scholarship is non-transferable and non-substitutable. Interested candidates should contact the Financial Aid Department for additional application information.

CTU Corporate Educational Alliances Grant

CTU has established a grant in the name of its Corporate Educational Alliances in order to assist eligible students and their immediate family members** with the opportunity to attend CTU. To be eligible for the Corporate Educational Alliances Grant, a candidate must be accepted for admission to the University, complete the Educational Alliances Attestation form and must also allow for verification of eligibility. Verification of eligibility may require the student to submit documentation of proof of employment with the corporation.

The conditions are as follows:

- The Corporate Educational Alliances Grant is used exclusively towards current, past, or future charges.
- The grant is awarded proportionately over each session in the academic year that the student is eligible and the grant percentage will be applied to the academic year tuition costs.
- Qualifying students must be an employee of the corporate educational alliance member or an employee's immediate family member**.

Colorado Technical University – Virtual Campus

- Students already receiving a discounted tuition rate will not be eligible for this grant.
- Students must be employed with the corporate educational alliance member at the time he/she completes the Educational Alliances Attestation form with Admissions
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students selected for employment verification must provide documentation before the grant is disbursed. Documentation must show the effective date of employment and must be submitted after employment.
- All of the above conditions must be fulfilled before the grant can be disbursed. The grant is non-retroactive, non-transferable and non-substitutable and cannot be combined with any other institutional grants. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the CTU Financial Aid Office for additional application information.

****Immediate family members:** Spouse (life partner) or dependent children only. Siblings, cousins, etc. are not considered an immediate family member.

Note: The Corporate Educational Alliances Grant funding is limited. If funding for the Corporate Educational Alliances Grant is exhausted, otherwise eligible students may not be awarded the grant.

CTU Higher Education Alliances Grant

CTU has established a grant in the name of its Higher Education Alliances in order to assist eligible students with the opportunity to attend CTU. To be eligible for the Higher Education Alliances Grant, a candidate must be accepted for admission to the University and complete the Educational Alliances Attestation form and must also allow for verification of eligibility. For Higher Education Alliances, verification of eligibility may require the student to submit documentation of proof of graduation from the institution of higher learning with which CTU has an articulation agreement.

The conditions are as follows:

- The Higher Education Alliances Grant is used exclusively towards current, past, or future charges.
- The grant is awarded proportionately over each session in the academic year and the grant will be applied to the academic year tuition costs.
- Qualifying students are students who have previously graduated from an institution with which CTU has a signed articulation agreement.
- Candidates must apply and be accepted for admission to the University to be eligible to receive the grant. Students receiving a discounted tuition rate will not be eligible for this grant.
- All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- Students selected for verification must provide documentation before the grant is disbursed. Documentation must show proof of graduation from the prior institution.
- All of the conditions must be fulfilled before the grant can be disbursed.

The grant is non-retroactive, non-transferable and non-substitutable and cannot be combined with any other institutional grants. The grant with the greatest benefit to the student will be applied.

Colorado Technical University – Virtual Campus

Degree Completion Grant

The purpose of the Degree Completion Grant is to provide former CTU students the opportunity to return and complete their associate's degree. Eligible candidates whose prior academic records indicate that the student is within 20 quarter hours of completing an associate's degree may apply. Verification of credit eligibility is required from CTU's Prior Learning Assessment (PLA) team, who will review prior academic credit. CTU's Degree Completion Grant offers a grant amount of \$1,000 to qualified students. The grant will be applied to future tuition charges in accordance with required federal financial aid award policy and procedures.

The eligibility requirements are as follows:

- Candidates must be former CTU students
- Candidates must re-enroll for either the May (1402B) or July (1403A) 2014 sessions.
 - **As of July 2014, grant availability has been extended to include all remaining 2014 starts.**
- Prior credit must be approved through verification of acceptable prior academic credit (credit at CTU). CTU's Prior Learning Assessment (PLA) team will review academic credit in advance of course begin date to confirm eligibility.
- Candidates must apply and be accepted for admission.
- The grant is awarded to eligible students in the first term of study.
- Students are not eligible for multiple Degree Completion Grants.
- Students enrolled at the undergraduate military tuition rate are not eligible for the Degree Completion Grant.
- This grant, if awarded will be used exclusively toward program charges and may not exceed the direct education costs.

The grant is non-transferable and non-substitutable. No portion is refundable. All grants are applied as a credit to the student's account and no cash payments will be awarded to the student.

Interested candidates should contact the Financial Aid Department for additional information.

**University grants or scholarships are based on established criteria as published in the University's catalog and are awarded after verification that the conditions of eligibility have been met. Grant proceeds from this grant may be combined with other grant sources.*

Financial aid is available for those who qualify.

Graduate Project Management Scholarship

The Project Management Institute Educational Foundation (PMIEF) has established a tuition scholarship program to assist qualified students in obtaining degrees from accredited academic institutions of higher learning in the field of project management. Colorado Technical University is supporting this effort by funding this graduate level project management scholarship.

The purpose of this scholarship is to assist students enrolled in a Master's degree level program with a concentration in Project Management at Colorado Technical University Online.

Colorado Technical University – Virtual Campus

Selection is based on merit. Merit is determined from an application package that consists of basic information, three recommendation forms, transcripts, photograph, a one page essay on "Why I Want to be a Project Manager" (500 words or less). One page essay on "Why a Code of Ethics is Important to Project Management" (250 words or less), and a resume. Applications must be submitted by the published deadline.

- Scholarship awardees must meet admission requirements, maintain full-time status, comply with university standards of conduct and maintain satisfactory academic progress with a cumulative GPA of 3.0 or greater.
- Total scholarship amount is \$2,000 and is applied as a tuition credit spread out over the prescribed program length.
- Applications are submitted through the PMIEF website at <http://www.pmi.org/pmief/>.

*The scholarship is non-transferable and non-substitutable and cannot be combined with any other institutional grants. The grant with the greatest benefit to the student will be applied.

Health Studies Grant

Colorado Technical University has established a grant to assist current students transitioning from the Associate of Science in Medical Billing and Coding (ASMBC) program to the Associate of Science in Health Administration Service (ASHAS). Individuals currently participating in the ASMBC program must transfer to the ASHAS program to be eligible for this grant. Students beginning the ASHAS program on or after August 15, 2010 (Session 1003B) will not be eligible for this grant.

The conditions are as follows:

- This grant will be applied as a credit equal to, and not exceeding 12 credit hours of tuition charges.
- The Health Studies Grant is used exclusively toward program charges.
- The grant will be applied as a credit to the student's account, and no cash payments will be awarded to the student.
- Students must complete the first academic year of the current program prior to the grant being awarded.
- The grant will be awarded proportionately over the final three academic quarters after the qualifying period has been met. Students with less than three academic quarters remaining in their program, the grant will be awarded proportionately over the remaining terms in the program.
- The grant is non-transferable and non-substitutable.
- The grant may be used in conjunction with other grants.
- Students must transfer without interruption into ASHAS to be eligible for the grant
- Students who withdraw and re-enter into ASHAS will not be eligible for this grant

Please contact the Financial Aid Department for additional information.

Military Tuition Rate

Colorado Technical University has established a reduced tuition rate for all Active Duty, Reserve, and National Guard military personnel serving in the U.S. Armed Services, and their eligible spouses. To be eligible for the reduced military rate, a candidate must be accepted for admission by the University, complete the Active Duty Attestation, and allow for verification** of his or her military status (e.g. Leave & Earnings Statement).

Tuition for the following courses is charged per quarter credit hour:

Colorado Technical University – Virtual Campus

- Associates \$210
- Bachelors \$210
- Master's \$460
- Doctoral \$540

Note:

- Military tuition rate cannot be combined with any other CTU scholarships/grants.
- The cost of books are waived for students receiving military tuition rate.

**In addition to the completed attestation form, the University reserves the right to request additional documentation, in order to verify individual eligibility for this reduced tuition rate. Students selected for membership verification must provide documentation before the reduced tuition rate is applied.

Liberty Grant

Applicable for all military benefits other than Post-9/11 Chapter 33 GI Bill Education Benefits

A grant has been established for Veterans* of the U.S. Armed Forces, and their eligible spouses. To be eligible for the Liberty Grant, a candidate must be accepted for admission to the University, complete the Liberty Grant attestation form, and allow for verification** of his or her military status. Spouses may be asked to verify marital status and spouse's military service.

The percentage grant for the following degree programs will be applied:

- Associates, Bachelors, Master's 5%
- Doctoral 10%

*Discharged Veterans must have a discharge other than dishonorable.

Examples of acceptable documentation may include:

- Current Military LES
- DD214
- Certificate of Discharge
- Approved Tuition Assistance Voucher

The Liberty Grant is used exclusively toward current, past, or future program charges. The grant is awarded proportionately over each session in the program. Students must attend the qualifying session prior to the grant being awarded. Candidates must apply and be accepted for admission through Colorado Technical University to be eligible to receive the grant. All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.

The grant is non-retroactive, non-transferable and non-substitutable and cannot be combined with any other institutional grants. The grant with the greatest benefit to the student will be applied. Interested candidates should contact the Financial Aid Department for additional information.

Colorado Technical University – Virtual Campus

Wounded Warrior Scholarship

Colorado Technical University, in partnership with the Yellow Ribbon Fund, Inc. has established an annual scholarship program for up to twenty-five wounded service members and twenty-five spouses of wounded service members currently recovering at selected Warrior Transition Units from injuries due to combat duty to attend and earn their degree from CTU. The purpose of this scholarship is to assist selected service members in expanding their career opportunities as they return to their communities or continue to serve with the military. The online scholarship covers full tuition, course materials, a lap top, and text books. For further information contact CTU, Josie Alcaraz at 224-653-7580 or jalcaraz@ctuonline.edu

Yellow Ribbon Grant

In accordance with the Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, the University has established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis (on or after August 1st) and are subject to change.

To be eligible for the grant, a candidate must be accepted for admission to the University, be eligible for Chapter 33 Post-9/11 veterans benefits at the 100% rate, as determined by the Department of Veterans Affairs, complete the appropriate University Attestation form, and allow for the verification of their Chapter 33 Post-9/11 eligibility via a DD-214 Member-4, or Certificate of Eligibility, or comparable government document.

The conditions are as follows:

- Candidates must be an eligible Veteran or a Dependent of an eligible Veteran that meets the Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must apply and be accepted for admission to the University to be eligible.
- The Yellow Ribbon Grant is applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively towards program charges.
- The Yellow Ribbon Grant is awarded for each period in the program that the student is determined eligible, and where the grant is needed.
- The Yellow Ribbon Grant is non-transferable and non-substitutable and cannot be combined with any other institutional grant

Colorado Technical University is committed to assisting military students in determining the best options available to them. To receive additional information on veterans educational benefit eligibility, students can contact the Veterans Administration at 800-827-1000, or 888-GI BILL-1 (1-888-442-4551) or visit their website at www.gibill.va.gov.

Lifelong Learning Grant

The purpose of the Lifelong Learning Grant is to recognize Colorado Technical University alumni who have achieved degree completion and intend to pursue their next level graduate or doctoral degree. Colorado Technical University alumni meeting these criteria will be eligible for a grant of \$2000. Alumni enrolled in a graduate program and wish to pursue an additional full graduate degree with the University will be eligible for a grant of \$500. This grant also applies to American InterContinental University (AIU) master's graduates who are enrolling into a CTU Doctoral program. The grant award will be applied to outstanding current, past, or future charges at the University's discretion.

Colorado Technical University – Virtual Campus

The conditions are as follows:

- Effective for students beginning their Baccalaureate or Graduate Degree program on or after the February 13, 2011 session
- The Lifelong Learning Grant is used exclusively toward program charges.
- The grant is awarded proportionately over each session in the program.
- Students must attend the qualifying session prior to the grant being awarded.
- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The grant cannot be combined with any other institutional grant. The grant with the greatest benefit will be awarded to the student.
- Students enrolled at the graduate or doctoral military tuition rate are not eligible for the Lifelong Learning Grant.

The grant is non-transferable and non-substitutable. No portion is refundable. Interested candidates should contact the Financial Aid Department for additional information.

Master of Science in Homeland Security National Guard Scholarship

Colorado Technical University (CTU) in cooperation with the National Guard (NG) has established a tuition scholarship program to assist selected qualified National Guard members in obtaining graduate degrees in the field of Homeland Security (Master of Science in Homeland Security).

The online scholarship covers full tuition, course materials and text books. Four scholarships will be awarded each year to qualified candidates.

Selection is based on merit. Merit is determined from the following conditions:

- Be an active member of the US National Guard
- Have completed an accredited bachelor degree
- Has not completed a previous master's degree
- An application package submitted to the Director of the Homeland Security Institute by the stated deadline that consists of:
 - Commander's letter of recommendation
 - Unofficial college transcripts
 - Letter of input
- The National Guard requires that:
 - Candidates completing a program under this scholarship agree in writing to be assigned, if requested, to a position in domestic operations
 - Minimum of (36) months of continued service upon course completion (IAW AR 621-7, para 2-10)

CTU reserves the right to have the NG, as well as, the student provide documentation on the merit selection process. This allows CTU to reserve the right to refuse enrollment based on institution policy if standards are not met.

In addition:

- Scholarship awardees must meet admission requirements, maintain full-time status, comply with university standards of conduct and maintain satisfactory academic progress.
- All scholarships are applied as a credit to the student's account in equal installments at the beginning of each term in the respective academic year and no cash payments will be awarded to the student.

Colorado Technical University – Virtual Campus

- The scholarship is used exclusively toward current, past, or future charges.
- The scholarship recipient must be a full-time student currently attending or enrolled for a future start in the Master of Science in Homeland Security program at Colorado Technical University.
- The scholarship applies only to MSHLS enrollment.
- The scholarship is non-transferable and non-substitutable and cannot be combined with any other institutional scholarships or grants.
- Students utilizing funding from DoD or Post-9/11 VA benefits will only be eligible for the scholarship for the remaining balance in the term after the military education benefits have been applied.

Homeland Security Grant

The purpose of the Homeland Security Grant is to recognize Colorado Technical University applicants who have been recognized as a current or future expert in the field of Homeland Security. Students enrolled in the Master of Science in Homeland Security will be eligible for a one-time grant in the amount of \$5,000.

The conditions are as follows:

- Candidates must apply and be accepted for admission to be eligible to receive the grant.
- As a part of the application process, student's will be expected to:
 - Provide a letter of recommendation from their employer supporting his/her expertise in the Homeland Security field
 - Submit a minimum 500-word essay on how they intend to use the skills learned at Colorado Technical University to benefit others and society
- The Homeland Security Grant is used exclusively toward current, past, or future program charges.
- The grant is awarded proportionately over each session of the student's academic year.
- All grants are applied as a credit to the student's account, and no cash payments will be awarded to the student.
- The Homeland Security Grant cannot be combined with any other institutional grant.
- Students enrolled at the graduate military tuition rate are not eligible for the Homeland Security Grant.
- Students must be willing to sign disclosures for the University to use their name as an advocate for the Master of Science in Homeland Security program. Those obligations can be any of the following but not limited to:
 - Writing of whitepapers on the topic of Homeland Security.
 - Willingness to share their experiences through CTU marketing site, CTU Facebook, LinkedIn, and Twitter feeds.
 - Be recorded via video to advocate their experience and how they can apply their knowledge to benefit others and society.

The grant is non-transferable and non-substitutable. No portion is refundable. Interested candidates should contact the Financial Aid Department for additional information.

The National Science and Mathematics Access to Retain Talent Grant (SMART)

The SMART Grant provides funding for students in their third and fourth years of undergraduate study. The grant is available for students who are enrolled at least half time, are U.S. citizens (or eligible noncitizens), and eligible for the Federal Pell Grant. Students must be enrolled in programs in physical, life or computer sciences, mathematics, technology, engineering or in a foreign language determined critical to national security (as defined by the Secretary of Education). Students must maintain a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale. SMART will no longer be available to students beginning with the 2011-12 Award Year as funding for this program has been discontinued.

Colorado Technical University – Virtual Campus

Tuition, Fees and Refunds

Students may have the ability to make cash installments payments directly to the institution for balances owed. For more information concerning the terms and conditions of the installment plans, please contact the financial aid office.

Cancellation/Withdrawal Policy

Cancellation: A student who cancels his/her enrollment prior to the student's first day of class attendance will receive a refund of all monies paid. If this Enrollment Agreement is not accepted by the University or if the University cancels the enrollment prior to the first day of class attendance, all monies paid will be refunded. All requests for cancellation by the student must be made in writing and mailed or e-mailed to the Student Affairs Department.

Institutional Refund Policy

For students attending campuses in locations without state refund policies, refunds will be calculated in accordance to the Institutional Refund Policy. Funds will be returned following the same hierarchy as the Return of Title IV Funds policy, followed by other aid sources (e.g., private loans), and then the student. Effective July 1, 2011, tuition refunds for students who are residents of Alabama and Wisconsin will be calculated in accordance with the refund policy in the state in which they reside. For all other students attending Colorado Technical University, refunds will be calculated in accordance with the Institutional Refund Policy.

Refund Calculation:

Number of days remaining in quarter after withdrawal date ÷ Total number of days in the quarter = % of Refund

The University will return eligible funds in the following order of priority:

1. Funds initially will be returned consistent with the Return of Title IV Policy.
2. Following the application of the Return of Title IV Policy, any remaining eligible funds received from other sources of financial aid (e.g. private loans) would be returned, and
3. Following the return of funds to any other sources of financial aid, any remaining eligible funds would be returned to the student.

For students withdrawing from the University:

First Session - During the first week of each session, students must participate at least once in a class related activity. If a student does not participate in a class related activity during the first week of the session, the student is administratively withdrawn from the University. The last date of the students previous grading period is used for tuition refund calculations. After the first week, if a student does not participate in a class related activity at least once every 15 calendar days within a session he/she is administratively withdrawn from the University. Students withdrawing between the add/drop week and the end of the fourth week of the first session will have an adjustment of tuition calculated according to the following formula:

Number of days remaining in quarter after withdrawal date ÷ Total number of days in the quarter = % of Refund

Second Session - Once a student enters the 2nd session of a quarter, following the designated add/drop week, there will be no refund of tuition. After the first week, if a student does not participate in a class related activity at least once every 15 calendar days within a session he/she is administratively withdrawn from the University.

Colorado Technical University – Virtual Campus

Refund Policy (Alabama and Iowa Residents Only)

In the event that a student withdraws or is dismissed from all classes during the quarter, tuition refunds are calculated based on the student's last date of recorded attendance, divided by the total days in the University's quarter.

Alabama and Iowa Hypothetical Refund Example:

At the time of the last day of recorded attendance, the student has been charged \$3,000 in tuition for the quarter, and has attended 31 of the total 77 days (46 days remaining in the quarter). Tuition charges will be reduced by \$1,792 (46/77 times \$3000). The student is responsible for \$1208.

Refund Policy (Wisconsin Residents Only)

In the event that a student withdraws or is dismissed from all classes during the quarter, refunds of tuition and fees will be calculated according to the following schedule:

Week of the Quarter	Student's Quarter
Student's Last Date of Attendance	Tuition Refund
During the first week of the instruction of the program*	100%
During the first academic week	90%
During the second academic week	80%
During the third academic week	70%
During the fourth academic week	60%
During the fifth academic week	50%
During the sixth academic week	40%
After the sixth academic week	0%

*This applies to a new student's right to cancel in the first week of their program quarter of attendance only.

Online Course Withdrawal

For students withdrawing from a course, but not from all courses in the University:

First Session - During the first week of a student's first session, no tuition charges will be assessed for a dropped course. Once a student enters the second week of the first session, there will be no tuition adjustment for a dropped course.

Second Session - During the first week of a student's second session, no tuition charges will be assessed for a dropped course. Once a student enters the second week of the second session, there will be no tuition adjustment for a dropped course.

Program Charges

Students who have not made all scheduled payments will not be provided course materials for the subsequent sessions until clearance is received from the Financial Aid or Student Accounts Department.

Colorado Technical University – Virtual Campus

Return of Title IV Funds

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

CTU follows the federal Return of Title IV Funds Policy to determine the amount of Title IV aid a Student has received and the amount, if any, which needs to be returned at the time of withdrawal. Under current federal regulations, the amount of aid earned is calculated on a pro rata basis through 60% of the term. After the 60% point in the term, a Student has earned 100% of the Title IV funds. The University may adjust the student's account based on any repayments of Title IV funds that the University was required to make. For additional details regarding this policy, please see the University catalog.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Loans
 - a) Unsubsidized Federal Direct Stafford Loans
 - b) Subsidized Federal Direct Stafford Loans
 - c) Federal Perkins Loans
 - d) Federal Direct PLUS loans received on behalf of the student.
2. Federal Pell Grants.
3. ACG
4. National SMART
5. Federal SEOG
6. Other grant or loan assistance authorized by Title IV of the HEA.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent-PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent-PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Colorado Technical University is the date in which a student begins the official withdrawal process either by,

- Submitting an official withdrawal request to the Academic Department via e-mail to ctuacademicdean@ctuonline.edu; or by
- Verbally communicating their intent to withdraw to the Academic Department

A student who submits an official withdrawal request or verbally communicates his/her intent to withdraw but continues to participate in any of the three class related activities listed below will not be considered to have officially withdrawn from the university. The official request to withdraw must be made before the end of a session.

The last date of attendance (LDA) is used for refund calculations of tuition as follows:

Colorado Technical University – Virtual Campus

- If the LDA is during or prior to the fourth week of the student's first session, that LDA is used for the tuition refund calculation.
- If the LDA is after the fourth week of the student's first session there will be no refund of tuition charges for those courses.

Once a student enters the 2nd session of a quarter, following the designated drop period, there will be no refund of tuition.

- If a student does not participate in any class related activity (see definition below) at least once during the first week of the session, the student is administratively withdrawn from the university. The last date of the previous grading period is used as the LDA for refund calculations.
- If a student does not participate in a class related activity at least once every 15 calendar days within a session or he/she will be administratively withdrawn from the University. The LDA is used as the official date of withdrawal for refund calculations and federal financial aid purposes.

A class related activity is defined as one of the following:

- posting to the discussion board;
- writing and submitting an individual assignment; or
- taking a knowledge check or quiz.

Please note that the above policy may result in a reduction in university charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due to the university that is greater than that which was owed prior to the withdrawal.

All balances become due and payable at the time of withdrawal from the University. A student is not granted their request for official or unofficial Colorado Technical University transcripts if any outstanding charges are not paid.

A student who is administratively withdrawn from the University before the fifth week receives W grades for all current courses. After the fourth week students will receive the grade earned in current courses.

Disbursement of Title IV Credit Balance (Books)

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the school's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding Stafford Loans for first year-first time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

Colorado Technical University provides:

Tuition, books and fees are bundled and billed as a single charge each term. The cost of books are waived for students receiving military tuition rate. Books and supplies will be mailed prior to the start of classes to registered students who have submitted all required FA paperwork.

Colorado Technical University – Virtual Campus

Veterans Benefits

Students interested in Veterans Educational Assistance program benefits should contact the Financial Aid Department. Veterans who are unsure of their eligibility should contact the Veterans Administration (VA). Eligible students must maintain satisfactory academic progress to continue receiving VA benefits. Colorado Technical University's degree programs are approved by the applicable State Approving Agency for Veterans Affairs.