



**ADDENDUM TO
ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.1**

(Published August 22, 2017)

Addendum Date: November 7, 2017

**(This addendum is an integral part of the catalog. Any data stated in the addendum
supersedes any contradictory information contained in the catalog.)**

ADDENDUM
TABLE OF CONTENTS
(New addenda indicated in blue font)

<u>Catalog Page Number(s)</u>	<u>Catalog Section</u>	<u>Addendum Effective Date</u>	<u>Addendum Page Number</u>
Catalog	All References to Tampa Campus	09/08/2017	2
11	Association Memberships	09/18/2017	2
25	Provisional Status for Initial Enrollment	09/26/2017	2
26	Students Seeking to Enroll into Additional Programs	11/07/2017	2
33	Additional Admissions Requirements for Specific Programs	11/07/2017	3
38	State/Territory Specific Information	10/16/2017	4
41	Health Sciences – Pharmacy Technician Program’s Enrollment Classifications and State/Territory Disclosures	11/07/2017	4
45	Health Information Technology Program Enrollment States/Territories	10/16/2017	8
50	Successful Completion Grant	10/23/2017	9
55	Cancellation Policy	09/26/2017	10
56	Refund Policy for a Student’s First Class at UMA	09/26/2017	10
57	Pro Rata Refund Calculation for Non-Term Programs	09/26/2017	11
57	Pro Rata Refund Calculation for Non-Title IV Diploma Programs	09/26/2017	11
58	Pro Rata Refund Calculation for Standard Term Programs	09/26/2017	12
59	Pro Rata Refund Calculation for Non-Term Programs for Iowa Residents	09/26/2017	13
61	Pro Rata Refund Calculation for Standard Term Programs for Iowa Residents	09/26/2017	14
62	Pro Rata Refund Calculation for Non-Term Programs for New Mexico Residents	09/26/2017	15
63	Pro Rata Refund Calculation for Standard Term Programs for New Mexico Residents	09/26/2017	16
67	Return of Title IV Funds Policy	09/26/2017	17
84	Textbooks	09/26/2017	18
89	Satisfactory Academic Progress	09/26/2017	19
189	Tuition and Fees – Clearwater	11/07/2017	19
189	Tuition and Fees - Clearwater	09/26/2017	20

**Addendum for Ultimate Medical Academy Catalog Volume 6.1
(Tampa Campus)
Effective September 8, 2017**

As of September 8, 2017, Ultimate Medical Academy's Tampa Campus is closed. All references to the Tampa Campus throughout the Ultimate Medical Academy Catalog Volume 6.1 should be considered removed.

**Addendum for General Information
(Association Memberships)
Effective September 18, 2017**

Page 11 (Replacement)

ASSOCIATION MEMBERSHIPS

Ultimate Medical Academy is a member of the following associations:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Clearwater Regional Chamber of Commerce
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Greater Tampa Chamber of Commerce
- National Association of Student Financial Aid Administrators (NASFAA)
- Online Learning Consortium (OLC)

**Addendum for Admissions
(General Admissions Requirements)
Effective September 26, 2017**

Page 25 (Replacement)

PROVISIONAL STATUS FOR INITIAL ENROLLMENT

All students starting a new UMA program will be enrolled on a provisional basis for the initial 10 class days of their first term in the program, as defined by UMA in the Attendance policy published in this catalog. Students in provisional status are not required to pay tuition and are not eligible to receive Federal Student Aid. Students who cancel during the provisional enrollment period, or who fail to post attendance in accordance with UMA's attendance policy after the 10th class day of the initial term, will be considered to have cancelled while in provisional status.

Those students in provisional status who, as determined by UMA, meet attendance requirements, sustain sufficient contact with UMA, make sufficient academic progress, access resources required for academic success, and otherwise demonstrate an ability, willingness, and commitment to succeed at UMA, will be transitioned to regular student status after they complete the 10th class day of the enrollment period. At this point, regular students will be charged tuition and may receive any student aid for which they are eligible (including Federal Student Aid), retroactive to the beginning of the term. UMA may cancel the enrollment of provisional students who are not meeting the previously listed requirements at any point during the provisional enrollment period.

Students whose enrollment is cancelled during the provisional period, who cancel enrollment while in provisional status, or who fail to post attendance in accordance with UMA's attendance policy upon the expiration of the provisional enrollment period, will not incur any tuition obligations to UMA.

**Addendum for Admissions
(Students Seeking to Enroll into Additional Programs)
Effective November 7, 2017**

Page 26 (Replacement of Section/Revision to Title)

UMA GRADUATES SEEKING TO ENROLL INTO ADDITIONAL UMA PROGRAMS

UMA graduates who wish to enroll into another UMA program in a different track will need to meet additional criteria

prior to enrolling. Graduates of a UMA diploma program moving to the corresponding UMA associate degree program are excluded from these requirements.

UMA graduates whose additional enrollment requires approval must meet the criteria listed below to be considered for enrollment into the additional UMA program:

- Must have a cumulative grade point average (CGPA) of 3.0 or higher from the prior UMA program.
- Must be in good academic standing and never been dismissed or expelled from UMA – in any program.
- Cannot have any UMA Student Code of Conduct or Scholastic Honesty violations on record.
- Must have graduated from their previous program more than 90 days prior to applying for additional enrollment.
- Must provide written response to Statement of Educational Commitment questions
- Must provide supplemental documentation to support essay.

Graduates should contact an admissions representative or re-entry advisor for additional information. UMA reserves the right to limit the number of multiple enrollments attempts.

**Addendum for Admissions
(Additional Admissions Requirements for Specific Programs)
Effective November 7, 2017**

Page 33 (Deletion of Physical Requirements for Health Sciences – Pharmacy Technician program)

HEALTH SCIENCES – PHARMACY TECHNICIAN (ASSOCIATE DEGREE)

PHARMACY TECHNICIAN (DIPLOMA) – NO LONGER ENROLLING STUDENTS IN THE DIPLOMA PROGRAM.

- **State Residence:** Students must live and plan to work in a state in which UMA is currently enrolling students for the Health Sciences - Pharmacy Technician program. Please refer to the Pharmacy Technician State Requirements section of this catalog for a list of states from which UMA is currently enrolling students.
- **Proof of Graduation:** Prospective students choosing to enroll in the Health Sciences - Pharmacy Technician program must provide proof of high school graduation from an acceptable high school or its equivalent. Health Sciences - Pharmacy Technician prospective students initially complete an attestation, but they must provide proof of high school completion within 30 days from the date the student is selected and informed of POG verification. If prospective students graduated from a foreign high school, once documentation is received UMA will send a translation and evaluation request to a third party to obtain the results within 60 days from the date the student is selected for verification. Students who do not have valid proof of graduation in the applicable time frames are cancelled and may not continue in the Health Sciences - Pharmacy Technician program.
- **Background Check:** A satisfactory Level I background check is required. Students must have satisfactory results prior to beginning this program. Students also complete a background check toward the end of the didactic portion of the program prior to externship. Students who do not pass the background check may be dismissed from the program.
- **Math Skills Assessment:** Each prospective student must take and pass a math skills assessment (one attempt only) with a successful score of 72% or higher. Students will not be scheduled for any Health Sciences - Pharmacy Technician courses until satisfactory completion of this requirement has been recorded by UMA prior to the course scheduling cut-off. Students who have passed RX2010 or MA1015 or students who have transfer credit accepted by UMA for MA1015 or RX2010 are considered to have met the minimum requirement and are not required to take the math skills assessment.
- **Onboarding Checklist:** Each prospective student must complete an Onboarding Checklist with a UMA representative prior to midnight of the seventh day after the start. (e.g. If a start is on a Monday, Sunday would be the seventh day).
- **Drug Screening:** Students accepted and enrolled into this program must pass a drug screening prior to beginning the externship portion of the program, or they will be dismissed. Students may reenter at a later

date once a drug screening has been passed and only in those states that are approved for reentry.

- **Externship Requirement:** A 180-hour externship is required in this program.

Note: Facilities that accept students for externships/practicums may conduct criminal or personal background checks, random or pre-placement drug screening and may have additional requirements. Check with your instructor for further clarification.

**Addendum for Admissions
(State/Territory Specific Information)
Effective October 16, 2017**

Page 38 (Replacements for Mississippi, New Mexico, and Ohio only)

Mississippi

- Ultimate Medical Academy is exempt from authorization to offer online programs by the Mississippi Commission on College Accreditation.

New Mexico

- Ultimate Medical Academy is licensed by the New Mexico Higher Education Department.

Ohio

- Ultimate Medical Academy is exempt from registration to offer online programs by the Ohio Board of Regents.
- UMA is approved to offer programs that contain on-ground components by the Ohio Board of Regents.

**Addendum for Admissions
(Health Sciences – Pharmacy Technician Program’s Enrollment Classifications and State/Territory Disclosures)
Effective November 7, 2017**

Page 41 (Replacement)

HEALTH SCIENCES - PHARMACY TECHNICIAN PROGRAM’S ENROLLMENT CLASSIFICATIONS AND STATE/TERRITORY DISCLOSURES

The information contained herein is current and state/territory requirements may change during or after a student’s enrollment. Students are responsible for researching and understanding all examination, certification, registration and/or licensure requirements in any state/territory in which the student seeks to become certified, registered, licensed or employed. State/Territory contact information is available at the following link:

<https://nabp.pharmacy/boards-of-pharmacy/>

STATE/TERRITORY BOARD OF PHARMACY LICENSURE/REGISTRATION REQUIREMENTS

Certain states/territories require students to complete a licensure or registration process prior to the externship course. Students residing in those states/territories, or planning to work in those states/territories, must complete the registration process with the State/Territory Board of Pharmacy within the 20 weeks preceding their expected externship course start date. Students who fail to complete the requirements may be dismissed from the program.

Certain states/territories require students to complete a licensure or registration process prior to or soon after employment as a pharmacy technician. Students residing in those states/territories, or planning to work in those states/territories, must complete the licensure or registration process with the State/Territory Board of Pharmacy once they have successfully completed the UMA Health Sciences - Pharmacy Technician program. Students who fail to complete the requirements may not be able to obtain employment in a pharmacy.

PHARMACY TECHNICIAN CERTIFICATION BOARD AND STATE/TERRITORY REQUIREMENTS

States/Territories have various requirements for pharmacy technicians. Certain states/territories require students to become certified by the Pharmacy Technician Certification Board (PTCB) within one or two years of initial registration or licensure. Failure to become certified by the PTCB within the required time frame after initial registration may result in the loss of registration or licensure. Students who fail to become certified by the PTCB may not be able to obtain or maintain employment in a pharmacy.

PHARMACY TECHNICIAN STATE/TERRITORY REQUIREMENTS

It is important that the students are aware of their pharmacy technician state/territory requirements. There is not one specific requirement for all states/territories. Therefore, students are required to notify UMA at statechange@ultimatemedical.edu and request authorization if they plan to move to or intend to work in any other state/territory other than those in which UMA is actively enrolling/reentering for the Health Sciences - Pharmacy Technician program (a “non-enrollment state/territory”). Students who do not request or are not granted authorization prior to moving or working as a pharmacy technician may be officially withdrawn from the program.

The chart below outlines various states/territories and whether UMA is accepting students who reside in those states/territories. The definitions below outline the different Enrollment Classifications for the Health Sciences - Pharmacy Technician program:

- **All Enrollment State/Territory** – a state/territory where UMA is currently allowing students to enroll, reenter, reenroll, or directly enroll in the Health Sciences - Pharmacy Technician program.
- **Non-Enrollment State/Territory** – a state/territory where UMA is currently not enrolling/reentering students in the Health Sciences – Pharmacy Technician program.

HEALTH SCIENCES – PHARMACY TECHNICIAN PROGRAM’S STATE/TERRITORY AVAILABILITY	
ALL ENROLLMENT STATES/TERRITORIES	NON-ENROLLMENT STATES/TERRITORIES
Alabama	California
Alaska	Connecticut
Arizona	Guam
Arkansas	Kentucky
Colorado	Louisiana
Delaware	Maine
Florida	Maryland
Georgia	Massachusetts
Hawaii	Minnesota
Idaho	Nebraska
Illinois	Nevada
Indiana	New Hampshire
Iowa	New Mexico
Kansas	New York
Michigan	North Carolina
Mississippi	North Dakota
Missouri	Oklahoma
Montana	Puerto Rico
New Jersey	Rhode Island
Ohio	South Carolina
Oregon	Tennessee
Pennsylvania	Texas
South Dakota	U.S. Virgin Islands
Vermont	Utah
Wisconsin	Virginia
Wyoming	Washington
	Washington D.C.
	West Virginia

Many states/territories have various requirements for pharmacy technicians. These requirements may include externship, registration/licensure, certification and/or employment specific requirements including additional questions about a student’s background. The chart below depicts the additional pharmacy technician requirements for the state/territory the student resides in. It is best to conduct additional research for the state/territory you reside in

or plan to work in. Students are encouraged to research state/territory specific requirements for pharmacy technicians as laws and regulations change frequently. State/Territory contact information is available at the following link:

nabp.pharmacy/boards-of-pharmacy/

States/Territories	Additional Pharmacy Technician Information for Students
California, Connecticut, Guam, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Oklahoma, Puerto Rico, Rhode Island, South Carolina, Tennessee, Texas, U.S. Virgin Islands, Utah, Virginia, Washington, Washington D.C., West Virginia	UMA is currently not enrolling in these states for the Health Sciences - Pharmacy Technician program due regulatory requirements.
Alabama, Alaska, Arizona, Arkansas, Georgia, Idaho, Illinois, Indiana, Iowa, Michigan, Mississippi, Missouri, Montana, New Jersey, Oregon, South Dakota, Vermont, Wyoming	Students residing in these states are required to have a license or be registered in the state prior to externship. A UMA Registration Coordinator will contact students approximately 20 weeks before their externship to begin this process and provide support in obtaining licensure.
States/Territories	Additional Pharmacy Technician Information for Graduates
Colorado, Hawaii, Pennsylvania, Wisconsin	Pharmacy technicians are not currently regulated by the State Boards of Pharmacy.
Alabama, Arkansas, Florida ¹ , Georgia, Missouri, New Jersey, Vermont	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Alaska	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state.
Arizona	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: <ol style="list-style-type: none"> 1. Pharmacy Technician Trainee - obtain certification prior to the end of second renewal OR 2. Certified Technician (must provide evidence of PTCB)
Delaware	Graduates do not need to be registered or licensed with the State Board of Pharmacy to be a Pharmacy Technician in the state; however, they must successfully complete a training program upon initial employment and complete within 90 days. Certified Pharmacy Technicians must provide evidence of PTCB.
Idaho	Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state: <ol style="list-style-type: none"> 1. Technician-In-Training - obtain certification prior to the end of second renewal OR 2. Certified Technician (must provide evidence of PTCB or ExCPT)
Illinois	Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements: <ol style="list-style-type: none"> 1. Proof of passing certification exam PTCB or ExCPT within two years after initial licensure AND 2. Copy of pharmacy technician program certificate or diploma

¹ Residents of Florida begin this process after graduation.

States/Territories	Additional Pharmacy Technician Information for Graduates
Indiana	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state and meet the following requirements:</p> <ol style="list-style-type: none"> 1. Technician-In-Training - obtain certification prior to the end of first renewal OR 2. Certification as a Pharmacy Technician – submit application with proof of PTCB or ExCPT
Iowa	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Pharmacy Technician Trainee - obtain certification prior to the end of first renewal OR 2. Certified Pharmacy Technician Registration – submit application with proof of PTCB or ExCPT
Kansas	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Pharmacy Technicians who register for the first time after July 1, 2017, are required to successfully pass a pharmacy technician certification exam approved by the Board before their first renewal.
Michigan	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Full Licensure – submit proof of passing the PTCB or NHA exams OR 2. Limited License – requires verification of employment and is only valid during employment listed on application OR 3. Temporary License – issued to applicant that is preparing to take certification exam required for full licensure which must be obtained within one year
Mississippi	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state. Certification from the PTCB or ExCPT must be obtained prior to the first renewal.</p>
Montana	<p>Graduates must be licensed with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Pharmacy Technician-In-Training must obtain certification within 18 months from the PTCB or ExCPT AND employment is required OR 2. Pharmacy Technician – certified by PTCB or ExCPT
Ohio	<p>Graduates must be qualified to work as a pharmacy technician. To be considered qualified, technicians must complete and pass the PTCB or ExCPT. Note: Ohio does not register, license, or approve pharmacy technicians to work; however, all pharmacy technicians must be qualified as defined above.</p>
Oregon	<p>Students residing in Oregon must apply for a Pharmacy Technician Initial License. This allows pharmacy technicians more than a year, but not more than two years, to become nationally certified by passing a national certification exam through PTCB or the ExCPT and apply for/obtain the Board’s Certified Oregon Pharmacy Technician License. Students must become licensed as a Certified Oregon Pharmacy Technician to continue working as a technician.</p>

States/Territories	Additional Pharmacy Technician Information for Graduates
South Dakota	<p>Graduates must be registered with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Technician-In-Training – undergoing certification requirements (obtain prior to first renewal) and/or enrolled in a pharmacy technician training program with an intern/externship component 2. Certified Technician - submit copy of certification from PTCB or ExCPT
Wyoming	<p>Graduates must register with the State Board of Pharmacy to be eligible to work as a pharmacy technician in the state:</p> <ol style="list-style-type: none"> 1. Pharmacy Technician in Training – apply to the Board for a training permit with the sponsoring pharmacy listed on the permit. PTCB certification must be obtained within two years (first renewal) OR 2. Pharmacy Technician Registration – Must provide evidence of PTCB Certification

Addendum for Admissions
(Health Information Technology Program Enrollment States/Territories)
Effective October 16, 2017

Page 45 (Replacement of Chart)

HEALTH INFORMATION TECHNOLOGY PROGRAM STATES/TERRITORIES ENROLLMENT CHART		
All Enrollment	Virtual Practicum*	Do Not Enroll
Alabama	Guam	Connecticut
Alaska	Kentucky	Massachusetts
Arizona	Louisiana	Oklahoma
Arkansas	Nevada	Puerto Rico
California	New Hampshire	Rhode Island
Colorado	New York	Washington D.C.
Delaware	North Carolina	
Florida	Texas	
Georgia	Tennessee	
Hawaii	Washington	
Idaho		
Illinois		
Indiana		
Iowa		
Kansas		
Maine**		
Maryland		
Michigan		
Minnesota		
Mississippi		
Missouri		
Montana		
Nebraska		
New Jersey		

*Due to state regulations, students complete the practicum component in a virtual setting.

**Due to state regulations, students must secure their own practicum facility. If the student is unable to secure his/her own practicum site, the student must follow the virtual practicum approval process.

HEALTH INFORMATION TECHNOLOGY PROGRAM STATES/TERRITORIES ENROLLMENT CHART		
All Enrollment	Virtual Practicum*	Do Not Enroll
New Mexico		
North Dakota		
Ohio		
Oregon		
Pennsylvania		
South Carolina		
South Dakota		
U.S. Virgin Islands		
Utah		
Vermont		
Virginia		
West Virginia		
Wisconsin		
Wyoming		

*Due to state regulations, students complete the practicum component in a virtual setting.

**Due to state regulations, students must secure their own practicum facility. If the student is unable to secure his/her own practicum site, the student must follow the virtual practicum approval process.

**Addendum for Student Financial Assistance
(Institutional Aid)
Effective October 23, 2017**

Page 50 (Replacement)

SUCCESSFUL COMPLETION GRANT

UMA offers a Successful Completion Grant to students who are enrolled in specific Title IV eligible diploma programs who meet the Eligibility Criteria both at the time the grant is awarded and at the time the grant is disbursed. Grants will be awarded until budgeted funds are exhausted.

Eligibility Criteria for Students Enrolled in Diploma Programs:

- Has a projected graduation date of 10/29/2017 or later
- Has a federally calculated Expected Family Contribution (EFC) of less than 2,000 on the most recently completed FAFSA used for packaging. Students who have not filed a FAFSA are not eligible.
- Has either (i) a CGPA of at least 3.0 or (ii) has a CGPA of at least 2.0 and has failed no more than one course in the student’s program
- Be on track to graduate based on the Registrar’s projected graduation date. The grant is not awarded until the student is attending his/her last module in the program.
- Be committed to financial discipline by voluntarily limiting borrowing and returning any excess funds, as the result of the grant being posted to a student ledger, to outstanding federal loans. The grant funds will be first applied to any outstanding institutional balances. Any excess funds present after an outstanding institutional balance is paid will be refunded to the U.S. Department of Education to reduce the student’s federal student loan debt. The student must have the appropriate excess funds authorization form on file with UMA.
- Is not receiving the Employee Tuition Grant
- Has not been withdrawn, dismissed or expelled at any point during his/her enrollment at UMA
- Be enrolled in a diploma program identified by UMA as being included in the grant. Students are awarded up to \$5,000 and must be on track to graduate from one of the following programs:
 - Dental Assistant with Expanded Functions
 - Medical Administrative Assistant
 - Medical Assistant

- Medical Billing and Coding
- Medical Office and Billing Specialist
- Patient Care Technician
- Pharmacy Technician

First, any outstanding institutional balance will be paid by the grant. If there are additional grant funds available after the institutional balance is paid for all academic years, UMA will award the remaining grant eligibility in the current academic year and return the excess funds to the U.S. Department of Education on the student’s behalf to reduce federal student loan debt. If all loan funds are returned for the current academic year and the student has remaining grant eligibility, the remaining grant funding will be applied to the previous academic year.

Students who fail to complete their educational program will be subject to a pro-rata refund calculation to determine the amount of disbursed grant funding the student was eligible to receive. Please see the catalog section “Return of Institutional Grant Funding” for a description of the calculation.

**Addendum for Cancellation and Refund Policies
(Cancellation Policy)
Effective September 26, 2017**

Page 55 (Replacement)

CANCELLATION POLICY

For all UMA campuses, a “class day” as defined by UMA is a day classes are held at UMA’s main campus (Clearwater), typically Monday – Thursday of weeks during which classes are in session. A “calendar day” is any day of the week, including weekends.

An applicant may cancel his/her enrollment within 72 hours of signing the enrollment agreement without incurring any financial penalty. Additionally, students who do not begin attendance within the first seven calendar days of a program, or who cancel or are cancelled by UMA within the first ten class days of their first course (as defined by UMA), have their enrollment canceled without incurring any tuition charges, and any monies paid are returned. See the Provisional Status for Initial Enrollment policy in UMA’s catalog for more details. UMA requests that students who accept physical textbooks prior to their enrollment cancellation return those physical textbooks in new condition. Students should contact the Registrar (umaregistrar@ultimatemedical.edu) to cancel within the timeframe listed above. Students can direct other questions about their enrollment to their admission representative, new student advisor, or learner services advisor.

**Addendum for Cancellation and Refund Policies
(Withdrawal or Dismissal Procedure)
Effective September 26, 2017**

Page 56 (Replacement)

REFUND POLICY FOR A STUDENT’S FIRST CLASS WITH UMA

Aside from refunds required under applicable law, for students in their first class in a new UMA enrollment and students who are in their first course after reentering into UMA, UMA voluntarily refunds all tuition and fees for the first course if the student does not continue at UMA in a second course in that enrollment. UMA requests that students who accept physical textbooks prior to their enrollment cancellation return those physical textbooks in new condition. As part of the refund practice described in this paragraph, UMA sends back all Title IV aid to its funding source and does not seek repayment from students for tuition and fees incurred in the first course.

For all students in courses other than their first course at UMA, the other provisions in this Refund Policies section apply to determine the appropriate refund amount.

**Addendum for Cancellation and Refund Policies
(Institutional Refund Policy)
Effective September 26, 2017**

Page 57 (Replacement of Pro Rata Refund Calculation for Non-Term Programs)

PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS

Pertains to the following programs:

- Dental Assistant with Expanded Functions (Diploma)
(UMA's current Dental Assistant with Expanded Functions program uses a single academic year. All other programs exceed one academic year.)
- Medical Assistant (Diploma)
- Patient Care Technician (Diploma)
- Pharmacy Technician (Diploma)
- Health Sciences – Pharmacy Technician (Associate Degree)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies. Students enrolled in UMA non-term programs are billed by payment period.

For any full academic year, the charges are divided equally for each payment period (except for the Health Sciences – Pharmacy Technician Associate Degree and Pharmacy Technician Diploma programs). For any academic year that does not meet the standard academic year definition and consists of multiple payment periods, the charges will be prorated for each payment period based on the number of credits assigned to the payment period.

Students enrolled in the Health Sciences – Pharmacy Technician Associate Degree and Pharmacy Technician Diploma programs are charged based on the number of credit hours assigned to each payment period for all academic years.

A student withdrawing from a program receives a pro rata refund based on the percentage of the student's completion of his/her current payment period as follows:

- If students are cancelled, all tuition and fees charged are refunded.
- If students withdraw under the UMA withdrawal process before the start of a payment period for which they have been charged, a student receives a refund of 100% of tuition charges.
- If students withdraw under the UMA withdrawal process after the start of a payment period for which they have been charged but before or at the 60% completion of the payment period, students are issued a pro rata refund as follows:
 - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a payment period by the number of calendar days in the payment period in which the withdrawal occurred.
 - The number of calendar days in a payment period is defined as the number of calendar days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period. Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation.
- After the completion of 60% of a payment period, tuition is 100% earned, and no tuition refund is made.

Page 57 (Replacement of Pro Rata Refund Calculation for Non-Title IV Diploma Programs)

PRO RATA REFUND CALCULATION FOR NON-TITLE IV DIPLOMA PROGRAMS

Pertains to the following programs:

- Nursing Assistant (Diploma)
- Phlebotomy Technician (Diploma)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when

a student is suffering extenuating circumstances and is unable to continue his/her studies.

Students enrolled in a UMA Non-Title IV diploma program are billed for the entire program. A student withdrawing from a program receives a pro rata refund based on the percentage of the student's completion of his/her then current program as follows:

- If students are cancelled, all tuition and fees charged are refunded.
- If students withdraw under the UMA withdrawal process before the start of a program for which they have been charged, a student receives a refund of 100% of tuition charges.
- If students withdraw under the UMA withdrawal process after the start of a program for which they have been charged but before or at 60% completion of the program, students are issued a pro rata refund as follows:
 - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a program by the number of calendar days in the program in which the withdrawal occurred.
 - The number of calendar days in a program is defined as the number of calendar days from the start of a program until the last day of the last course a student was scheduled to attend in the program. Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation.
- After the completion of 60% of a program, tuition is 100% earned, and no tuition refund is made.

Page 58 (Replacement of Pro Rata Refund Calculation for Standard Term Programs)

PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS

Pertains to the following programs:

- Health Sciences Concentrations (Associate Degree):
 - Dental Assistant with Expanded Functions
 - Healthcare Technology & Systems
 - Medical Administrative Assistant
 - Medical Assistant
 - Medical Office and Billing Specialist
 - Patient Care Technician
- Health and Human Services (Associate Degree)
- Health Information Technology (Associate Degree)
- Healthcare Management (Associate Degree)
- Medical Administrative Assistant (Diploma)
- Medical Billing and Coding (Associate Degree)
- Medical Billing and Coding (Diploma)
- Medical Office and Billing Specialist (Diploma)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

If students cease enrollment at UMA, the following policies apply:

- If students are cancelled, all tuition and fees charged are refunded.
- Tuition is charged by a semester for all courses scheduled for that semester.
- If students withdraw under the UMA withdrawal process after the start of a semester for which they have been charged but before or at the 60% completion of the semester, students are issued a pro rata refund as follows:
 - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a semester by the number of calendar days in the semester in which the withdrawal occurred.
 - The number of calendar days in a semester is defined as the number of calendar days from the start of a semester until the last day of the last course a student was scheduled to attend in the semester. Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation.

- After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.

Page 59 (Replacement of Pro Rata Refund Calculation for Non-Term Programs for Iowa Residents)

IOWA RESIDENTS' REFUND POLICIES

PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS FOR IOWA RESIDENTS

Pertains to the following programs:

- Pharmacy Technician (Diploma)
- Health Sciences – Pharmacy Technician (Associate Degree)

If students cease enrollment at UMA, the following policies apply:

- If students are cancelled by UMA, all tuition and fees charged are refunded.
- Tuition is charged per payment period for all courses scheduled for that payment period.

If students cease enrollment at UMA between day eight and the end of the payment period, students receive a pro rata refund of tuition as follows:

- The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a payment period by the number of calendar days in the payment period in which the withdrawal occurred.
- The number of calendar days in a payment period is defined as the number of calendar days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period (inclusive of holidays).
- Students withdrawing on the payment period ending date do not receive any tuition refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five calendar days after the school determines the student withdrew.

Students who are members of the National Guard, United States reserve force or state militia *and spouses of deployed service members with a dependent child who must withdraw from UMA because they have been ordered to state military service or federal service or duty are entitled to their choice of the following adjustments to their charges at their time of withdrawal:

- A student meeting the above eligibility requirements may withdraw from his/her entire registration and receive a full refund of tuition and mandatory fees; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for course grades and/or incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for some course grades and/or incompletes that shall be completed by the student at a later date. If such an arrangement is made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a pro rata refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of calendar days to the total calendar days in the term for which the student has been charged.

UMA is required to perform institutional refund calculations (pro-rata) for all students who withdraw or are withdrawn from UMA including for the failure to return from an approved leave of absence. The institutional refund policy is in

addition to the Return of Title IV Funds refund calculation. UMA performs all institutional refund calculations within thirty (30) calendar days of the date of determination the student withdrew or was withdrawn. The date of determination is the date UMA has determined the student to be withdrawn or dismissed. Refund calculations are based on the student's last date of attendance. The last day of attendance for online students is based on the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. If the student is owed a refund from the institutional refund calculation, UMA will process the necessary refund within thirty (30) calendar days. UMA returns unearned federal student aid within 45 calendar days of the date of determination the student withdrew or was withdrawn. Students are responsible for any balance due on their accounts as a result of withdrawal from UMA.

*Underscore indicates retroactive to July 19, 2013.

Page 61 (Replacement of Pro Rata Refund Calculation for Standard Term Programs for Iowa Residents)

PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS FOR IOWA RESIDENTS

Pertains to the following programs:

- Health Sciences Concentrations (Associate Degree):
 - Healthcare Technology & Systems
 - Medical Administrative Assistant
 - Medical Office and Billing Specialist
- Health and Human Services (Associate Degree)
- Health Information Technology (Associate Degree)
- Healthcare Management (Associate Degree)
- Medical Administrative Assistant (Diploma)
- Medical Billing and Coding (Associate Degree)
- Medical Billing and Coding (Diploma)
- Medical Office and Billing Specialist (Diploma)

If students cease enrollment at UMA, the following policies apply:

- If students are cancelled by UMA, all tuition and fees charged are refunded.
- Tuition is charged per term for all courses scheduled for that term.

If students cease enrollment at UMA between day eight and the end of the term, students receive a pro rata refund of tuition as follows:

- The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a term by the number of calendar days in the term in which the withdrawal occurred.
- The number of calendar days in a term is defined as the number of calendar days from the start of a term until the last day of the last course a student was scheduled to attend in the term (inclusive of holidays).
- Students withdrawing on the last date of the term date do not receive a refund.
- Refunds are rounded to the nearest dollar.
- Refunds are provided to the student within forty-five calendar days after the school determines the student withdrew.

Students who are members of the National Guard, United States reserve force or state militia *and spouses of deployed service members with a dependent child who must withdraw from UMA because they have been ordered to state military service or federal service or duty are entitled to their choice of the following adjustments to their charges at their time of withdrawal:

- A student meeting the above eligibility requirements may withdraw from his/her entire registration and receive a full refund of tuition and mandatory fees; or

- A student meeting the above eligibility requirements may make arrangements with his/her instructors for course grades and/or incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full; or
- A student meeting the above eligibility requirements may make arrangements with his/her instructors for some course grades and/or incompletes that shall be completed by the student at a later date. If such an arrangement is made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

*Underscore indicates retroactive to July 19, 2013.

If, at any time, a student terminates his/her enrollment due to the student's physical incapacity or due to the transfer of a student's spouse's employment to another city, the terminating student shall receive a pro rata refund of tuition in an amount equal to the amount of tuition multiplied by the ratio of the remaining number of calendar days to the total calendar days in the term for which the student has been charged.

UMA is required to perform institutional refund calculations (pro-rata) for all students who withdraw or are withdrawn from UMA including for the failure to return from an approved leave of absence. The institutional refund policy is in addition to the Return of Title IV Funds refund calculation. UMA performs all institutional refund calculations within thirty (30) calendar days of the date of determination the student withdrew or was withdrawn. The date of determination is the date UMA has determined the student to be withdrawn or dismissed. Refund calculations are based on the student's last date of attendance. The last day of attendance for online students is based on the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. If the student is owed a refund from the institutional refund calculation, UMA will process the necessary refund within thirty (30) calendar days. UMA returns unearned federal student aid within 45 calendar days of the date of determination the student withdrew or was withdrawn. Students are responsible for any balance due on their accounts as a result of withdrawal from UMA.

Page 62 (Replacement of Pro Rata Refund Calculation for Non-Term Programs for New Mexico Residents)

NEW MEXICO RESIDENTS' REFUND POLICIES

PRO RATA REFUND CALCULATION FOR NON-TERM PROGRAMS FOR NEW MEXICO RESIDENTS

Pertains to the following programs:

- Pharmacy Technician (Diploma)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

Students enrolled in UMA non-term programs are billed by payment period. For students enrolled in a full academic year (30 weeks), the payment period is defined as a minimum of 12 credits and 15 weeks of instruction. If a student is enrolled in an academic year that is less than a full academic year, the student must complete at least half of the credits and instructional weeks in the academic year before progressing to the next payment period. A copy of the student's schedule is available by contacting the Registrar's Office.

Students enrolled in the Health Sciences – Pharmacy Technician Associate Degree and Pharmacy Technician Diploma programs are charged based on the number of credit hours assigned to each payment period for all academic years.

A student withdrawing from a program receives a pro rata refund based on the percentage of the student's completion of his/her current payment period as follows:

- If students are cancelled, all tuition and fees charged are refunded.

- If students withdraw under the UMA withdrawal process before the start of a payment period or on the first day of a payment period for which they have been charged, a student receives a refund of 100% of tuition charges.
- If students withdraw under the UMA withdrawal process after the second day of a payment period for which they have been charged but before or at the 60% completion of the payment period, students are issued a pro rata refund as follows:
 - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student's last date of attendance in a payment period by the number of calendar days in the payment period in which the withdrawal occurred.
 - The number of calendar days in a payment period is defined as the number of calendar days from the start of a payment period until the last day of the last course a student was scheduled to attend in the payment period. Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation.
- After the completion of 60% of a payment period, tuition is 100% earned, and no tuition refund is made.

UMA is required to perform institutional refund calculations (pro-rata) for all students who withdraw or are withdrawn from UMA including for the failure to return from an approved leave of absence. The institutional refund policy is in addition to the Return of Title IV Funds refund calculation. UMA performs all institutional refund calculations within thirty (30) calendar days of the date of determination the student withdrew or was withdrawn. The date of determination is the date UMA has determined the student to be withdrawn or dismissed. Refund calculations are based on the student's last date of attendance. The last day of attendance for online students is based on the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. If the student is owed a refund from the institutional refund calculation, UMA will process the necessary refund within thirty (30) calendar days. UMA returns unearned federal student aid within 45 calendar days of the date of determination the student withdrew or was withdrawn. Students are responsible for any balance due on their accounts as a result of withdrawal from UMA.

Page 63 (Replacement of Pro Rata Refund Calculation for Standard Term Programs for New Mexico Residents)

PRO RATA REFUND CALCULATION FOR STANDARD TERM PROGRAMS FOR NEW MEXICO RESIDENTS

Pertains to the following programs:

- Health Sciences Concentrations (Associate Degree):
 - Healthcare Technology & Systems
 - Medical Administrative Assistant
 - Medical Office and Billing Specialist
- Health and Human Services (Associate Degree)
- Health Information Technology (Associate Degree)
- Healthcare Management (Associate Degree)
- Medical Administrative Assistant (Diploma)
- Medical Billing and Coding (Associate Degree)
- Medical Billing and Coding (Diploma)
- Medical Office and Billing Specialist (Diploma)

UMA may make special arrangements to provide a fair and equitable refund to a student, on a case-by-case basis, when a student is suffering extenuating circumstances and is unable to continue his/her studies.

Students enrolled in UMA term programs are billed by semester. The student may be scheduled for up to three 5 week modules within a semester. Students are only billed for the modules they are scheduled to attend. A copy of the student's schedule is available by contacting the Registrar's Office.

If students cease enrollment at UMA, the following policies apply:

- If students are cancelled, all tuition and fees charged are refunded.
- Tuition is charged by a semester for all courses scheduled for that semester.

- If students withdraw under the UMA withdrawal process prior to the start or on the first day of the semester, the student receives a 100% tuition refund.
- If students withdraw under the UMA withdrawal process after the second day of a semester for which they have been charged but before or at the 60% completion of the semester, students are issued a pro rata refund as follows:
 - The pro rata amount of tuition refunded is determined by dividing the number of calendar days remaining after a student’s last date of attendance in a semester by the number of calendar days in the semester in which the withdrawal occurred.
 - The number of calendar days in a semester is defined as the number of calendar days from the start of a semester until the last day of the last course a student was scheduled to attend in the semester. Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation.
- After the completion of 60% of a semester, tuition is 100% earned, and no tuition refund is made.

UMA is required to perform institutional refund calculations (pro-rata) for all students who withdraw or are withdrawn from UMA including for the failure to return from an approved leave of absence. The institutional refund policy is in addition to the Return of Title IV Funds refund calculation. UMA performs all institutional refund calculations within thirty (30) calendar days of the date of determination the student withdrew or was withdrawn. The date of determination is the date UMA has determined the student to be withdrawn or dismissed. Refund calculations are based on the student’s last date of attendance. The last day of attendance for online students is based on the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests. If the student is owed a refund from the institutional refund calculation, UMA will process the necessary refund within thirty (30) calendar days. UMA returns unearned federal student aid within 45 calendar days of the date of determination the student withdrew or was withdrawn. Students are responsible for any balance due on their accounts as a result of withdrawal from UMA.

Page 67 (Replacement)

RETURN OF TITLE IV FUNDS POLICY

This policy applies to all students who receive Federal Student Aid and withdraw, drop out, are on an Administrative Leave of Absence or are terminated by UMA, and who receive financial aid from Federal Student Aid Title IV funds. Students who cease attendance at UMA prior to completing more than 60% of their Title IV payment period have their Title IV eligibility recalculated based on the percentage of a payment period attended. For example, a student who withdraws after completing only 30% of a payment period will have “earned” only 30% of any Title IV aid received. UMA and/or the student must return the remaining 70%.

For purposes of the Return of Title IV Funds Policy, a student’s withdrawal date is:

- The date a student notifies UMA of his/her intent to withdraw; or
- The student’s last day of attendance.

Title IV aid is earned in a pro rata manner up to and including the 60% point in a payment period. (Title IV aid is considered 100% earned after that point in time). The percentage of Title IV aid earned is calculated as:

$$\frac{\text{Number of days completed by the student}}{\text{Number of days in the payment period}} = \text{Percent of payment period completed}$$

Scheduled breaks of 5 calendar days or more and periods of Leave of Absence are excluded from the calculation. The number of days completed by the student is calculated from the start of the payment period to the student’s last day of attendance. The last day of attendance for ground students is the last day the student was physically present in a course. The last day of attendance for online students is based on the last day a student completed an academically related activity such as discussion boards, submission of assignments and taking tests.

The percent of payment period completed is the percentage of Title IV earned by the student. The percentage of Title IV aid unearned (i.e. Amount to be returned to the appropriate Title IV program) is 100% less the percent earned. Any Title IV funds disbursed on the student’s behalf and are less than the amount of Title IV funds earned by UMA must be

returned.

UMA will return unearned aid from a student's account in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant
5. FSEOG
6. Other grant or loan assistance authorized by Title IV of the HEA

Within thirty (30) days of the date UMA determined a student withdrew, UMA will notify the student in writing if the student is eligible for a post-withdrawal disbursement. A post-withdrawal disbursement occurs when Title IV funds are earned, as a result of the calculation, and the Title IV funds are not disbursed. In the event the post-withdrawal disbursement is the result of PELL or FSEOG funds, UMA may apply the grant funds to the student's account to cover tuition and supplies. If the post-withdrawal disbursement is based on Direct Loan funds, UMA must obtain authorization from the student within thirty (30) days of the date of the notice to either apply the funds to the student's account, or UMA can disburse the funds to the student or parent (in the case of PLUS loans).

Within thirty (30) days of the date UMA determined a student withdrew, UMA notifies the student in writing if he/she is required to return any federal grant aid (Federal Pell Grant or FSEOG). If any federal grant aid must be returned in excess of 50% of the grant funds received, this is considered an overpayment. A student who owes a federal grant overpayment remains eligible for Title IV funds for a period of 45 days from the earlier of the date UMA sends a notification to the student of the overpayment or the date UMA was required to notify the student of the overpayment. If during the 45-day period a student repays an overpayment to UMA or signs a repayment agreement with the U.S. Department of Education, the student remains eligible for further Title IV funds.

If during the 45-day period a student fails to repay an overpayment or sign a repayment agreement with the U.S. Department of Education, the student is considered to be in an overpayment status and thus ineligible for any additional Title IV aid until that amount is repaid.

UMA returns unearned Federal Student Aid within 45 days from the date UMA determined a student withdrew. When the total amount of unearned aid is greater than the amount returned by UMA from the student's account, the student is responsible for returning unearned aid to the appropriate Title IV program. If the student is responsible for returning any unearned Direct Loan funds, the return of these funds must be made in accordance with the terms and conditions of the Master Promissory Note.

**Addendum for Student Records
(Textbooks)
Effective September 26, 2017**

Page 84 (Replacement)

TEXTBOOKS

The UMA website includes a listing of required physical and electronic textbooks by course. The required textbooks list may be found at:

Ground: ultimatemedical.edu/pdfs/Campus_Textbooks_by_Program.pdf

Online: ultimatemedical.edu/pdfs/Online_Textbooks_by_Program.pdf

Physical or electronic (online only) textbooks are provided to students prior to the start of each course. The textbook list outlines which programs of study use electronic textbooks. Some programs at UMA use only physical textbooks while others require a combination of both electronic and physical textbooks. Please refer to the textbook list for up-to-date information concerning which programs require the use of electronic textbooks.

For all UMA's ground and online programs, the cost of textbooks, both electronic and physical, are included in the cost of tuition except for active duty military students whose textbooks are no charge. All students have the option to opt out of receiving textbooks from UMA and may purchase textbooks on their own. If a student chooses to opt out and purchase textbooks on his/her own, UMA will adjust the tuition for each course based on the UMA price for the textbook. To opt out from receiving textbooks, a request must be made to UMA's fulfillment department by emailing fulfillment@ultimatemedical.edu. Some courses require the use of custom textbooks only available directly through UMA. Students are not able to opt out of receiving custom textbooks.

Physical textbooks are mailed to online students if courses require a physical textbook. Ground students receive physical textbooks at their campus.

**Addendum for Academic Standards
(Satisfactory Academic Progress)
Effective September 26, 2017**

Pages 89 (Replacement)

Failure to Meet Satisfactory Academic Progress - Financial Aid/Academic Warning

A school status assigned to a student who fails the first SAP evaluation or fails a subsequent SAP evaluation after meeting SAP. When a student fails to meet CGPA and/or POP SAP standards, the student is placed on Financial Aid/Academic Warning (FA/AD Warning) for the next evaluation period. The school allows Federal Student Aid eligibility for one payment period without an appeal. The student remains eligible to receive Federal Student Aid funding during this evaluation period. No SAP Appeal is required. The FA/AD Warning status is not applicable to degree program students failing to meet 2.0 CGPA following the end of the second academic year. If the student meets the SAP requirements at the end of the FA/AD Warning period, the student is removed from FA/AD Warning status. Please see Failure to Meet Satisfactory Academic Progress – Academic Year Two CGPA Requirement below.

Failure to Meet Satisfactory Academic Progress – SAP Suspension and Financial Aid/Academic Probation

Students who fail to meet SAP requirements at the end of a FA/AD Warning period are placed in a temporary SAP Suspension status. Students have five calendar days, from date of notification of being placed on SAP Suspension to appeal. An appeal is a process by which a student who is not meeting SAP standards petitions the school for reconsideration of Federal Student Aid eligibility and to remain in school. Students who do not appeal will be dismissed from UMA. Students are placed on Financial Aid Probation (FA/AD Probation status) after a successful appeal and will agree to an academic plan. Students in the FA/AD Probation status are eligible to remain in school and receive Federal Student Aid for one additional evaluation period (semester), or the duration of the Academic Plan (which cannot exceed two semesters - 30 weeks online and 30 or 36 weeks for ground depending on the program). Students on an academic plan will be evaluated each semester. Progress of students, who are identified as needing additional time for the length of their appeal, will be evaluated at the end of each grading period. Students with a two-semester academic plan must be making progress towards the plan at the first scheduled SAP evaluation point included in the plan. If the student is not meeting the SAP plan, the student will become ineligible for Federal Student Aid until the student meets the required academic plan and meets SAP at the next evaluation point. At the end of the additional evaluation period, UMA will recalculate the student's SAP to determine continued Federal Student Aid eligibility. If the student meets the SAP requirements at the end of the FA/AD Probation period, the student is removed from FA/AD Probation status. While a student's school status is SAP Suspension, UMA will not disburse any Federal Student Aid funds. **SAP Appeal is required. Please see SAP Appeal Procedures Section.**

If the student's SAP appeal is denied, the student will be dismissed. Upon dismissal, a student will be unregistered from all enrolled courses, and the student will not be charged for the unregistered courses.

**Addendum for Tuition and Fees
(Clearwater)
Effective November 7, 2017**

Page 189 (Replacement for Pinellas County Bus Pass)

- Pinellas Suncoast Transit Authority (PSTA) Fare GO Card
 - 7-Day Unlimited Reduced Fare GO Card - \$12.50

- 31-Day Unlimited Reduced Fare GO Card - \$31.50

**Addendum for Tuition and Fees
(Clearwater)
Effective September 26, 2017**

Page 189 (Insertion)

Optional Student Charges

In addition to the required tuition and fees, UMA students may purchase additional/replacement equipment and services during their enrollment. Items include the following:

Pinellas County Bus Pass - \$70

Additional Scrubs (replacing items issued upon enrollment) – \$7.50 for top or bottom

Blood Pressure Cuff - \$22.10