

**Effective May 6, 2015 - Sanford-Brown College Online is no longer accepting new student applications.**

<b>Tuition and Fees</b>
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As of 9/24/2014

Associate Degree Programs	
Tuition	\$36,800
Total Cost	\$36,800

  

Bachelor's Degree Programs	
Tuition	\$72,000
Total Cost	\$72,000

The tuition noted above is the cost for the full program of study, inclusive of required textbooks and supplies included in the supply kit. The actual cost per credit will vary depending on the number of credits taken during each term as outlined below. Thus, if you take fewer credits per term, your tuition cost will be higher than indicated in the chart above. This amount may vary depending on the number of terms in which the student is enrolled. Students in Associate Degree programs required to take less than 12 credits in final term due to normal course scheduling will be charged based on the 12 credit tier in that term. SBC waives all associated fees (software and textbooks) for all students who are Active Duty/Reservist U.S. Military Service Members. The estimated costs for textbooks included in the tuition costs listed above are for the entire program and may vary depending on the number of terms in which the student is enrolled. The tuition and fees does not include other program costs, including, but not limited to, supplemental books, additional project supplies, and laboratory fees, and other costs associated with the selected program of study. The cost per credit is as follows:

**Tuition Rates including Books:**

Credits	Tuition/Credit
1-11	\$500
12-15	\$400
16-19	\$350
20+	\$300

Certificate Programs	
Tuition	\$15,050
Total Cost	\$15,050

The tuition noted above is for the entire Certificate program and includes one set of required books, uniforms, and equipment; there is no separate charge for books and supplies. The tuition and fees charges stated above will not change provided the student starts classes as scheduled and continues without interruption.

**Fee Schedule**

Audit Class (current student)	\$50 per Credit Hour
Prior Learning Proficiency Credit Awarded Fee	\$250
Prior Learning Proficiency Credit Evaluation Fee	\$50
Repeat Class	Current Tuition per Credit Hour
Transcript  (Additional information on the electronic transcript service can be found on the Virtual Campus)	Electronic or paper requested electronically through Parchment- \$10 Ordered through the campus- \$15 Overnight/US Mail Delivery- \$35
Software for students who switch computer platforms (PC/Mac)  This software charge will be incurred by students who decide to switch computer platforms during their program (e.g. PC to Mac or Mac to PC)	Associate student \$250  Bachelor's student \$500



Last Day of Drop	04/01/2018	Last Day of Drop	05/06/2018
Session Ends	04/29/2018	Session Ends	06/03/2018

Classes are offered on days marked with an "x":						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	X	X	X	X	X	

### Observed Holidays- No Classes

Holiday (list)	Date(s) of Break: Classes Resume:
Memorial Day	Monday, 05/30/2016 Classes resume Tuesday, 05/31/2016
Summer Break	Monday, 07/04/2016 through Sunday, 07/10/2016 Classes resume Monday, 07/11/2016
Labor Day	Monday, 09/05/2016 Classes resume Tuesday, 09/06/2016
Thanksgiving Break 2016	Wednesday, 11/23/2016 through Sunday, 11/27/2016 Classes resume Monday, 11/28/2016
Winter Break 2016	Friday, 12/23/2016 through Monday, 01/02/2017 Classes resume Tuesday, 01/03/2017
Martin Luther King Jr. Birthday	Monday, 01/16/2017 Classes resume Tuesday, 01/17/2017
Memorial Day	Monday, 05/29/2017 Classes resume Tuesday, 05/30/2017
Summer Break	Monday, 07/03/2017 through Sunday, 07/09/2017 Classes resume Monday, 07/10/2017
Labor Day	Monday, 09/04/2017 Classes resume Tuesday, 09/05/2017
Thanksgiving Break 2016	Wednesday, 11/22/2017 through Sunday, 11/24/2017 Classes resume Saturday, 11/25/2017
Winter Break 2016	Saturday, 12/23/2017 through Tuesday, 01/02/2018 Classes resume Wednesday, 01/03/2018
Martin Luther King Jr. Birthday	Monday, 01/15/2018 Classes resume Tuesday, 01/16/2018
Memorial Day	Monday, 05/28/2018 Classes resume Tuesday, 05/29/2018

## Faculty and Staff

As of 5/19/2016

Name	Discipline	Education & Professional Licensure/Certification
Carlson, Dawn	Campus Director / General Education	<ul style="list-style-type: none"> <li>• MEd – University of South Florida – Curriculum &amp; Instruction/Instructional Technology</li> <li>• BFA – Ball State University – Art, Photography</li> </ul>
Korner, Kristian	Campus Department Chair, Building Information Modeling, Digital Media Production, Game Production, Animation Technology	<ul style="list-style-type: none"> <li>• MEd – American InterContinental University</li> <li>• BS in Computer Visualization Technology – ITT Technical Institute</li> <li>• AS in Computer-Aided Drafting Technology – ITT Technical Institute</li> </ul>
Mancino, Joseph	Campus Department Chair, Graphic Design, Internet Marketing, Advertising Design	<ul style="list-style-type: none"> <li>• MBA – American Intercontinental University Online – Marketing</li> <li>• BFA in Graphic Design - International Academy of Design &amp; Technology, Tampa</li> <li>• AS in Graphic Design – International Academy of Design &amp; Technology, Tampa</li> <li>•</li> </ul>
Robertson, Helena	Fashion Merchandising, Retail Merchandise Management	<ul style="list-style-type: none"> <li>• MBA in Business Administration – Loyola University Chicago, Illinois</li> <li>• BA in Merchandising Management – International Academy of Design &amp; Technology, Chicago, Illinois</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>

### Staff- as of 1/1/2016

Name	Position
Dawn R. Carlson	Campus Director
Dawn R. Carlson	Title IX Coordinator, ADA/Section 504 Coordinator
Nicole Bellfield	Registrar

<b>Catalog Revisions and Updates</b>
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Page #	Policy/Section	Effective Date
<b>Back cover</b>	Campus Address	9/25/2015

3725 W. Grace Street, Suite 237, Tampa, FL 33607

Page #	Policy/Section	Effective Date
<b>3</b>	Executive Officers	4/1/2016

Catalog information is revised to read:

**The Executive Officers of Career Education Corporation**

Todd Nelson,  
President and Chief Executive Officer

A.J. Cederoth  
Senior Vice President and Chief Financial Officer

Page #	Policy/Section	Effective Date
<b>3</b>	CEC Board of Directors	10/26/16

**The current members of the CEC Board of Directors are:**

Thomas B. Lally (Chairman)  
Dennis H. Chookaszian  
Kenda B. Gonzales  
Patrick W. Gross  
Gregory L. Jackson  
Todd S. Nelson  
Leslie T. Thornton  
Richard D. Wang

Page #	Policy/Section	Effective Date
<b>3</b>	<b>Accreditation and Licensure</b>	<b>12/12/16</b>

Revised as follows:

The College (Sanford-Brown) is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Diplomas, Associate degrees and Bachelor degrees.

Accrediting Council for Independent Colleges and Schools  
750 First Street, NE Suite  
980 Washington, DC 20002-4241  
(202) 336-6780

Page #	Policy/Section	Effective Date
<b>4</b>	Licensing and Approval	4/29/2016

The statement found in the catalog regarding the Minnesota Office of Higher Education is replaced with the following:

Minnesota Office of Higher Education:

Sanford-Brown College Online is registered with the office pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Page #	Policy/Section	Effective Date
8	Facilities and Equipment for Instruction	9/25/2015

The administrative offices of Sanford-Brown College-Online are located at 3725 W. Grace Street, Suite 237, Tampa, FL 33607

Page #	Policy/Section	Effective Date
8	Grievance Policy	7/15/2015

Replace the current website for the Florida Department of Education Commission for Independent Education with the following:

<http://www.fldoe.org/policy/cie>

Page #	Policy/Section	Effective Date
8	Grievance Policy	6/28/2016

The following information is added:

Maryland

Complaints are subject to investigation by the Office of the Attorney General and should be directed to:

Maryland Attorney General, Consumer Protection Division

200 St. Paul St.

Baltimore, MD 21202

(410) 528-8662

888-743-0823 (toll free)

Page #	Policy/Section	Effective Date
15	Admissions Policy	4/29/2016

The following information is added:

Sanford-Brown is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering students and current students desiring to continue into an additional program at Sanford-Brown.

Page #	Policy/Section	Effective Date
16	Returning Students	4/29/2016

The policy found in the catalog is replaced with the following:

Sanford-Brown is no longer enrolling new students into any of its programs. This includes returning graduates, re-entering students and current students desiring to continue into an additional program at Sanford-Brown.

Page #	Policy/Section	Effective Date
18	Standards of Satisfactory Academic Progress (SAP)	January 2015 (effective at time of catalog publication)

There is a typo in the Standards of Satisfactory Academic Progress (SAP) policy. The policy is revised as follows:

All students must maintain satisfactory academic progress in order to remain enrolled at the school. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student's cumulative grade point average (CGPA) and the student's rate of progress (ROP) toward completion of the academic program at the end of each grading period. The grading period for the purposes of Satisfactory Academic Progress (ROP) is defined as a 10 week term. Both the CGPA and ROP standards must be met in order to be considered to be making

satisfactory academic progress. These are outlined below.

Page #	Policy/Section	Effective Date
19	Maximum Timeframe in which to Complete	4/29/2016

The current policy is replaced with the following:

#### MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

In addition, since the campus is in teach-out and, some students attending during the teach-out will not have the opportunity to attempt up to 150% of the number of credits in their program of study. If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Sanford-Brown.

Page #	Policy/Section	Effective Date
19	Warning and Probationary Periods	4/29/2016

The current policy is replaced with the following:

#### WARNING AND PROBATIONARY PERIODS

At the end of each grading period after grades have been posted, each student's CGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

A student will be placed on FA Warning immediately after the first term in which the CGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP Met Status if the minimum standards are met or exceeded.

A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.

A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term or grading period.

A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP Met status. If the minimum CGPA and rate of progress requirements are not met at the time of evaluation; the student will be placed of FA Dismissal Status and will be dismissed from school unless terms of the academic plan are met.

Students enrolled in a program of more than two academic years, and receiving federal financial aid, must meet the CGPA standards at the end of the second year. Students who are unable to meet this standard will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. A student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements or complete their program of study within the teach-out period, the student will be dismissed from the school. Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for nonacademic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.



Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, which lasts for one payment period only, the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

Page #	Policy/Section	Effective Date
20	Reinstatement	4/29/2016

The current policy is replaced with the following:

Sanford-Brown will no longer consider students who were previously academically dismissed for reinstatement. As of April 29, 2016 Sanford-Brown is no longer enrolling re-entering students.

Page #	Policy/Section	Effective Date
21	Add/Drop Period and Course Withdrawals	2/8/2016

The current policy language is replaced with the following:

A "W" Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course after the add/drop period but before the last calendar week of the scheduled course will receive a grade of "W". Students who withdraw during the last scheduled calendar week of the class, and have a date of attendance (LDA) for the class during the last calendar week of the scheduled course, will receive the grade earned calculated as a final grade.

"W" Grades are also awarded when students do not complete externship courses within a school's designated grading period; when students do not successfully meet course attendance requirements; and when students do not return to school from a leave of absence. Please refer to the individual Externship Management, Attendance, and Leave Of Absence policies for details.

Page #	Policy/Section	Effective Date
21	Add/Drop Period and Course Withdrawals	4/29/2016

The following information is added:

Students who withdraw from a course may not be able to complete their program of study before the campus closes based on course offerings and/or the expected date of campus closure.

Page #	Policy/Section	Effective Date
21	Grade Appeals	2/8/2016

The current policy language is replaced with the following:

A student who disagrees with a grade received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student may submit a written appeal. If the student submits a written appeal this must include the reason why with supporting documentation, if applicable and should be signed and dated. A decision regarding the appeal will be made within five business days of receipt. Students will be notified in writing of the decision.

Page #	Policy/Section	Effective Date
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21	Grading System	January 2015 (effective at time of catalog publication)
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Remove:

“\* For courses that require more than one term to complete, an “IP” grade may be assigned.”

Page #	Policy/Section	Effective Date
21	Application of Grades and Credits	4/29/16

The following information is added:

Students who withdraw from a course may not be able to complete their program of study before the campus closes based on course offerings and/or the expected date of campus closure.

Page #	Policy/Section	Effective Date
21	Repeated Courses	04/16/15

The current policy is replaced with the following:

Students must repeat any required course in which a grade of F, W, or NP is received. Students who wish to repeat a course that was previously passed with a “D” will be allowed to repeat the course once. In the case of a repeat, the better of the two grades is calculated into the CGPA. The lower grade will include a double asterisk (\*\*) indicating that the course has been repeated. Students may take a failed core course a total of three times. Upon the third attempt, if the student does not pass the course, the student will be dismissed from the college. Students may appeal with a letter submitted to the Designated Academic Official no later than the Friday of add/ drop week after the next session or term begins. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course.

Page #	Policy/Section	Effective Date
22	New Heading: <b>College Success</b>	2/20/15

#### **College Success**

A student may be given a “PR” credit for College Success for which the proficiency credit fee would not be charged, provided one of the following conditions is met:

- The student has been awarded by the Institution 12 credit hours of transferable credit
- The student has previously earned an Associate Degree or higher from an accredited college or university

Page #	Policy/Section	Effective Date
23	Graduation Requirements	2/8/2016

The current policy language is replaced with the following:

To graduate, a student must have earned a minimum of a 2.0 Cumulative Grade Point Average and must have successfully completed all required credits within the maximum credits that may be attempted. Students must also be current on all financial obligations to receive official transcripts.

In order to be eligible to participate in the graduation ceremony, students must have completed all the requirements for graduation. Exceptions to this may be made for students who are scheduled to complete the published requirements for graduation within the grading period following the graduation ceremony. The actual college degree and official transcript will not be issued until all final credits are completed and graduation requirements have been fulfilled.

Page #	Policy/Section	Effective Date
23-24	Leave of Absence	4/29/2016

The current policy language is replaced with the following:

An approved Leave of Absence (LOA) is a temporary interruption in a student’s academic attendance for a specific period of time in an ongoing program.

*Leave of Absence Conditions*

A student may be eligible for a Leave of Absence if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

*The following requirements apply:*

- A student may be granted a Leave of Absence (LOA) if:
- A signed LOA request that includes the reason for the request is submitted in writing within 5 calendar days of the student's last date of attendance, or within the first 5 calendar days of the start of a new module.
- If extenuating circumstances prevent the student from providing a written request within 5 calendar days of the student's last day of attendance, the institution may still be able to grant the student's request. A signed LOA request must be provided by the last day in the school's attendance policy (see attendance policy section) along with documentation explaining the extenuating circumstance(s) that prevented submitting the request within 5 calendar days of the last date of attendance. Extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements. Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.
- *There may be limitations on LOA eligibility for a student enrolled in term-based programs due to scheduling requirements associated with the student's return to school.*
- The student must have successfully completed a minimum of one grading period before being eligible to apply for an LOA.
- Prior to applying for an LOA, the student must have completed his or her most recent module and received an academic grade or grades (A-F,P,NP) for that module.
- The student must be in good academic standing in order to be eligible to take an LOA. Students with a SAP status of FA Probation, and FA Dismissal are not eligible for LOAs nor can the student take an LOA if the result will be the student falling into one of those SAP statuses prior to return.
- **The student must be able to return from the LOA and complete their program requirements as detailed on their Program Completion Plan within the teach-out period based upon scheduled course offerings.**

Failure to return from an approved leave of absence or failure to return within the 180 day timeframe will result in the student being administratively withdrawn from the school and may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. **If a student does not complete their program requirements as detailed on their Program Completion Plan, it is highly unlikely that they will complete their program of study before the campus closes. If a student does not complete their program of study before the campus closes, they will be unable to earn a credential from Sanford-Brown.** A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the financial aid office for more information about the impact of a LOA on financial aid.

Page #	Policy/Section	Effective Date
24	Transcripts	01/05/2015

**Replace the transcript fee information with the following:**

- \$10 – Transcripts (electronic or paper) requested electronically through Parchment
- \$15 – Transcripts ordered through the campus

\$35 – Overnight/U.S. Mail delivery

Page #	Policy/Section	Effective Date
28	Institutional Grants & Scholarships: <b>Art &amp; Design Grant</b>	2/28/2015

The current grant language is replaced with the following:

The Institution offers grants to students enrolled in Bachelor's or Associate's programs who have exhausted all federal and state aid for which they are eligible, and have a remaining outstanding tuition balance.

The Art & Design Grant ranges from \$200 to \$16,500 and is subject to the program eligibility limits below. Students will be considered for the grant upon completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing an Art & Design Grant Application, the student must have established an In-School Payment Plan (IPP) *with a minimum payment amount as determined by the institution (for the 14-15 award year the minimum IPP was \$50). The minimum IPP amount is subject to change. Please contact your aid administrator for current information.* The Art & Design Grant Application must be submitted prior to the end of the add/drop period of the applicant's first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the add/drop period of each subsequent academic year. To maintain eligibility, students must remain continuously enrolled, meet satisfactory academic progress, and attend at least 12 credits per academic term.

The Art & Design Grant Application and supporting documentation will be reviewed by the Grant Committee to determine eligibility. The Art & Design Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Art & Design Grant is awarded in conjunction with other Institutional Grants, the Art & Design Grant when combined with the other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

The institution makes available a limited amount of money each year for such grants. Once available funding is exhausted, the Art & Design Grants will not be available to otherwise eligible students.

The Art & Design Grant Program limits are:

- Associate Programs – \$11,000
- Bachelor Programs – \$16,500

Page #	Policy/Section	Effective Date
28	Institutional Grants & Scholarships: <b>Sanford-Brown Grant</b>	2/28/2015

The current grant language is replaced with the following:

The Institution offers grants to students who are enrolled in the programs specified below, who have exhausted all federal and state student aid for which they are eligible, and have a remaining outstanding tuition balance.

The Sanford-Brown Grant ranges from \$10 to \$10,000 and is subject to the program eligibility limits listed below. Students will be considered for the grant upon the completion of the admissions application process including the completion of the Enrollment Agreement and the financial aid application process. In addition to completing a Sanford-Brown Grant Application, the student must have established an In-School Payment Plan (IPP) *with a minimum payment amount as determined by the institution (for the 14-15 award year the minimum IPP was \$250). The minimum IPP amount is subject to change. Please contact your aid administrator for current information.* The Sanford-Brown Grant Application must be submitted prior to the end of the school's add/drop period of the applicant's first term or payment period.

For Grant eligibility beyond one academic year, the student must re-apply for the Grant before the end of the

add/drop period of each subsequent academic year. To maintain eligibility for the Sanford-Brown Grant, students must remain continuously enrolled and maintain satisfactory academic progress.

The Sanford-Brown Grant Application and supporting documentation will be reviewed by the Grant Committee for determination of eligibility. The Sanford-Brown Grant will be disbursed in equal installments at the end of each term or payment period within the academic year. If the Sanford-Brown Grant is awarded in conjunction with other institutional grants, the Sanford Brown Grant when combined with other aid resources may not exceed the direct cost of attendance (tuition, books and fees) and cannot be received as cash.

The institution makes available a limited amount of money each year for such grants. Once available funding has been exhausted, the Sanford-Brown Grants will not be available to otherwise eligible students.

The Sanford-Brown Grant Program limits are:

- Certificate/Diploma programs - \$3,100

Page #	Policy/Section	Effective Date
30	Cancellation and Refund Policies	7/15/2015

**The Refund policy is replaced with the following (state specific refund information remains):**

#### Refund

After the last day of the add/drop period (after the first week of class unless indicated otherwise) for each payment period or term, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at SBC. Refunds are made for a student who withdraws or is withdrawn from SBC prior to the completion of his/her program and is based on the tuition billed for the term or payment period in which the student withdraws, according to the calculation set forth below. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any payment period beyond the payment period of withdrawal will be refunded in full. Any books, equipment, and/or uniforms that have been issued are nonrefundable. When a Student withdraws from the institution, he/she must complete a student withdrawal form with the Registrar. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or the date the institution determines a student has withdrawn. Students should understand that if they withdraw or are withdrawn prior to the end of the payment period, they will be subject to the Return of Title IV Funds policy noted below which may increase their balance due to SBC. If there is a balance due to SBC after all Title IV funds have been returned, this balance will be due immediately, unless a cash payment agreement for this balance has been approved by SBC. SBC does not adjust tuition nor issue a refund based upon refusal to accept any books or supplies. Credit balances due to the Student of less than \$1 (after all refunds have been made) will not be refunded to the student/lender unless requested by the Student.

Refunds will be made based on the calculation set forth below:

Days completed in Term are used to calculate %:

Prorata up to 59.99%

60%-100 = 0%

Page #	Policy/Section	Effective Date
30	Refund	3/23/15

Add the following to the policy:

#### Refund Policy for Indiana Residents only

The institution shall cancel a student's enrollment upon request of the student. The student's obligation at the time of cancellation will be calculated as follows:

- (A) Within six (6) days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded.
- (B) After six (6) days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed \$100.00.
- (C) After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.
- (D) After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.
- (E) After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.
- (F) After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.
- (G) After completing 75% of assignments, the student is responsible for total tuition.
- (H) The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.
- (I) The institution will make a proper refund, within thirty-one (31) days of the student's request for cancellation.
- (J) If the student has paid tuition extending beyond twelve (12) months all such charges shall be refunded.

Page #	Policy/Section	Effective Date
31	Return of Title IV (R2T4) Funds	7/1/2015

The policy is revised as follows:

Replace:

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

With:

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the college return Title IV funds disbursed for the payment period or period of enrollment. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew or was dismissed. Upon withdrawal, all unearned Title IV financial aid funds disbursed for the payment period or period of enrollment must be returned to the Department of Education in the following order:

<b>Program and Course Description Changes</b>
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Page #	Policy/Section	Effective Date	Description of Revision or Update
33	Online Programs and Course Listings	2/25/2015	Add the following new information:

A list of potential occupations for each program can be found in Gainful Employment Disclosures under the programs section of the school's website. <http://www.sanfordbrown.edu/online>.

Page #	Policy/Section	Effective Date	Description of Revision or Update
70-109	Course Descriptions	Listed for each course	New and revised course descriptions

**DESIGN355 Video Editing – 4/01/2015**

Replace prerequisite with the following: DESIGN255 or DESIGN290

**RMMT315 E-Commerce - 2/25/201**

Replace prerequisite with the following: RMMT320 or BUSN363



## Minimum Hardware and Software Requirements

as of 9/11/2014

The following is a listing of minimum hardware and software requirements per program. In order to have a quality learning experience, your computer must meet or exceed the specifications listed for each program.

### Building Information Modeling

#### Technical Requirements:

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students need a PC for this program.)
- Headset and/or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Three-button mouse
- All in one printer with scanner or separate Scanner and Printer components

#### PC Specific (64 bit):

Windows 8 64-bit Enterprise or Professional edition, or Windows 7 64-bit Enterprise, Ultimate, Professional, or Home Premium edition

Multicore Xeon or i-Series processor or AMD equivalent with SSE2 technology

- 8 GB RAM
- 50 GB free disk space
- 1,680 x 1,050 monitor with true color
- DirectX® 11 capable graphics card with Shader Model 3
- DVD-ROM drive compatible with dual-layer DVD's
- Java Runtime Environment 1.5 (32 bit) or 1.6
- QuickTime 7.6.2 software required to export SWF files

#### Compatible web browsers

- Microsoft® Internet Explorer® 7.0 internet browser or higher

#### Other important factors to consider:

- Some GPU-accelerated features require graphics support for Shader Model 3.0 and OpenGL 2.0
- Some features in Adobe® Bridge rely on a DirectX 9-capable graphics card with at least 64MB of VRAM
- QuickTime 7.4.5 software required for multimedia features
- Qualified hardware-accelerated OpenGL® graphics card (please refer to the Autodesk® Revit and 3ds Max Design® Websites for a list of qualified graphics cards: <http://usa.autodesk.com>).
- Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.
- Equivalent or better x86 architecture processors are supported by Technical Support.
- Adobe Acrobat Reader and the Adobe Flash Player 9 are downloads that need to be installed.
- Additional software and hardware for technical classes may also be required. Software based design courses will require installation of software.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study. Software and hardware requirements are subject to change based frequent updates on specifications from the manufacturer.



## Digital Media Production

The following is a listing of minimum hardware and software requirements for the Digital Media Production degree program. In order to have a quality learning experience, your computer must meet or exceed the following specifications.

### Technical Requirements

- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Scanner
- Printer
- External Hard Drive – minimum of 250GB of available space

### Windows

- Intel® Pentium® 4 or AMD Athlon® 64 processor
- Microsoft® Windows® XP with Service Pack 3 or Windows 7 with Service Pack 1. Adobe® Creative Suite® 5.5 and CS6 applications also support Windows 8.
- 2GB of RAM (3GB or more recommended) for 32 bit; 3GB of RAM (8GB recommended) for 64 bit
- 25GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1280x800 display minimum with 16-bit color and 256MB of VRAM
- OpenGL 2.0–capable system
- DVD-ROM drive compatible with dual-layer DVDs
- Adobe® Flash® Player 10 software required to export SWF files
- Some software will not operate without activation. Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services.

### Mac OS

Multicore Intel processor with 64-bit support

- Mac OS X v10.6.8 or v10.7. Adobe Creative Suite 5, CS5.5, and CS6 applications support Mac OS X Mountain Lion (v10.8) when installed on Intel based systems.\*\*
- 2GB of RAM (8GB recommended)
- 25GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1280x800 display minimum with 16-bit color and 256MB of VRAM
- OpenGL 2.0–capable system
- DVD-ROM drive compatible with dual-layer DVDs
- Adobe Flash Player 10 software required to export SWF files
- Some software will not operate without activation. Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services.

### Other important factors to consider:

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

## Animation Technology

### Technical Requirements

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students must have a PC for this program.)
- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Optical2 button mouse with center wheel as third button
- Digital Pen Tablet 6x8 or larger
- All in one printer with scanner/copier
- Basic Microphone (could be built into computer)

### PC Specific

- Microsoft® Windows 7 or Windows 8 Professional operating system
- 64-bit Intel or AMD multi-core processor 8 GB of RAM minimum
- DVD-ROM drive
- 35 GB of available hard-disk space for installation; additional free space required during installation

3-D accelerated 16-bit video card that supports Shader Model 3.0 and Open GL 2.0 **Compatible web browsers**

- Microsoft® Internet Explorer® 7.0 internet browser or higher
- Mozilla® Firefox® web browser

### Other important factors to consider:

- Some GPU-accelerated features require graphics support for Shader Model 3.0 and OpenGL 2.0
- Some features in Adobe® Bridge rely on a DirectX 9–capable graphics card with at least 64MB of VRAM  
QuickTime 7.4.5 software required for multimedia features
- Qualified hardware-accelerated OpenGL® graphics card (please refer to the Autodesk® Maya® Websites for a list of qualified graphics cards: <http://usa.autodesk.com>). Autodesk Maya > System requirements > Qualified Hardware (at bottom of page).
- Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.
- Equivalent or better x86 architecture processors are supported by Technical Support.
- Adobe Acrobat Reader and the Adobe Flash Player 9 are downloads that need to be installed.
- Additional software and hardware for technical classes may also be required. Software based design courses will require installation of software.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

## Graphic Design

### Technical Requirements

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students may have either a PC or Mac for this program.)
- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Scanner
- Printer

### Windows

- Intel® Pentium® 4 or AMD Athlon® 64 processor with 64 bit support; Intel Core2 Duo or AMD Phenom II processor required for Adobe Premier Pro, After Effects, and Encore; Intel Core i7 processor required for Adobe SpeedGrade™
- Microsoft® Windows® 7, 8, or 8.1.
- 4GB of RAM (8GB recommended)
- 25GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1280x900 display with 16-bit color and 512MB of VRAM
- OpenGL 2.0–capable system
- Some software will not operate without activation. Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services.

### Mac OS

- Multicore Intel processor with 64-bit support
- Mac OS X v10.7, v10.8, or v10.9.
- 4GB of RAM (8GB recommended)
- 25GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- Additional disk space required for disk cache, preview files, and other working files (10GB recommended).
- 1280x900 display minimum with 16-bit color and 512MB of VRAM
- OpenGL 2.0–capable system
- Some software will not operate without activation. Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services.

### Other important factors to consider:

- Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.
- Equivalent or better x86 architecture processors are supported by Technical Support.
- Adobe Acrobat Reader and the Adobe Flash Player 10 are downloads that need to be installed.
- Additional software/hardware for technical classes may also be required. Software based design courses will require installation of software.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

## Information Technology and Software Engineering

### Technical Requirements:

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students need a PC for this program.)
- Headset and/or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Two-button mouse with scroll wheel and mouse driver software

### PC Specific (64 bit):

- Microsoft® Windows® 7 64-bit Enterprise, Ultimate, Professional, or Home Premium; Microsoft® Windows Vista® 64-bit (SP2 or later) Enterprise, Ultimate, Business, or Home Premium; or Microsoft® Windows® XP Professional x64 edition (SP2 or later).\*
- Intel® Pentium® 4 or AMD Athlon™ dual core, 2.8 GHz (or higher) with SSE2 technology for Microsoft Windows 7 64-bit or Microsoft Windows Vista 64-bit (SP2 or later). Intel Pentium 4 or AMD Athlon dual core,
- 1.6 GHz (or higher) with SSE2 technology for Microsoft Windows XP Professional x64 edition (SP2 or later)
- 2 GB RAM
- 25 GB free disk space
- 1,280 x 800 monitor with true color
- DVD-ROM drive compatible with dual-layer DVD's
- Java Runtime Environment 1.5 (32 bit) or 1.6
- QuickTime 7.6.2 software required to export SWF files

### PC Specific (32 bit):

- Microsoft® Windows® 7 32-bit Enterprise, Ultimate, Professional, or Home Premium; Microsoft® Windows Vista® 32-bit (SP2 or later) Enterprise, Ultimate, Business, or Home Premium; or Microsoft® Windows® XP (SP2 or later) Professional or Home\*
- Intel® Pentium® 4 or AMD Athlon™ dual core, 2.8 GHz (or higher) with SSE2 technology for Microsoft Windows 7 32-bit or Microsoft Windows Vista 32-bit (SP2 or later). Intel Pentium 4 or AMD Athlon dual core,
- 1.6 GHz (or higher) with SSE2 technology for Microsoft Windows XP (SP2 or later)
- 2 GB RAM
- 25 GB free disk space
- 1,280 x 800 monitor with true color
- DVD-ROM drive compatible with dual-layer DVD's
- Java Runtime Environment 1.5 (32 bit) or 1.6
- QuickTime 7.6.2 software required to export SWF files

### Other important factors to consider:

- Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.
- Equivalent or better x86 architecture processors are supported by Technical Support.
- Adobe Acrobat Reader and the Adobe Flash Player 10 9 are downloads that need to be installed.
- Additional software and hardware for technical classes may also be required. Software based design courses will require installation of software.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.

## **Retail Merchandise Management and Fashion Merchandising**

### **Technical Requirements**

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students must have a PC for this program.)
- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Scanner
- Printer
- Digital Camera

### **Windows**

- Intel® Pentium® 4 or AMD Athlon® 64 processor
- Microsoft® Windows® XP with Service Pack 3 or Windows 7 with Service Pack 1. Adobe® Creative Suite® 5.5 and CS6 applications also support Windows 8.
- 2GB of RAM (3GB or more recommended) for 32 bit; 3GB of RAM (8GB recommended) for 64 bit
- 25GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1280x800 display minimum with 16-bit color and 256MB of VRAM
- OpenGL 2.0–capable system
- DVD-ROM drive compatible with dual-layer DVDs
- Adobe® Flash® Player 10 software required to export SWF files
- Some software will not operate without activation. Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services.

## Web Design and Development

### Technical Requirements

- Computer (Students are required to have their own computer that meets or exceeds the required specifications. Students may have either a PC or Mac for the Associate of Science in Web Design and Development and the Bachelor of Science in Internet Marketing programs. A PC is required for bachelor's level courses in the Bachelor of Science in Web Design and Development.
- Headset or speakers
- Minimum internet connection speed of broadband. Such as DSL, FIOS or cable.
- Scanner
- Printer

### Windows

- Intel® Pentium® 4 or AMD Athlon® 64 processor
- Microsoft® Windows® 7, 8 or 8.1
- 4GB of RAM (6GB or more recommended) for 32 bit; 4GB of RAM (8GB recommended) for 64 bit
- 50GB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
- 1280x800 display minimum with 16-bit color and 256MB of VRAM
- OpenGL 2.0–capable system
- DVD-ROM drive compatible with dual-layer DVDs
- Adobe® Flash® Player 12 software required to export SWF files
- Some software will not operate without activation. Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services.

### Mac OS

- Multicore Intel processor with 64-bit support
- Mac OS X v10.7, v10.8 or v 10.9. Mac OS X Mountain Lion (v10.8) when installed on Intel based systems.\*\*
- 4GB of RAM (8GB recommended)
- 50GB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
- 1280x800 display minimum with 16-bit color and 256MB of VRAM
- OpenGL 2.0–capable system
- DVD-ROM drive compatible with dual-layer DVDs
- Adobe Flash Player 12 software required to export SWF files
- Some software will not operate without activation. Broadband Internet connection and registration are required for software activation, validation of subscriptions, and access to online services.
  - Note: Apple® computers based on Intel processors and running Microsoft operating systems are supported using Apple's Boot Camp. Virtual machine environments are currently not supported.

### Other important factors to consider:

Netscape, Opera, AOL and other proprietary browsers are not supported by Technical Support.

Equivalent or better x86 architecture processors are supported by Technical Support.

Adobe Acrobat Reader and the Adobe Flash Player 12 are downloads that need to be installed.

Additional software and hardware for technical classes may also be required. Software based design courses will require installation of software.

Other courses may require additional hardware or software. Verify that your technology meets hardware and software requirements. Students will be required to obtain any software tools, plug-ins and/or applications identified in specific courses during the program of study.