ADDENDUM TO

ULTIMATE MEDICAL ACADEMY CATALOG VOLUME 6.1

(Published August 22, 2017)

Addendum Date: October 16, 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

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Addendum for Ultimate Medical Academy Catalog Volume 6
(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
(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 Information Technology Program Enrollment States/Territories)
Effective October 16, 2017

*Page 45 (Replacement of Chart)*

### HEALTH INFORMATION TECHNOLOGY PROGRAM STATES/TERRITORIES ENROLLMENT CHART

<table>
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<th>All Enrollment</th>
<th>Virtual Practicum*</th>
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*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 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 (umareregistrar@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:
  o 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.
  o 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:
  o 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.

### 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.

### 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.
• Health Sciences Concentrations (Associate Degree):
  o Healthcare Technology & Systems
  o Medical Administrative Assistant
  o 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:

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

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 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