

SP25 Catalog Addendum

p.3 Remove Debbie Brewer as FA Director. Add Andre Lloyd as FA Director

Catalog-wide: Remove RN24 program.

Update Exams & Make Up Exams policy, page 120:

Students are required to take all practical and written exams and quizzes at the time that they are scheduled. However, occasionally there are extenuating circumstances that may require other arrangements. With documentation, approval can be given by the instructor.

Without documentation, allowing the make-up exam grade to be entered must be approved by the Director of Nursing (or designee) for nursing courses (PNUR or NRS prefixes); the Director of Student Services for general education courses in the nursing programs; the Program Coordinator for the massage therapy program courses, and the Acupuncture Program Chair for the acupuncture program courses.

- Students who are absent the day of an exam or test must make up the exam on campus within seven calendar days and prior to the subsequent associated class meeting scheduled with the AIAM proctor.
- Only the Director of Nursing, or designee, for nursing courses (PNUR or NRS prefixes); the Director of Student Services for general education courses in the nursing programs; the Program Coordinator for the massage therapy program, or the Acupuncture Program Chair for the acupuncture program may grant an extension for extenuating circumstances. Failure to make up the test within the time frame will result in a "0" for the test.
- Students who are absent the day of the final exam and have an absence approved by the Director of Nursing, or designee, for nursing courses (PNUR or NRS prefixes); the Director of Student Services for general education courses in the nursing programs; the Program Coordinator for the massage therapy program, and the Acupuncture Program Chair for the acupuncture program will have 48 hours from the missed exam date to make it up. NOTE: Failure to take the test in this timeframe will result in the student receiving a grade of zero (0) for that exam.
- Students who are absent on the day of the exam will be given a different version of the exam in a scheduled proctored setting on the AIAM campus only (not online).

Effective May 9, 2025

Tuition Payments

Students of the American Institute of Alternative Medicine (AIAM) are required to pay program tuition and fees in full, either during each payment period, or in total by the program end. Payment period tuition and fees are due in total unless a student is on an approved payment plan. Students can make payments by phone or in-person at Reception using either a credit card or a check. It is important to note that payments made by debit or credit card will be subject to a 3% surcharge. Total program charges must be paid in full before the student's last day of his or her respective programs. Failure to pay total program charges will result in consequences which may include: a student being unable to obtain his or her diploma or an official program transcript; AIAM withholding the notification required by any State Medical Board or any professional licensure that the student has completed his or her program; and a student being unable to participate in Commencement and/or Pinning ceremonies. AIAM also reserves the right to send balances that are severely delinquent to a collection agency, and AIAM reserves the right to determine what constitutes a severely delinquent balance, in accordance with all applicable State and Federal laws.

PAYMENT PLANS:

Students are not billed for the entire program at one time. Students are billed one payment period at a

time. Students are required to pay tuition and fees in full for a payment period only within the first five days of this period, unless a student has met with the Financial Aid Office and instead enrolled in an approved payment plan. AIAM acknowledges that tuition and fees can vary quarter to quarter (or payment period), which may cause the amount due each quarter to fluctuate. To allow students a more structured approach to paying his or her tuition and fees over the length of the program instead of a quarter/payment period, a student may instead agree to a payment plan which will last through a student's academic year.

All students, regardless of whether they plan to use outside funding sources or not, will receive a Payment Summary, outlining program costs based on current information. Students who choose or need to pay AIAM directly for anticipated tuition and fees will receive a Promissory Note with total amount due for an academic year. Students paying the School directly for tuition and fees will be offered the opportunity to make payments, and should they choose to enroll instead of paying each payment period in full, will be provided a payment plan. Students receiving financial aid and/or outside funding will also receive a payment plan outlining his or her estimated gap between how much outside funding is anticipated, and how much tuition and fee charges will be, per one academic year at a time. Payments are calculated based on this gap between funding and anticipated tuition and fee charges for an academic year. Students enrolled in a payment plan are required to provide checking account or debit/credit card information for payments to be auto-deducted from the account specified. Students can choose between two different monthly dates the payment will be deducted, one approximately mid-month, and one approximately the beginning of the month. Dates may vary per calendar year but will be specified in the ACH/Payment Authorization Form provided. AIAM strongly recommends students provide checking account information, as credit/debit card authorizations will have a 3% surcharge applied. A student can revoke agreement for auto-deduction of payments in writing at any time. Revocation takes up to 14 days to take effect. If a student enrolled in a payment plan at AIAM severs AIAM's ability to auto-deduct payments, the student will no longer be considered enrolled in a payment plan and all tuition and fees still owed for the payment period will immediately come due. Furthermore, the next payment period the student will be required to pay in full all tuition and charges within the first 5 days. Failure to make payments may result in consequences such as dismissal from a student's program at the end of the quarter and they may apply for readmission when the balance is \$0. Application for funding, such as financial aid or for a scholarship, does not release a student from the requirement to pay his or her account in full, so students are required to follow up on all aid applications and make sure all steps have been followed and the aid has been awarded, and then applied to student account, per rules and regulations of each funding source (Federal, State, private, and otherwise).

Students are required to resubmit financial aid and other applications as necessary, such as each academic and/or award year, and review the award letter he or she receives. Payments and/or funding may change due to course failures, approved medical leave, transfer credits, loss or gain of eligibility between years, loss or gain of outside funding, and more. AIAM reminds students that it is the responsibility of the student to work with the Financial Aid Office and/or outside funding sources to maintain eligibility, and monitor changes in payments needed to help a student pay off remaining tuition and fees. Students are advised that failure to meet the requirements of each funding source, such as completing applications and/or providing all requested documents to the Financial Aid Office (see VERIFICATION) will result in loss of funding eligibility (see FINANCIAL AID).

Many students opt to use financial aid, or other funding sources, to help cover the cost of their program. Please note that an application for financial aid or receiving a separate outside funding source (i.e., Ohio Means Jobs, BVR, Scholarship, Employer Tuition Reimbursement, NEALP, Private Education Loans, Union Education Trust, or any additional funding) does not mean that total charges for a student's program are covered. Students must work with the AIAM Financial Aid Office to determine what remaining financial responsibility he or she may have, and pay any amount not covered by any funding sources. It is also student responsibility to monitor his or her account to determine that it is paid in full.

AIAM acknowledges that students can experience financial challenges and encourages any student who finds her or himself struggling with payments or tuition and fees charges to immediately contact the Financial Aid Office at AIAM to discuss alternative arrangements. AIAM does not discount or otherwise adjust tuition and fee charges, and a student will still be responsible for paying the total amount due to AIAM before program completion.

Dishonored Payments & Collections

AIAM accepts checks as payments and encourages students to pay by check to avoid credit/debit card surcharges when paying payment period tuition and fee charges in full, or when enrolling in a payment plan (which requires auto-deducted payments). AIAM reserves the right and will assess a fee of \$37.50 for any returned checks/ACH notices. This same fee will be applied for any payments made by credit card/debit card as well that is returned to AIAM for non-payment. Students enrolled in a payment plan need to meet with AIAM Financial Aid Office personally when they need to change bank account information to avoid payment interruptions or when they believe the payment may be rejected. Rejected payments without student effort to get account back on track will mean the student is no longer enrolled in his or her payment plan, and total tuition and fees due on student's account will immediately come due. Students with account balances that are not current on their approved payment plans may be subject to further disciplinary action, including administrative dismissal from the program and being sent to a collections agency. Students will be responsible for any fees assessed for returned payments, and all collections fees incurred.