



BRYAN COLLEGE
CONSUMER INFORMATION

SEPTEMBER 2009

TABLE OF CONTENTS

INTRODUCTION.....	3
SECTION I INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS.....	4-13
SECTION II FINANCIAL AID.....	14-29
SECTION III TUITION AND FEES.....	30-32
SECTION IV STANDARDS OF SATISFACTORY PROGRESS.....	33-36
SECTION V GRIEVANCE PROCEDURES.....	37
SECTION VI BRYAN COLLEGE STATISTICS.....	38-39
SECTION VII BRYAN COLLEGE PROGRAMS OFFERED.....	40-44

INTRODUCTION

Since 1982 Bryan College has maintained a safe and conducive learning environment. Even though Bryan College has maintained an exceptional safety record, all Institutions are required to provide certain information to prospective and current students, employees, and parents. This handbook provides in greater detail important Information that is communicated during various phases of the educational process. As mentioned, much of the information contained herewith concerns the safety of the students and employees.

This handbook also includes Institutional and Financial Assistance information for students as cited in the following United States Department of Education regulations: C.F.R. Sections 668.41-668.48, 2009-2010 Federal Student Aid Handbook, Volume 2, Chapter 6. It is the intention of Bryan College to assist you, the student, in becoming very familiar with the intricacies and options that exist when managing the financial element of your education. The college staffs a financial aid department available to all students.

During the educational journey, communication is key. When questions arise, which occasionally they do, please feel free to visit with us so we can better understand and assist with the needs of you, the student.

Cordially,

Brian Stewart
President/CEO
Bryan College

SECTION I. INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS

► **Procedure for students to report criminal actions or other emergencies and the school response report**

Criminal actions or emergencies occurring on the Bryan College campus must be immediately reported to the campus President, Executive Director, or Administrative Assistant. The campus is defined as the school building, adjacent school parking lots utilized by the staff, faculty, and students, and/or remote, leased parking lot locations designated for the exclusive use of Bryan College students.

Upon notification of a criminal action or other emergency, the President, Executive Director, or other designated employee may lend personal assistance or may contact the local authorities. A Criminal Offense Report will be completed and the local authorities contacted for all reported occurrences of the following criminal actions:

Murder	Aggravated Assault	Criminal Homicide
Burglary	Drug Abuse Violation	Arson
Robbery	Weapons Possession	Hate Crimes
Liquor Law Violation	Sex Offense, Forcible	
Motor Vehicle Theft	Sex Offense, Non-forcible	

► **Security Policy and campus access**

Because Bryan College does not utilize a campus security person or department, the responsibility for security and campus access is assumed by the campus Executive Director. The Executive Director may designate another employee to assume or assist with these responsibilities in his/her absence and during evening hours. Check with the campus, Executive Director or Administrative Assistant for the names of those who are responsible.

Normal hours of operation are Monday through Thursday, 7:30 a.m.-10:00 p.m., and Fridays 7:30 a.m.-3:00 p.m. Staff and Faculty members may have additional access to the school at the discretion of the Executive Director. Students may not enter the school during any hours other than normal hours of operation unless special permission has been granted by the Executive Director and supervision by a staff or faculty member is available.

► **Procedure for accurate and prompt reporting**

The individual attention provided to all students by Bryan College includes assistance with emergencies. Students, staff, and faculty are encouraged to report all occurrences of criminal activity and other emergencies to the campus President or Executive Director for immediate action.

Immediate reporting will insure optimum response and resolution to any emergency situation. In the event that a criminal action has occurred, the local authorities will be summoned and appropriate action taken to adjudicate the incident.

► **Type and frequency of informational programs about security**

Information programs regarding security issues are conducted quarterly during new student orientation. Revisions to campus security policies are distributed through official publications.

► **Description of prevention programs for staff and students**

Staff and students are presented with Drug/Alcohol/Crime Prevention policies during their orientation at Bryan College. During that orientation, the “Preamble” and the official Bryan College “Drug-Free School and Workplace Statement” are distributed and discussed. Copies of these documents can be found in the Executive Director’s or Student Services Coordinator’s office. Students are required to sign the “Student Acknowledgement Statement” which is then placed in the student’s file. Bryan college encourages all employees and students to assume responsibility for their own security. In addition, we recognize the community atmosphere which we encourage, and suggest that we assume a margin of responsibility for each other in times of emergency.

► **Campus Security Statistics**

Documentation of criminal offenses is maintained in the Executive Director’s or Student Services Coordinator’s office. The “Criminal Offense Report” documents the occurrence of the criminal actions outlined in the section above. Criminal offense statistics are available at each campus and may be obtained, by request, from the campus Executive Director or Student Services Coordinator.

► **Policy regarding off campus student criminal activity**

Due to the non-resident, commuter nature of the student population at Bryan College, no off campus student organizations are recognized. Students who engage in criminal activity off campus are subject to local laws and will be treated as the local authorities deem necessary. Statistics are not maintained for student off campus criminal activity.

Policy addressing Sex Offender Registration

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Greene County Missouri Sheriff’s Department and the Kansas Bureau of Investigation is providing a link to the Springfield, Missouri, Rogers, Arkansas and Topeka, Kansas Sex Offender Registry’s. These Acts require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in the State at which the person is employed, carries a vocation, or is a student. In Springfield, Missouri, Rogers, Arkansas and Topeka, Kansas, convicted sex offenders must register with the Sex Offender Registry listed above.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.

Kansas Bureau of Investigation
<https://www.accesskansas.org/ssrv-registered-offender/searchcounty.do>

Greene County, Missouri Sheriff’s Department
http://www.greenecountymmo.org/sheriff/sex_offender/

Local Arkansas Government
<http://local.arkansas.gov/local.php?agency=Rogers>

► **Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct of a sexual nature when**

1. Submission is made a term or condition, either explicitly or implicitly, of obtaining an academic or employee advancement.
2. Submission to or rejection is used as a factor in decisions affecting an individual's education or employment.
3. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's position or creating an intimidating, hostile or offensive environment.

► **Sexual harassment may include but is not limited to**

1. Unwelcome verbal harassment of a sexual nature or abuse.
2. Unwelcome pressure for sexual activity.
3. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact.
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's status.
5. Unwelcome behavior, verbal or written, or symbols directed at an individual because of gender.
6. The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.

► **Harassment based on disability is defined as any verbal or physical conduct related to an individual's physical or mental impairment.**

► **Unwelcome harassment based on disability occurs when**

1. The harassing conduct is so severe, persistent or pervasive it affects a student's or employee's ability to participate in or benefit from an educational program, work environment or activity, or creates an intimidating, threatening or abusive environment.
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance.
3. The harassing conduct otherwise adversely affects an individual's learning opportunities.

► **Examples of conduct, which may constitute harassment because of disability, include**

1. Graffiti containing offensive language derogatory to physical or mental disability.
2. Threatening or intimidating conduct directed at another because of physical or mental disability.
3. Jokes, rumors or name-calling based upon an individual's physical or mental disability.
4. Slurs, negative stereotypes, and hostile acts based on physical or mental disability.

5. Graphic material containing comments or stereotypes posted or circulated and aimed at degrading individuals or members of protected classes.
6. A physical act of aggression or assault based on an individual's physical or mental disability.
7. Other kinds of aggressive conduct such as theft or damage to property motivated by the individual's physical or mental disability.

► Complaint Procedures

Any individual, who believes he or she has been subjected to harassment or believes he or she has witnessed harassment, should report the incident to the Executive Director immediately. If individuals do not feel comfortable reporting the incident to the Executive Director, contact the President. Retaliation of any kind against any employee or student registering a harassment complaint is prohibited.

► Investigation

The Executive Director and one other person (male/female) will meet with the complainant immediately. The meeting will be conducted objectively, in a sensitive and non-accusatory manner, in an effort to establish the facts. This verbal session will produce written documentation.

The accused party will be interviewed as well as any other parties referred by the accused/complainant as having particular knowledge of the situation. All parties will be cautioned as to their personal responsibility to maintain strict confidentiality of the matter. The process of the investigation takes place by communication of both complainant and accused. Three courses of action will be taken:

1. Investigation
2. Determination of Action
3. Notification

Employees/Students questioned in the course of the investigation, including the complainant, will not be adversely affected until a decision or result of their participation in the investigation has been determined.

► Action/Notification

If the charges are substantiated, BC's President will pursue appropriate disciplinary action. Possible action may include, but is not limited to, reprimand, transfer, suspension, or permanent dismissal of the offender based on the seriousness of the offense.

If there is strong indication of inappropriate behavior but no conclusive proof, a verbal warning will be issued to the accused party and notification documentation of the complaint and investigation placed in the employee or student file.

If, after completion of an investigation, no substantiating proof of harassment is evident, no further action will be taken.

Copies of all complaints of harassment and investigations conducted will be maintained for a period of two years at the main administrative office.

The President and the Executive Director will follow up to ensure no further offenses occur and that the complainant is not subjected to retaliation.

Any behavior violating federal or state harassment laws or this policy will result in appropriate action to see that it stops.

► Prevention

Bryan College suggests the following steps to prevent becoming a victim of harassment, theft or vandalism:

1. Lock all vehicle doors when coming to class.
2. Store valuables in the trunk – do not leave them in plain sight.
3. Walk in groups when leaving the buildings after dark.
4. Avoid lingering after class dismissal.
5. Look around outside before stepping out.
6. Have you keys ready to unlock your vehicle.

► Hate Crimes

Hate crimes are evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistic Act (28 USC 534). State crime rate statistic reports can be viewed @ www.disastercenter.com/crime.

► Drug Prevention

In an effort to prevent unlawful use or distribution of illicit drugs and alcohol by students and employees, BC adopted and implemented the Drug Prevention program required by "The Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226." This program is in compliance with Federal Register/Vol. 55, No. 79 dated April 24, 1990 and Federal Register/Vol.55 No. 159, dated August 16, 1990.

► Standards of Conduct

Rules and regulations of BC clearly prohibit the use of or distribution of any intoxicating beverage or illicit drug while on school premises.

► Applicable Sanctions

Legal sanctions (city/state/federal) may result in fine and/or imprisonment up to life. Appendix "A" shows a breakdown of possible Federal trafficking penalties issued by the U.S. Department of Justice/Drug Enforcement Administration @ www.usdoj.gov.

► Health Risks

The illicit use of drugs and prolonged use of alcohol causes inevitable physical and mental deterioration. Symptoms may range from nausea, anxiety, or mental disorientation, to possible convulsions and even death. See Appendix "B" for Uses & Effects and additional information at About.com, Helpguide.org, and Drugeffects.com.

► Disciplinary Action

An individual, who violates the School Policy Prohibiting Harassment, Violence, Crime and Drugs, will be terminated, and the violation or violations will be referred to the City Police Department. Severity of the offense and subsequent action will be determined by and enforced by the Police Department.

Student reinstatement after termination will require reapplication and demonstration that all violations have been corrected. BC will work closely with the Police Department and state approved counseling or rehabilitation agencies.

Employees in violation of this regulation will be permanently terminated. The violation or violations will be referred to the Police Department for whatever action they deem applicable.

Weapons Policy Statement:

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition by any student or employee is prohibited. Exceptions to this rule would be

if any licensed law enforcement officers hired for the protection of college employees, faculty, students, and members of the public invited on campus.

Definitions of Weapons and Ammunition: A weapon is defined as: an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This shall include, but not be limited to, firearms, bows, rockets, blades, knives, and slingshots. Ammunition is any material capable of being projected by a weapon and makes the weapon operational.

This policy does not apply to the possession and/or use of disabling chemical sprays when used for self defense. (Training in the use of defensive sprays is strongly encouraged. Vendors should be able to provide this training and Material Safety Data Sheets.)

Weapons and Ammunition Prohibition:

1. No weapon or ammunition shall be worn, displayed, used, or possessed on campus, and surrounding campus property.

Violation: Any employee, faculty, student, or other representative of the College who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable discipline process.

Any member of the public who violates this policy shall be notified of the violation and asked to comply. If the public member will not comply, the individual shall be removed from campus and subject to all legal penalties, including the criminal trespass provisions under the law.

Exemption: All currently licensed law enforcement officers are exempt from this policy.

Drug Policy

BC strictly prohibits the possession, use and sale of illegal drugs and strictly enforces federal and state drug laws. BC has a drug abuse program in effect as required under sections 1213 of the HEA. For additional information on the institution's drug program, see Student Consumer Information located in the college financial assistance office.

► Counseling Agencies

The telephone number for the Regional Center for Drug-Free Schools and Communities for our area is: TARGET 1-800-366-6667. See below for local centers that are available for counseling and treatment.

TOPEKA ALCOHOL & DRUG ABUSE ASSISTANCE:

Eisenbarth & Associates – Alcoholism & Drug Addiction	(785) 272-2888
Sarp Substance Abuse – Recovery Programs	(785) 234-3448
Sims – Kemper Clinical Counseling & Recovery Services	(785) 233-0666
Topeka Treatment Center	(785) 273-0445
Valley Hope Alcohol & Drug Treatment Center	1-800-544-5101

HOT LINES:

Topeka Police	(785) 368-9551
Alcoholism & Drug Abuse Line	(785) 266-2090
Rape and Crime	(785) 233-1730

SPRINGFIELD ALCOHOL & DRUG ABUSE ASSISTANCE:

Alcohol & Drug Education Center – Alcohol/Drug Abuse	(417) 886-4500
Alcoholics Anonymous – Alcohol abuse	(417) 862-9264
Bridgeway Substance Abuse Program-Alcohol/Drug	(417)865-7575
Cedar Ridge Treatment – Alcohol Abuse	(417) 863-6255
Clear Pointe – Alcohol/Drug Abuse	
1050 Bittersweet Road	(314) 365-2111
Lake of the Ozarks	1-800-426-4246

HOT LINES:

Alcoholism & Drug Abuse Line	1-800-252-6465
Cocaine Hotline	1-800-262-2463
Rape & Crime	(417) 863-7273
Family Violence Center	(417) 837-7700
	(417) 864-SAFE (7233)
Springfield Police	(417) 864-1810
Greene County Sheriff	(417) 868-4048

ROGERS ALCOHOL & DRUG ABUSE ASSISTANCE:

Alcohol & Drug Helpline	1-800-821-4357
Betty Ford Center	1-800-434-7365
DARE America	1-800-223-3273
Drug Intervention Services of America	1-800-752-6432
AIDS Hotline	1-800-342-2437
National Resource Center on Domestic Violence	1-800-537-2238
National Organization for Victim Assistance	1-800-879-6682
Rape, Abuse, and Incest National Network	1-800-656-HOPE

Reporting Procedures

Report directly to the Executive Director of BC any criminal actions or other emergencies occurring on campus. If the Executive Director is not available, then report to the President. BC will notify local law enforcement agencies or emergency medical technicians, depending on the nature of the incident. BC is not responsible for incidents occurring on or off campus.

Bryan College authority is limited to the enforcement of campus rules and regulations. Incidents that go beyond BC boundaries are referred to and investigated by the local police department.

► BC Crime Statistics

Following are criminal offenses reported to Bryan College or the local police:

	Rogers	Springfield	Topeka
2005/2006	0	0	0
2006/2007	0	0	0
2007/2008	0	0	0
2008/2009	0	0	0

► School Access

Only BC staff, students and patrons are allowed on the premises. BC reserves the right to ask any visitor, student, staff or patron to leave the facility/premises following disruptive behavior.

Periodically, BC has local law enforcement representatives talk to students/staff about crime prevention, preventing sex offenses, and procedures to follow when sex offenses and other safety-related issues occur.

New students and staff receive crime prevention information at orientation and are advised to be responsible for their own security and the security of others.

Vaccinations Policy:

The college encourages individuals to regularly obtain any vaccinations and immunizations as prescribed by individual health professionals and/or directed by the County Health Department. However, vaccinations are not required for admission into Bryan College. The college's plan for handling pandemic outbreak is as follows:

Bryan College Pandemic Action Plan

In the event that a pandemic outbreak occurs the Bryan College Critical Call List will be activated. This list includes the President, Corporate Personnel and the Executive Directors at each Bryan College campuses. The President will activate the Pandemic Action Plan and identify the level implementation.

- **Level One:** Occurs when the college receives official notification from the Center for Disease Control and Prevention of the possibility of a pandemic occurrence.
- **Level Two:** Occurs when one infected person is identified on campus.

During **Level One** of activation of the Pandemic Action Plan, an official letter from the President will be submitted to the Executive Director for distribution immediately.

During **Level Two** of activation of the Pandemic Action Plan, the college will be automatically closed, and on-line communication and course instruction will begin until the President lifts closed school requirement.

Level Two: Pandemic Action Plan

- The college administration will have the authority to close school, and extra curricular activities for seven (7) days if a person on campus is diagnosed with the pandemic illness immediately.
- College closure will be announced via phone, and texting. The school will remain closed until President lifts the pandemic mandate. This will be determined when all students, faculty, and staff members are free of infection.
- The Bryan College Web site will contain up-to-date news and information from the college president.
- Executive Directors, Directors of Education, and Department Coordinators will be working together to assure educational deliver is still being maintained. Course operations will be communicated and facilitated by technology resources such as e-mail, texting, blogging, and on-line course delivery instructions. Students will receive attendance points by participating through the on-line delivery communication. In the event there are exams or a graduation schedule, they will be postponed until the pandemic mandate has been lifted.
- For employees of Bryan College with planned travel to a closed campus will not be permitted until the President has lifted the pandemic mandate.

- The President, Corporate Personnel, and the Executive Director of the closed campus will conduct daily phone conference to work through organizational operations to assure the students and college employees are taken care of during this event.
- The President, Chief Financial Officer, and the Controller will assure that all payroll, account receivables/payables and daily operations continue working via remote to assure secure organizational operations occur during the pandemic mandate.
- In the event the campus is required to close the President will make any official statements to the media. All inquires should be forwarded to the President. The President will maintain close communication with the County Health Department, and the Center for Disease Control and Prevention to assure the college is has the most current information and are operating under the guidance of these departments. In the event that the President can not fulfill these duties, a corporate personnel member will be assigned.
- Immediately notify the County Health Department if it is suspected that a student or staff member may have the pandemic influenza.
- Assist the health department in the investigation of the case (s) including active surveillance on all the students and staff.
- Assist the health department in communicating with the families of those who become ill.
The college is bound to follow any order from the County Health Department.

► **Copyrighted Material Infringement:**

All faculty and staff must abide by federal copyright laws. If you have questions about acceptable practices, please refer to the reference material on criminal infringement of a copyright in Appendix F, Title 18, section 2319 provided to you by the United States Copyright Office at <http://www.copyright.gov/>

Prohibited use of the institution's information technology system:

Students are provided a Bryan College Internet Policy Use Policy, which states: "By using the internet access provided, every student agrees that he or she is aware of the policy and that the internet records may be read or monitored by authorized individuals. I understand that failure to follow the provisions of the policies and procedures could lead to the loss of my computer system privilege and/or disciplinary action."

Students are provided and required to sign a statement regarding they acknowledge Bryan College's Internet Usage Policy.

Referenced in the institutions' campus catalog:
Prohibited Use

The following types of activities are specifically prohibited and may result in administrative action:

- Unauthorized use of any computer account.
- Unauthorized transfer of or entry into a file.
- Using Bryan College network to gain unauthorized access into any computer system.
- Illegal copying of software protected by U.S. copyright law (may also result in civil damages and criminal penalties).
- Using E-mail to threaten or harass others.
- Using the college network to access pornography or obscene material and sites displaying the same.
- Activities for the purpose of personal or commercial financial gain personal property, etc.
- Storing, processing or displaying racially offensive, gender offensive or obscene material.
- Using another individual's account or identity to send or receive E-mail.
- Viewing, damaging, or deleting other users' files or communications without appropriate authorization.
- Posting materials on electronic bulletin boards, which violate existing laws, regulations or Bryan College policies or codes of conduct.
- Theft, misuse or abuse of computing or networking resources.
- Posting of Bryan College confidential materials, records, policies or procedures or transmitting the same to unauthorized personnel.
- Sharing of passwords with others.

In the event the institution discovers copyright infringement has occurred, the college will cooperate with authorities request for information pertaining to the violation. Additionally the faculty, staff and/or student will be subject to disciplinary action leading up to, and including dismissal.

SECTION II FINANCIAL AID

FINANCIAL ASSISTANCE

Bryan College's Financial Assistance Office is available to help make educational goals obtainable. Students must file a Free Application for Federal Student Aid <http://www.fafsa.ed.gov/> to determine financial need. All applicants for their programs must be United States Citizens or eligible non-citizens. Satisfactory academic progress must be maintained while attending the College in order to continue to receive federal or private financial funds.

Financial assistance opens the door to higher education for many who could not otherwise afford the costs. No investment in the future can pay higher dividends than the right kind of training at the outset of a career. Therefore, Bryan College makes every effort to assist students applying for financial assistance. Prospective students and their parents/spouses are encouraged to visit with a Bryan College Financial Assistance Coordinator for detailed information about financial assistance programs that are available. A student who needs financial assistance is urged to contact the College as early as possible. A student's financial package may be certified up to the cost of attendance at Bryan College. The College has the right to deny any student Federal Loans if the loans are deemed to be detrimental to the student's financial situation.

STUDENT APPLICATION PROCEDURE FOR FINANCIAL AID

- ▶ To be eligible for and receive Title IV financial assistance at Bryan College, an applicant must meet certain eligibility requirements, such as the following requirements:
 - Be accepted for enrollment
 - Be a regular student in an eligible program.
 - Have a high school diploma, GED, or (Ability-to-Benefit in Springfield only)
 - Meet enrollment status requirements.
 - Be a U.S. citizen or eligible non-citizen.
 - Cannot be in default on a Title IV loan.
 - Cannot owe a refund on a Title IV grant.

Students who do not meet the institution's standards of satisfactory progress, or those students who withdraw from school, forfeit all future Federal financial aid funds for which they previously were eligible until reinstated by the College.

TERMS & CONDITIONS FOR Financial Aid Programs Available

▶ **Federal Pell Grant**

This is a federal student aid program, which does not require repayment. Students must file a Free Application for Federal Student Aid. Awards are based on enrollment status and the demonstration of financial need. Yearly amounts may vary based on federal appropriations.

► **Federal Subsidized Stafford Loan Program**

This program provides low-interest loans to qualifying students enrolled in Bryan College at least half time. Loan amounts vary according to financial need and grade level. Interest payments are made by the government while the student is enrolled in school at least half time. ***THIS IS A LOAN AND REPAYMENT IS REQUIRED.***

► **Federal Unsubsidized and Additional Unsubsidized Stafford Loan Program**

This program provides low-interest loans to qualifying students enrolled in Bryan College at least half time. This loan may be used in conjunction with the Federal Subsidized Stafford Loan. The student is responsible for interest payments while attending school. These payments may be deferred upon request. ***THIS IS A LOAN AND REPAYMENT IS REQUIRED.***

► **Academic Competitive Grant (ACG)**

This program does not require repayment and is available for undergraduate students enrolled at least half time who are receiving Federal Pell Grants and have successfully completed a rigorous secondary school program of study. Rigorous programs of study must be established by the state or recognized by the Secretary of the Department of Education.

For 1st academic year students who have completed a rigorous secondary school program of study, graduated from high school after January 1, 2006, and have not been previously enrolled in an undergraduate program.

For 2nd academic year students who have completed a rigorous secondary school program of study, graduated from high school after January 1, 2005, and have at least a 3.0 cumulative GPA at the completion of their 1st year of post-secondary study.

► **Federal PLUS Loans**

Federal PLUS loans are for PARENTS who wish to borrow funds to help pay for their dependent child's/children's education. This loan provides additional funds for educational expenses. ***THIS IS A LOAN AND REPAYMENT IS REQUIRED.***

► **State Financial Assistance**

State funding organizations provide funding to help qualified students meet the costs of post-secondary education. Awarding of funds is determined by the individual organizations. State funding programs include:

- Veteran's Education Training
- WIA Workforce Investment Act
- Workforce Development
- TRA
- Social Rehabilitation Services (SRS)
- Vocational Rehabilitation

If all other financial options have been exhausted, the student may either pay the remaining balance by cash, check or credit card (MasterCard, or Visa), or apply for an alternative loan.

Students (and/or parents of dependent students) applying for an alternative loan must complete a credit application with the Financial Assistance Office. The terms of the loan will be determined by the financing company. Regardless of financing utilized, student must pay monthly installments toward their education. Payment amounts will be determined based on financial need and agreed upon during the financial assistance meeting.

► Veteran Affairs Benefits (VA)

If a student has questions regarding eligibility in any of these programs he/she should contact the VA office in Wichita, (316) 688-6833 or the VA office in St. Louis, (314) 552-9876. The student can also access the VA website, www.gibill.va.gov.

Post 9/11 GI Bill– Active Duty

This education benefit, also known as Chapter 33, is available to eligible veterans and service members who served at least 30 continuous days on active duty after September 10, 2001, and to certain qualifying dependents. The percentage of maximum benefit an individual is eligible for is based on the aggregate period of active duty after September 10, 2001.

At least 36 months	100%
At least 30 continuous days (discharged due to service connected disability)	100%
At least 30 months, but less than 36 months	90%
At least 24 months, but less than 30 months	80%
At least 18 months, but less than 24 months	70%
At least 12 months, but less than 18 months	60%
At least 06 months, but less than 12 months	50%
At least 90 days, but less than 06 months	40%

The amount payable for tuition is equal to the highest in-state undergraduate tuition at a public institution. If the tuition exceeds the tuition payment allowed, Yellow Ribbon Program provisions apply.

Bryan College has elected to enter into an agreement with the VA to fund tuition costs above the highest in-state undergraduate tuition rate, The Yellow Ribbon Program. Bryan College and the VA have each agreed to pay half of the difference between the tuition and fees covered by the Post 9/11 GI Bill and the total cost of tuition and fees, up to a total of \$12,000; \$6,000 each.

This program allows individuals to receive a monthly housing allowance. The amount is equal to the military housing benefit rates of an E-5 with dependents and is based on the location of the school.

Individuals may also receive up to \$1000 per year for books and supplies. The payments are paid proportionally for each quarter.

Payments for tuition, fees, and Yellow Ribbon Program payments are sent directly to the institution. The institution is responsible for handling applicable refunds for those payments. All other payments are sent directly to the student.

Montgomery GI Bill – Active Duty

This education benefit, also known as Chapter 30, is available to any man or woman who was honorably discharged from the military and completed his/her high school education. The VA office determines eligibility for this program.

Monthly entitlements increase every year on October 1st with the Consumer Price Index increase. The rates may increase at other times by an act of Congress. Current monthly entitlement amounts are listed at www.gibill.va.gov/News/ch30rates110100.htm.

A student may qualify for increases above the basic monthly rates. The additional money is

referred to as a “kicker”. The Wichita VA office and the VA website have information regarding who qualifies for “kicker.”

A student has 10 years from the date of the student’s last discharge or release from active duty to take advantage of this benefit. Each student may be entitled to receive up to 36 months of education benefits under this program.

Montgomery GI Bill – Selected Reserves

This program is also known as chapter 1606. It is for members of the Selected Reserve, including the Army, Navy, Air Force, Marine Corps and Coast Guard Reserves, the Army National Guard and the Air Guard. The Reserve components decide who is eligible for the program. This bill provides up to 36 months of education benefits.

Veteran’s Educational Assistance Program – VEAP

Veterans who first entered active duty between January 1, 1977 and June 30, 1985 were able to voluntarily contribute to an education account to establish eligibility. The initial contribution must have been made by March 31, 1987. The maximum contribution for each participant is \$2700. Department of Defense funds equal to twice the contribution are added to the veteran’s account. Veterans have 10 years from the date of release from active duty to use VEAP benefits.

Dependent Educational Assistance Benefits

This program, also known as chapter 35, provides education benefits for the spouse and dependent children of veterans who are permanently and totally disabled from service connected causes, veterans who died in service or who died of service connected causes, and certain other veterans and servicepersons, such as those currently missing in action or captured in the line of duty. The VA Rating Board determines eligibility for these benefits. This program provides up to 45 months of education or training.

THE RIGHTS AND RESPONSIBILITIES OF THE BORROWER

► The borrower is responsible for:

- Repaying your loan, including accrued interest and fees regardless of whether you complete your education, obtain employment, or are satisfied with your education.
- Completing exit counseling before you leave school or drop below half-time enrollment.
- Notifying your lender or the current holder of your loan within 10 days if you change your name, address, or phone number; drop below half-time status; withdraw from school or transfer; or change your graduation date.
- Directing all correspondence to your current loan holder, which could change during the life of the loan.
- Making monthly payments on your loan after leaving school, unless you have been granted a forbearance or deferment.
- Informing your lender or your current loan holder of anything that might change your eligibility for an existing deferment.

► The borrower has a right to:

- Receive a copy of your promissory note before or after the loan is made.
- Before repayment of your loan begins, receive a disclosure statement, including information on interest rates, fees, loan balance, and the size and number of payments.
- Benefit from a grace period after you leave school or drop below half-time enrollment before your loan payments begin.
- Prepay all or part of your loan without a prepayment penalty.

- Receive written notice if your loan is sold to a new holder.
- Apply for a deferment (if eligible) of your loan payments for certain specified periods.
- Request forbearance from the holder of your loan if you're unable to make payments and don't qualify for a deferment.
- Receive proof of discharge when your loan is paid in full.

Please refer to the Federal Student Guide for more information on student aid and repayment.
http://studentaid.ed.gov/students/publications/student_guide/index.html

GLOSSARY OF EDUCATION-LOAN TERMS

- **Capitalization**: The addition of accrued interest to the principal balance of the loan.
- **Default**: A borrower's failure to fulfill the agreement that the borrower signed when taking out a federal education loan. For example, you would be considered in default if you failed to make your monthly loan payment when due for a period of at least 270 days.
- **Deferment**: A period during repayment in which the borrower is not required to make payments of loan principal.
- **Dependent Student**: A student who does not meet the eligibility requirements for an "Independent Student" (see definition below). Dependency status affects the maximum amount that a student may borrow in Stafford loans and whether a parent may take out a PLUS loan on behalf of the student.
- **Disbursement**: The transfer of the loan proceeds by check or electronic funds transfer (EFT) by a lender to a school.
- **Discharge**: The release of a borrower from a loan obligation.
- **FAFSA**: The Free Application for Federal Student Aid is the form that the student (and parents of dependent students) must complete to apply for federal financial assistance, including Stafford loans. <http://www.fafsa.ed.gov/>
- **Forbearance**: The period during which a borrower is permitted to temporarily cease making payments or reduce the amount of the payments. The borrower is responsible for the interest that accrues on the loan during the forbearance period. In many cases, forbearance is granted at the lender's discretion; in other instances, borrowers are entitled to forbearance.
- **Grace Period**: The six-month period that begins the day after a Stafford-loan borrower ceases to be enrolled at least half-time at an eligible school. During the grace period, payments of principal are not required.
- **Guarantor**: A private, nonprofit organization or state-government entity that guarantees to the lender repayment of federal student loans. The guarantor works with borrowers whose student-loan payments are seriously past due to help them avoid default.

If a borrower does default, the guarantor partially reimburses the lender, purchases the defaulted loan, and continues efforts to recover the amount owed by the borrower.

- **Holder**: A current owner of a FFELP loan.
- **Independent Student**: A student who meets one or more of the following criteria: Is at least 24 years old by Dec. 31 of the financial-aid award year; is an orphan or ward of the court; is a veteran of the U.S. Armed forces; is a graduate or professional student; is a married person; has legal dependents other than a spouse; is a student for whom the school's financial-aid administrator determines and documents the student's independent-student status based on the administrator's professional judgment of the student's unusual circumstances.
- **Interest**: The charge made to a borrower for use of a lender's money.
- **Lender**: The organization that funds education loans for students and parents under the FFELP.
- **Master Promissory Note (MPN)**: A legally binding agreement under which the borrower promises to repay one or more loans.
- **Principal**: The amount of money borrowed plus any capitalized interest.
- **Secondary Market**: An organization that purchases education loans from lenders in order to replenish the supply of funds for new education loans. The secondary market obtains funds from investors and uses those funds to purchase existing education loans from lenders. The lenders then use the proceeds of those sales to make new education loans.

ENTRANCE AND EXIT COUNSELING REQUIREMENTS

- ▶ **Entrance Interview**: At graduation preview, the Financial Assistance Coordinator conducts an entrance counseling session. The applicant completes a Student Loan Entrance Interview form and is given a Financial Aid packet covering Federal Aid Management.
- ▶ **Exit Interview**: At the completion or withdrawal of the students program, the Financial Assistance Coordinator conducts an Exit Counseling Session. The student completes an Student Loan Exit Interview form, and the repayment of any loans is discussed.

DISBURSEMENT OF FINANCIAL AID

▶ **Federal Pell Grants**

The maximum amount that a student can receive with a Federal Pell Grant for the 09-10 award year is \$5350. Qualification for the Federal Pell Grant program is determined from the student's Estimated Family Contribution (EFC) which is based off of the Federal Application for Federal Student Aid (FAFSA). Federal Pell Grant awards are divided by 3 and disbursed quarterly.

Students may receive up to two consecutive Federal Pell Grant Scheduled Awards during a single award year if enrolled at least half time for more than one academic year, enrolled in a certificate or associate degree program, and have not received Federal Pell Grant funds prior to July 1, 2008.

► **Federal Subsidized Stafford Loan Program**

Students may receive up to 2 Federal Subsidized Stafford Loans enrolled in a diploma program and up to 3 Federal Subsidized Stafford Loans enrolled in an associate degree program. Federal Subsidized Stafford Loans do not accrue interest while the student is enrolled in school at least half time or during the 6 month grace period after a student completes school. An origination fee/administrative cost fee of up to 3% of the principle amount of the loan may be deducted proportionately from each loan disbursement. The maximum loan amount that a first year student may borrow is \$3500, second year students may borrow \$4500, and third year students may qualify for up to \$5500. Interest rates for Federal Subsidized Stafford Loans may not exceed 6.8%.

► **Federal Unsubsidized Stafford Loan Program**

Independent students or dependent students whose Parent PLUS loan has been denied may receive up to 2 Federal Unsubsidized Stafford Loans enrolled in a diploma program and up to 3 Federal Unsubsidized Stafford Loans enrolled in an associate degree program. Federal Unsubsidized Stafford Loans do accrue interest while the student is enrolled in school and may be paid quarterly or be added to the principle amount of the loan. Repayment of principle begins 6 months after the student ceases to be enrolled at least half time. An origination fee/administrative cost fee of up to 3% of the principle amount of the loan may be deducted proportionately from each loan disbursement. The maximum loan amount that a first or second year student may borrow is \$4000, third year students may qualify for up to \$5000. Interest rates for Federal Unsubsidized Stafford Loans are fixed at 6.8%.

► **Federal Unsubsidized Additional Stafford Loan Program**

Students may receive up to 2 Federal Unsubsidized Additional Stafford Loans enrolled in a diploma program and up to 3 Federal Unsubsidized Additional Stafford Loans enrolled in an associate degree program. Federal Unsubsidized Additional Stafford Loans do accrue interest while the student is enrolled in school and may be paid quarterly or be added to the principle amount of the loan. Repayment of principle begins 6 months after the student ceases to be enrolled at least half time. An origination fee/administrative cost fee of up to 3% of the principle amount of the loan may be deducted proportionately from each loan disbursement. The maximum loan amount that a first, second, or third year student may borrow is \$2000. Interest rates for Federal Unsubsidized Stafford Loans are fixed at 6.8%.

► **Federal PLUS Loans**

These loans are available to the parents of dependent students to help pay for the cost of education. The parent must pass a credit check to qualify, and there are potential tax benefits. Interest rates for PLUS loans may not exceed 9 percent. Although PLUS borrowers may be charged as much as 4 percent of the loan amount in up front fees, some loan-service providers offer fee and interest-rate discounts. Repayment schedules follow the usual alternatives. The student may participate in the repayment process, but the parent has the ultimate legal obligation to repay the debt. These loans are fixed at 8.5%.

Repayment Steps & Options

- **Step 1: Know what you owe**
- **Step 2: Determine how much you can afford to pay each month**
- **Step 3: Choose a repayment plan**
- **Step 4: Keep in touch**
- **Step 5: Select repayment options**

- **Level repayment:** Typically this is the least expensive option in terms of total interest costs. Also known as the standard repayment plan, this option is the choice of most federal education-loan borrowers. This plan provides a fixed monthly payment of at least \$50 over a period of up to 10 years. If your monthly payments under this option exceed 8 percent to 10 percent of your gross monthly income, however, you should consider one of the following flexible repayment options or loan consolidation.
- **Graduated repayment:** Monthly payments start low and increase over time. Graduated repayment may be a good choice if you currently have limited income but expect higher earnings in the future. The maximum repayment term under this option is 10 years. Total interest costs are higher under this option than with level payment.
- **Income-sensitive repayment:** Payments can be adjusted up or down annually to account for changes in your income. The minimum payment must be enough to cover accruing interest. The repayment period of 10 years can be extended to 15 years under a special forbearance provision. Total interest costs will be higher with this option than with level payment.
- **Extended repayment:** This option is available only if you did not have a balance on a Federal Family Education Loan Program (FFLEP) loan as of Oct. 7, 1998, or at the time you received a FFELP loan after Oct. 7, 1998. Extended repayment is available only if your outstanding education-loan balance is more than \$30,000. Under this plan, you may reduce the amount of your monthly payment by spreading payments over a period of up to 25 years. You may choose to make payments over this extended period under a level or graduated schedule. Because payments are stretched over a longer term, total interest costs will be significantly higher than under the other repayment plans.
- **Loan consolidation:** Consolidation permits you to bundle all of your federal education loans into a convenient single monthly loan payment at a fixed interest rate. Depending on your total outstanding loan balance, you may also be able to extend your repayment period and lower your monthly payments by as much as 40 percent. You are likely to pay more total interest, however, by extending your payment period and making smaller payments over a larger term.

Once you have selected a repayment plan, you can change to another one with no financial penalties – although some restrictions may apply.

► **What’s the maximum loan payment you can afford?**

If your monthly student-loan payment exceeds the range of loan payments listed below for your annual income, explore a flexible repayment option or loan consolidation. Maximum affordable monthly payments assume that payments do not exceed 8 percent to 10 percent of your gross monthly income.

► **Maximum loan payment Scale**

Your Annual Income	Range of Maximum Monthly Loan Payments You Can Afford
\$15,000	\$100 - \$125
\$20,000	\$133 - \$167
\$25,000	\$167 - \$208
\$30,000	\$200 - \$250
\$35,000	\$233 - \$292

\$40,000	\$267 - \$333
\$45,000	\$300 - \$375
\$50,000	\$333 - \$417
\$75,000	\$500 - \$625
\$100,000	\$667 - \$833

► **Payment Relief Options**

If you are unemployed, facing certain other personal financial difficulties, returning to school or pursuing certain other educational or training programs, you may qualify for temporary payment relief on your Federal Stafford loans. Federal Loan Programs provide two general options for student loan payment relief:

- **Deferment.** If you meet the qualifications for deferment and submit the required documentation, you are entitled to defer principal payments, in the case of unemployment or economic hardship, for up to a total of three years during the term of your loans. There is no maximum time limit for deferment while you are continuously enrolled at least half time in school or participating in a qualified graduate-fellowship or rehabilitation-training program.
- **Forbearance.** If you don't meet the requirements for deferment but still need payment relief, you may appeal to your lender or loan servicer for forbearance. Forbearance permits you to reduce or postpone payments or extend the time for making payments, usually at the discretion of the lender. A forbearance request typically is granted for a period of up to 12 months.

► **CANCELLATION AND REFUND POLICY**

We regret students withdrawing from the training program, but we realize unforeseen events occur. Students are protected by the following policies.

The application fee is refundable within three days, exclusive of weekends and holidays, from the date this agreement is signed.

Drop/Add Policy

The first week of each quarter is designated as the drop/add period for students. This is the period when students may add or delete courses in order to finalize their schedules. Students who wish to make course changes must request approval from the Director of Education (DOE) and the Financial Assistance Coordinator (FAC). There are no charges for courses dropped during the drop/add period. A student who attends a class beyond the drop/add period or who attends a course and does not drop it within the drop/add period will be charged for the entire course. For this reason it is important that students drop classes in a timely manner.

Course Withdrawal after the Drop/Add period

When a student is absent for 4 consecutive class periods of any given course Bryan College will withdraw the student from that course. Students dropped from a class must meet with the Financial Assistance Coordinator to update their paperwork. Students dropping a class will be reduced to 8 quarter credit hours and half-time enrollment status. Students dropping two classes will be reduced to 4 quarter credit hours and less than half-time enrollment status. Students at less than half-time status may not receive federal student loan funds.

Program Withdrawal

When a student is absent from class for 2 consecutive weeks, Bryan College will withdraw the student from their quarter of study. The student will be withdrawn in accordance with the policies listed below.

State Refund Policy (Rogers Campus only)

The state refund policy uses the total tuition for the academic year of study when calculating the tuition owed by the student. Total tuition per academic year is located on the enrollment agreement under the heading of "Tuition Fee". The policy reads as follows:

Student withdraws between 1-24.99% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes tuition for the number of clock hours completed.

Student withdraws between 25-49.99% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes 50% of the entire tuition for their program of study.

Student withdraws between 50-74.99% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes 75% of the entire tuition for their program of study.

Student withdraws between 75-100% of their program (program length is identified in paragraph one of the Enrollment Agreement) the student owes 100% of the entire tuition for their program of study.

The tuition refund will be calculated and compared between the state refund policy and the institutional refund policy. The tuition refund policy which is more advantageous for the student will be used.

Institutional Refund Policy (all campuses):

No tuition will be charged for those withdrawing during the drop/add period, all other fees are non-refundable and are not prorated when a student withdraws. For first time students within their first quarter of study who terminate their training before completing more than 60% of their first period of enrollment (period of enrollment consists of 3 courses/1 quarter), the institution will perform a pro-rata refund calculation. Under the pro-rata refund calculation, the institution is entitled to retain only the percentage of institutional charges for tuition proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period as of their last day of attendance. The percentage of weeks attended is rounded up to the nearest 10% and multiplied by the tuition for that period of enrollment. The institution will retain the entire contract price for the period of enrollment if the student terminates the training after completing more than 60% of the period of enrollment.

Continuing students withdrawing from their program will be charged as follows: No tuition will be charged for those withdrawing during the drop/add period, all other fees are non-refundable and are not prorated when a student withdraws. For those students withdrawing after the drop/add period and through the 20% point in their current quarter they will be charged 50% of the tuition for that quarter. Students withdrawing between 20% through 50% of their quarter will be charged for 75% of their tuition. Any continuing student passing the 50% point of their quarter will be charged for the entire quarter.

A student will not incur charges (including fees) for future quarters not attempted. Quarterly charges are located on the student Award Letter under the heading "Estimated Charges".

Reference materials are available to students and may be checked out through the Library Tech. Students are responsible for materials checked out in their names. Lost or damaged materials must be replaced and paid for by the person that checked out the resource. Any checked-out materials must be returned by the expected due date. Returning all resources prior to the completion of a student's educational program is a requirement for graduation.

Return of Title IV funds – Federal Refund Policy – All campuses

Federal regulations determine what portion of the Title IV disbursement remains on the student's Bryan College account. Title IV calculations do not effect the amount the student owes in institutional tuition and fee charges. There are several steps in determining Return of Title IV Funds:

Step one: Determine amount of Title IV funds disbursed and/or amount that could have been disbursed as of the last day of attendance.

Step two: Determine the percentage of the period of enrollment (program length) completed by the student. Divide the number of calendar days in the period of enrollment by the number of calendar days completed. Breaks between sessions of five calendar days or more are not included in either number. The percentage is calculated out to four decimal places and then rounded to the third decimal place. (Example – 45 days / 101 days = .4455 or 44.6%). If percentage completed exceeds 60%, the percentage of Title IV funds earned = 100%.

Step three: Calculate the amount of Title IV Aid earned by the student. Multiply the total of Title IV aid disbursed by the percent of Title IV Aid earned.

Step four: Determine if the student is due a post-withdrawal disbursement, or if Title IV Aid must be returned to the United States Department of Education. If the amount of Title IV aid earned is larger than the amount of Title IV aid received, the difference will be disbursed and applied to student's account. If the amount of Title IV aid earned is less than the amount of Title IV aid received, the difference will be returned to the U.S. Department of Education.

Step five: Calculate the amount of unearned Title IV Aid due from the institution. The institution must return the lesser of institutional charges multiplied by the percentage unearned (100% - percent of Title IV aid earned) and the amount of Title IV aid to be returned.

Step six: Determine return of funds by Bryan College to the U.S. Department of Education. Title IV funds are returned in the following order: Unsubsidized Stafford loans, Subsidized Stafford loans, Federal Pell Grants.

Step seven: Calculate the initial amount of unearned Title IV aid to be repaid by the student. Subtract the school's responsibility from the total amount of Title IV aid to be returned to the United States Department of Education to determine the amount of Title IV funds due from the student.

Step eight: Determine return of funds by the student. The student must return Title IV funds in the following order: Stafford Unsubsidized loans, Stafford Additional Unsubsidized loans, Stafford Subsidized loans, PLUS loans and Federal Pell Grant.

The student's account balance not covered by Title IV funds is due and payable by the student. Bryan College has 45 days from the student's withdrawal notification date to notify the student in writing of the balance due. If the balance is not paid in full within 10 business days, the student's account balance is turned over to a collection agency. Interest on the student's account balance will begin accruing 30 days prior to the notification date on the withdrawal form. The student is responsible for all additional costs involved in collecting the balance. Additional costs include but are not limited to collection fees, attorney fees, and court costs.

Re-entry of Discontinued Students

Students who discontinue their program prior to the end of the quarter and desire to return to Bryan College will be allowed to return one time on a no-fee basis. Any students re-entering multiple times due to class rotation will have the re-entry fee waived. Re-entry paperwork will need to be completed in both the financial and academic offices.

Any student who desires to re-enter Bryan College as a continuing student and previously withdrew two times, will be charged a \$100 cash re-entry fee. The re-entry fee cannot be added to the financial aid package and must be paid in full before the student is eligible to re-enter.

HIGHER EDUCATION TAX BENEFITS

The following information can also be obtained through the following link:
https://www.usafunds.org/borrowers/resources/tax_benefits.htm

► Student-loan-interest deduction

- **Benefit.** You may be able to reduce your taxable income by up to \$2,500 for interest paid during the tax year on your student loans.
- **Income limits.** Partial deduction for single taxpayer with a modified adjusted gross income of between \$50,000 and \$65,000, and for married taxpayers filing jointly with modified adjusted gross incomes of between \$105,000 and \$135,000. Full deduction available for single taxpayers with modified adjusted gross incomes below \$50,000 and married taxpayers filing jointly whose incomes are below \$105,000.
- **Other information.** Deductible interest includes loan-origination fees, capitalized interest and voluntary interest payments on loans taken out solely to pay qualified educational expenses for a student enrolled at least half-time. Interest paid on loans from a relative or made under a qualified employer plan does not qualify for the deduction. You can claim this deduction even if you don't itemize deductions.

► Hope Tax Credit

- **Benefit.** You may reduce your federal income tax by as much as \$1,650 (\$3,300 for students attending school in the Gulf Opportunity Zone in portions of Alabama, Louisiana and Mississippi) per student for out-of-pocket tuition and fees for each of the first two years of study toward a degree or certificate from a college or vocational school. Students must be enrolled at least half-time to qualify.
- **Income limits.** If you are single and have a modified adjusted gross income of \$55,000 or more, or married, filing jointly, with a modified adjusted gross income of \$110,000 or more, you do not qualify for this credit. If you're single, and your modified adjusted gross income is greater than \$45,000 but less than \$55,000—or married, filing jointly, with

a modified adjusted gross income greater than \$90,000 but less than \$110,000 you may qualify for a partial credit.

- **Other information.** You cannot claim both the Hope Tax Credit and Lifetime Learning Credit for the same student for the same year.

► **Lifetime Learning Credit**

- **Benefit.** You may be able to reduce your federal income tax by as much as \$2,000 (\$4,000 for students attending school in the Gulf Opportunity Zone in portions of Alabama, Louisiana and Mississippi.) for qualified tuition and related expenses paid for students enrolled in an eligible postsecondary institution. The maximum credit equals 20 percent (40 percent for Gulf Opportunity Zone) of the first \$10,000 of qualified expenses.
- **Income limits.** Income limits are the same as for the Hope Tax Credit.
- **Other information.** The Lifetime Learning Credit is available for any year of education beyond high school, including vocational, college, graduate and professional education. The student does not need to be pursuing a degree or certificate to qualify, and the credit is available for students taking one or more courses. You cannot claim both the Hope Tax Credit and Lifetime Learning Credit for the same student for the same year.

► **Deduction for higher-education expenses**

- **Benefit.** You may be able to reduce your taxable income by up to \$4,000 for qualified higher-education expenses that you paid during the tax year. This deduction may benefit you if your income is too high to qualify for either the Hope or Lifetime Learning credits.
- **Income limits.** You may qualify for this deduction if you are a single taxpayer with a modified adjusted gross income of \$65,000 or less, or married with modified adjusted gross income of \$130,000 or less, and you file a joint return with your spouse. If your income exceeds the limit for the full deduction, you may qualify for a deduction of up to \$2,000 if you are a single taxpayer with a modified adjusted gross income of up to \$80,000 or a married taxpayer with a modified adjusted gross income of up to \$160,000 and filing jointly.
- **Other information.** In general, higher-education expenses that qualify for the deduction are tuition and fees paid for you or your spouse or dependent. You may include student-activity fees and fees for course books, supplies and equipment if you were required to pay those fees to the institution in order to attend. Room and board is not an eligible expense, however. You may not claim this deduction and higher-education tax credits – such as Hope or Lifetime Learning credits – for the same student in the same year. You can claim this deduction even if you don't itemize deductions.

► **Employer-provided education benefits**

- **Benefit.** You may be able to exclude from your taxable income up to \$5,250 in higher education assistance provided by your employer each year.
- **Other information.** Undergraduate– and graduate education assistance qualify for this tax benefit. Eligible employer-provided education benefits include payments for tuition, fees, books, supplies and equipment

► **529 college-savings plans**

- **Benefit.** You may be able to exclude from your taxable income earnings from qualified-

tuition programs, commonly known as 529 savings plans, that you used to pay qualified education expenses. These plans permit you to prepay or invest to pay higher-education expenses.

- **Other information.** To qualify for this benefit, you must have used the proceeds of a 529-plan distribution for tuition, fees, books, supplies and equipment as a qualified higher-education institution. In the case of room-and-board costs, check with the educational institution to determine the amount considered “reasonable” for that school for the deduction.

► **Coverdell Education Savings Accounts**

- **Benefit.** You may contribute up to \$2,000 annually to a Coverdell Education Savings Account, formerly known as education IRAs, on behalf of a designated beneficiary who is younger than age 18 or is a special-needs beneficiary, to pay qualified education expenses. Although these contributions are not tax-deductible, they will grow tax-free until withdrawn.
- **Income limits.** If you’re single, and your modified adjusted gross income is less than \$95,000 — or married and filing jointly with a modified adjusted gross income of less than \$190,000 — you can contribute the maximum amount. If you’re single and your modified adjusted gross income is between \$95,000 and \$110,000 — or married and filing jointly with a modified adjusted gross income of between \$190,000 and \$220,000 — you may make a reduced contribution.
- **Other information.** Proceeds of Coverdell accounts may be used to pay certain elementary– and secondary-education expenses, as well as expenses for postsecondary studies. Contributions to Coverdell accounts and 529 plans are permitted for the same beneficiary in the same year. You may take a tax-free distribution from a Coverdell account in the same year that you claim a Hope or Lifetime Learning credit, as long as you don’t use your Coverdell-account distribution for the same expenses for which you claimed the credit.
- **Important notice:** Please note that the information in this brochure is intended as a general summary of these tax benefits. To determine your eligibility for any of these benefits, you should consult a qualified tax adviser or the Internal Revenue Service (IRS), on the Web at www.irs.gov or by calling (800) 829-1040. For additional information, order IRS Publication 970, “Tax Benefits for Education.”

Federal Pell Grants—Student Diversity Categories

Bryan College’s program offerings have generally been more appealing to female’s seeking to further their education. The Springfield campus remains a more balanced mix due to their Gaming and Robotics program that creates more appeal to the male gender. Neither Rogers nor the Topeka campus offer this program. Overall, gender trends have remained relatively consistent for the past five to ten years. For this reporting period, the following is a detailed breakdown, by campus and organization, of Bryan College’s student diversity statistics:

Rogers, Arkansas Campus 23% Male, 77% Female	Male	Female
Caucasian	77%	77%
African American	10%	3%
Asian	1%	3%
American Indian	1%	2%
Hispanic	9%	13%
Other	1%	2%

Topeka, Kansas Campus 24% Male, 76% Female	Male	Female
Caucasian	72%	54%
African American	18%	32%
Asian	0%	2%
American Indian	0%	3%
Hispanic	10%	9%
Other	n/a	n/a

Springfield, Missouri Campus 45% Male, 65% Female	Male	Female
Caucasian	88%	89%
African American	4%	10%
Asian	n/a	n/a
American Indian	4%	.5%
Hispanic	4%	.5%
Other		

BCC, Inc 30% Male, 70% Female	Male	Female
Caucasian	78%	73%
African American	11%	17%
Asian	1%	1%
American Indian	2.5%	2%
Hispanic	7.5%	7.5%
Other	>1%	>1%

**For more information regarding federally recorded statistics for Bryan College please visit <http://nces.ed.gov/ipeds/cool/>

ACCREDITATION, CERTIFICATION, AND APPROVALS

Bryan College is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas and Associate of Academic Studies Degrees. (750 First Street NE, Suite 980, Washington, DC 20002-4241, phone 202-336-6780). The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

Bryan College is approved by the U.S. Department of Education to participate in federally-funded financial aid programs.

Topeka, Kansas

The College is approved by the Kansas State Board of Regents (1000 SW Jackson Street, Suite 520, Topeka, Kansas 66612-1368).

Bryan College is approved by the following:

- Social Rehabilitation Services (SRS)
- Veterans Education
- Vocational Rehabilitation

Springfield, Missouri

The College is certified to operate by the Missouri Coordinating Board for Higher Education (3515 Amazonas Drive, Jefferson City, MO 65109, phone 573-751-2361).

Bryan College is approved by the following:

- Veteran's Education Training
- Vocational Rehabilitation
- Workforce Investment Act (WIA)
- TRA

Rogers, Arkansas

The College is certified to operate by the Arkansas State Board of Private Career Education (612 South Summit Street, Suite 102, Little Rock, Arkansas 72201-4740, telephone (501) 683-8000). Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

Bryan College is approved by the following:

- Veteran's Education Training
- Workforce Development

SECTION III TUITION AND FEES

Tuition and Fees

An application fee of \$50 is payable with all applications for admission. This fee is refundable within three working days, exclusive of weekends and holidays.

Tuition

The following chart specifies the cost per credit hour of each program offered at Bryan College: (Not all programs offered at all campuses)

	Business Programs	Medical, Health and Wellness Programs	Information Technology Programs
Diploma Cost per Credit Hour	\$210.00	\$226.00	\$266.00
Associate Cost per Credit Hour	\$232.00	\$246.00	\$290.00
Tuition is subject to change each July 1.			

Bryan College is also registered with programs for Veterans and Vocational Rehabilitation.

All tuition is due and payable in full at registration. If all financial options, including an alternative loan, have been exhausted, other arrangements may be made at the discretion of the Financial Assistance Coordinator. Students (and/or parents of dependent students) sign a promissory note to pay the portion of tuition not met. The terms of this promissory note will include a schedule of installment payments due on the 15th of every month. The balance must be paid in full prior to program completion.

Any payments not made by the scheduled due dates are subject to late fees. All arrangements for financial aid should be made in advance of the beginning of the student's program.

In order to graduate by a designated time, a sequence of courses will be recommended by an Admissions Representative. All students enrolled in a program of study at Bryan College are considered full time.

Fees

Graduation Fee (Mandatory for all students)	\$100.00
Technology Fee (per quarter)	\$225.00
Course Transfer Fee (per course) (Does not apply when transferring BC earned credits)	\$100.00
Program Transfer Fee (Each occurrence after first quarter)	\$200.00
Transcript Fee (per transcript)	\$ 5.00
(Academic transcripts are issued when all financial obligations to the College have been met)	

Books and Supplies

The bookstore is offered as a convenient service to students. Students are required to purchase their books at the bookstore or from the College. The College reserves the right to issue used books when deemed necessary. The following is an approximate cost per course:

Business Courses	\$375.00 per Quarter
Computer Network Courses	\$510.00 per Quarter
Gaming/Programming Courses	\$450.00 per Quarter
Fitness and Wellness Courses	\$435.00 per Quarter
Medical Courses	\$435.00 per Quarter

Supplies vary according to the program of study. Individual faculty will inform students on the first day/evening of each course about the required supplies needed. The cost of books and supplies is non-refundable. All financial obligations to the college must be current including in-class payments, and alternative loan payments. If financial obligations are not met the college will hold books until payment has been made. The cost of books and supplies is non-refundable.

Cost of Attendance

The cost of attendance for all campuses is calculated based on the following: Tuition, Books, Fees, Room and board, Computer Expenses, Personal Expenses, These fees are calculated for each academic year.

Room and Board is calculated based on the average cost per month in the area. Springfield's average is \$505 for independent students and \$250 for dependent students. Roger's average is \$617 for independent students and \$250 for dependent students. Topeka's average is \$385 for independent students and \$250 for dependent students.

Computer expenses is an \$800 allowance for students at all campuses.

Personal expenses are calculated based on \$350 a month for all students.

Transportation expenses are calculated based on \$350 per month for car payments and \$100 for gas for a total of \$450 per month.

These fees are multiplied by the number of months in the student's academic year to determine their cost of attendance.

SPRINGFIELD CAMPUS—ONLINE ONLY

Tuition and Fees – Online Only

Tuition

The following chart specifies the cost per credit hour of each program offered through the Bryan College Online Division:

Online: Tuition and Fees:

	Business Programs	Medical Programs
Cost per Credit Hour	\$267.00	\$252.00
Tuition is subject to change each July 1.		

Fees

Graduation Fee (Mandatory for all students)	\$100.00
Technology Fee (per quarter)	\$100.00
Course Transfer Fee (per course) (Does not apply when transferring BC earned credits)	\$100.00
Program Transfer Fee (Each occurrence after first quarter)	\$200.00
Transcript Fee (per transcript)	\$ 5.00
(Academic transcripts are issued when all financial obligations to the College have been met)	

Books and Supplies

The bookstore is offered as a convenient service to students. Students are required to purchase their books or supplies at the bookstore or from the College. The College reserve the right to issue used books when deemed necessary. The following is an approximate cost per quarter:

Business Courses	\$375.00 per quarter
Medical Courses	\$435.00 per quarter

Cost of Attendance

The cost of attendance for the online division is calculated based on the following: Tuition, Books, Fees, Computer Expenses, and Personal Expenses. These fees are calculated for each academic year.

Computer expenses is an \$800 allowance for all campuses.

Personal expenses are calculated based on \$350 a month for all students.

These fees are multiplied by the number of months in the student's academic year to determine their cost of attendance.

SECTION IV STANDARDS OF SATISFACTORY PROGRESS

SPRINGFIELD CAMPUS:

► **Standards of Satisfactory Academic Progress (SAP)**

Satisfactory progress standards apply to all students. In order to be making satisfactory progress toward a diploma or Associate of Applied Science Degree at Bryan College, a student must maintain a specific cumulative grade point average and be making forward progress toward completing a program. A student must achieve the minimum requirements in order to remain enrolled as a regular student.

If a student fails to meet the minimum satisfactory requirements for the first 25%, he/she will be placed on academic probation. Students may remain on academic probation until the 50% evaluation point. If a student has not improved and reaches the 50% evaluation point, he/she will be classified as a non-regular student and will no longer be eligible for federal and state aid.

Students who do not meet satisfactory requirements at the end of the probationary period will be dismissed at that time. During the probationary period, students will be charged tuition consistent with tuition fees listed under the Tuition and Fees section of the college catalog.

A student must successfully complete all courses specified in his/her program in order to graduate. The entire program must be completed in a time frame not to exceed one and one-half times the number of credits in the original length of the program. A student failing to complete the program during the allotted time will be dismissed from Bryan College.

If it is determined that a student is making unsatisfactory progress, the student may appeal this decision to the president by indicating in writing the reasons the minimum requirements were not met. The President will review the appeal and make the final decision. The student will be notified in writing.

CAMPUS BASED PROGRAMS

Minimum Requirements

A student must achieve the minimum requirements in order to remain enrolled as a regular student in Bryan College Springfield.

Award Level	Evaluation Point	Credit Hours Attempted	Credit Hours Completed	Required GPA
Diploma	1 (25%)	30	16	1.25
	2 (50%)	60	36	1.5
	3 (Completion)	121	81	2.0
Associates Of Applied Science Degree	1 (25%)	40	22	1.25
	2 (50%)	81	48	1.5
	3 (Completion)	162	108	2.0

ONLINE PROGRAMS:

Minimum Requirements

A student must achieve the minimum requirements in order to remain enrolled as a regular student in Bryan College Online Division.

Award Level	Evaluation Point	Credit Hours Attempted	Credit Hours Completed	Required GPA
Diploma	1 (25%)	16	8	1.25
	2 (50%)	33	19	1.5
	3 (Completion)	67	48	2.0
<hr/>				
Associates Of Applied Science Degree	1 (25%)	40	22	1.25
	2 (50%)	81	48	1.5
	3 (Completion)	162	108	2.0

ROGER CAMPUS:

► **Standards of Satisfactory Academic Progress (SAP)**

Satisfactory progress standards apply to all students. In order to be making satisfactory progress toward a diploma or Associate Applied Science Degree at Bryan College, a student must maintain a specific cumulative grade point average and be making forward progress toward completing a program. A student must achieve the minimum requirements in order to remain enrolled as a regular student.

If a student fails to meet the minimum satisfactory requirements for the first 25%, he/she will be placed on academic probation. Students may remain on academic probation until the 50% evaluation point. If a student has not improved and reaches the 50% evaluation point, he/she will be classified as a non-regular student and will no longer be eligible for federal and state aid.

Students who do not meet satisfactory requirements at the end of the probationary period will be dismissed at that time. During the probationary period, students will be charged tuition consistent with tuition fees listed under the Tuition and Fees section of the college catalog.

A student must successfully complete all courses specified in his/her program in order to graduate. The entire program must be completed in a time frame not to exceed one and one-half times the number of credits in the original length of the program. A student failing to complete the program during the allotted time will be dismissed from Bryan College.

If it is determined that a student is making unsatisfactory progress, the student may appeal this decision to the president by indicating in writing the reasons the minimum requirements were not met. The President will review the appeal and make the final decision. The student will be notified in writing.

CAMPUS BASED PROGRAMS

Minimum Requirements

A student must achieve the minimum requirements in order to remain enrolled as a regular student in Bryan College Rogers.

Award Level	Evaluation Point	Credit Hours Attempted	Credit Hours Completed	Required GPA
Diploma	1 (25%)	30	16	1.25
	2 (50%)	60	36	1.5
	3 (Completion)	121	81	2.0
Associates of Applied Science Degree	1 (25%)	40	22	1.25
	2 (50%)	81	48	1.5
	3 (Completion)	162	108	2.0

TOPEKA CAMPUS:

► **Standards of Satisfactory Academic Progress (SAP)**

Satisfactory progress standards apply to all students. In order to be making satisfactory progress toward a diploma or Associate of Applied Science Degree at Bryan College, a student must maintain a specific cumulative grade point average and be making forward progress toward completing a program. A student must achieve the minimum requirements in order to remain enrolled as a regular student.

If a student fails to meet the minimum satisfactory requirements for the first 25%, he/she will be placed on academic probation. Students may remain on academic probation until the 50% evaluation point. If a student has not improved and reaches the 50% evaluation point, he/she will be classified as a non-regular student and will no longer be eligible for federal and state aid.

Students who do not meet satisfactory requirements at the end of the probationary period will be dismissed at that time. During the probationary period, students will be charged tuition consistent with tuition fees listed under the Tuition and Fees section of the college catalog.

A student must successfully complete all courses specified in his/her program in order to graduate. The entire program must be completed in a time frame not to exceed one and one-half times the number of credits in the original length of the program. A student failing to complete the program during the allotted time will be dismissed from Bryan College.

If it is determined that a student is making unsatisfactory progress, the student may appeal this decision to the president by indicating in writing the reasons the minimum requirements were not met. The President will review the appeal and make the final decision. The student will be notified in writing.

CAMPUS BASED PROGRAMS

Minimum Requirements

A student must achieve the minimum requirements in order to remain enrolled as a regular student in Bryan College Topeka.

Award Level	Evaluation Point	Credit Hours Attempted	Credit Hours Completed	Required GPA
Diploma	1 (25%)	30	16	1.25
	2 (50%)	60	36	1.5
	3 (Completion)	121	81	2.0
Associates Of Applied Science Degree	1 (25%)	40	22	1.25
	2 (50%)	81	48	1.5
	3 (Completion)	162	108.5	2.0

SECTION V GRIEVANCE PROCEDURE

People occasionally experience times when questions or concerns arise that must be discussed and resolved. In any environment, whether school or business, it is important to know the person with whom one should speak and the procedure for obtaining resolution to concerns. The following is an outline of the grievance procedure to be followed by students, faculty and staff at Bryan College:

- Any grievance must first be addressed to the person or department with whom the disagreement originally occurred.
- If resolution is not achieved, a formal, written statement must then be submitted to the Director of Education. A meeting will be held with the disagreeing parties and the Director of Education.
- If the grievance is not satisfactorily resolved with the Director of Education, a written statement outlining the disagreement and current attempts to resolve it must be forwarded to the Executive Director.
- If the grievance is not satisfactorily resolved with the Executive Director, a cover letter summarizing all actions taken up to this point, and all supporting documentation, must be forwarded to the Office of the President of Bryan College.
- Upon review of the facts presented by the student, staff or faculty member and documentation of subsequent meetings submitted by the Executive Director, a decision will be rendered by the President.
- All decisions rendered by the President are final.

All steps outlined above must be followed to properly resolve any grievance at Bryan College. Students wishing further clarification or assistance may direct concerns, in writing, to the Arkansas State Board of Private Career Education, Missouri Coordinating Board for Higher Education, Kansas Board of Regents (based on the campus location in which the student is enrolled) or the Accrediting Council for Independent Colleges and Schools.

SECTION VI BRYAN COLLEGE STATISTICS

Bryan College Statistics, 2009

Placement percentages listed below are statistics reported to the Accrediting Council for Independent Colleges and Schools each year prior to September 15th. The placement figures include all graduates of Bryan College for the time period of July 1st through June 30th each year. The reported percentage typically increases throughout the year by graduates interviewing and obtaining a career position after the reporting period has passed and the institution has submitted its annual report. The Career Services department can provide a clearer picture of our graduate success than the “snapshot” taken each year in September to complete our annual report.

		<u>Rogers</u>	<u>Springfield:</u>	<u>Topeka:</u>
2006-07	Retention Rate	77%	68.3%	77%
	Placement Rate	N/A	74.1%	82%
2007-08	Retention Rate	66.3%	67.4%	77.3%
	Placement Rate	100%	80.3%	83%
2008-09	Retention Rate	56%	64%	65%
	Placement Rate	69.6%	71%	81%

Cohort Year:

2003:	*Completion Rate:	N/A	63%	100%
	*Graduation Rate:	N/A	63%	100%
2004	*Completion Rate:	N/A	100%	100%
	*Graduation Rate:	N/A	94%	96%
2005	*Completion Rate:	N/A	100%	60%
	*Graduation Rate:	N/A	95%	60%

* For purposes of the Completion and Graduation rate the institution only considers **first time freshman students.

****First-time freshman student** means an entering freshman who has never attended any institution of higher education. Includes a student enrolled in the fall term who attended a postsecondary institution for the first time in the prior summer term, and a student who entered with advanced standing (college credit earned before graduation from high school).

For more information regarding federally recorded statistics for Bryan College please see <http://nces.ed.gov/ipeds/cool/>.

On an annual basis the Accrediting Council for Independent Colleges and Schools requires institutions to submit an Annual Institutional Report (AIR) for each campus. A component of this report pertains to graduate outcomes.

The following data is information extracted from the AIR for the time period ranging from July 1, 2008 to June 30, 2009.

	Springfield	Topeka	Rogers
Graduated from a program	38	60	25
Placed in their field of study	23	30	14
Placed in a related field	7	14	2
Placed out of field	3	6	2
Not available for placement due to other related situations	2	3	1
Not available for placement due to continuing education	2	13	3
Not available due to active military	1	0	0
Not Working	5	4	5
Placement Rate	78.9%	81.5%	69.6%

Bryan College graduates from the following programs entered positions such as:

Business Administration and Management: Office Management, Administrative Assistant, Leasing Agent, Retail Merchandiser and Management, Hotel Auditor and Sales/ Customer Service

Medical Office Assistant/Medical Assistant: Medical Assistant, Medical Office Administrator, Medical Collection Specialist, Medical Tech/Instructor, Phlebotomist, Medical Records Assistant, Personal Care Attendant

Personal Trainer/Exercise Specialist: Personal Trainer, Exercise Specialist, Coach, Owner, Group Fitness Instructor, Records Management, Office Management, Weight Room Supervisor

Computer Programming/Computer Science-Programming: IT Tech Programmer, Application Developer, User Support Tech

Computer Network Specialist/Computer Information Systems –Network: Network Administrator, Computer Technician, Management/IT, Computer Assistant, Business Owner

Gaming and Robotics/Gaming and Robotics Specialist: Web Master, Programmer/Intern, Graphic Designer, Visual Communication, Multimedia, Animation and Robotics

SECTION VII BRYAN COLLEGE PROGRAMS OFFERED

The programs offered instruct the students in all major areas of their chosen careers. Because the programs are comprehensive, graduates are eligible to choose from a variety of career positions. The following programs are available:

- **Rogers, Arkansas** - 3704 West Walnut, Rogers, Arkansas 72756
(479) 899-6644

Diploma Programs

Business Administration
Computer Network Specialist
Personal Trainer
Medical Office Assistant

Associate of Applied Science Degrees

Business Administration and Management
Computer Information Systems—Networking
Exercise Specialist
Medical Assistant

- **Springfield, Missouri** - 237 S. Florence Ave. Springfield, Missouri 65806
(417) 862-5700

Campus Based Programs

Diploma Programs

Business Administration
Computer Network Specialist
Gaming and Robotics
Personal Trainer
Medical Office Assistant

Associate of Applied Science Degrees

Business Administration and Management
Computer Information Systems—Networking
Gaming and Robotics Specialist
Exercise Specialist
Medical Assistant

Online Programs

Diploma Programs

Medical Billings & Coding

Associate of Applied Science Degrees

Business

- **Topeka, Kansas** - 1527 SW. Fairlawn Rd., Topeka, Kansas 66604
(785) 272-0889

Diploma Programs

Business Administration
Computer Network Specialist
Computer Programming
Computer Information Systems—Networking
Medical Office Assistant

Associate of Applied Science Degrees

Business Administration and Management
Medical Assistant
Computer Science—Programming

For a list of qualified Faculty and Staff please contact the Executive Director at each location.

Program Descriptions and Plans

Bryan College is dedicated to offering comprehensive, updated programs offering students the greatest opportunity for academic and career success. A continuous improvement process is an interegral component to the successful administration of any educational institution. Bryan College expends significant time and resources ensuring programs meet the changing trends of the job market. Relationships with employers and on-going research guide the institution through course and program enhancements.

Business Programs

Business Administration (Diploma program)

Business Administration and Management (Associate of Academic Degree program)

The Business Administration program will provide the student with an extensive business background, focusing on principles and techniques of effective administration. The program will emphasize development of effective leaders capable of thinking critically, solving problems effectively, making sound business decisions efficiently, and communicating effectively. Business courses will prepare the student to become a management trainee in administration, manufacturing, retail, restaurant, technology, and many other related industries.

Business (Associate of Academic Degree program) – program offered Online

- Emphasis areas:

- o Finance

- o Accounting

- o Marketing

- o Management

Travel Agency Operations

2009-2010 Business Program enhancements

The Business Administration/Business Administration and Management programs continue to provide students with the principles and techniques of effective business practice. The addition of the Student Chapter of I.A.A.P. has provided students with networking opportunities and the opportunity to attend in-services/workshops on current business issues. The goal and direction of the Business program will continue to provide the students with a balanced education through field trips, guest speakers, projects and textbook theory.

Allied Health Programs

Medical Assistant (Associate of Academic Degree program)

The Medical Assistant program will provide the successful student the skills necessary to function in a medical office environment. The program will emphasize the skills needed in both the front office and back office areas. The student will show proficiency in skills, such as oral and written communications, computer and data entry, records management, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, human anatomy and physiology, and will understand the legal requirements associated with the medical field, and the release of information. They will also demonstrate competence in measuring vital signs, administering medications, and performing diagnostic and laboratory testing.

Medical Assistant (Associate of Academic Degree program)

The Medical Assistant program will provide the successful student the skills necessary to function in a medical office environment. The program will emphasize the skills needed in both the front office and back office areas. The student will show proficiency in skills, such as oral and written communications, computer and data entry, records management, the management of mail and telephones, and accurate bookkeeping and accounting procedures. They will be familiar with medical terminology, human anatomy and physiology, and will understand the legal requirements associated with the medical field, and the release of information. They will also demonstrate competence in measuring vital signs, administering medications, and performing diagnostic and laboratory testing.

Medical Coding and Billing (Diploma program) – Program offered Online

The Medical Billing and Coding program will provide the student with a knowledge and skills base of billing and coding, working with insurance companies, and the terminology needed to be successful in this field.

2009-2010 Allied Health program enhancements

The Medical Office Assistant/Medical Assistant programs continue to adapt based to current and projected future trends of the medical field. Graduates continue to have the opportunity to take the American Medical Technologists certification exams at Bryan College. Professional certifications greatly enhance the marketability of Bryan College's medical graduates and serve as a benchmark to evaluate the students' commitment and thoroughness of the program by comparing Bryan College student outcomes to regional and national outcomes. The medical certifications are included in the student's tuition costs. Club Med, a student club for medical students, remains an option for students. Regular meetings are held provide a forum to share information pertaining to the medical program and healthcare field. On-going program development activity includes course content evaluation and updating.

Health and Wellness Division**Personal Trainer** (Diploma program)

The Personal Trainer program provides the student the skills necessary to function in a physical fitness and training environment. The program will emphasize, and the student will show proficiency in areas, such as office management, records management, lifestyle and health, nutrition, athletic training, psychology, and sports medicine. The students will be familiar with industry terminology and biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry, and how to obtain and release client information. After completion of this program, students may transfer all earned credits towards the Exercise Specialist Associate of Science Degree program.

Exercise Specialist (Associate of Academic Degree program)

The Personal Trainer program provides the student the skills necessary to function in a physical fitness and training environment. The program will emphasize, and the student will show proficiency in areas, such as office management, records management, lifestyle and health, nutrition, athletic training, psychology, and sports medicine. The students will be familiar with industry terminology and biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry, and how to obtain and release client information.

2009-2010 Health and Wellness program enhancements

The Personal Trainer and Exercise Specialist programs continue to adapt to current and projected future trends of the fitness and training field. This basic health and wellness background will allow the student to function efficiently in a variety of organizations requiring health knowledge such as athletic clubs, hospitals, clinics, insurance companies, nursing facilities, and private practice physicians. This program contains an off-site component where the student attends The Professional Fitness Institute's boot camp in Las Vegas, Nevada. Students learn and train with a variety of the fitness industries top professionals.

Technology Division

Computer Network Specialist (Diploma program)

The Computer Network Specialist program prepares students for end user support of microcomputers and software applications, and enhances problem solving skills while maintaining a high degree of customer service. The program is structured with Microsoft emphasis. After completion of this program, students may transfer all earned credits toward the Computer Information Systems—Networking Associate of Applied Science Degree program.

Computer Information Systems – Networking (Associate of Academic Degree program)

The Computer Information Systems-Networking program prepares students for end user support of microcomputers and software applications, and enhances problem solving skills while maintaining a high degree of customer service. The program is structured with Microsoft emphasis.

Computer Programming (Diploma program)

The Computer Programming program prepares students to program computers from legacy languages to cutting edge programming languages. Students begin by gaining a firm foundation in the design and structure of a computer program, and then they move on to learn the most marketable languages currently being used in the industry.

Computer Science – Programming (Associate of Academic Degree program)

The Computer Programming program prepares students to program computers from legacy languages to cutting edge programming languages. Students begin by gaining a firm foundation in the design and structure of a computer program, and then they move on to learn the most marketable languages currently being used in the industry.

Gaming and Robotics Specialist (Associate of Academic Degree program)

This program prepares students to enter the field of graphic design, visual communications, multimedia, animation, and robotics. Students will learn various languages to the cutting edge of gaming, art, and design programming. Students begin by gaining a firm foundation in the design and structure of a game design programming, then move on to learn the most marketable languages currently being used in the gaming industry. To enhance the program robotics programming has been added to increase employment opportunities within the programming field.

2009-2010 Computer Science program enhancements

The Computer Network Specialist/Computer Information Systems-Networking programs have incorporated fees for the CompTIA A+ certification, Windows Server Administration, and Network Plus into the program in order to further promote IT certifications for students and graduates. Plans for this year include updating 2007 certification opportunities.

Academic Leadership Council

During the 2009-2010 year the Academic Leadership Council (ALC) will continue to assist all Bryan College (BC) locations in the academic development process. It is BC's intention to continue its aggressive growth plans of entering new markets while researching and developing the best possible academic programs to serve the market area. BC's solid reputation was developed and is maintained through delivering excellent academic programs designed to prepare graduates for real-world experiences. Integral components to continued success are standardized department startup, equipment, supportive textbooks, quality instruction, standardized tests, competencies, and research projects. Development initiatives include contract training programs and integrating increased technology in the classroom.

Additional Plans

The institution continues to research allied health program offerings. With aging baby boomer's entering their retirement years, allied health programs continue to gain momentum in generating career opportunities with employers. BC's plans include adding an additional program in the allied health career field.

In an effort to continue improving the quality of education and training at BC, plans to invest in technology, instructional resources and library materials, while integrating enhanced technologies into the classroom are at the forefront of the academic initiative.