



**Columbia College Georgia Locations
2017-2018 Undergraduate Catalog Addendum
Updated: April 10, 2018**

Prior to enrollment for any course of instruction at the Columbia College locations in the State of Georgia, students should be made aware of and understand the following:

AUTHORIZATION

Columbia College is authorized by the Georgia Nonpublic Postsecondary Education Commission.

ACCREDITATION

Columbia College is accredited by the Higher Learning Commission.

LOCATION CONTACT INFORMATION

Ellen Parham
Director, Columbia College – Fort Stewart
Army Education Center
100 Knowledge Drive, Suite 147
Ft. Stewart, GA 31314
eparham@ccis.edu
Phone: (912) 877-3406
Fax: (912) 877-3415

Dana Davis
Director, Columbia College – Hunter
AAF Education Center
165 Markwell Street, Building
1290 Hunter AAF, GA 31409
ddavis22@ccis.edu
Phone: (912) 352-
8635
Fax: (912) 315-5625

STUDENT COSTS:

Undergraduate Tuition	\$265.00 Per Credit Hour*
Online Undergraduate Tuition	\$305.00 Per Credit Hour
Textbooks	Approximately \$200.00 per class
Fees	Approximately \$120.00

*Active Duty Military Personnel Undergraduate Tuition \$250.00

REFUND POLICY:

All monies paid by the prospective student, including application fees, are refunded if he/she requests same within three (3) business days after signing an application form and/or registration form. Once a student has officially registered for a course a drop/withdraw form needs to be submitted to formally drop/withdraw from the course. Refunds are made within 30 days of when the student drops, withdraws or is administratively withdrawn from a course. Refunds are based upon the percentage of total classes the student attends.

1. Students who drop a course within the first week of the session will receive a 100% refund of tuition and fees.
2. Students withdrawing from a course after completing more than ten (10) percent but not more than twenty-five (25) percent of instructional time (through week two of the session), will receive no less than seventy-five (75) percent refund of tuition.
3. Students withdrawing from a course after more than twenty-five (25) percent but not more than fifty (50) percent of instructional time (through week four of the session), will receive no less than fifty (50) percent refund of tuition.
4. Students completing more than fifty (50) percent of instructional time will receive no tuition refund.
5. Students who have extraordinary circumstances may request a withdrawal excused (WE). For more information on the WE policy, please refer to the Withdrawal section of the 2017-2018 Undergraduate Catalog at:
<http://catalog.ccis.edu/content.php?catoid=10&navoid=692#Withdrawal>

In the event that Columbia College cancels or changes a program of study in such a way that a student who had started the program is unable to complete it, arrangements will be made in a timely manner to accommodate the needs of the student enrolled in the program affected by the cancellation or change. If an equitable accommodation cannot be made between the student and the institution, the college will refund all money paid by the student for the program. Similarly, if the institution cancels or changes the time or location of a course in such a way that a student who had started the course is unable to complete it, the institution refunds all money paid by the student for the course.

GRIEVANCE POLICY ADDENDUM

If, after thoroughly following the internal grievance appeal procedures of Columbia College, a student wishes to seek further review an appeal may be made to the following address below or at: <https://gnpec.georgia.gov>.

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
Phone: (770) 414-3300