



Columbia College – Online Campus
 Georgia
 2016-2017 Catalog Addendum
 Updated: August 5, 2016

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:

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Student Costs:

Online Undergraduate Tuition	\$290.00 Per Credit Hour
Online Graduate Tuition	\$395.00 Per Credit Hour
Textbooks	Approximately \$200.00 per class
Online Undergraduate Fees	Approximately \$120.00
Online Graduate Fees	Approximately \$185.00

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 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 2015-2016 Undergraduate Catalog at:
<http://catalog.ccis.edu/content.php?catoid=7&navoid=394#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: <http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/>.

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