



Altierus Career College – Catalog Addendum

NORCROSS

Addendum to the 2022 College Catalog – Volume VIII Version I

January 2022

The catalog addendum contains the academic calendar and any changes to policy or programming that are effective after the publication of the current catalog version identified above. In addition, this catalog addendum contains temporary changes related to the COVID-19 campus response. All information listed below is considered to be policy based on the effective date that corresponds with the item and will be deemed to remain in effect unless removed from the addendum or accompanied by an end date.

CAMPUS ADMINISTRATION

| Norcross Campus | |
|-----------------|-----------------------------|
| Sharon Clay | Campus Director |
| Anie Bonilla | Academic Dean |
| Melissa Jackson | Director of Enrollment |
| Elena Panchana | Director of Financial Aid |
| Nikiti Harp | Director of Career Services |

CAMPUS OPERATING HOURS

| Administration: | School: |
|--|--|
| <u>Monday through Thursday</u> 8:00 am to 7:00 pm | <u>Monday and Friday</u> 8:00 am to 2:00 pm |
| <u>Friday</u> 8:00 am to 5:00 pm | <u>Tuesday through Thursday</u> 6:00 am to 10:00 pm |
| <u>Saturday</u> 9:00 am to 1:00 pm | |

TUITION AND FEES

| Diploma Program | Program Length | Quarter Credits | Tuition | Textbooks & Equipment | Total Cost (estimated) |
|------------------------------|----------------|-----------------|-----------------------------|-----------------------|-------------------------|
| Dental Assistant | 37 weeks | 54 | \$15,822 | Included in tuition | \$15,822 |
| HVAC Technician | 36 weeks | 54 | \$15,822 | Included in tuition | \$15,822 |
| Medical Assistant | 41 weeks | 60 | \$18,060 | Included in tuition | \$18,060 |
| Medical Billing and Coding | 33 weeks | 48 | \$14,976 | Included in tuition | \$14,976 |
| Pharmacy Technician | 33 weeks | 48 | \$14,976 | Included in tuition | \$14,976 |
| Refrigeration Technician | 36 Weeks | 54 | \$15,822 | Included in tuition | \$15,822 |
| Associate of Science Program | Program Length | Quarter Credits | Tuition | Textbooks & Equipment | Total Cost (estimated) |
| Surgical Technology | 24 Months | 98 | \$345/credit hour attempted | Included in tuition | Expected total \$33,810 |

Table Updated: November 8, 2021

Textbooks are included in the undergraduate tuition and are provided as eBook or hard copy at the School's discretion. When electronic books are issued, hard copies may be purchased at an additional cost.

Book Costs and Opt-Out Policy - The School has an arrangement with a third-party textbook provider that enables the School to make required books available to students below competitive market rates. These book costs are included in tuition, and the School provides these books to students, without additional charges, by the seventh day of the financial aid payment period. Opting out of the included books and automatic delivery of required print/electronic books and materials, is not recommended. However, students wishing to opt-out of receiving their books from the School may obtain an Opt-Out and Waiver of Supplied Books Request form by requesting one from a Financial Aid planner or student services advisor, and complete and return the form to the Financial Aid planner at least 10 days before the beginning of the term. Students who register late and wish to opt-out may receive books automatically delivered, and must return such automatically delivered books in new, unused condition. As there is no additional charge for books, opting out of receiving books from the School will not result in any change to tuition.

The tuition table only applies to:

1. New enrolling students. A new student is defined as a student who has never attended a Zenith Education Group school or has graduated and enrolled in a new program; or
2. Re-entering students who have withdrawn and are re-entering greater than 180 days from their withdrawal date (The withdrawn time period is calculated from the student's withdrawal date to the new module or term start date.); or
3. Re-entering degree students who are re-entering within 180 days

For re-entering diploma students who have withdrawn and are re-entering within 180 days, the following tuition charges apply:

- Same Program (Same / New Program Version): Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
- Same Program (New Program Version of Different Credits / Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
- Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

ACADEMIC CALENDARS (2021 – 2025)

DIPLOMA MODULAR PROGRAMS

| Modular/Diploma Calendar Full Blended 2022 | |
|--|------------|
| Start Dates | End Dates* |
| 1/10/2022 | 2/06/2022 |
| 2/07/2022 | 3/06/2022 |
| 3/07/2022 | 4/03/2022 |
| 4/11/2022 | 5/08/2022 |
| 5/09/2022 | 6/05/2022 |
| 6/06/2022 | 7/03/2022 |
| 7/11/2022 | 8/07/2022 |
| 8/08/2022 | 9/04/2022 |
| 9/06/2022 | 10/02/2022 |
| 10/10/2022 | 11/06/2022 |
| 11/07/2022 | 12/04/2022 |
| 12/05/2022 | 1/08/2023 |

| Modular/Diploma Student Holiday/Breaks 2022 | | |
|---|-------------|------------|
| Holiday/ Student Breaks** | Start Dates | End Dates |
| Christmas & New Year Holidays | 12/24/2021 | 1/02/2022 |
| Martin Luther King Day | 1/17/2022 | 1/17/2022 |
| Presidents Day | 2/21/2022 | 2/21/2022 |
| Student Break | 4/04/2022 | 04/10/2022 |
| Memorial Day | 5/30/2022 | 5/30/2022 |
| Student Break | 7/04/2022 | 7/10/2022 |
| Labor Day | 9/05/2022 | 9/05/2022 |
| Student Break | 10/03/2022 | 10/09/2022 |
| Thanksgiving Holiday | 11/24/2022 | 11/25/2022 |
| Christmas & New Year Holidays | 12/24/2022 | 1/01/2023 |

| Modular/Diploma Calendar Full Blended 2023 | |
|--|------------|
| Start Dates | End Dates* |
| 1/09/2023 | 2/05/2023 |
| 2/06/2023 | 3/05/2023 |
| 3/06/2023 | 4/02/2023 |
| 4/10/2023 | 5/07/2023 |
| 5/08/2023 | 6/04/2023 |
| 6/05/2023 | 7/02/2023 |
| 7/10/2023 | 8/06/2023 |
| 8/07/2023 | 9/03/2023 |
| 9/05/2023 | 10/01/2023 |
| 10/09/2023 | 11/05/2023 |
| 11/06/2023 | 12/03/2023 |
| 12/04/2023 | 1/07/2024 |

| Modular/Diploma Student Holiday/Breaks 2023 | | |
|---|-------------|------------|
| Holiday/ Student Breaks** | Start Dates | End Dates |
| Christmas & New Year Holidays | 12/24/2022 | 1/01/2023 |
| Martin Luther King Day | 1/16/2023 | 1/16/2023 |
| Presidents Day | 2/20/2023 | 2/20/2023 |
| Student Break | 4/03/2023 | 04/09/2023 |
| Memorial Day | 5/29/2023 | 5/29/2023 |
| Student Break | 7/03/2023 | 7/09/2023 |
| Labor Day | 9/04/2023 | 9/04/2023 |
| Student Break | 10/02/2023 | 10/08/2023 |
| Thanksgiving Holiday | 11/23/2023 | 11/24/2023 |
| Christmas & New Year Holidays | 12/24/2023 | 1/01/2024 |

* For programs that contain externships/practicums, the typical scheduled end date will be one week later as there is an additional scheduled week of instruction for those courses. This time is reflected in the approved program length for each applicable program. The scheduled end date will be adjusted for scheduled breaks.

** Externship courses will be scheduled to exclude holiday breaks. Students working at externship sites may be asked to complete hours during these published breaks and will have attendance posted for any hours completed during any breaks.

| Modular/Diploma Calendar Full Blended 2024 | |
|---|-------------------|
| Start Dates | End Dates* |
| 1/8/2024 | 2/4/2024 |
| 2/5/2024 | 3/3/2024 |
| 3/4/2024 | 3/31/2024 |
| 4/8/2024 | 5/5/2024 |
| 5/6/2024 | 6/2/2024 |
| 6/3/2024 | 6/30/2024 |
| 7/8/2024 | 8/4/2024 |
| 8/5/2024 | 9/1/2024 |
| 9/3/2024 | 9/29/2024 |
| 10/7/2024 | 11/3/2024 |
| 11/4/2024 | 12/1/2024 |
| 12/2/2024 | 1/5/2025 |

| Modular/Diploma Student Holiday/Breaks 2024 | | |
|--|--------------------|------------------|
| Holiday/ Student Breaks** | Start Dates | End Dates |
| Christmas & New Year Holidays | 12/24/2023 | 1/01/2024 |
| Martin Luther King Day | 1/15/2024 | 1/15/2024 |
| Presidents Day | 2/19/2024 | 2/19/2024 |
| Student Break | 04/01/2024 | 04/7/2024 |
| Memorial Day | 5/27/2024 | 5/27/2024 |
| Student Break | 7/01/2024 | 7/07/2024 |
| Labor Day | 9/02/2024 | 9/02/2024 |
| Student Break | 9/30/2024 | 10/06/2024 |
| Thanksgiving Holiday | 11/28/2024 | 11/29/2024 |
| Christmas & New Year Holidays | 12/24/2024 | 1/01/2025 |

| Modular/Diploma Calendar Full Blended 2025 | |
|---|-------------------|
| Start Dates | End Dates* |
| 1/6/2025 | 2/2/2025 |
| 2/3/2025 | 3/2/2025 |
| 3/3/2025 | 3/30/2025 |
| 4/7/2025 | 5/4/2025 |
| 5/5/2024 | 6/1/2025 |
| 6/2/2025 | 6/29/2025 |
| 7/7/2025 | 8/3/2025 |
| 8/4/2025 | 8/31/2025 |
| 9/2/2025 | 9/28/2025 |
| 10/6/2025 | 11/2/2025 |
| 11/3/2025 | 11/30/2025 |
| 12/1/2025 | 1/4/2026 |

| Modular/Diploma Student Holiday/Breaks 2025 | | |
|--|--------------------|------------------|
| Holiday/ Student Breaks** | Start Dates | End Dates |
| Christmas & New Year Holidays | 12/24/2024 | 1/01/2025 |
| Martin Luther King Day | 1/20/2025 | 1/20/2025 |
| Presidents Day | 2/17/2025 | 2/17/2025 |
| Student Break | 3/31/2025 | 04/06/2025 |
| Memorial Day | 5/26/2025 | 5/26/2025 |
| Student Break | 6/30/2025 | 7/06/2025 |
| Labor Day | 9/01/2025 | 9/01/2025 |
| Student Break | 9/29/2025 | 10/05/2025 |
| Thanksgiving Holiday | 11/27/2025 | 11/28/2025 |
| Christmas & New Year Holidays | 12/24/2025 | 1/04/2026 |

* For programs that contain externships/practicums, the typical scheduled end date will be one week later as there is an additional scheduled week of instruction for those courses. This time is reflected in the approved program length for each applicable program. The scheduled end date will be adjusted for scheduled breaks.

** Externship courses will be scheduled to exclude holiday breaks. Students working at externship sites may be asked to complete hours during these published breaks and will have attendance posted for any hours completed during any breaks.

DEGREE LINEAR PROGRAMS

| Linear - 2022 | | | | |
|--|-------|-----------------|-----------|-------------|
| | | | | |
| Winter Term Starts | | January | 10 | 2022 |
| Winter Term Add/Drop Deadline <i>6 Week I Courses</i> | | January | 16 | 2022 |
| M.L. King Jr. Birthday Holiday | | January | 17 | 2022 |
| Winter Term Add/Drop Deadline <i>12 week courses</i> | | January | 24 | 2022 |
| Presidents' Day | | February | 21 | 2022 |
| Mini-Term Starts | | February | 22 | 2022 |
| Mini Term Add/Drop Deadline | | February | 28 | 2022 |
| Winter Term Ends | | April | 3 | 2022 |
| Spring Vacation | From: | April | 4 | 2022 |
| | To: | April | 10 | 2022 |
| | | | | |
| Spring Term Starts | | April | 11 | 2022 |
| Spring Term Add/Drop Deadline <i>6 Week I courses</i> | | April | 17 | 2022 |
| Spring Term Add/Drop Deadline <i>12 Week Courses</i> | | April | 24 | 2022 |
| Mini-Term Starts | | May | 23 | 2022 |
| Mini Term Add/Drop Deadline | | May | 29 | 2022 |
| Memorial Day Holiday | | May | 30 | 2022 |
| Spring Term Ends | | July | 3 | 2022 |
| Independence Day Holiday | | July | 4 | 2022 |
| Summer Vacation | From: | July | 5 | 2022 |
| | To: | July | 10 | 2022 |
| | | | | |
| Summer Term Starts | | July | 11 | 2022 |
| Summer Term Add/Drop Deadline <i>6 Week I Courses</i> | | July | 17 | 2022 |
| Summer Term Add/Drop Deadline <i>12 Week Courses</i> | | July | 24 | 2022 |
| Mini-Term Starts | | August | 22 | 2022 |
| | | | | |
| Mini-Term Add/Drop Deadline | | August | 28 | 2022 |
| Labor Day Holiday | | September | 5 | 2022 |
| Summer Term Ends | | October | 2 | 2022 |
| Fall Break | From: | October | 3 | 2022 |
| | To: | October | 9 | 2022 |
| | | | | |
| Fall Term Start | | October | 10 | 2022 |
| Fall Term Add/Drop Deadline <i>6 Week I Courses</i> | | October | 16 | 2022 |
| Fall Term Add/Drop Deadline <i>12 Week Courses</i> | | October | 23 | 2022 |
| Mini-Term Starts | | November | 21 | 2022 |
| Thanksgiving Day Holiday | From: | November | 24 | 2022 |
| | To: | November | 25 | 2022 |
| Mini-Term Add/Drop Deadline | | November | 29 | 2022 |
| Winter Holiday | From: | December | 24 | 2022 |
| | To: | January | 1 | 2023 |

| Linear - 2023 | | | | |
|--|-------|-----------------|-----------|-------------|
| Classes Resume | | January | 2 | 2022 |
| Fall Term Ends | | January | 8 | 2023 |
| | | | | |
| Winter Term Starts | | January | 9 | 2023 |
| Winter Term Add/Drop Deadline <i>6 Week I Courses</i> | | January | 15 | 2023 |
| M.L. King Jr. Birthday Holiday | | January | 16 | 2023 |
| Winter Term Add/Drop Deadline <i>12 week courses</i> | | January | 23 | 2023 |
| Presidents' Day | | February | 20 | 2023 |
| Mini-Term Starts | | February | 21 | 2023 |
| Mini Term Add/Drop Deadline | | February | 27 | 2023 |
| Winter Term Ends | | April | 2 | 2023 |
| Spring Vacation | From: | April | 3 | 2023 |
| | To: | April | 9 | 2023 |
| | | | | |
| Spring Term Starts | | April | 10 | 2023 |
| Spring Term Add/Drop Deadline <i>6 Week I courses</i> | | April | 16 | 2023 |
| Spring Term Add/Drop Deadline <i>12 Week Courses</i> | | April | 23 | 2023 |
| Mini-Term Starts | | May | 22 | 2023 |
| Mini Term Add/Drop Deadline | | May | 28 | 2023 |
| Memorial Day Holiday | | May | 29 | 2023 |
| Spring Term Ends | | July | 2 | 2023 |
| Summer Vacation | From: | July | 3 | 2023 |
| | To: | July | 9 | 2023 |
| | | | | |
| Summer Term Starts | | July | 10 | 2023 |
| Summer Term Add/Drop Deadline <i>6 Week I Courses</i> | | July | 16 | 2023 |
| Summer Term Add/Drop Deadline <i>12 Week Courses</i> | | July | 23 | 2023 |
| Mini-Term Starts | | August | 21 | 2023 |
| Mini-Term Add/Drop Deadline | | August | 27 | 2023 |
| Labor Day Holiday | | September | 4 | 2023 |
| Summer Term Ends | | October | 1 | 2023 |
| Fall Break | From: | October | 2 | 2023 |
| | To: | October | 8 | 2023 |
| | | | | |
| Fall Term Start | | October | 9 | 2023 |
| Fall Term Add/Drop Deadline <i>6 Week I Courses</i> | | October | 15 | 2023 |
| Fall Term Add/Drop Deadline <i>12 Week Courses</i> | | October | 22 | 2023 |
| Mini-Term Starts | | November | 20 | 2023 |
| Thanksgiving Day Holiday | From: | November | 23 | 2023 |
| | To: | November | 24 | 2023 |
| Mini-Term Add/Drop Deadline | | November | 28 | 2023 |
| Winter Holiday | From: | December | 24 | 2023 |
| | To: | January | 1 | 2024 |
| Classes Resume | | January | 2 | 2024 |
| Fall Term Ends | | January | 7 | 2024 |

| Linear - 2024 | | | | |
|--|-------|-----------------|-----------|-------------|
| Winter Term Starts | | January | 8 | 2024 |
| Winter Term Add/Drop Deadline <i>6 Week 1 Courses</i> | | January | 14 | 2024 |
| M.L. King Jr. Birthday Holiday | | January | 15 | 2024 |
| Winter Term Add/Drop Deadline <i>12 week courses</i> | | January | 22 | 2024 |
| Presidents' Day | | February | 19 | 2024 |
| Mini-Term Starts | | February | 20 | 2024 |
| Mini Term Add/Drop Deadline | | February | 26 | 2024 |
| Winter Term Ends | | March | 31 | 2024 |
| Spring Vacation | From: | April | 1 | 2024 |
| | To: | April | 7 | 2024 |
| Spring Term Starts | | April | 8 | 2024 |
| Spring Term Add/Drop Deadline <i>6 week 1 courses</i> | | April | 14 | 2024 |
| Spring Term Add/Drop Deadline <i>12 Week Courses</i> | | April | 21 | 2024 |
| Mini-Term Starts | | May | 20 | 2024 |
| Mini Term Add/Drop Deadline | | May | 26 | 2024 |
| Memorial Day Holiday | | May | 27 | 2024 |
| Spring Term Ends | | June | 30 | 2024 |
| Summer Vacation | From: | July | 1 | 2024 |
| | To: | July | 7 | 2024 |
| Summer Term Starts | | July | 8 | 2024 |
| Summer Term Add/Drop Deadline <i>6 Week 1 Courses</i> | | July | 14 | 2024 |
| Summer Term Add/Drop Deadline <i>12 Week Courses</i> | | July | 21 | 2024 |
| Mini-Term Starts | | August | 19 | 2024 |
| Mini-Term Add/Drop Deadline | | August | 25 | 2024 |
| Labor Day Holiday | | September | 2 | 2024 |
| Summer Term Ends | | September | 29 | 2024 |
| Fall Break | From: | September | 30 | 2024 |
| | To: | October | 6 | 2024 |
| Fall Term Start | | October | 7 | 2024 |
| Fall Term Add/Drop Deadline <i>6 Week 1 Courses</i> | | October | 13 | 2024 |
| Fall Term Add/Drop Deadline <i>12 Week Courses</i> | | October | 20 | 2024 |
| Mini-Term Starts | | November | 18 | 2024 |
| Mini-Term Add/Drop Deadline | | November | 24 | 2024 |
| Thanksgiving Day Holiday | From: | November | 28 | 2024 |
| | To: | November | 29 | 2024 |
| Winter Holiday | From: | December | 24 | 2024 |
| | To: | January | 1 | 2025 |
| Winter Term Starts | | January | 8 | 2024 |
| Winter Term Add/Drop Deadline <i>6 Week 1 Courses</i> | | January | 14 | 2024 |

| Linear - 2023 | | | | |
|--|-------|-----------------|-----------|-------------|
| Classes Resume | | January | 2 | 2025 |
| Fall Term Ends | | January | 5 | 2025 |
| Winter Term Starts | | January | 6 | 2025 |
| Winter Term Add/Drop Deadline <i>6 Week 1 Courses</i> | | January | 12 | 2025 |
| Winter Term Add/Drop Deadline <i>12 week courses</i> | | January | 19 | 2025 |
| M.L. King Jr. Birthday Holiday | | January | 20 | 2025 |
| Presidents' Day | | February | 17 | 2025 |
| Mini-Term Starts | | February | 18 | 2025 |
| Mini Term Add/Drop Deadline | | February | 24 | 2025 |
| Winter Term Ends | | March | 30 | 2025 |
| Spring Vacation | From: | March | 31 | 2025 |
| | To: | April | 6 | 2025 |
| Spring Term Starts | | April | 7 | 2025 |
| Spring Term Add/Drop Deadline <i>6 week 1 courses</i> | | April | 13 | 2025 |
| Spring Term Add/Drop Deadline <i>12 Week Courses</i> | | April | 20 | 2025 |
| Mini-Term Starts | | May | 19 | 2025 |
| Mini Term Add/Drop Deadline | | May | 25 | 2025 |
| Memorial Day Holiday | | May | 26 | 2025 |
| Spring Term Ends | | June | 29 | 2025 |
| Summer Vacation | From: | June | 30 | 2025 |
| | To: | July | 6 | 2025 |
| Summer Term Starts | | July | 7 | 2025 |
| Summer Term Add/Drop Deadline <i>6 Week 1 Courses</i> | | July | 13 | 2025 |
| Summer Term Add/Drop Deadline <i>12 Week Courses</i> | | July | 20 | 2025 |
| Mini-Term Starts | | August | 18 | 2025 |
| Mini-Term Add/Drop Deadline | | August | 24 | 2025 |
| Labor Day Holiday | | September | 1 | 2025 |
| Summer Term Ends | | September | 28 | 2025 |
| Fall Break | From: | September | 29 | 2025 |
| | To: | October | 5 | 2025 |
| Fall Term Start | | October | 6 | 2025 |
| Fall Term Add/Drop Deadline <i>6 Week 1 Courses</i> | | October | 12 | 2025 |
| Fall Term Add/Drop Deadline <i>12 Week Courses</i> | | October | 19 | 2025 |
| Mini-Term Starts | | November | 17 | 2025 |
| Mini-Term Add/Drop Deadline | | November | 23 | 2025 |
| Thanksgiving Day Holiday | From: | November | 27 | 2025 |
| | To: | November | 28 | 2025 |
| Winter Holiday | From: | December | 24 | 2025 |
| | To: | January | 1 | 2026 |
| Classes Resume | | January | 2 | 2026 |
| Fall Term Ends | | January | 4 | 2026 |
| Classes Resume | | January | 2 | 2025 |

CATALOG UPDATES

Any updated School policies or information since the last publication date of the catalog will be included below.

None at this time

PROGRAM UPDATES

Any updated program information since the last publication date of the catalog, including updated program tables and additional course descriptions will be provided below.

None at this time