

CANCELLATION AND REFUND POLICY

1. Any student who enrolls in a program of study will receive written notice of acceptance or rejection. Any student not accepted for training will be refunded all tuition, fees and other charges that have been paid. The student is responsible for payment of textbooks and supplies received.
2. When written notice of cancellation is given prior to the end of the add/drop period of the initial quarter of training, all tuition, fees and other charges will be refunded. Student is responsible for payment of textbooks and supplies received.
3. A refund policy determines the amount of institutional charges that the school has earned and not earned based on the date the student ceases attendance. If a student ceases attendance or provides written notice of cancellation or withdrawal after the start of the quarter, but before completion of 60 percent of the quarter, the amount charged for tuition and fees for the completed portion of the course shall not exceed the prorated portion of the total charges for tuition and fees for the length of the completed portion of the quarter bears to its total length. If the student ceases to attend school after 60 percent completion of the quarter, the student will be charged at 100 percent of the tuition and fees for the term. The student is responsible for payment of textbooks and supplies received.
4. Any student who enrolls in a course may request a copy of the current list of textbooks and prices. Any student who returns unused and unmarked books within ten (10) business days after cancelling enrollment will receive a full refund for said books. The cost of unreturned books or books not suitable for resale may be added to the cost of tuition and deducted from the tuition refund.
5. Globe University/Minnesota School of Business will acknowledge in writing any valid notice of cancellation within ten (10) business days after receiving the notice, and within thirty (30) business days will refund to the student any amounts due him/her and cancel any tuition or fees in excess of that due under the Return of Title IV Funds Policy.
6. The reason for a student's cancellation or withdrawal does not affect how the cancellation and refund policy is applied.
7. Written notice of cancellation or withdrawal will take place on the date the letter is postmarked, or in the case where the notice is hand carried, it shall occur on the date the notice is delivered to the school.
8. The date of acceptance will be the delivery date of the notice of acceptance, and if delivered by mail, it will be the postmarked date of the letter of acceptance.
9. Whether or not notification is given, the date of withdrawal is based on the date the student ceased attendance.
10. This school does not negotiate promissory notes or instruments received as payments of tuition or other charges.

The return of Non-Title IV funds will be distributed in the following order:

1. Other federal, state, private, or institutional financial assistance.
2. Student.

TITLE IV VERIFICATION POLICY

If your financial aid application is selected for review in a process called verification, we are required to collect certain documents and adhere to deadlines for processing your application.

Once the required documentation has been submitted to the financial aid office, the financial aid administrator will make the appropriate corrections to the application information and submit it to the central processing system. If, as a result of verification, the applicant's Title IV eligibility changes, the financial aid administrator will notify the student via a new award letter and in-person consultation (if able) of their new Title IV eligibility.

Below is a list of documents that Globe University/Minnesota School of Business requires from applicants selected for verification:

Dependent Applicants:

- 1.) Dependent Verification Worksheet
- 2.) Copy of Parents' Signed Federal 1040 form (if filed)
- 3.) Copy of Students' Signed Federal 1040 form (if filed)
- 4.) W-2's (if separation of income is necessary)

Independent Applicants:

- 1.) Independent Verification Worksheet
- 2.) Copy of Students' Signed (and spouse, if married) Federal 1040 form (if filed)
- 3.) W-2's (if separation of income is necessary)

The deadline for submitting verification documents is the earlier of 30 days after the last day of attendance or 30 days after the last day of the award year. If an applicant fails to submit the required documents to verify the data by the deadline, no Title IV awards can be made to the student and any Title IV funds disbursed in the award year are immediately refunded by the school.

MINIMUM TERMS FOR TUITION PAYMENT

For those students who are not eligible or do not wish to participate in any of the financial aid programs available from the U.S. Department of Education and/or State of Minnesota, tuition must be paid in advance. Quarterly tuition is due and payable on or before the first day of each quarter.

Students whose financial aid is insufficient to cover the total cost of fees, tuition and books must establish a satisfactory payment plan prior to starting class.

Students whose accounts are more than 30 days past due may be suspended from class attendance until satisfactory arrangements are made to bring their accounts to current status. Scheduled payments that are more than five business days past due will be charged a late fee of \$25. Students who fail to fulfill the financial arrangements agreed upon may be suspended from school and may reenter only upon full payment of the delinquent portion of their account.

Current tuition rates will be charged for training repeated, for any reason, to complete the program.

SCHOLARSHIPS

PRESIDENT'S SCHOLARSHIP For Graduating Seniors

Anyone who meets the eligibility guidelines is eligible for this scholarship.

A student who applies for admission to Globe University/Minnesota School of Business prior to January 1, 2009 or April 1, 2009 of his/her senior year of high school and has a cumulative GPA of 2.0 or higher will receive one of the following scholarship awards:

- \$2,000 -- Apply prior to January 1
- \$1,000 -- Apply between January 1 - March 31

Eligibility Guidelines:

1. Recipients must be enrolled prior to April 1, 2009 to be eligible.
2. Eligible applicants must be current year graduating seniors.

- Award amounts are designated for tuition only and are divided in 1/4 increments unless the student is enrolled in a 3-quarter program and then will be awarded in 1/3 increments.
- All recipients will be notified of the award in writing once an official high school transcript is received.
- All funds are paid directly to the college.
- Students must begin attending GU/MSB in the summer or fall quarter immediately following the student's senior year.
- Students must carry a minimum of 9 quarter credits per quarter and maintain satisfactory academic progress or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted.
- Applicant must complete scholarship application. The application is available on the college's website or inquire in the Financial Aid Office.

DIRECTOR'S ACADEMIC SCHOLARSHIP For Graduating Seniors

Qualifier: CPAT (Career Profile Assessment test)

Scholarship Qualification Standards:

If you score	you will be awarded
160 – 169	\$500
170 – 179	\$1,000
180 – 189	\$1,500
190 – 199	\$2,000
200 – 202	\$2,500
203	\$5,000

Eligibility Guidelines:

- Recipients must be enrolled on or prior to the last testing date (April 26, 2009) to be eligible.
- Students must apply for and begin classes during the summer or fall quarter immediately following graduation from high school.
- Eligible students must be current-year graduating seniors.
- Award amounts are designated for tuition only and are divided in 1/4 increments, unless the student is enrolled in a 3-quarter program and then will be awarded in 1/3 increments.
- All recipients will be notified of the award in writing within 2 weeks after testing.
- All funds are paid directly to the college.
- Students must carry a minimum of 9 credits per quarter and maintain satisfactory academic progress or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted.
- Students can only take the test one time.
- Students must take the test on one of the official testing dates published in the admissions department.

DREAM ACT SCHOLARSHIP

Awards:

Each GU/MSB campus will have one scholarship equal to 50 percent of the recipient's total program cost.

Eligibility Guidelines:

- An undocumented student who is a graduate of a Minnesota high school.
- Students must have resided in Minnesota and attended a Minnesota high school for at least 2 years.
- Students must have a cumulative high school GPA of 2.0 or higher.
- Students must apply and be accepted for admission before October 1.
- Students must carry a minimum of 9 credits per quarter and maintain satisfactory academic progress or the award is forfeited from that point forward.
- Awards will be disbursed each quarter and are paid directly to the college.
- Students must complete the scholarship application, including a brief statement describing the importance of a degree to their career success.

MILITARY SERVICE SCHOLARSHIP

For military personnel and their families that have been severely injured during service in Iraq and Afghanistan

To facilitate the transition of military personnel back to civilian life, the Department of Defense opened the Severely Injured Joint Operations Center. The Center deals specifically with issues concerning care, recuperation, health and benefits for men and women returning from military service in Iraq and Afghanistan. GU/MSB offers a scholarship to help in this regard.

Qualifier: Program participant in the Department of Defense Severely Injured Joint Operations Center.

Award Amounts:

\$1,000 for applicants enrolled in diploma programs

\$2,500 for applicants enrolled in associate degree programs

\$5,000 for applicants enrolled in bachelor degree programs

Eligibility Guidelines:

- Recipients must provide proof of participation in the Severely Injured Joint Operations Center as either the injured service member or provide documentation as the spouse and/or child of the injured service member.
- Award amounts are designated for tuition only and are divided in 1/4 increments unless the student is enrolled in a 3-quarter program and then will be awarded in 1/3 increments.
- All recipients will be notified of the award in writing once application has been received along with the required documentation.
- Students must carry a minimum of 9 credits per quarter and maintain satisfactory academic progress or the award is forfeited from that point forward.
- Awards are forfeited if attendance is discontinued or interrupted.

HIGH SCHOOL ADVANTAGE For Graduating Seniors

Students who apply for admission to Globe University/Minnesota School of Business will have the opportunity to get a jump start on their college career. High school seniors enrolled in associate and bachelor degree programs are eligible to take one course, free of tuition charges, per quarter beginning fall quarter prior to their official start date. Students may take up to 4 courses free of tuition. This program will be offered to seniors with a minimum cumulative grade point average of 2.0.

Eligibility Guidelines:

- Eligible applicants must be current-year graduating seniors.
- The student must be enrolled in an associate or bachelor degree program.
- The student must have a cumulative grade point average of at least 2.0.
- The student must have a signed recommendation form (provided by the admissions department) showing the student's aptitude for succeeding in college-level coursework.
- Only courses required in the student's program of enrollment will be considered for free tuition.
- The student will be responsible for the cost of textbooks and/or laboratory fees associated with the specific course.
- The student must begin attending GU/MSB in the summer or fall quarter immediately following the student's senior year. Students graduating early in their senior year that choose to start classes in January or April can also take advantage of the scholarship program.
- Students taking advantage of the early entrance start date will receive a course free of tuition charge during that quarter provided they carry a minimum of 12 quarter credits and maintain satisfactory academic progress.

9. A student that withdraws or fails a course while enrolled under the High School Advantage program must successfully appeal in writing to the academic department for continued enrollment under this program.
10. While in High School Advantage program students will remain in a non-degree seeking status, will not be considered a regular student and will not be eligible to participate in financial aid.

BUSINESS ALLIANCE SCHOLARSHIP

Globe University/Minnesota School of Business realizes the important role the business community plays in the successful economy and global competitiveness that is critical to the growth of our state's workforce. Partnerships that promote the vision for improving the workforce and thereby improving the economy are integral to the GU/MSB mission.

In order to form a strong partnership for building a globally competitive workforce, GU/MSB offers a Business Alliance Scholarship to students currently employed by businesses that have taken the necessary steps to become an approved strategic partner through the GU/MSB business alliance. A total of ten partnerships will be approved on an annual basis. In order to be eligible, the business must have a minimum of 100 employees.

Students currently employed by approved business partners must meet the following criteria for eligibility for the Business Alliance Scholarship:

1. Provide a personal goal statement (1 -2 pages typed) stating the applicant's background, interests, aspirations and how they will incorporate their education into improving the workforce.
2. A statement from a supervisor or manager employed by the strategic partner that defines the reasons the student should be considered for the Business Alliance Scholarship.
3. Current resume.

Businesses can become eligible for the partnership program through the following criteria:

1. Provide a quarterly message to employees regarding educational opportunities at GU/MSB.
2. Host semi-annual "lunch and learn" sessions where GU/MSB staff can provide information on educational opportunities.
3. Agree to make partnership public knowledge (press release) and provide mutually agreed upon testimonials/success stories.

Globe University/Minnesota School of Business offers the following benefits to our business alliance partners:

- Access to our customized professional development services – online training modules developed with our education partners
- Specially designed 60 – 90 minute workshops focusing on topical issues impacting your corporation such as project management, IT integration, financial regulation, and building a knowledge workforce.
- Free employee candidate reviews – access to the best of our student population as screened by our career services department
- Preferred access to our scholarship and training programs

Approved scholarships will be awarded for 10 percent of the cost of tuition only, up to a maximum of \$5,000, for students accepted into degree (associate, bachelor's and master's) programs. Scholarships will be awarded and applied to the student's account each quarter of attendance in equal disbursements. For instance, students awarded the maximum amount enrolled in a bachelor's program will receive 12 equal installments (\$416.67) dividing the 36-month program in 12 quarters. Awards will be adjusted based on the total cost of tuition minus credits applied for prior learning assessment, work experience, advanced standing, transfer of credit, etc. Questions regarding scholarship eligibility and the disbursement of the award can be directed to the financial aid department at GU/MSB.

MILITARY ADVANTAGE SCHOLARSHIP

Globe University/Minnesota School of Business offers a military scholarship of 10 percent off quarterly tuition and books for military personnel (the 10 percent benefit can not be used in conjunction with other awards). The Military Advantage Scholarship supplements any additional military education benefits (i.e. GI Bill/College Fund) as well as other grants and loan programs available to students. The award will be applied as a credit to tuition and books on the receiving student's account.

Military personnel in the following classifications* are eligible for the military scholarship each quarter:

- Active duty
- Active Reserves/National Guard
- Veterans Honorably Discharged
- Spouse/Dependents of the above statuses

*Documentation with DD Form 214 is required for veterans. All active duty, reserve and National Guard personnel must provide a copy of their military ID card. Spouse/dependents must provide marriage license, military dependent ID card, birth certificate or provide federal tax form to show proof of dependent status. Students can receive the Military Advantage Scholarship as a dependent student based on the U.S. Department of Education's Title IV determination of the dependency status. All students applying for this scholarship need to complete the form at: http://students.msbcollge.edu/financial_aid/apply_for_financial_aid/mas_application.pdf

Credit for military education or occupational courses taken while in the military will be evaluated for credit into a GU/MSB program. We will follow the recommendations from the American Council on Education on transfer of credit and granting credit for military work experience.

PURPLE HEART SCHOLARSHIP

Globe University/Minnesota School of Business is proud of our country's heroes. These heroes have given so much so that we may enjoy our freedom. We know that this freedom comes at a high price for many of our young men and women in uniform. To show appreciation for our service members who have been wounded while protecting our liberties, we offer the Purple Heart Scholarship.

The Purple Heart Scholarship is offered to service members and veterans who were wounded in the Gulf Wars. This includes men and women who served in Operation Desert Storm, Operation Enduring Freedom, and Operation Iraqi Freedom. In addition, spouses and dependents of soldiers who were killed in action during these conflicts are also eligible for this scholarship.

Students approved for this scholarship will be awarded an amount to cover all remaining tuition and fees once federal and state financial aid, military aid, and Veteran Affairs benefits have been deducted from the total amount. Students can apply for the Purple Heart Scholarship online at <http://www.msbcollge.edu>. Please provide a copy of your DD Form 214 and/or orders of being awarded the Purple Heart. If a dependent, please provide military ID card.

ALUMNI SCHOLARSHIP

To reinforce our commitment to lifelong learning, Globe University/Minnesota School of Business offers the Alumni Scholarship. This scholarship covers tuition for eligible alumni that take BS499 "The Researchers Role in Business: A Self-Assessment for Managers and Leaders". This course assesses a student's preparedness to enter our Masters in Business Administration program and advance to a managerial position in their field of work.

Award Amount: One undergraduate credit

Eligibility Guidelines:

1. Applicants must hold a Bachelor of Science degree from GU/MSB.
2. Prospective students must not be in arrears with financial aid or have an outstanding GU/MSB balance.
3. As a single subject student, the applicant will not be considered a regular student and will not be eligible for financial aid.
4. BS499 is not a Masters in Business Administration course and credit earned will not be applied towards a Masters in Business Administration degree.
5. Award amounts are designated for tuition only and awarded in one payment for the term. Payments are typically made the 4th week of the term.
6. All funds are paid directly to the college.
7. Student is responsible for payment of textbooks and supplies received.

CERTIFIED MANAGEMENT ACCOUNTANT (CMA) SCHOLARSHIP

Globe University/Minnesota School of Business offers a scholarship to students in the Bachelor of Science Accounting program. The scholarship is designed to provide assistance to students preparing to take the CMA exam. The total value of the scholarship is up to \$480. The scholarship covers the entrance fee, student exam fee (can be renewed once to cover a second part if taken within one year of the initial application) and textbooks up to \$225.

Eligibility Guidelines:

1. Currently enrolled in B.S. Accounting program.
2. Enrolled in at least 6 credit hours of academic coursework.
3. Planning to register for at least one part of the CMA exam while a student.
4. Intending to take an exam part within one year of application.
5. Registered for AC450 Accounting Capstone.
6. Must complete CMA Program Scholarship Application. Application available online at www.msbcollege.edu
7. Application deadline is the end of the 11th week of the quarter prior to starting AC450.

Selection Criteria:

The scholarship recipient will be selected by a GU/MSB faculty committee based on:

1. Minimum GPA of 3.5.
2. Dedication.
3. Career goals.
4. Commitment to taking and passing the CMA exam.

Payment will be made for scholarship recipients at the time of registration for the CMA exam.

Completed applications can be emailed to lkeck@globeuniversity.edu.

GU/MSB BACHELOR OF SCIENCE DEGREE HONORARY SCHOLARSHIP

Globe University/Minnesota School of Business offers the honorary scholarship for eligible GU/MSB upper division Bachelor of Science students, which covers tuition for BS499 "The Researchers Role in Business: A Self-Assessment for Managers and Leaders." This online course assesses a student's preparedness to enter our Masters in Business Administration program and advance to a managerial position. Students who meet the eligibility guidelines may apply for the scholarship by submitting a two-page, typed double-spaced essay which states their motivation and objectives for taking the course. The essay should be forwarded via email or U.S. Mail to the Online Dean of Students (see

Eligibility Guidelines for addresses). The award of the scholarship will be based on the review of the applicant's essay and eligibility criteria. This review is conducted by a committee chaired by the MBA Program Director. Bachelor degree graduates from institutions outside of GU/MSB may be considered for this scholarship based on the submission of the above described essay and approval of the program director.

Award Amount: One undergraduate credit

Eligibility Guidelines:

1. Applicants must be an active program student in a Globe University/ Minnesota School of Business Bachelor of Science degree program and have completed a minimum of 130 credits in the program or have graduated with a bachelor's degree from an institution accredited by an agency recognized by the U.S. Department of Education.
2. Applicants currently enrolled at GU/MSB must have a GPA of 3.0 or higher.
3. Prospective students must not be in arrears with Student Accounts.
4. BS499 is not a Masters in Business Administration course and credit earned will not be applied towards a Masters in Business Administration degree.
5. Award amounts are designated for tuition only and awarded in one payment for the term. Payments are typically made the 4th week of the term.
6. All funds are paid directly to the Institution.
7. The student is responsible for payment of textbooks and supplies received.
8. Applicants will receive notification of the award or declination within 25 business days of the submission from the Online Dean of Students.
9. Essays can be mailed to ATTN: Online Dean of Students, Globe University/Minnesota School of Business, 1401 W. 76th Street, Richfield, MN 55423 or emailed to amickelson@msbcollege.edu

INTERNATIONAL STUDENT INFORMATION

ENROLLMENT

The institution is authorized under federal law to enroll non-immigrant alien students. Upon receipt of the student's enrollment application and appropriate fees, the school will advise immediately as to its acceptance. If the applicant is accepted, the school will supply the necessary form to be presented to the American Consular Office at the time of visa application. If a visa is denied, all monies will be refunded. The enrollment application should be forwarded to the school at least ninety (90) days in advance of the selected starting date. It is unlikely that the immigration authorities will grant permission for international students to work at a part-time job during the training period. Therefore, international students should have sufficient funds available to cover both tuition and living costs. International applicants are required to meet all entrance requirements and may require Director approval.

FINANCIAL ASSISTANCE

Some international students may be eligible for Title IV student aid programs. A student must be one of the following to be eligible:

- U.S. Citizen or national (American Samoa or Swain's Island)*
- Legal permanent resident of the U.S.
- Eligible non-citizen in one of the following categories:
 - A conditional permanent resident with an I-551 C
 - A non-citizen with an I-94 stamped "Refugee", "Asylum Granted", "Indefinite Parole", "Humanitarian Parole", or "Cuban-Haitian Entrant".