

## **Additional Information**

### **Class Scheduling and Credits**

Classes at LSB are scheduled for 20 week semesters. Each semester consists of two 10 week sessions. Every 10 weeks students begin a new session and must pick up their class schedule in the business office.

A full-time academic course load at LSB is between 16 and 20 credits per semester. For financial aid purposes and some insurance programs, you must be enrolled in at least 12 credits in each 20 week semester to be considered full time. You must be enrolled in at least 6 credits each semester to maintain eligibility for financial aid.

### **Satellite Campus Students**

All students attending Lansdale School of Business will graduate from the Main Campus. Students who request to attend the satellite campus will be scheduled for classes at both the main campus and the satellite campus depending on the particular courses offered each session. Lansdale School of Business makes no guarantee of class availability at the satellite campus. Classes offered are determined on enrollments each session. All satellite campus students must take ENG105 at the main campus.

### **Paralegal Students**

Day students enrolled in paralegal are reminded of the requirement to attend PLS120 in the evening one semester. The county law libraries are only available to our students after normal business hours. Additionally, it may be necessary to schedule other PLS classes during the evening

### **Massage Therapy Students**

Students are required to attend some Friday evening and Saturday and Sunday classes to complete their program of study.

### **Career Services**

Lansdale School of Business offers career services and job placement assistance to our graduates. Lansdale School of Business does not guarantee placement.

# Lansdale School of Business

2017 - 2018



Catalog Tuition Supplement

Effective September 2017

## SPECIALIZED ASSOCIATE DEGREE PROGRAMS

The following degree programs require successful completion of 70 credits. The tuition amounts listed below are based on the current per credit charge for the total program.

	<i>2017-18 Program Cost</i>	<i>Estimated Book Cost</i>
A.S.B. Allied Health--		
Medical Assistant	\$25,200	\$3,400
A.S.B. Business Administration--		
Accounting / Management	25,200	4,320
Paralegal Studies	25,200	3,530
Office Operations Management		
Accounting Office	25,200	4,220
Medical Office	25,200	4,220
Word Processing Office	25,200	3,920
Marketing / Management	25,200	4,220
A.S.B. Computer Technologies--		
Computer Applications Management	25,200	4,020
Computer Graphics & Design	25,200	3,810
* Network Administration	25,200	3,910
* Web Security and Administration	25,200	4,080
Web Design	25,200	3,400

### Diploma Programs

The following diploma programs require successful completion of the total number of credits listed for that specific program. The tuition amounts listed below are based on the current per credit charge for the total program.

Administrative Office Specialist	40 credit	\$14,400	\$2,470
Accounting Specialist	30 credit	10,800	1,750
Billing and Coding Specialist	42 credit	15,120	1,950
Computer Applications Specialist	30 credit	10,800	1,650
Computer Graphics Specialist	30 credit	10,800	1,550
Medical Administrative Specialist	30 credit	10,800	1,850
Social Media and Digital Marketing Specialist	30 credit	10,800	1,440
* Technical Support Specialist	30 credit	10,800	1,550
Web Design Specialist	30 credit	10,800	1,350

*The following program requires successful completion of the total number of clock hours for the program. The tuition amount listed is the cost of the entire program.*

**Massage Therapy	( 600 clock hours )	\$10,700	\$825
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*\* All students in the Network Administration, Web Security Administration, & Technical Support Specialist programs are required to purchase computer components for CIS105/205 for the additional cost of \$1700.*

*\*\* Massage Therapy program student fees are as follows: ABMP(Student Insurance), MBLEX(exam/board fee), State License Application, and PA background check, the total amount of these fees is \$335. These fees are billed during the student's first term and are non-refundable.*

## ADDITIONAL BILLING AND TUITION INFORMATION

### Billing and Tuition

Students enrolled in programs other than Massage Therapy are billed by semester. Each student is charged according to the number of scheduled credits in their 20 week semester. The current per credit rate is \$360.00. Students enrolled in the Massage Therapy program are billed tuition by the program.

All students are responsible for their tuition and fees regardless of anticipated aid or funding. In the event the anticipated aid or funding leaves a balance due, the student is personally responsible for the shortfall. In the event a student loses eligibility for aid or the aid package changes, the student is personally responsible for the difference.

At the start of every semester each student is presented with a payment plan/invoice that outlines their current semester charges. This payment plan also includes the estimated financial aid (Title IV), anticipated funding monies and cash due balances for the current semester.

Tuition figures are reviewed annually and are subject to change in September. The Tuition figures listed for each program are based on the current tuition rates. Depending on the student's start date and the number of classes taken each semester, a student may not complete their program before the next scheduled tuition increase. The actual tuition paid for the program may therefore be somewhat higher than the amount listed.

### Payment Methods

All tuition and fees are due at registration. Lansdale School of Business accepts cash, personal checks, Visa, MasterCard, or Discover as payment for these charges. Tuition reimbursement is only accepted upon receipt of documentation on company letterhead that includes processing instructions and Human Resource department contact information.

### Refund and Withdraw Policies

The LSB refund and withdraw policies are outlined in the school catalog. The refund policy is also provided on the back of the printed application. Printed copies are also available for your review. We strongly suggest that you familiarize yourself with both policies to avoid any potential loss of financial aid.

### Textbooks

Book costs are based on the current selling price of books at the time of this publication for each specific program. The selling prices are subject to change per publisher notification.

Books costs may be reduced by purchasing used books from the LSB bookstore. Textbooks may also be purchased or rented from various online vendors.

Students are cautioned to verify the International Standard Book Number (ISBN) of required textbooks for accurate edition dates. ISBN identifiers for the current semester are listed on the LSB website under the Student Life tab. This list is subject to change.

**LSB makes no guarantee of employment for graduates**