

Orig.:X Mod.: Date: 11/17/16 – NOTE: Program not currently approved through 6/29/17.

- B.S. Homeland Security and Public Safety – on-line



**RECRUITMENT AND REFERRAL FORM**  
**WIOA ITA Program**

**Programs:** See next page

**Program Provider:** Herzing University

**FEIN:** 271503981

**Address:** On-Line Administrative Campus:

Herzing University  
W140N8917 Lilly Road  
Menomonee Falls, WI 53051

**Telephone:** 414-217-5619

**Fax:** 414-238-2769

**Training Site Address:** Herzing University  
Brookfield Campus  
555 South Executive Dr  
Brookfield WI 53005

**Contact Person:** Casey Murry, Director of Admissions, 262/649-1710  
(Brookview WI Campus)

**Email:** [cmurry@brk.herzing.edu](mailto:cmurry@brk.herzing.edu)

**Activity Name:** Occ. Class. Training (Adult & DW)

**Program:** Training Services

**Provider Code:** 2016-503

**Agreement Start Date:** 6/2/16

**CIP Code:** 439999

**OES:** Look up appropriate code

**Session Dates or Open Entry-Open Exit:** See website

**Maximum Time to Complete Program/Certificate/Degree:** See website

**Last Day Program Will Accept Referrals:** Call

**Program Description:** Check catalog on website: <https://www.herzing.edu/resources>

**Expected Outcome:** Employment related to training

**Program Schedule:** See website No. of Participants: -- Total: -- Per Session: -- Age: Math Level: -- Reading Level:

**Other:** High School Diploma or GED

**Referral Procedures:** Call Casey Murry, Director of Admissions at 262/649-1710

**Costs:** See next page

**Authorization:** Northern Illinois Workforce Alliance (NIWA)

R&R prepared by Valerie Johnson, NIWA Planning & Quality Assurance Manager.

Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by the NIWA.

**PROGRAMS APPROVED FOR FUNDING AND COSTS**

**Tuition and Fees and Other Required Expenses for Approved Programs**

RRTC will pay for required books and supplies for courses in approved programs.

**All programs are approved for both WIOA and TAA.**

**Provider: Herzing University**

Specific Programs/Credential/CIP code

Tuition Costs and Fees

Supplies

**PROGRAM APPROVED UNTIL JUNE 29, 2017:**

Program – Credential	CIP	O*Net Code and Name
Bachelor of Science in Homeland Security and Public Safety	430399	331099 First Line Supervisors of Protective Service Workers, All Other

Program (122 credit hours) is on-line. This program provides students with a comprehensive academic knowledge of public safety as it relates to the coordination of homeland security activities between public safety agencies at various levels of government.

**Costs:**

**Tuition:** \$56,520.00

**\*Fees:** \$3,735.00 (includes books)

Tuition per credit hour: \$463.00

**\*Fees include:**

Background Check Fee	\$53.00
Books/Supplies (Includes Software Fees)	Varies
Test Out Fee	\$100.00/course
<b>Learner Resource Fee (Based on Date of Enrollment Agreement Signature – Effective 4/1/14)</b>	
All Programs	\$415.00/semester or payment period

**REFUND POLICY – See Attached.**

## HERZING UNIVERSITY REFUND POLICY - May, 2016

### Federal Return Policy

A calculation of both the return to Title IV funds and the institutional refund policy will take place upon a student's official withdrawal. In the case of an unofficial withdrawal, the institution will perform the calculations when Herzing University makes the determination the student has withdrawn. Please contact the student accounts office to receive a copy of these calculations. Any Title IV-eligible student (applies to any student receiving any federal financial aid at this institution except Federal Work-Study) who withdraws is subject to a prorated return of Federal Financial Aid/Title IV funds. Any calculated return of funds must be distributed back to the federal programs and may leave the student owing the university a tuition and fee balance according to the refund policy below. If a student withdraws without attempting a course he/she has enrolled in and does not return textbooks that were provided by Herzing University and other course materials he/she received for the course, the student will be charged for the cost of the books and materials.

### Non-Federal Refund Policy

Refunds for state aid programs and non-state aid programs are outlined below. Note: any state aid refund will be calculated on a proportional basis using the state-mandated or institutional refund policy. If a student withdraws from a course(s) after the course(s) have been attempted, but the student is not a complete program withdrawal, there will be no refund of tuition or fees for the dropped course(s).

### Refund Policy for All Herzing University Campuses (Except Minneapolis) and All Credit-Hour Degree/Diploma Programs

**Cancellation Prior to the Commencement of Classes:** A student will be entitled to a full refund, including the enrollment fee but excluding the cost of any used books and supplies, if the student cancels his or her enrollment within five days of signing the University Enrollment Agreement.

**Cancellation After the Commencement of Classes:** The first day of class through Sunday of week one at 11:59 p.m. Central time is considered the trial period for all new, reentry and graduate reenroll students. If a new, reentry, or graduate reenroll student attends after the first day of courses but withdraws before Monday of week two at 12:00 a.m. Central time, they will be unregistered from their courses and will be entitled to a refund of all tuition and applicable fees. New, reentry, or graduate reenroll students not attending after the trial period end date will have their enrollments cancelled before officially becoming an *active student* and, therefore, are not eligible for Title IV financial aid funds.

**Definitions:** Herzing University schedules a majority of its courses over four-, eight-, or sixteen-week modules contained within the standard semester dates. For the purpose of refunding, the **number of days in a course** is calculated by counting every calendar day from the first day of the module through the last day of the module in which the course is scheduled. The **enrollment period** is the total number of days from the beginning of the first module in which a student was scheduled until the last day in the last module for which the student was scheduled in any semester. The **number of days of student attendance** is calculated by counting every calendar day from the first day of the student's first module until the student's last day of attendance. The **student's last day of attendance** is defined as the last day the student attended or participated in any course.

**Withdrawal From the University in the First Eight Weeks of the Semester:** An institutional refund will be calculated on a course-by-course

basis for students withdrawing from the University in the first eight weeks of the semester, as defined by the University's standard semester dates. When a student has completed 60.0% or less of a course, a prorated calculation will occur using the *number of days of student attendance* divided by the *number of days in the course* to determine the percentage of tuition earned for that course. The percentage will be calculated to the nearest tenth of a percent. The total tuition (and fees) earned is the sum of the amount earned for each course. Total tuition and fees charged will be reduced, if appropriate, based upon the attempted credits. When a student withdraws in the first eight weeks, it will often mean that a student who was originally full-time and being charged for a full-time credit load will now be billed at the less than full-time tuition rate. If a student's last day of attendance is past the 60.0% point of any course, all of the tuition and fees for that course are owed, and there will be no refund.

**Withdrawal From the University in the Second Eight Weeks of the Semester:** When a student withdraws and has completed 60.0% or less of the *enrollment period*, a prorated calculation of tuition will occur using the *number of days of student attendance* divided by the number of total days in the originally scheduled *enrollment period* to determine the percentage of tuition and fees earned. The percentage will be calculated to the nearest tenth of a percent. The total tuition amount due is the total charges for all courses attempted in the *enrollment period* multiplied by the calculated percentage.

**Madison Campus Student**

Herzing University Undergraduate Catalog May 2016 118 Financial Information

If a student's last day of attendance is past the 60% point of the *enrollment period*, all of the tuition and fees for that period are owed.

Institutional refund calculations and all appropriate refunds will be completed within 45 days of the date of determination of the student's withdrawal, unless otherwise mandated by a state regulation or agency.\*

\*Students enrolled through the Orlando Campus of Herzing University; refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn (Florida Rule 6E-1.0032 (6) (i), F.A.C.).

**Withdrawal From the University:** If the student's *last date of attendance* is prior to the 60% point of the payment period, a prorated calculation will be done to determine charges. The prorated calculation to determine the percentage of tuition earned for the payment period will be completed using the number of clock hours the student was scheduled to complete as of the withdrawal date divided by the total number of clock hours in the period. The percentage will be calculated to the nearest tenth of a percent. Total tuition and fees charged will be reduced, if appropriate, based upon the scheduled clock hours.

If a student's last day of attendance is past the 60% point of the payment period, then all tuition and fees for that period are owed.

Institutional refund calculations and all appropriate refunds will be completed within 45 days of the date of determination of the student's withdrawal, unless otherwise mandated by a state regulation or agency.\*

\*Students enrolled through the Orlando Campus of Herzing University; refunds shall be made within 30 days of the date that the institution determines that the student has withdrawn (Florida Rule 6E-1.0032 (6) (i), F.A.C.).