

## **Additional Information**

### **Class Scheduling and Credits**

Classes at LSB are scheduled for 18 week semesters. Each semester consists of two 9 week sessions. Every 9 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 18 week semester to be considered full time. You must be enrolled in at least 6 credits each semester to maintain eligibility for financial aid.

### **Program Completion Time**

The time to complete each program will depend on the semester course load the student chooses. The more credits taken per semester, the sooner a student will graduate. For example, for a student enrolled in a 70 credit program, the completion time will vary as follows:

- 16 credit course load per semester: Time to complete 90 weeks
- 12 credit course load per semester: Time to complete 120 weeks
- 8 credit course load per semester: Time to complete 180 weeks

### **Practical Nursing Repeat Coursework**

If a Practical Nursing student is required to repeat an individual course during their program, that course will be billed at \$6.00 per hour for the timeframe of the course, and must be paid before the class starts. Financial aid can not be used to pay for repeat classes.

Example: If an individual course requires 48 hours of instruction, the repeat course billing fee will be \$288.00

### **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

2024- 2025



Catalog Tuition Supplement

Effective September 2024

## 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>2024-2025 Program Cost</i>	<i>Estimated Book Cost</i>
A.S.B. Allied Health-- Medical Assistant	\$28,000	\$3,900
A.S.B. Business Administration-- Accounting / Management	28,000	5,100
Paralegal Studies	28,000	4,700
Office Operations Management Accounting Office	28,000	4,500
Medical Office	28,000	4,200
Word Processing Office	28,000	4,000
Marketing / Management	28,000	5,000

## 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	\$16,000	\$2,800
Accounting Specialist	30 credit	12,000	1,800
Billing and Coding Specialist	42 credit	16,800	1,800
Medical Administrative Specialist	30 credit	12,850	1,800
 Practical Nursing	 ( 1500 clock hours )	 \$27,500	 \$3,000

## 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.

## ADDITIONAL BILLING AND TUITION INFORMATION

### Billing and Tuition

Students enrolled in programs other than Practical Nursing are billed by semester. Each student is charged according to the number of scheduled credits in their 18 week semester. The current per credit rate is \$400.00 Students enrolled in the Practical Nursing 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. If a Practical Nursing student fails any class they will need to repeat that class in the following term before moving on. Students will be charged additional tuition and no financial aid may be used for any repeated class. 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.

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