

**West Michigan Sustainable Business Forum
Reduced Tuition Rate for the Sustainable Business Program
Aquinas College
Information Sheet 2009-10**

1. Qualification for participation in the reduced tuition rate program

- To qualify for the reduced tuition rate program for Sustainable Business an individual must be working for a current member organization of the West Michigan Sustainable Business Forum.
- New students to Aquinas will need to complete an Aquinas application for admission. Applications are available on line at www.aquinas.edu or by contacting Lynn Atkins-Rykert (atkinlyn@aquinas.edu) in the School of Management at Aquinas College (632-2925). A candidate for admission is considered on the basis of academic preparation and/or appropriate work experience. Aquinas College reserves the right to accept or deny admission to students on a case by case basis.

2. Eligibility for reduced tuition rate for Sustainable Business courses

Once admission is granted, it will be the responsibility of the student to contact the HR Department at their respective place of employment and request written confirmation of eligibility **annually** prior to registration for classes. This confirmation may be forwarded by fax (732-4489) or e-mail to Lynn Atkins-Rykert (atkinlyn@aquinas.edu) in the School of Management at Aquinas College.

3. Procedure for registration for courses

- Registration for courses will be on a space-available basis. Please forward the Registration Form to Lynn Atkins-Rykert (atkinlyn@aquinas.edu) in the School of Management at Aquinas College.
- Audits will not be available for this program.

4. Qualifying Courses

Eligible courses for this initiative include the six (6) Sustainable Business courses. These are: (SB 100/MG 671, SB 200, SB 201/MG672, SB 202, SB300, and SB 315. The following applicable pre-requisite courses will also be included: EL100, EL 301, BY 123, and BS 201.

5. Tuition Rates for 2009-2010 *

Undergraduate	\$362.00 per credit hour (after 20% discount)
Graduate	\$405.00 per credit hour (after 20% discount)

*** Those receiving Donnelly or Hruby scholarships and full-time traditional-age students do not qualify for the course reduction rate.**

6. Dropping a course

Please be aware of the dates to drop a class for no financial and/or academic penalties which are listed in the class schedule. For further information, call the Registrar and Academic Advising Center at (616) 632-2866.

7. No-Show Policy

Students who do not officially drop a class within the initial 10th business day add/drop period because of non-attendance and are administratively dropped from a class will be assessed a fee of \$150.00 per class. For students dropping a class, either before the class starts or within the first two weeks of the semester/quadmester, there will be no charge.

8. Program Duration

This program is offered on a limited trial basis and continuing status will be reviewed on an annual basis. Eligibility in the program will continue for a period of five years from the date of initial registration.