1. Submit a resume.
2. Write a 1000-word statement of interest describing your interest in the study of Human Capital.
3. Submit one letter of nomination from employer.
4. Submit one letter of recommendation from a peer or personal reference.

Please submit all materials to Graduate Admissions at 402-557-7282 or phd.bellevue.edu.

Bellevue University reserves the right to modify all charges should such action be required. The following schedules for tuition and fees are effective for the 2012-2013 academic year.

Please note, all costs and policies for the Ph.D. in Human Capital Management are included in the doctorate bulletin.

Costs and Policies

Tuition for Undergraduate and Graduate Term-Based Programs for 2012-2013

Undergraduate Tuition – Classroom

Tuition per credit hour $250

ARCT/CIS/Cluster Tuition per credit hour $250

ELA Fee per portfolio submission $250

Audit Tuition per credit hour ..... 100% course tuition

Undergraduate Tuition – Online

Tuition per credit hour $370

Master's Degree Tuition

Tuition – Classroom & Online per credit hour $485

Tuition for Undergraduate and Graduate Cohort-Based Programs

Undergraduate Programs – Cohort Programs

Tuition – Classroom & Online per credit hour $370

Undergraduate Minor in Cohort Programs

Students who have completed or are near completion of their major are eligible.

Tuition – Classroom & Online per credit hour $370

Master's Degree Cohort-Based Programs

Tuition – Classroom & Online per credit hour $485

Ph.D. Tuition

Tuition – Classroom & Online

700-level courses $485

800-level courses $665

One-week boot camps (two required) ..... $500 (each)

Tuition & Fees for Special Programs – visit bellevue.edu

Fees

Application Fee

The fee applies to all students and programs and is non-refundable.

Undergraduate $50

Graduate (waived for Bellevue University alumni) $75

International Student (Undergraduate and Graduate) $75

General College Fee

General College Fees for academic and administrative support services and student activities.

Term Based (Per term) $100

Cohort Based Program(Per term) $100

Additional Fees

Reissue of Diploma $35

Academic Transcript ..... $3 per transcript

Returned Check Fee $30

Late Payment Fee** $15

Specialized Instruction Fees

These fees generally cover equipment, supplies and access to all laboratories and are listed in the Schedule of Classes with the course listing. Some courses may require additional expenditures for materials.

Refund Schedule for Term-Based Programs

The following refund schedules will be used to calculate refunds for all students who withdraw from class(es).

NOTE: Refunds are based upon the official start of the term/program (usually a Monday) and not the first day of class.

5-Week Session	Refund %
Prior to start of term	100
1st week of term	100
2nd week of term	80
3rd week of term	60
4th through 5th week of term	0

10-Week Session	Refund %
Prior to start of term	100
1st week of term	100
2nd week of term	80
3rd week of term	70
4th week of term	60
5th week of term	50
6th week of term	40
7th through 10th week of term	0

11-Week Session	Refund %
Prior to start of term	100
1st week of term	100
2nd week of term	80
3rd week of term	70
4th week of term	60
5th week of term	50
6th week of term	50
7th week of term	40
8th week through 11th week of term	0

12-Week Session	Refund %
Prior to start of term	100
1st week of term	100
2nd week of term	80
3rd week of term	70
4th week of term	60
5th week of term	50
6th week of term	50
7th week of term	40
8th through 12th week of term	0

Refund Schedule for Cohort-Based Programs

100% refund if withdrawn before or during the first week of class start within the program.

Refund Appeal Process

If you believe you have circumstances that may warrant an exception from Bellevue University's published refund policy you should send your appeal, including all necessary documentation to

Cathey Hanson, Senior Director, Student Financial Services
Bellevue University
1000 Galvin Road South
Bellevue, NE 68005 – 3098

Email: Cathey.hanson@bellevue.edu

Refund Policy

Refunds are based upon the official start of the session/program (usually a Monday) and not the first day of class. If you are eligible to receive a refund based on excess financial aid (for living expenses), corporate or military tuition assistance, or withdrawal from class, you will be issued a refund. If you receive your financial aid disbursement prior to tuition assistance, all tuition, fees, and books will be deducted out of the financial aid refund first. If Bellevue University refunds more money than you are eligible to receive, you are responsible for payment back to Bellevue University.

Payment Options

Bellevue University offers three primary payment options. In some cases, your primary option will not cover 100% of your educational cost so a secondary option will need to be determined. The Student Financial Services team will work collaboratively to deliver information to you to ensure your financing is secure therefore; your focus is on your learning experience. Studies have shown students who have their financing in place prior to beginning their studies are far more successful in obtaining their goals.

Registration

You can register for classes when registration opens. No payment is required at this time but is due the Sunday following the start of the session. Financial options available to you are:

Cash-Self Pay Option

This option is for you if you plan to pay all or a portion of your educational costs without alternative funding. Payment is due 14 days prior to class/session start. If full payment does not support your financial need, Payment Plans are available.

Organizational Tuition Assistance Option

There are two categories you can use under this option.

1. Employee Sponsored Option would be used if payment is made directly to Bellevue University by your employer. This option may apply to you if you are using:
   - Military Tuition Assistance
   - Corporate Billing Authorization
   - Letter of Credit (LOC)
2. Deferral Option would be used if payment is made directly to you from your employer and in turn, you are responsible to pay Bellevue University directly. This option may apply to you if you are using:
   - Corporate Reimbursement
   - Montgomery GI Bill
   - Military Top-Up (TATU)

Federal Financial Aid Option

The Financial Aid Option requires that 50% of Tuition and Fees will be covered by the amount of Financial Aid awarded and accepted. You are required to have your Financial Aid process completed by accepting your award within 14 days prior to class/session start in order to use this option. Payment due dates will be 45 days from the start of the class or session. If there is still a balance due, full payment