

**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2022 – 2023**  
**Doctor of Naturopathic Medicine**  
**(Length of program: Four years for full-time students)**

**On-Time Completion Rates (Graduation Rates)**  
*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-time Graduates	On-time Completion Rate
2022	30	30	17	56.6%
2023	51	51	26	51.0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2022	30	17	17	2	11.7%
2023	51	26	25	4	16.0%

Students are entitled to a list of the job classifications, considered to be in the field of this educational program. To obtain this list, please ask a Bastyr University admissions advisor or you can review the list of employment possibilities on Bastyr University's public website: <https://bastyr.smartcatalogiq.com/en/2023-2024/academic-catalog/school-of-naturopathic-medicine/graduate-programs/doctor-of-naturopathic-medicine/>

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduates Employed in the field 20 to 29 hours per week	Graduates Employed in the field at least 30 hours per week	Total Graduates Employed in the Field
2022	0	2	2
2023	1	3	4

### Single Position vs. Concurrent Aggregated Positions

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2022	2	0	2
2023	3	1	4

### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	1	2
2023	1	4

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	0	2
2023	2	4

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8-hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**License Examination Passage Rates**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	17	17	12	5	70.6%
2023	26	26	21	5	80.7%

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sign only after you have had sufficient time to read and understand the information.

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

Annual salary and wages reported for graduates employed in the field.

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	<u>\$55001</u>	<u>\$60001</u>	<u>\$65001</u>	<u>\$70001</u>	<u>\$95001</u>	No Salary Information Reported
			- <u>\$60000</u>	- <u>\$65000</u>	- <u>\$70000</u>	- <u>\$75000</u>	- <u>\$100000</u>	
2022	17	2	0	0	0	1	0	1
2023	26	4	1	1	1	0	0	1

Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask a Bastyr University California admissions advisor where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2022: \$183,425

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2023: \$ 199,984.50

Total charges may be higher for students that do not complete on time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

## Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2022/23 receiving federal student loans to pay for this program.	The percentage of graduates in 2022/23 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2022/23 graduates who took out federal student loans at this institution.
2022	0%	59.4%	81.0%	\$335,537
2023	0%	49.0%	57.7%	\$269,988

<sup>1</sup> The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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Student Name – Print

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Student Signature

Date

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School Official

Date

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### Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.

- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Number Who Passed Exam” is the number of graduates who took and passed the available licensing exam after completing the program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT’S RIGHT TO CANCEL**

### **STUDENT’S RIGHT TO CANCEL THIS ENROLLMENT AGREEMENT**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session (September 21, 2023) or the tenth calendar day after enrollment (October 4, 2023), whichever is later. After the end of the cancelation period, you also have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current program period in your program through the last day of attendance.

#### **Withdrawal from the Program:**

A student who finds it necessary to withdraw completely from the University should visit the Office of the Registrar for instructions regarding the withdrawal process. Failure to complete the term does not cancel the student's obligation to pay tuition and all other charges in full. For details concerning refunds, see the "Federal Refund Requirements" sections of the University Catalog or the “Refund Schedule” in the following section.

The last day a student can withdraw from the University and receive “W” (withdrawal) grades is the Friday of the eighth week of the quarter. For summer quarter, the deadline to withdraw the Friday of the sixth week of the quarter. If a student withdraws between the ninth and twelfth weeks of the quarter (weeks seven and eight in summer quarter), s/he will receive failing grades. The only exception is when the student can document a family or medical emergency; in this case the student will receive “AW” (administrative withdrawal) grades.

In a situation where a student is unable to submit paperwork to withdraw from term-based classes within the appropriate time frame, the registrar has the authority to award the student grades of “AW.” This is the equivalent of administrative withdrawal of the student from all courses, and the status of the grade of “AW” will apply to all courses in the quarter.

In the case of a student who is no longer attending classes but has not notified the Office of the Registrar of such, the registrar will determine the actual date of last attendance. This date may be used to determine which refund policy applies (i.e., regular refund policy or medical emergency refund policy).

The Office of the Registrar will notify the financial aid office and clinic registrar (if appropriate) with the date of last attendance. The Office of the Registrar will also notify the student of his/her change of status, grade(s), and possible refund or credit. This is the process needed in order to cancel the enrollment agreement and to obtain a refund.

#### **Leave of absence:**

If a student wishes to stop attending Bastyr University for a period of up to one year and intends to return to his/her current program of study, s/he must submit a Leave of Absence request form to the registrar. All students are required to complete an exit interview with their deans or department/ program chairs prior to taking a leave of absence. Deans or department/program chairs may set conditions to which a student must comply before s/he is allowed to return to the University. All financial aid recipients are encouraged to schedule an exit interview with a financial aid advisor to be informed of his/her rights and responsibilities during the leave period. A student on leave is still required to meet any grade remediation (e.g., PC and I grades) deadlines during his/her leave of absence.

#### **Refund Schedule:**

Bastyr University operates on the quarter system. The University’s quarter is 11 weeks long. The refund schedule below has been established in keeping with federal refund requirements for students withdrawing from the University:

Tuition Credit for Withdrawal from the Term (all courses dropped) is prorated and credited to a student’s account for courses dropped within the first 6 weeks (Week 6) from the start of the term (see Withdrawal Tuition Credit Schedule). No refund starting day 43. The credit is calculated from the last day of attendance.

After the first week of the quarter, course withdrawals are accompanied by a “W” grade on the transcript (except in the case of courses that have not yet begun). If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

All courses (including weekend intensive courses) follow this refund schedule. Courses may not be dropped after the course has ended (example: weekend intensive and non-traditionally scheduled courses). Courses may only be added in the first week of the quarter (with the exception of weekend intensive courses). In order to manage patient scheduling, the University strongly discourages students from dropping clinic shifts. Students who drop a clinic shift before the quarter may be

assessed a financial penalty. Once the quarter has begun, there is no refund for shift withdrawals (except in the case of family or medical emergencies). Please see the Office of the Registrar for more information regarding clinic shift changes.

Refunds related to course and full withdrawal from summer quarter are different and published in the summer quarter academic calendar, available on MyBU. (Summer quarter classes are generally eight weeks; summer clinic is 11 weeks.)

## UNDERSTANDINGS

1. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Bastyr University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the naturopathic medicine program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bastyr University to determine if your credits or degree will transfer.
2. Questions: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market BLVD. STE 225, Sacramento, CA 95834, or PO Box 980818, West Sacramento, CA 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) ; toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
3. Complaints: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).
4. Catalog and Performance Fact Sheets: Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Catalog: [www.Bastyr.edu/catalog](http://www.Bastyr.edu/catalog)

School Performance Fact Sheet: <https://bastyr.edu/about/accreditation-compliance#programFactsheets>

You can also find all the information (catalog, brochure, and performance factsheet) here:

<https://bastyr.edu/about/accreditation-compliance#programFactsheets>

**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2022 – 2023**  
**Master of Arts in Counseling Psychology**  
**(Length of program: Two years for full-time students)**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	Number of On-time Graduates	On-time Completion Rate
2022	16	16	7	43.7%
2023	7	7	5	71.4%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2022	16	7	7	5	71.0%
2023	7	5	5	1	20.0%

Students are entitled to a list of the job classifications, considered to be in the field of this educational program. To obtain this list, please ask a Bastyr University admissions advisor or you can review the list of employment possibilities on Bastyr University's public website: <https://bastyr.smartcatalogiq.com/en/2023-2024/academic-catalog/school-of-natural-health-arts-and-sciences/department-of-counseling-and-health-psychology/graduate-programs/master-of-arts-in-counseling-psychology/>

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduates Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2022	0	5	5
2023	0	1	1

### Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2022	5	0	5
2023	1	0	1

### Self-Employed / Freelance Positions

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2022	0	5
2023	0	1

### Institutional Employment

Calendar Year	Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution	Total Graduates Employed in the Field
2022	0	5
2023	0	1

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2022	7	7	5	2	71.4%
2023	5	5	5	n/a	100%

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sign only after you have had sufficient time to read and understand the information.

**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

Academic Year	Graduates Available for Employment	Graduates Employed in Field	<u>\$40001</u> - <u>\$45000</u>	<u>\$55001</u> - <u>\$60000</u>	No Salary Information Reported
2022	7	5	1	n/a	6
2023	5	1	n/a	1	4

Students are entitled to a list of the objective sources of information used to substantiate the salary disclosure. To obtain this list, please ask a Bastyr University California admissions advisor where to view this list.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2022: \$69,079.50

Total charges may be higher for students that do not complete on time.

Total charges for the program for students completing on-time in 2023: \$72,517

Total charges may be higher for students that do not complete on time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

## Federal Student Loan Debt

Calendar Year(s)	Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 2022/23 receiving federal student loans to pay for this program.	The percentage of graduates in 2022/23 who took out federal student loans to pay for this program.	The average amount of federal student loan debt of 2022/23 graduates who took out federal student loans at this institution.
2022	0%	69.2%	91.6%	\$90,216
2023	0%	57.1%	60.0%	\$143,347

<sup>1</sup> The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
Student Name – Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

### Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).

- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Number Who Passed Exam” is the number of graduates who took and passed the available licensing exam after completing the program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

## **STUDENT’S RIGHT TO CANCEL**

### **STUDENT’S RIGHT TO CANCEL THIS ENROLLMENT AGREEMENT**

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session (July 10, 2023) or the tenth calendar day after enrollment (July 22, 2023), whichever is later. After the end of the cancelation period, you also have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current program period in your program through the last day of attendance.

**Process to Cancel Enrollment Agreement and Withdraw from the Program:** A student who finds it necessary to withdraw completely from the University should visit the Office of the Registrar for instructions regarding the withdrawal process. Failure to complete the term does not cancel the student’s obligation to pay tuition and all other charges in full. For details concerning refunds, see the "Federal Refund Requirements" sections of the University Catalog or the “Refund Schedule” in the following section.

The last day a student can withdraw from the University and receive “W” (withdrawal) grades is the Friday of the eighth week of the quarter. For summer quarter, the deadline to withdraw the Friday of the sixth week of the quarter. If a student withdraws between the ninth and twelfth weeks of the quarter (weeks seven and eight in summer quarter), s/he will receive failing grades. The only exception is when the student can document a family or medical emergency; in this case the student will receive “AW” (administrative withdrawal) grades.

In a situation where a student is unable to submit paperwork to withdraw from term-based classes within the appropriate time frame, the registrar has the authority to award the student grades of "AW." This is the equivalent of administrative withdrawal of the student from all courses, and the status of the grade of "AW" will apply to all courses in the quarter.

In the case of a student who is no longer attending classes but has not notified the Office of the Registrar of such, the registrar will determine the actual date of last attendance. This date may be used to determine which refund policy applies (i.e., regular refund policy or medical emergency refund policy).

The Office of the Registrar will notify the financial aid office and clinic registrar (if appropriate) with the date of last attendance. The Office of the Registrar will also notify the student of his/her change of status, grade(s), and possible refund or credit. This is the process needed in order to cancel the enrollment agreement and to obtain a refund.

#### **Leave of Absence:**

If a student wishes to stop attending Bastyr University for a period of up to one year and intends to return to his/her current program of study, s/he must submit a Leave of Absence request form to the registrar. All students are required to complete an exit interview with their deans or department/ program chairs prior to taking a leave of absence. Deans or department/program chairs may set conditions to which a student must comply before s/he is allowed to return to the University. All financial aid recipients are encouraged to schedule an exit interview with a financial aid advisor to be informed of his/her rights and responsibilities during the leave period. A student on leave is still required to meet any grade remediation (e.g., PC and I grades) deadlines during his/her leave of absence.

#### **Refund Schedule:**

Bastyr University operates on the quarter system. The University's quarter is 11 weeks long. The refund schedule below has been established in keeping with federal refund requirements for students withdrawing from the University:

Tuition Credit for Withdrawal from the Term (all courses dropped) is prorated and credited to a student's account for courses dropped within the first 6 weeks (Week 6) from the start of the term (see Withdrawal Tuition Credit Schedule). No refund starting day 43. The credit is calculated from the last day of attendance.

After the first week of the quarter, course withdrawals are accompanied by a "W" grade on the transcript (except in the case of courses that have not yet begun). If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

All courses (including weekend intensive courses) follow this refund schedule. Courses may not be dropped after the course has ended (example: weekend intensive and non-traditionally scheduled courses). Courses may only be added in the first week of the quarter (with the exception of weekend intensive courses). In order to manage patient scheduling, the University strongly discourages students from dropping clinic shifts. Students who drop a clinic shift before the quarter may be assessed a financial penalty. Once the quarter has begun, there is no refund for shift withdrawals (except in the case of family or medical emergencies). Please see the Office of the Registrar for more information regarding clinic shift changes.

Refunds related to course and full withdrawal from summer quarter are different and published in the summer quarter academic calendar, available on MyBU. (Summer quarter classes are generally eight weeks; summer clinic is 11 weeks.)

## UNDERSTANDINGS

5. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: The transferability of credits you earn at Bastyr University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the naturopathic medicine program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bastyr University to determine if your credits or degree will transfer.
6. Questions: Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market BLVD. STE 225, Sacramento, CA 95834, or PO Box 980818, West Sacramento, CA 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) ; toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
7. Complaints: A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).
8. Catalog and Performance Fact Sheets: Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

Catalog: [www.Bastyr.edu/catalog](http://www.Bastyr.edu/catalog)

School Performance Fact Sheet: <https://bastyr.edu/about/accreditation-compliance#programFactsheets>

You can also find all the information (catalog, brochure, and performance factsheet) here:

<https://bastyr.edu/about/accreditation-compliance#programFactsheets>