



ELEVATION LIFE TRANSFORMATION

The University of Christ-Centered Coaching, Leadership, & Change™

SCHOOL POLICIES & CATALOG

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ELEVATION LIFE TRANSFORMATION

The University of Christ-Centered Coaching, Leadership, & Change™

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MAILING ADDRESS

8111 Whirlaway Elm Dr.

Humble, TX 77346

PHONE

Office: (512) 763-0474

E-MAIL

info@ElevationU.com

WEBSITE

www.ElevationU.com

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WHY ELEVATION LIFE TRANSFORMATION?

Maximizing our personal, professional, and spiritual potential through education, training, self-care, and co-partnering in a safe supportive environment has never been more vital. The disruption of 2020 left many people feeling stranded, disconnected, out-of-sync with the world and what was taking place around them. Many people were impacted by a large family of viruses known as coronavirus or COVID-19, inciting a global health pandemic and universal life crisis. As the world health crisis continues to lurk and linger, there is also political, social, economic, and racial unrest all at the same time. People everywhere are trying to focus on work and nations across the world struggle to make the biggest economic decisions of our time. Add to this artificial intelligence (AI) and technological advances with competing standards for what is ethical and what is not. As a result, individuals and families, professionals, and marketers all over the world may feel less confident and unsure about what is next and the amount of progress that can take place in life personally, professionally, and spiritually. Navigating one's way through desired change is an all-too-important task – much too important to leave to chance and the way things were before. Simply put: **OUR SELF-EDUCATION NEEDS ELEVATION.**

To meet the growing specialized needs and demands of self-directed learners, **Elevation Life Transformation University (ELTU)** opened its doors in January 2022. Our school is unique. We consider the ELTU learning model to be the best for individuals who consider themselves to be leaders, coaches, and aspiring agents of change throughout any industry. Specifically, working professionals, millennials, and leaders who consider themselves called by God into their “**purpose**” will find that ELTU offers faith-based degrees and instruction specifically dedicated to strengthening, supporting, fortifying, and enhancing the leadership profession, coaches, trainers, and faith-based staff. We **maximize** the personal, professional, and spiritual **potential** of leaders for both current and future generations. Our training is not only geared towards the faith marketplace, but also towards business. Individuals looking to enhance themselves and their careers through leadership, cultural, and organizational transformation, coaching, human capital, and change management as well as personal and spiritual transformation will find ELTU to be the perfect place for self-directed learning, increasing their knowledge and education by reskilling, upskilling, and maturing in their calling to impact lives wherever they serve.

Self-directed learning, self-education, and self-study is not a new thing. Our ability to respond to changes in the landscape of work, technology, and our personal lives is now determined by how skilled we are at self-educating. Self-directed education can propel individuals into careers that they love rather than keep them confined in jobs that they hate. Through self-directed learning, you can create a path you are excited about outside of a traditional classroom. The whole world now knows that self-directed education is a core skill for this 21st century. But how well we take

HISTORY

full advantage of information available to us to grow our skillsets and socially interact with others using them is primarily determined by how well we grow ourselves, thus tapping into our potential. ELTU raises the standard of the self-directed learning process by developing students personally, professionally, and spiritually. We educate students by improving and increasing their leadership, coaching, strategic and critical thinking skills, as well as change management which enables them to dominate their marketplace, interact with others, grow, and mature themselves. Students applying the benefits of these learned skills and techniques maximize their ability to find new ways of learning and solving challenges =faced now and throughout life.

HISTORY

Elevation Life Transformation University was founded on the principle that maximizing personal, professional, and spiritual potential and renewal, we become motivated, inspired, and empowered to be our best - transformed in every area of life. Equipped with God's brilliant ideas, wisdom, love, and sharing what we learn, we make the world a better place through Professional and Christ-Centered Leadership, Coaching, and Change. As a professional coach, consultant, and strategist in the corporate marketplace for more than 30 years, our founder, **Dr. Merle Ray, MSL, SPHR, IPMA-SCP, CMP**, has not strayed from that vision.

Her expansive career across public and private sector spawned growth in individuals and leaders across both industry and ministry starting in 1985. Since then, Dr. Ray has served as a Chief Executive Human Capital Director in local government for (5) years, as a Senior Director in one of Fortune's Most Admired Companies for another (5) years, and as Director in HR healthcare administration in a Texas Medical Center organization for (13) years. After hours and weekends, she also managed her own independent consulting firm, The Noble Groups, since 2003.

Dr. Ray's calling and passion is to help the believers and the local church expand beyond the walls of brick and mortar to raise equipped social leaders that are anointed to perform in a global church environment to include but not be limited to social media, web, and Internet through the ministry of coaching, leadership, and change management. Dr. Ray knows how to navigate people, industries, and ministries from the inside out. Having a passion for navigating individuals to and through personal, professional, and spiritual transformation, Dr. Ray co-partners with churches, clients, business leaders and adult learners in reaching their full potential.

In 2017, she began building **ELEVATION LIFE TRANSFORMATION as The University of Christ-Centered Coaching, Leadership, & Change™** while completing her doctorate degree serving the needs of executives and professionals. Dr. Ray considers development and training of leaders, working professionals, and students to be the highest priority of our current and future generation. Thus, ELTU opened for operation in 2022.

MISSION & VISION

ELTU exists for the personal, professional, and spiritual potential and renewal of leaders.

GOALS

Our mission is birthing leaders who are motivated, inspired, and empowered to become their best - transformed, renewed, fulfilled, and sustained in every area of life.

By offering educational degree programs and seminars that help students, working professionals, and leaders develop the skills and competencies they need to fortify, form, and enhance their callings and careers, we believe **ELTU is Delivering Destiny**. Our vision is to see students equipped with brilliant ideas, love, wisdom, and sharing what they learn through Professional and Christ-Centered Coaching, Leadership, and Change, make the world a better place.

GOALS

A very important part of the vision of the ELTU organization is to be a provider of coach education, pastoral and spiritual care education, and leadership transformation that can be relied upon and trusted by leaders, coaches, spiritual care practitioners, and their consumers. As such, one of the goals of our organization is to establish a baseline for quality that satisfies the perspectives of the students at ELTU and the clients they serve.

At ELTU, we choose to design our organization, its programs and certificates offered with the best in the industry because of our empowering belief in the power of Professional Christ-Centered Coaching, Leadership, and Change. We envision ELTU as an organization that:

- Assures quality and promotes excellence in Leadership, Coaching, Pastoral Education and Spiritual Care;
- Promotes the involvement of faculty and staff in self-assessment of the organization and engagement in continuous quality improvement processes;
- Assures students of consistency in educational programs;
- Promotes fairness in conduct and evaluation of educational programs;
- Integrates unique educational learning resources based on clearly identified learning objectives;
- Ensures that the students gain the knowledge and skills necessary to fulfill their roles as spiritual care clergy and lay leaders as well as develop professional skills for secular leadership, professional coaching, mentorship, discipleship, and/or chaplaincy.

Our teaching philosophy is centric to and cultivated from what our students, clients, and consumers describe as a desire to pursue and maximize their potential to become their best personally, professionally, and spiritually.

By offering educational programs, skills, and competencies that fortify, form, and enhance callings and careers, **ELTU is Delivering Destiny**.

WHAT WE OFFER



10

Programs



5

Degrees



5

Certificates



2

**Professional
Coach Series**



100

Courses

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

PROGRAM DESCRIPTION

Elevation Life Transformation is a private post-secondary educational institution offering both Programs and Seminars. We offer (5) Degree programs that although may lead to an academic ministry, professional ministry, or vocational degree in ministry and faith-based coaching, the programs' objectives are to fortify, form, and enhance the students' ability to coach, mentor, train, and lead their industry and ministry in best practices of the 21st century. These programs and seminars are primarily designed to enhance a student's career and calling in life as opposed to preparing a student for work in a particular business arena or state occupation. We offer (2) Corporate Sector live seminar series that focus on strengthening the core competencies of professional coaching and coach-specific occupations. We also offer (3) Faith-Based Seminars that lead to a certificate designed to enhance the student's career and life rather than prepare for work in a particular occupation.

Our seminars comprise multiple courses bundled together. Therefore, we refer to them as Seminar Series, rather than single seminars. Some ELTU Seminar Series include both synchronous and asynchronous instruction. Our degree programs target faith-based interests. Our corporate sector live professional seminars target and serve both secular and non-secular interests across industry and ministry.

Degree Programs

We offer educational degree programs for our students who share an interest in serving God through both a calling and career. These degree programs fully incorporate faith-based instruction and have been exempt by the Texas Higher Education Coordinating Board (THECB). Our degree programs are not designed to target a particular secular occupation, discipline, or interest outside of instruction in the faith-based marketplace. Our degree programs are:

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**

- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Graduate Degree in Executive Leadership, Pastoral Care, & Change Management**

These degree programs are designed to serve the needs of those interested and called to ministry related occupations such as:

- Executive Coaches to Pastors and Faith-based Leaders;
- Executives and Human Capital Leaders who are Faith-based;
- Faith-based teachers of Philosophy and Religious Instruction - Post-secondary;
- Faith-based Coaches in private industry practice;
- Faith-based entrepreneurs, or Faith-based counselors not elsewhere specified.

Although some general education content may be included in these degree programs, any general education content or courses included are used to supplement faith-based training. Skills provided in these programs include but are not limited to:

- Faith-based best practices in coaching and mentorship, human capital leadership, training and discipleship;
- Leadership development, emotional maturity, moral integrity, and skills for public witness, personal development and spiritual formation.
- Education for careful self-reflection on the role of Christian values as a good citizen, parent, leader, guide, neighbor, and servant of God.
- Coach-specific training and skills as a way of life in general, and of the Christian faith (e.g., expressions of justice, leadership development, the devotional life, personal ethics and character, morals, development, and evangelistic witness).

Corporate Seminars

The **Professional Coaching Series** serves private corporate sector internal coaching and independent coach practitioners' business interests. These are Coach-Specific trainings offered in ELTU Professional Coaching seminars that are: designed to teach professional coaching skills, demonstrate how to apply technical skills in a coach-like manner, and teach coaching skills in accordance with professional coaching standards as advocated by ELTU and other professional coaching organizations, including some of the largest and most respected professional coaching networks in the world.

It should be noted that the Professional Coaching industry is not regulated by federal, state, or local laws currently in the United States. This means the program and seminar content is not designed for any state licensure and there are no governmental requirements for coach certification, so anyone can become a "coach." At last count, there were more than 600 for-profit coaching organizations in the United States and more than 60 accreditation systems with the largest being the International Coach Federation (ICF) considered the gold standard for coaching around the world. ELTU Founder and President, Dr. Merle Ray is an accredited ICF Professional Credentialed Certified Coach.

APPROVAL

ELTU provides a lineup of advanced coach-specific courses that provide a deep dive into ICF's definition of coaching, along with research-supported Core Competencies and Code of Ethics. ELTU seminars comprise multiple courses bundled together, so we refer to them as Seminar Series, rather than single seminars. The (2) series we offer for **Professional Coaching** are the:

- **Graduate Seminar Certificate in Professional Coaching**
- **Master's Seminar Certificate in Professional Coaching**

Intended audiences for the above are individuals wanting to become professional coaches or leaders in private or public corporations, businesses, and industries that equip people with the ability to use coaching skills in how they interact with others. The goal of ELTU in offering the **Professional Coaching Series** is to educate and equip coaches professionally, personally, and organizationally to maximize their personal and professional potential, and to support the advancement of professional coaching, holding coaching and coaches to the highest industry standards. Graduates of these programs are interested in either setting up their own coaching practice, becoming a coach in an organization, or blending coaching with their existing areas of work expertise. Our graduates of these (2) Professional Coaching seminar certificates may be persons from any occupation, market, or business profession that wish to become firmly rooted and grounded in coach-specific education or training that is considered ELTU's definition of professional coaching, supported by research on the Core Competencies for Coaching and Codes of Ethics supporting the coaching profession.

Faith-Based Certificates

In addition to the above, ELTU offers (3) Coach-Specific Training Series that incorporate faith-based instruction. These are:

- **Christ-Centered MBA Seminar Series**
- **Personal Ministry Coach**
- **Spiritual Intimacy & Birthing Coach**

These coach-specific training offerings are designed to enhance a student's career and life rather than prepare for work in a particular occupation. Together, these powerful programs integrate coaching, leadership, human capital management, change management principles and core skills designed to transform today's leading industries and ministries into leaders that transform the world.

APPROVAL

ELTU is Approved and Regulated by the Texas Workforce Commission (TWC) Career Schools and Colleges, Austin, Texas. Chapter 132 of the Texas Education Code establishes minimum standards for approval of career schools and colleges and gives TWC the authority to adopt rules to administer the chapter. Chapter 807 of the Texas Administrative Code represents the Rules for career schools and colleges that have been adopted by TWC.

ACCREDITATION & AUTHORIZATION

ELTU is regulated and fully approved to operate all its degrees and courses through the Texas Workforce Commission Careers & Colleges Division. ELTU is offered to enhance and maximize a student's interests in their personal, professional, or spiritual journey, and is not regulated or accredited by the United States Department of Education. Accreditation is not required by the U.S. Department of Education.

ELTU's degree programs are entirely religious in nature and fall within the exception for legal authorization in Title 19 Subchapter A Texas Administrative Code § 7.9. ELTU is recognized by the Texas Higher Education Coordinating Board (THECB) as a bona fide religious postsecondary educational institution exempt under this Code and is permitted to offer religious degrees under this exemption. This means that ELTU program and seminar content is not designed for state licensure certification or any other professional occupational requirements.

ELTU holds no relationship with other schools and transferability of credits earned at ELTU may be limited as students may not be able to transfer credits earned to other institutions that are not Alliance Partners of ELTU. The school is designed for leadership and development of a personal, professional, or spiritual nature, to include but not be limited to executive leadership development, human capital leadership, ministry coaching, chaplaincy, spiritual care, and/or professional coaching in out outside of a ministry setting. When considering occupational data, students may find information from the U.S. Bureau of Labor Statistics helpful.

OCCUPATIONAL DATA

The United States Department of Labor - Bureau of Labor Statistics refers to **Executive Coaches** and **Philosophy and Religion Teachers** (Postsecondary level) as **Bright Outlook Occupations**.¹ As you can see below, these categories include:

- Executive Coaching and Faith-based Instruction,
- Human Resources Managers,
- Training and Development Managers, and
- Counselors (not elsewhere classified).

"Bright Outlook" occupations are those that are:

- *Projected to grow faster than average (employment increase of 5% or more) over the period 2019-2029 for the US nationwide; or*
- *Projected to have 100,000 or more job openings over the period 2019-2029 for the US nationwide.*

¹ O-Net Online Source for Occupational Category 25-1126.00 - Philosophy and Religion Teachers, Postsecondary as of 2/28/2021 found at: <https://www.onetonline.org/link/summary/25-1126.00>

Bright Outlook Occupation:
25-1126.00 - [Philosophy and Religion Teachers, Postsecondary](#)

Bright Outlook occupations are expected to grow rapidly in the next several years, or will have large numbers of job openings. [More details...](#)

[View all Bright Outlook occupations](#)

This occupation, [Philosophy and Religion Teachers, Postsecondary](#), is expected to grow rapidly.

Education Crosswalk Search for:
52-1006

Search again:

1 code matching "52.1006" in 2020 Classification of Instructional Programs (CIP)

52.1006	Executive/Career Coaching	
11-3121.00	Human Resources Managers	Bright Outlook
11-3131.00	Training and Development Managers	
13-1071.00	Human Resources Specialists	
13-1151.00	Training and Development Specialists	
21-1012.00	Educational, Guidance, and Career Counselors and Advisors	
21-1019.00	Counselors, All Other	

The source for this information is the 2019-2029 employment projections from the Bureau. Projected growth represents the estimated change in total employment over the projections period (2019-2029). Projected job openings represent job openings due to growth and replacement during the same period

All Bright Outlook Occupations [Save Table \(XLS/CSV\)](#)

Every Bright Outlook occupation matches at least one of the following criteria:

- Projected¹ to grow faster than average (employment increase of 5% or more) over the period 2019-2029 for the US nationwide
- Projected to have 100,000 or more job openings over the period 2019-2029 for the US nationwide

Elevation Life Transformation is committed to providing education and training in these areas. However, Elevation Life Transformation cannot guarantee employment.

LOCATION, FACILITIES, AND EQUIPMENT

ELTU is a 100% distance learning enterprise where our motto is Destiny Delivered! www.ELEVATIONU.com and www.ELTUOnline.com are both registered domain names for the University and may be used interchangeably. The school office located at is 8111 Whirlaway Elm Drive, Humble, Texas 77346-8181 provides a list of all textbooks, equipment, or materials needed by the school for each student as appropriate.

SCHOOL OFFICIALS & OWNERSHIP

ELEVATION LIFE TRANSFORMATION: *The University of Christ-Centered Coaching, Leadership, and Change* is a private college in the State of Texas owned by Dr. Merle Ray, School Director.

KEY STAFF AND FACULTY

ELTU educators are experienced professionals, all having a corporate sector background or ministers having taught faith-based instruction for at least (5) years. Founder/CEO and School Director, Dr. Merle Ray has more than 20 years of experience as a Human Capital Management executive and internal coach for Corporate America. Dr. Ray is certified as a professional coach by the International Coaching Federation (ICF) – considered the world’s largest coaching organization setting high standards, credentialing, and providing voluntary independent certification. In addition, Dr. Ray is an instructor and professional consultant, publisher, and trainer with both industry and ministry credentials as follows:

Degrees Held & Specialized Instruction

- **Senior Professional in Human Resources (SPHR)** by the Human Resources Credentialing Institute (2001-2003/2016-2022); Areas of instruction include but are not limited to: leadership, human capital management, human resources, coaching, training, performance management, metrics, and instruction.
- **Change Management Professional (CMP)** and PROSCI credentialed practitioner since 2017; Areas of instruction include but are not limited to: personal change management and organizational change management.
- **Senior Professional in the International Public Management Association (IPMA-SCP)** (2016-2022); Areas of instruction include but are not limited to: public sector governmental management.
- **Bachelor of Science degree specializing in Christian Leadership** from College of Biblical Studies in Houston, Texas (2003). Areas of instruction include but are not limited to: Christian leadership, human capital management, human resources, coaching, training, performance management, metrics, and instruction.
- **Master of Science degree specializing in Leadership** from Grand Canyon University (2012). Areas of instruction include but are not limited to: leadership, human capital management, human resources, coaching, training, performance management, metrics, and instruction.
- **Doctor of Philosophy specializing in Coaching & Christian Counseling** (2019) from Newburgh Seminary and College of the Bible; Areas of instruction include but are not limited to: Christian Coaching and Faith-based Counseling.

KEY STAFF AND FACULTY

- **Ordained Christian Minister** since 2007; Areas of instruction include but are not limited to: faith-based instruction, coaching, training, discipleship, personal and spiritual formation.
- **Professional Certified Coach (PCC)** (2019-2022) International Coach Federation. Areas of instruction include but are not limited to leadership, human capital management, human resources, coaching, training, performance management, metrics, and instruction.

POLICIES

ADMISSION PROCESS OVERVIEW

Applying for Admission at ELTU is simple. First, prospective students complete the [Online Admissions Application](https://www.elevationu.com/admissions) at [ww.ElevationU.com](https://www.elevationu.com). Then submit attachments required for our school as regulated by Texas Workforce Commission. Pay the refundable Registration Fee along with Processing Fee (if applicable). Your application will be reviewed with 3 to 5 business days and a letter of approval welcoming you to the University will be sent by our School Administrator. In the event your application is not approved, you will receive 100% of any Registration and/or Processing Fees within 7 to 10 business days of processing. Further details of Admissions process are shown below.

DEGREE ADMISSION REQUIREMENTS

At ELTU, we believe there are at least six factors to consider in successfully completing our degree programs:

- 1) Emotional maturity;
- 2) Anxiety level;
- 3) Love as a priority in this journey;
- 4) Your independent learning style;
- 5) Your time management; and
- 6) ELTU degree program relevance to your purpose.

Given that successful completion of your ELTU degree will take these six factors working in tandem with each other, our admissions process for degree programs includes answering a few related questions and writing a brief essay. To be considered for any degree program, ELTU applicants must complete the essay questions when submitting the application for admission.

In addition, any applicant to a degree or certificate program at ELTU will submit at least (1) reference. The one person used as a reference can include any of the following:

1. A family member or spouse or close friend;
2. A pastor, minister, or member of the clergy (church membership is not required);
3. A peer, co-worker, boss, teacher, or member of the business community.

Other Admission Requirements

All applicants must be able to attest that they hold a High School Diploma or GED and are at least (18) years of age. In the event a candidate does not meet these educational requirements for admission, a Test of Adult Basic Education (TABE) will be administered to determine skill and functioning level. Student must score at least a 9th grade level. Upon receipt of the application

DEGREE ADMISSION REQUIREMENTS

and all requirements, the application will be reviewed by the ELTU School Director. A determination will be made concerning the prospective candidate's eligibility and the candidate will be informed by letter of his/her acceptance status. ELTU reserves the right to accept or deny admission to any candidate for any reason allowable under federal, state, or local laws that govern the University.

In addition to Admission, the candidate must meet the specific requirements for the desired degree program and/or seminar certificate as outlined in each respective section for:

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Management**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Graduate Seminar Series - Certificate in Professional Coaching**
- **Master's Seminar Series - Certificate in Professional Coaching**
- **Christ-Centered MBA Seminar Series**
- **Personal Ministry Coach**
- **Spiritual Intimacy & Birthing Coach**

Enrollment Periods

Enrollment periods are open all year except for school holiday or vacation periods.

Beginning and Ending Dates of Terms

ELTU generally has an open enrollment period all year long. Our schedule for beginning and ending dates of school terms is also open all year long. As a guide, we provide a generally acceptable minimum and maximum amount of time to finish each program ranging from 8-months to 32 months depending on the program selected. These terms do not apply to a single seminar or seminars that last less than three consecutive days. We use a 6-week term to 11-week term period depending on the program or seminar series and the student may complete the term earlier than the stated minimum guideline. The term period starts the 3rd business day after approved Admission notification for the purpose of the Progress Standards and Progress Evaluation policy. (See Progress Standards)

For asynchronous programs, the official start of class is the third school business day after the student is notified of their approval. For synchronous programs, the official start of class is the

first scheduled class date after enrollment in the program. These dates are shown in the Course Syllabus issued to the student upon enrollment and printed on the Student Enrollment Agreement once executed by both parties. This process is also detailed on our website and can be accessed by clicking [APPLY](#).

ALCOHOL AND DRUG POLICY

Elevation Life Transformation forbids the use, unlawful possession, distribution of alcoholic beverages, intoxicants, hallucinogens, or materials which might produce effects which alter the mental processes or normal physical functions of students and/or employees on facilities owned or leased property of ELT.

ALLIANCES & REFERRALS

Elevation Life Transformation works with churches and other organizations to bring its programs to interested students. The Instruction, Education, or Training departments of churches and other organizations who believe in the mission of ELTU by hosting links to the ELTU website, referring students, or hosting educational events with ELTU will be recognized as alliance partners. The ELTU alliance is a written memorandum of understanding between ELTU and interested organizations on Christian education concepts which serve the needs of the consumer public church members by referring members who are interested in higher education to check out the course and program offerings of ELTU. Church alliances may also use ELTU as the provider of their online Sunday School or other online faith-based educational programs. These churches or organization's names may be featured as alliances on printed materials including but not limited to ELTU degrees and certificates at the sole discretion of ELTU. Alliances are not brick and mortar ELTU campuses but churches or faith-based organizations who have agreed with the mission of ELTU and they support their members as students or potential ELTU candidates for graduation and matriculation. They also feature ELTU in their announcements, church bulletins, and websites with links to ELTU under "Instruction," "Education," or "Training" for the benefit of members or potential students interested in ELTU programs.

ATTENDANCE POLICY

All courses are designed to be engaging intensive study and therefore the students' full attention is required. Since ELTU is self-paced distance education, a student's enrollment may be considered for termination if the student's participation in degree or seminar certificate related activity cannot be documented. **The first date of class or training for ELTU Degree programs and asynchronous distance education seminars is the first business day after the Admission's Application 72-hour approval privilege has ended.** For ELTU officials considering withdrawing a student from a program, ELTU attendance documentation may include any of the following:

- 1) Student who does not complete and submit Lessons 1 through 3 of the first course in their ELTU Degree program or Seminar Certificate Series within first 6 weeks of enrollment approval.
- 2) Student who does not complete at least half of the lessons in the course by their mid-term for the course within the enrolled Degree program or Seminar Certificate Series.
- 3) Documentation at the end of the first 6-weeks or 11th week after approval of enrollment based upon the term of the selected program or seminar series;
- 4) Documentation at the end of each successive 6-weeks (or successive 11-weeks) from approval of program enrollment to program completion;
- 5) Documentation at the midpoint of each program year or mid-term; and
- 6) Documentation at the end of each program year until the student completes the program.

A student whose enrollment is terminated for violation of the attendance policy may not reenroll before the start of the next program term. This provision does not circumvent the approved refund policy. Students who are terminated must attend a meeting with at least one of the following persons present: ELTU Director, ELTU Instructor and Designated ELTU Student Liaison (to be determined at the discretion of the Director prior to the meeting).

BOOKS, MATERIALS, & SUPPLIES

Books vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. As such, students are responsible for the cost of their books. **Materials & Supplies:** Students are responsible for the cost of their own Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees, materials or supplies are estimates only based on current cost and are subject to change at any time. **ELTU School Gear:** Items and products encouraging our school spirit and school pride such as t-shirts, notepads, sweatsuits, etc. may be made available for sale on our website or marketing materials as gifts and promotional items. These products if available are totally voluntary and are not required to become or remain an ELTU student.

ELTU utilizes a variety of teaching methods, course textbooks, learning and reference materials, as well as course learning events and activities related to the designated ELTU programs. The school director, program advisor, or instructor may switch selection to another textbook on the University's approved textbook list according to the presented learning needs and experiences of each student individually and/or aggregately as needed. Students may request a customized student roadmap consultation with the school director, program advisor, or instructor before the start of the next course in his/her ELTU program. If a change is made, the effective date of the change will be recommended by the instructor or program advisor and submitted to the school Director for final approval. Except where otherwise noted in the University Catalog, this same practice remains true for each of the ELTU programs and certificates. These tools, textbooks, materials, learning events and activities may be used interchangeably across ELTU programs as needed depending on the purpose and objectives of the program, seminar, or degree. Because of the dynamically changing needs of the student body and available classes, timing, and class size, an ELTU course may consist of a combination of synchronous and asynchronous teaching, training, live or pre-recorded events, podcasts, Empowerment Coaching sessions, worship training sessions, or other live events as pertaining to a particular degree, seminar certificate,

CANCELLATION AND REFUND POLICIES

and ELTU learning experience. For example: An instructor may deliver a lecture or teaching event on a subject in the course material via the live teaching portal or Zoom platform instead of using a pre-recorded video presentation or vice versa. Students may be given access to live teaching, training, or events related to ELTU degrees or seminars. These learning opportunities and information would be provided in the Course Syllabus when available. Another example is when ELTU (depending on current events) switch out a textbook from one ELTU program, seminar, or course for a textbook that is listed in another ELTU program, seminar, or course that is similar – still all centered around the ELTU program purpose and objectives. This type of flexibility is needed to deliver the best possible learning experience for the ELTU student which is our aim.

CANCELLATION AND REFUND POLICIES

ELTU DEGREES, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

This Cancellation and Refund Policy applies to all Degrees and asynchronous distance education learning seminars and programs at ELTU, including but not limited to:

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree in Executive Leadership, Pastoral Care, & Change Management**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Seminar Series**
- **Personal Ministry Coach**

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is approved by the School.

REFUND POLICY

1. For all programs other than Synchronous programs/seminars, a student may cancel enrollment, request a full refund including Tuition and Matriculation Fees paid, and

CANCELLATION AND REFUND POLICIES

request a release from any obligations to the school within the first 72-hours after the program/seminar admission application is approved. As a general rule, the official first start date of class or training for ELTU Degree programs and asynchronous distance education seminars is the first business day after the 72-hour privilege ends after the approved Admission Application enrollment. After this time, refund computations will not include ELTU Matriculation fee. The full Matriculation Fee is due and payable on the official program start date as it is operating expenses needed to make the program/seminar certificate available. The annual Matriculation Fee for asynchronous programs/seminars may be broken down into monthly installments. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of the approved Admission, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of approved Admission, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed per Refund policies below.

2. After the first three days of approved Admission, refund computations will be based on the total number of lessons completed in the Degree program or seminar certificate series and paid tuition and applicable fees according to the payment reimbursement scale discussed in the Refund policy statements below. Applicable fees for the purposes of refunds do not include the ELTU Matriculation Fees as these fees are not a part of the tuition cost and are needed to operate programs and seminars at ELTU. It should be noted that ELTU tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Specifically, for the purpose of determining refund amount, ELTU uses the last day the student submitted a posting from or to the course content of any lesson, lesson journal, or ELTU Discussion Question (DQ) Forum. For determining the amount of the refund, this number will be applied toward the amount of tuition fully paid in advance and not tuition paid in installments. Tuition and services rendered and paid via Payment Plan Installments are already pro-rated according to payment schedule. A refund will not be made for payments made via Payment Plan Installments unless the student has paid in excess over the amount due for the time period of the Installment Plan. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Refunds for Add-on Degree programs are treated the same as outlined in this Refund policy for regular degree programs.
3. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the date of notification to the student if the student is terminated;
 - (b) the date of receipt of written notice from the student; or
 - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.

CANCELLATION AND REFUND POLICIES

4. If full tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.
5. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the registration and the refund policy will provide 75% of the tuition paid in advance for students having completed zero to 1 lesson within the first 4 weeks of entering the program; 50% of the tuition paid in advance will be refunded for students completing up to (2) lessons within the first 4 weeks of entering the program; 25% of the full tuition paid in advance for students completing up to (3) lessons within the first 4 weeks of entering the program. No refunds will be granted of the tuition paid in advance for students completing (4) or more lessons in the Degree program or asynchronous distance education seminar series.
6. Refund amount applies to students who paid full tuition upfront or in advance and not students who are paying using Payment Plan Installments. No refund amount will apply to students paying in Payment Plan Installments after the third day of program application approval once the 72-hour cancellation privilege has ended as these amounts are pro-rated already according to a payment plan. Any amounts paid into the Payment Plan Installment arrangement as per schedule covers services already rendered. If a student paying via Installments completes more lessons than paid for, any excess or overage amounts paid above the minimum payment owed in the Installment agreement may be refunded. Academic credit cannot be granted on the transcript until the full number of payments have been made for the number of lessons completed. No refunds are due if a student paying via installment plan withdraws from the program having paid in the number of payments due at the time of withdrawal.
7. No refunds will be granted of any amount after an enrolled student has reached (4) or more completed ELTU Lessons in any order from their enrolled program after the third day of the program/seminar and the 72-hour cancellation privilege has expired.
8. A full refund of all tuition and applicable fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school
 - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

Asynchronous Distance Education Refund Policy for Students Called to Active Military Service

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

CANCELLATION AND REFUND POLICIES – LIVE SEMINARS & SYNCHRONOUS PROGRAMS

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.
11. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

CANCELLATION AND REFUND POLICIES – LIVE SEMINARS & SYNCHRONOUS PROGRAMS

LIVE SEMINAR SERIES (SYNCHRONOUS SEMINARS)

This Cancellation and Refund Policy applies to all ELTU Seminar and Seminar Series (live instructor-led) learning programs at ELT, including but not limited to:

- **Graduate Seminar Series - Certificate in Professional Coaching**
- **Master's Seminar Certificate in Professional Coaching**
- **Spiritual Intimacy & Birthing Coach**

CANCELLATION POLICY

A full refund will be made to any student who cancels the single day seminar or seminar series enrollment contract in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is approved by the school. A full refund will also be made to any student who cancels enrollment three or more business days prior to the first scheduled day of the program, except that the school may retain not more than the full Matriculation Fee plus \$100 of any administrative fee charged, as well as any items of extra expense that are necessary for the portion of the program scheduled and stated separately on the enrollment agreement. (It should be noted that a scheduled class is the equivalent of eight (8) hours as class days are computed by eight (1) hour clock hour sessions). Unless otherwise noted on the Student Enrollment Agreement, the full tuition and fees for synchronous programs/seminars is due and payable (3) business days before the official program scheduled start date and no payment installments are allowed for these synchronous programs/seminars as these fees are required in advance. As always, the Matriculation Fee is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw 3 days prior to your live program start date, you get a full refund of the Matriculation and Tuition plus any refundable fees paid, minus the maximum allowable deduction in administrative fees payable to the school in the event of cancellation as per State guidelines. If for any reason you withdraw in less than 3 days prior to the start date of a synchronous program or live seminar series, the Matriculation Fee portion is non-refundable, and the remaining portion of the program or seminar tuition plus refundable fees is based upon the portion of the program or seminar series attended. *(See Refund policy below)*

REFUND POLICY

1. Synchronous distance education courses or programs will be based on the period of enrollment computed on the basis of course or program time. Refund computations will be based on scheduled course time of classes through the last documented day of seminar activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Refund computations made after the 72-hour cancellation privilege will be based on tuition and other refundable expenses not including ELTU Matriculation Fee as this fee is a separate school operating expense outlined in the Student Enrollment Agreement.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) the date of termination, if the student is terminated by the school;
 - b) the date of receipt of written notice from the student; or
 - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student is a no-show for a synchronous program/series of

CANCELLATION AND REFUND POLICIES – LIVE SEMINARS & SYNCHRONOUS PROGRAMS

more than 1-day, meaning the student does not show up for the synchronous program/seminar, not more than \$100 in any administrative fees charged shall be retained by the school for the synchronous distance education course, plus Matriculation Fee and expenses as outlined in this Refund policy below.

4. If a student enters a synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program, plus Matriculation Fee and expenses as outlined in this Refund policy below.
5. The minimum refund of the remaining tuition only will be the pro rata portion of tuition that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the paid tuition amount only on the precise number of course time hours the student has paid for, but not yet used at the point of termination, up to the 75% completion mark, after which no refund is due; this amount does not include the Matriculation Fee once the program date has arrived.)
6. Refunds for items listed in the ELTU policy on EXPENSES to the student, such as Matriculation Fee, books, tools, or other expenses and supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. The ELTU full Matriculation fee is required to operate ELTU programs and seminars and will not be part of the calculation for any refunded amounts. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.
7. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
8. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) an enrollee is not accepted by the school;

- b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Synchronous Distance Education Refund Policy for Students Called to Active Military Service

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 1. satisfactorily completed at least 90 percent of the required coursework for the program; and
 2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

9. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

CONDUCT POLICY & CAUSES FOR TERMINATION

Prohibited Student Conduct – conduct for which students are subject to immediate dismissal includes but is not limited to:

- Any behavior that is Disruptive to the educational process
- Misuse of ELTU online platforms or facilities
- False Information – furnishing false information, forging, unauthorized altering or misusing of any document, record or instrument of identification, withholding information from the ELT, falsely claiming to represent the ELT.
- Theft of or Damage to Property
- Violence, threatening, or intimidating behavior
- Bullying, discrimination, harassment – or any related conduct determined to be offensive.
- Threat of physical harm such as physical abuse, sexual assault, coercion or intimidation, whether physical, verbal (oral or written) or nonverbal.

Students whose enrollments are terminated for the above types of offenses will not be allowed readmission to the School or its programs. Violations of the conduct policy for other reasons which are not outlined above may not reenter the School without approval from the School Director and a minimum of 90-days has passed. Students who are terminated must attend a meeting with the following persons present: ELTU Director and ELTU Instructor.

CONTACT HOURS & COURSE TIME

The terms “Contact hour” and “Course time” refer to courses or class periods that can be described as one of the following:

- A. A 50- to 60-minute lecture, recitation, reading, live or pre-recorded learning event, class activity, class study, lab or shop training, as described in the Instructor’s Course Syllabus and approved by the ELTU School Director; or
- B. A 50- to 60-minute internship or externship approved by ELTU;
- C. 60 minutes of preparation in asynchronous distance education. (*See Distance Education*)

CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

ELTU POLICY STATEMENT

Due to the specific nature of ELTU programs and services, it is the policy of ELTU to provide credit for previous ELTU or ELTU Alliance coach-specific programs only. Other none coach-specific programs, generic academic, or ministry programs will not be evaluated for credit. Accordingly,

CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

we will not provide prior credit for education, training, or experience provided by or obtained from institutions other than ELTU or ELTU alliances. Coach-specific programs and/or support disciplines such as social work counseling/training/education may be considered rarely on a case-by-case basis if the education or experience was provided by ELTU faculty, a U.S. Department of Education accredited body, or an ELTU alliance organization when the ELTU School Director has approved in advance. The record of prior education form and request for prior ELTU credit must be submitted with the ELTU Admissions Application to the ELTU School Director for approval consideration in advance. Otherwise, no credit for prior education or training is granted for any ELTU degree or certificate, and student must complete required number of ELTU course hours specified for each program or certificate to fulfill course requirements.

ELTU TRANSFERS

Any transfer of credit for an ELTU program into another ELTU program, including but not limited to students who wish to pursue multiple program enrollment or add additional ELTU programs to a new or existing enrollment, shall be at the discretion and approval of the ELTU School Director in advance of enrollment. (See policy on VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)). ELTU prior credit transfers may only be granted for students entering ELTU degree programs or ELTU certificates that require more than 40 program hours. There will be no ELTU transfer credit granted for the ELTU Professional Coaching Certificates which are the two synchronous real-time professional coaching series/seminars that are offered by ELTU.

Limitations on Transferability

Due to the unique nature of our school, we will only consider ELTU previous education or ELTU training that is directly related formal coaching program from a ELTU faith-based ministry education department that has an alliance with ELTU or from an accredited college or university program directly in alignment with the program for which the student is applying and approved by ELTU School Official in advance. In such cases, information about previous education, training, and work experiences disclosed by the student to the school will be evaluated and may result in a program or course length being shortened and the cost being reduced as outlined below.

Previous Education or Training from ELTU-Related Associations

Credit from previous education, training, partnering faith-based ministry education department, a working partnership or association where the ELTU school, material, or coursework was created or developed in concert with alliances formed prior to the establishment of ELTU may be reviewed by the ELTU School Director on a case by case basis in advance of admission for consideration of 100% equivalent full transfer into an ELTU Degree program or ELTU Seminar of 40 contact hours or more. This is primarily possible where the previous education and training was created or developed in concert with ELTU Founder, ELTU School officials or ELTU founding board members. Upon approval of the ELTU School Director, students in these situations may be deemed eligible to graduate with full credit given for all the previous education and training delivered by the partnering organization. Otherwise, all other ELTU partnerships, Alliances, or ELTU associations where the previous education and training was not developed or created by ELTU School Officials will be handled in accordance with the following guidelines.

All Other Previous Education or Training

- Credit amounts from all other organizations or schools, including accredited colleges or university programs directly in alignment with the ELTU program for which the student is applying and approved will be limited to \$25 off for each credited course up to a maximum of \$150 deducted off the total tuition cost for one full regularly priced ELTU degree program or certificate over 40 program contact hours.
- Under this category, ELTU Programs requiring 40 hours or less and any ELTU live seminars or seminar series regardless of the number of program hours will not grant credit for previous education and training.
- Regardless of the number of transferred credit hours, students shall complete at least 50% of the ELTU program contact hours or 20 program contact hours (whichever is higher) to be granted an ELTU degree.
- The maximum number of program hours transferred in from another organization that is an ELTU alliance is 60 course time hours (including any hours from an externship). Regardless of the prior credited number of hours, the financial amount that may be credited to an ELTU student account is limited to \$25 off for each prior credited ELTU program applied toward another ELTU program up to a maximum of \$150 deducted off the total tuition of the one desired ELTU degree or certificate program that is over 40 contact hours.
- Transferred hours shall be applied to ELTU degree programs and the Spiritual Intimacy & Birthing Coach only. Any classes, live seminars, or seminar series at ELTU other than these will not grant any credit for previous education and training.
- All requests for consideration of credit transfers covered by this policy must be reviewed and approved in advance by the ELTU School Director.

CREDIT TRANSFERABILITY

Transferability of any credit hours earned at this school may be strictly limited to ELTU or ELTU alliances as described above and therefore may not transfer to other institutions, as ELTU holds no relationship or accreditation with the United States Department of Education or the Texas Higher Education Coordinating Board (THECB). ELTU is approved and regulated by the Texas Workforce Commission, Division of Career Schools and Colleges.

DISTANCE EDUCATION POLICY

ELTU programs, both degree and seminar certificates are offered via distance education campuses which means the programs are assigned and carried out via online and electronic methods rather than requiring students to attend an 'on the ground' locations for instruction. Contact Hours for these programs include both synchronous and asynchronous learning. Synchronous is real-time interactions between faculty and participants and asynchronous is clock hours spent outside of real-time interaction between faculty and participants. Synchronous contact hours can include time spent in direct instruction, real-time discussions, observation and

feedback or practice coaching sessions, and mentoring participants. Asynchronous contact hours can include outside reading, writing, research, journaling, practice coaching and various other activities that may occur outside of the synchronous setting. All asynchronous hours require some method of validating that the activity was completed by the participant. Depending on the chosen program as shown below, ELTU utilizes a variety of teaching methods, course textbooks, learning and reference materials, as well as live and pre-recorded course learning events and activities related to the designated ELTU programs. Students may be given access to and awarded credit for attending and/or participating in ELTU or ELTU alliance live teaching, training, or other events related to ELTU degrees or seminar certificates. These opportunities when offered are communicated in the Instructor's Course Syllabus.

SYNCHRONOUS LEARNING

Synchronous learning is interactive online or offline education that happens in real time with an ELTU teacher, such as live instructor-led webinars, speaker conferences, coaching sessions with the instructor's participation and live videos or live phone conferencing. For refund purposes, the unit of measurement for synchronous Distance Education courses of instruction for the following programs and seminars will be based upon the prorated portions of the course as described in the university's policy on REFUNDS AND CANCELLATIONS. ELTU Synchronous learning programs are at least 50% real-time live instruction between faculty and student.

ELTU Synchronous (live instructor-led programs and seminars) include the following:

- **Graduate Seminar Series - Certificate in Professional Coaching**
- **Master's Seminar Certificate in Professional Coaching**
- **Spiritual Intimacy & Birthing Coach**

ASYNCHRONOUS LEARNING

Asynchronous Learning programs and certificates at ELTU are all self-paced direct instruction occurring virtually or online and through prepared resources without real-time instructor interaction. Examples of approved asynchronous learning include but are not limited to course assignments, readings for course completion, participating in posting responses & opinions to online community or discussion boards, keeping required class journals, conducting independent research, performing lab activities and individual coaching sessions as part of course, responding to class required emails, or other postings in class blogs, learning portals, and/or postings on websites. For refund purposes, the unit of measurement for asynchronous Distance Education courses of instruction for the following programs and seminars will be based on number of lessons completed. *(See policy for REFUNDS AND CANCELLATIONS).*

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Management**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change**
- **Christ-Centered MBA Seminar Series**
- **Personal Ministry Coach**

Self-Directed Learning

Asynchronous courses or assignments listed above are self-paced or self-directed study, as the course allows for non-instructor led classes where students have a live learning coach/mentor and complete their study materials at their own pace moving to the next course when they are ready. Students must complete the course no later than the maximum time allowed per course in the program or seminar series, or the student will incur an Extended Program Fee. Self-paced does not remove the requirement to complete the course assignment within the established guidelines outlined in the program timetable and Instructor's Syllabus, so students must follow the Progress Standards per policy. (See *Progress Standards and Academic Probation*)

Homework/Independent Study Research

Clock hours spent outside of real-time interaction between faculty and participants (asynchronous). These may include but are not limited to outside reading, writing, research, journaling, practice coaching and various other activities that may occur outside of the synchronous setting. All asynchronous hours require some method of validating that the activity was completed by the participant.

ELTU DISTINGUISHED ALUMNI SOCIETY

Exclusive membership and participation in the ELTU Alumni Society for Honored Graduates is a privilege extended to all ELTU participants who satisfactorily complete their desired programs. Membership into the Society is completely voluntary and offered upon successful graduation from the ELTU learning program. Membership subscription fees are required and **benefits** include private coaching and mentoring groups/services beyond ELTU, consulting services and delivery of products, extra-curricular activities, discounts, planned trips, and events, as well as select marketing and publishing services. Students are invited into the Society by private letter invitation only. Interested students should inquire after graduation from ELTU.

EVENTS & EXTRA-CURRICULAR ACTIVITIES

ELTU may from time-to-time offer students the opportunity to participate in extracurricular activities separate and apart from the regular school curriculum as they enhance the student's ELTU learning experience by complementing the programs offered by ELTU. These may include but not be limited to membership and participation in ELTU Alumni Society and its events, outside educational events/projects, student government, athletic participation, work experience, academic teams and clubs, creative pursuits, technological skills, humanitarianism, and/or community advocacy. Event programs that especially provide for leadership activities, faith-based training and worship experiences, coaching or secular training experiences may be considered as part of the program hours in course learning activities when recommended by the ELTU Instructor and approved by the ELTU School Director in advance. In such cases, any extra-curricular activities or event opportunities that offer program hour credits will be communicated in advance and updated to Course Syllabus provided by the Instructor.

GRADES

To successfully complete any ELTU Degree Program, the student must pass all courses within their chosen degree program with a grade C or higher. Papers and assignments will be evaluated and graded on the Grading Rubric (*see Grading Rubric*). For Seminars and Seminar certificates, the student will receive a mark of 'Pass' or 'Fail.' Work assignments will be evaluated and graded on the following grading rubric.

GRADUATION COMPLETION REQUIREMENTS

To obtain your ELTU degree or program certificate of completion, Elevation Life Transformation students must pay tuition and fees in full, including all Matriculation fees. An average cumulative GPA of 2.0 or letter grade of C or above is required for graduation from any of our Programs. Seminar courses require a grade of Pass or Fail, rather than a letter grade. Students who meet these requirements will be invited to participate in a formal graduation service celebrating their accomplishments in the Program or Seminar series. Students who do not pay their fees in time or provide an RSVP reply to the graduation registration service to attend the formal graduation celebration will automatically receive their completion degree or certificate documents in the US postal mail service once the full mandatory Matriculation fee and Graduation Fee requirements are met. (*See Policy on Tuition, Fees, and Special Charges*)

Maximum Time Allowed

Suggested maximum time to complete a program is printed in this Handbook for every program and seminar series. The information will also be shown on the Student Enrollment Agreement for each designated program or seminar series. If a student fails to graduate and does not wish to cancel after the maximum time allowed, the student is subject to Extended Program Fee (*see Extended Program Fee under the policy on Tuition, Fees, and Expenses*). In no circumstance will a student who is enrolled for a program of 40 contact hours or more be allowed to graduate more than maximum state guidelines.

GRADUATION COMPLETION REQUIREMENTS

Grading Rubric

GRADE/ RATING	REVIEW AND EVALUATION OF WORK/ DESCRIPTION OF QUALITY, QUANTITY, & SUBSTANCE OF SUBMITTED WORK WHERE APPLICABLE	SCORE/ RANGE	GRADE POINT VALUE RANGE
A **** Pass	<i>In addition to the requirements for grade levels B & C:</i> Work papers and assignments submitted by the student express a substantial understanding and depiction of the course. The student's submitted work material provides written expressions that show student has accomplished all Learning Objectives for the course or assignment. Learning Objectives are clearly identified in the student's work and examples are sometimes provided by the student of the Learning Objectives. The student shows how the Learning Objectives are integrated into the student's life or surroundings. Page number citations are properly used to show support from where the student's statements are derived for the work being submitted. In addition, the student has posted at least once weekly to any ELTU Discussion Forums posted or offered live by Instructor.	91 or higher	4.0
B **** Pass	<i>In addition to the requirements for grade level C:</i> Work papers and assignments submitted by the student include more than a moderate understanding and depiction. Student provides written expressions that not only show a full summary of how he/she clearly read the required textbook, but also formed a defensible argument for or against the material with minimal to no errors in form, structure, or composition of the work assigned. Discussions and/or participation activities met is more than required minimums.	80-90	3.0
C **** Pass	The work presented demonstrates the student's rendition of a good understanding of the Instructor's assignment, lab, and other required class related activities. The student followed instructions submitting at least the minimum required page limit describing what was read in the required textbook. Material statements or quotes referred to in the student's paper or materials are properly cited with source name and page number where the statement or reference is found; all work appears to be the result of the student's own words and no plagiarism. Student provided the proper assignment(s) back to Instructor free of major flaws including minimal to no errors, including but not limited to grammatical errors. There is documented evidence of the student's participation in the course for this material work submitted.	70-79	2.0
D **** Pass	Work is presented by the student but does not demonstrate a strong understanding of the material, assignment, lab, and/or other required class related activities.	60-69	1.0
F **** Fail	The student did not complete an assignment by the acceptable timeframe, and/or student failed to follow instructions to show capacity to meet minimum requirements for the Assignment, Course, or Program.	Less than 60	---
I / W ****	Incomplete/Withdrew – The student's work is unfinished and cannot be examined in alignment with the instructions provided in the Program or Seminar requirements. Under Title 40, Texas Administrative Code section 132.061 (f) a student who is obligated for the full tuition may request an "incomplete" status if the student withdraws for an appropriate reason unrelated to the student's academic status within the policy allowable timeframe. A student receiving incomplete status may re-enroll in the Course during the 12-month period without payment of additional tuition. To be eligible for a grade of "Incomplete," refer to the policy on <i>Incompletes, Withdrawals, and Repeat Courses</i> . Withdrew – The student withdrew from the Course or Program.		

HOURS OF OPERATION

School Hours of Operation

All the school's degree programs are Asynchronous Distance Education offered online 24/7 on demand at the student's convenience.

Definitive Class Schedules

Degree Programs (Asynchronous) – Our degree programs are all asynchronous instruction and generally have 11-week schedules. Students are able to manage their timeframes for completion in less time increment schedules if needed for self-paced learning.

Seminar Series (Asynchronous) – Each asynchronous seminar series is either a 6-week schedule or 11-week schedule depending on the selected course.

Seminar Series (Synchronous) – Our (3) synchronous seminar series are over 40 program hours operate on Weekends only according to the definitive class schedules shown in the program outline for each course.

When a weekday class is offered for a synchronous program or seminar then the hours are modified as follows:

Weekend/Weekday Classes*

8 AM – 12 PM

1:00 PM – 5:30 PM

Evening Class*

5PM – 9PM

When LIVE (synchronous) classes are scheduled, they are typically 8 contact hours per day with scheduled breaks and mealtimes, or 4 contact hours with no scheduled breaks; however, students are allowed to take 5 to 15 minute breaks if needed during 4-hour live classes. All other ELTU courses are asynchronous on demand offered at the student's convenience. Students must follow the timing requirements for completion that are outlined in their Instructor's syllabus, Student Advisory Roadmap, or policies on **Satisfactory Progress and Academic Probation.*

See each program or seminar course listing with its designated definitive schedules in the Catalog section of this school handbook.

School Office Hours of Operation

9 AM – 5 PM Mon – Thurs; Office Closed Friday;

See **Holiday Calendar** and **Scheduled Vacations** policy.

SCHOOL CALENDAR

2023

January							February							March							April						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4						1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29

May							June							July							August						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3						1				1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		

September							October							November							December						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4					1	2	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30

Closed all major holidays: New Year's Day, Martin Luther King Jr. Day, Good Friday, Spring Break begins March 10 through March 17th; Memorial Day, Independence Day, Labor Day, Thanksgiving Break (starts each year on the day before Thanksgiving and ends the following Wednesday after Thanksgiving); Christmas Break begins Dec 22 and ends Jan 5th 2023. Also see ***Scheduled Vacation Periods*** below.

Scheduled Vacation Periods

See School Holiday chart above for Scheduled Vacation Periods:

- **SPRING BREAK:** 6-business days begins March 10 and ends March 17 of this year
- **THANKSGIVING BREAK:** 5-business days begins the day before Thanksgiving and ends Wednesday after Thanksgiving
- **WINTER BREAK:** 11-business day period begins Dec 22 and ends Jan 5 of 2024 year
- **OTHER MAJOR HOLIDAYS:** See Holiday Calendar above

INCLEMENT WEATHER POLICY

Providing a safe and secure learning experience and environment online for our students, faculty and staff is a top priority for Elevation Life Transformation. In the event of serious inclement weather conditions, online live classes will be cancelled. Students will be notified by phone, email, or text message. To receive email, voicemail, or text message, you must provide current, up to date, personal contact information. There will also be a posting on the school's website. Weather cancellations will not count as part of student's course time hours.

INCOMPLETES, WITHDRAWALS, REMEDIAL, & REPEAT COURSES

Under Title 40, Texas Administrative Code section 132.061 (f) a student who is obligated for the full tuition may request an "incomplete" status if the student withdraws for an appropriate reason unrelated to the student's academic status. For academic purposes, the last date for an ELTU student to request an incomplete or withdrawal from a course without a grade is three weeks after the first date of service for that course. Any refund will be based upon the policy for refunds.

To be eligible for a grade of "incomplete" or withdrawal, the student must make a written request to the school director in advance of submitting the required course paper or course assignment. In the event the course has been discontinued when the student returns, that student will be placed in a similar course or may request a refund according to refund policy.

It should be noted that once an assignment has been uploaded to the Instructor, it may not be replaced or retracted. Submissions that are missing the required information will be graded according to the Grading Rubric unless the student requests an incomplete or withdrawal according to this policy.

*Incomplete: An "I" for Incomplete is assigned when all the work of a subject class cannot be completed due to circumstances beyond the control of the student. The student may complete the work by the end of the term, or the student can notify the school registrar for readmission for one opportunity to complete the work in a subsequent term beginning no later than 12 calendar months after the end of the term in which the student was assigned the "I". There will be no additional administrative or tuition fees charged for students who exercise this option; however, there may be additional fees for books, supplies, and/or tool kit.

**Withdrawal: Under Texas Education Code §132.061(f), a student who is obligated for the full tuition and is withdrawing for an appropriate reason unrelated to the student's academic status may request a grade of "I" for incomplete. A "W" for Withdrawal indicates that the student officially withdrew or was administratively withdrawn from the subject class. A student with a

grade of "W" cannot complete the active course of study during the term, and will be issued a refund in accordance with the refund policy.

REMEDIAL WORK AND REPEATED COURSES. ELTU does not offer remedial work. When a subject or course is repeated, the higher grade for the repeated subject or course will be considered in the determination of the student's grade average for the course of study during the same term. All final grades for a course are reflected on the student's final grade report and transcript.

LABS & LAB PERFORMANCE

ELTU provides reliable methods for feedback and learning for students through coaching performance and learning labs. The student must complete at least the minimum number of labs required by each program or seminar series to successfully complete their chosen course of study. Depending on the chosen course of study, program area or specialization, a minimum number of 8 program contact lab hours is required (see each program or seminar series listing). Completing more than the required minimum is optional where noted in the course listings only. If a student intends to apply for a higher-level degree or program, then the student may wish to complete all the available lab hours listed in the program or seminar. ELTU will count and document that activity on the student's grade report and ELTU transcript. Lab requirements are detailed in the Seminar Series or Program Description for each course of study. ELTU instructors also detail these lab requirements in each Course Syllabus.

LEAVE OF ABSENCE

The school director may grant a leave of absence after determining good cause is shown. A student may not have more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 30 calendar days during the 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted will be placed in the student's permanent file. The statement will be signed by both student and school official indicating approval. The student should remain in contact with the administrative staff and notify them of any change in plans. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

MAKE UP & REMEDIAL WORK

The school does not offer remedial or Make Up Work. Students may complete their chosen program by the recommended guidelines and are able to repeat the course if desired. *Also see policy on Incompletes, Withdrawals, and Repeats*

PLACEMENT ASSISTANCE POLICY

Elevation Life Transformation is committed to providing education and training in these areas for communities of faith. However, Elevation Life Transformation cannot guarantee employment.

PROGRESS STANDARDS AND ACADEMIC PROBATION

GRADING PERIODS AND FREQUENCY

Since ELTU's degree programs and asynchronous courses are on-demand and self-paced, for the purposes of Student Progress and Satisfactory Performance, we generally complete grading periods and evaluate student performance in these programs every 11 weeks or less depending on the program schedule. Students may turn in lessons and assignments early before the end of the term; the maximum time period to turn in lessons and assignments is the date specified for the assignment on the course syllabus or the end of the term period for that course, whichever comes first. Individual assignment grades and comments are provided by the instructor within 7 days of turning in the assignment or lesson submission. The formal grading periods and frequency is always shown in detail on the course syllabus and is generally every 11 weeks or less depending on the chosen course or program. This schedule may be modified depending on the student's designed roadmap and timeframe for completion (EX: 4-weeks, 6-weeks, or 8-weeks). Flexibility gives the student some control in planning his/her time and mapping out his/her estimated program completion. The ELTU School Director in the Admissions Office is available to assist the student in developing the Student Advisory Roadmap which serves as the plan for the student's progress milestones and completion date for the program.

PROGRESS STANDARDS FOR DEGREE PROGRAMS

To receive any ELTU degree, a student must achieve an evaluation rating of "C" or better on all assignments for all the required courses in the degree program. Assignments will be graded by the Instructor using requirements on the Grading Rubric. The definition for Satisfactory Progress and the campus system for providing Progress Reports are further outlined below.

Satisfactory Progress

Degree Students enrolled at ELTU are required to maintain satisfactory progress toward completing all the modules of the ELTU curriculum to obtain the specified degree or certificate of completion for their chosen program. Satisfactory progress as defined by ELTU mandates that upon enrollment into any ELTU degree, all students must complete all assignments within the provided timeframes. A timescale on ***Estimated Length of Time in Months for Completion of the***

Program is shown in the Program Course Outline for each ELTU degree program. Self-paced flexibility allows the student to complete any ELTU degree or asynchronous certificate earlier or later than expected or posted as long as the student finishes no later than the maximum established time period.

For the degree programs, letter grade ratings are provided by the Instructor. All ELTU degree programs are asynchronous instruction programs. Satisfactory progress requires that students achieve a letter grade of C or above for each course in their respective program generally in 11 weeks or less (depending on the program chosen) to successfully complete the degree program in its entirety by the desired completion timeframe. It should be noted that to achieve the student's desired progress, a student may complete the program in a shorter timeframe but no longer than the maximum timeframe shown for each Program in the ***Estimated Length of Time in Months for Completion of the Program***. A student must show that he/she is following the Instructor's syllabus and/or their Student Advisory Roadmap milestones provided by the School's Admissions Office upon enrollment. This is necessary to successfully complete the student's chosen program by the completion timeline. If a student does not complete assignments as instructed within the maximum timeframes allowed for in the Course Syllabus, unless the student requests consideration to extend program, the Instructor may make a recommendation to the School Director that the student be withdrawn from the class roster. Timing of milestones outlined in the Student's Advisory Roadmap may vary depending on the student's chosen goal or timeframe to complete their Program.

Progress Reports and Evaluation

Each student's completed coursework will be reviewed and graded within 7 days of submission. The review will be on their competency of course content knowledge, course participation, homework completion and demonstrated ability to complete all assignments, including but not limited to course papers, projects, ELTU Discussion Forums, and coaching labs as described in this handbook and graded by the Grading Rubric. *(See section on Grades and Grading Rubric)*

Students may receive progress notes in addition to their grades back on their assignments. These notations serve as progress evaluations for any program milestones outlined throughout the duration of the program. Upon student request, the student may meet with ELTU Instructors to discuss the grades or progress notes and/or comments left by the instructor on the course assignments to improve on their performance. Students who disagree with the grades or progress evaluation notations received may do so by writing their concerns and submitting them to the ELTU Director for resolution in accordance with the grievance policy of ELT.

Since all ELTU Degree Programs are Asynchronous Distance Education, the school will also utilize the following **Progress Requirements for Asynchronous Distance Education Schools**. The provisions of which are covered in Rules Chapter 807 of the Texas Career Schools and Colleges §807.223 adopted to be effective August 28, 2006, 31 TexReg 6803; 33 amended to be effective December 20, 2010, 35 TexReg 11392

PROGRESS STANDARDS AND ACADEMIC PROBATION

(a) Asynchronous distance education schools shall evaluate progress as the school receives each lesson assignment. The school shall maintain the record of progress on forms approved by the Commission. Forms shall include:

- (1) the date course materials are provided to the student;
- (2) the date the lesson assignment is received from the student;
- (3) the grade on a per-lesson basis;
- (4) the instructor's name;
- (5) the date graded assignments are returned to the student; and
- (6) the final grade for the program with completion date indicated.

(b) If at the end of the maximum time period specified for each program and noted in the student enrollment agreement, the student has not completed the program, the student's enrollment shall be terminated.

Probation Policy

Students not making satisfactory progress as defined in the policy on Progress Standards are subject to be placed on academic probation. Generally, this would occur at the midway point during each program year. Once a student is placed on probation, this status shall remain for the remainder of the program period. If the student does not achieve satisfactory progress by the end of the next term or the milestone outlined on the Student's Advisory Roadmap (whichever comes first), the student's enrollment shall be terminated.

For example:

If the student on academic probation achieves a passing grade of "C" or better for the probationary period, but not the required grades to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more term or 11 week period. If the student does not achieve overall satisfactory progress by the end of the second probationary period, the student's enrollment will be terminated.

If a student on academic probation fails to achieve the passing grade of "C" or better for the first probationary term, on any remaining assignments in that term, the student's enrollment may be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the course at the end of two successive terms will be terminated.

Unsatisfactory Progress Resulting in Termination

Students on probation who fail and/or refuse to achieve satisfactory progress as defined above shall be terminated from the ELTU program. Unsatisfactory progress may also consist of any students' failure to follow the code of conduct policies and rules of ELT. Any behavior or failure to abide by the policies of ELT, such as making degrading comments or offensive remarks online,

PROGRESS STANDARDS AND ACADEMIC PROBATION

placing the school, staff, or other students at risk of harm, may result in disciplinary action up to and including immediate termination from the program. Students terminated for violations of codes of conduct shall not be considered for re-enrollment.

Students terminated for unsatisfactory academic progress cannot be readmitted until a minimum of six weeks has elapsed since their termination. Such reenrollment does not circumvent the approved refund policy. Prior to being readmitted to ELT, all terminated students must attend a meeting with the following persons present: ELTU Director, ELTU Instructor and Designated ELTU Student Liaison (to be determined at the discretion of the Director prior to the meeting).

A student who returns after termination of enrollment for unsatisfactory academic progress will be placed on academic probation for the next approved term. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period or approved term, the student's enrollment will be terminated. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

PROGRESS STANDARDS FOR SEMINAR CERTIFICATES OF 40 HOURS OR MORE

ELTU Seminar certificate participants achieve an evaluation rating of “Pass” or “Fail” on all assignments for all the required courses in the seminar certificate. Assignments will be graded by the Instructor using requirements on the Grading Rubric. This definition for Satisfactory Progress and the campus system for providing Progress Reports shall apply to all Programs and Seminar Certificates that are 40 contact hours or more in program length. The policy definitions and provisions are further outlined below.

Satisfactory Progress

Students enrolled in ELTU Seminar certificates or Seminars of 40 contact hours or more are required to maintain satisfactory progress toward completing all the modules of the ELTU curriculum to obtain the specified certificate of completion for their chosen program. Satisfactory progress as defined by ELTU mandates that upon enrollment into any ELTU program or seminar, all students must complete all assignments within the provided timeframes. A timescale on ***Estimated Length of Time in Months for Completion of the Program*** is shown in the Program Course Outline for each ELTU program.

For the seminar certificates, letter grades are not used – only ratings of ‘Pass’ or ‘Fail’ are provided by the Instructor. Satisfactory progress requires that students achieve a rating of ‘Pass.’ For satisfactory progress in any Seminar certificate of 40 hours or more, a student must complete one course in their respective program generally in 11 weeks or less with a rating of ‘Pass’ to successfully complete the Seminar certificate in its entirety by the desired completion timeframe outlined on their Student Advisory Roadmap. It should be noted that to achieve the student’s desired progress, a student may complete the program in a shorter timeframe and no longer timeframe than the maximum timeframe specified in the ***Estimated Length of Time in Months***

for Completion of the Program. A student must show that he/she is following the Instructor's syllabus and/or their Student Advisory Roadmap milestones provided by the School's Admissions Office upon enrollment. This is necessary to successfully complete the student's chosen program by the completion timeline. If a student does not complete assignments as instructed within the timeframes allowed for within the Course Syllabus, the Instructor may make a recommendation to the School Director that the student be withdrawn from the class roster. Timing of milestones outlined in the Student's Advisory Roadmap may vary depending on the student's chosen goal or timeframe to complete their Program.

Progress Evaluation

Each student's completed coursework will be reviewed and graded within 7 days of submission. The review will be on their competency of course content knowledge, course participation, homework completion and demonstrated ability to complete all assignments, including but not limited to course papers, projects, ELTU Discussion Forums, and coaching labs as described in the Grading Rubric. *(See section on Grades and Grading Rubric)*

Students may receive progress notes in addition to their grades back on their assignments. These notations serve as progress evaluations for the program milestones outlined throughout the duration of the program. Upon student request, the student may meet with ELTU Instructors to discuss the grades or progress notes and/or comments left by the instructor on the course assignments to improve on their performance. Students who disagree with the progress evaluation notations received may do so by writing their concerns and submitting them to the ELTU Director for resolution in accordance with the grievance policy of ELT.

Probation Policy

Students not making satisfactory progress as defined in the policy on Progress Standards are subject to be placed on academic probation. Generally, this would occur at the midway point during each program year. Once a student is placed on probation, this status shall remain for the remainder of the program period. If the student does not achieve satisfactory progress by the end of the next term or the milestone outlined on the Student's Advisory Roadmap (whichever comes first), the student's enrollment shall be terminated.

For example:

If the student on academic probation achieves an evaluation rating of 'Pass' during the probationary period, but not the required 'Pass' to meet overall satisfactory progress for the course, the student may be continued on academic probation for one more period. If the student does not achieve overall satisfactory progress by the end of the second probationary period, the student's enrollment will be terminated.

If a student on academic probation fails to achieve the required 'Pass' for the first probationary term, on any remaining assignments in that term, the student's enrollment may be terminated. The enrollment of a student who fails to achieve overall satisfactory progress for the course at the end of two successive probationary periods or terms will be terminated.

Unsatisfactory Progress Resulting in Termination

Students on probation who fail and/or refuse to achieve satisfactory progress as defined above shall be terminated from the ELTU program. Unsatisfactory progress may also consist of any students' failure to follow the code of conduct policies and rules of ELT. Any behavior or failure to abide by the policies of ELT, such as making degrading comments or offensive remarks online, placing the school, staff, or other students at risk of harm, may result in disciplinary action up to and including immediate termination from the program. Students terminated for violations of codes of conduct shall not be considered for re-enrollment.

Students terminated for unsatisfactory academic progress cannot be readmitted until a minimum of six weeks has elapsed since their termination. Such re-enrollment does not circumvent the approved refund policy. Prior to being readmitted to ELT, all terminated students must attend a meeting with the following persons present: ELTU Director, ELTU Instructor and Designated ELTU Student Liaison (to be determined at the discretion of the Director prior to the meeting).

A student who returns after termination of enrollment for unsatisfactory academic progress will be placed on academic probation for the next approved term. The student will be advised of this action, and it will be documented in the student's file. If the student does not demonstrate satisfactory progress at the end of this probationary period or approved term, the student's enrollment will be terminated. The date, action taken, and terms of probation will be clearly indicated in the student's permanent file.

(For more information, see policy on "Incompletes, Withdrawals and Repeat Courses.")

RE-ADMISSION POLICY

Students may re-enter ELTU after leaving in good standing by standards of acceptable behavior as defined by the ELT policy. Students terminated for violation of attendance or failure to achieve satisfactory academic progress may reenroll after six weeks. Any fees, penalties, fines or unpaid previous balances must be paid before re-enrollment is reviewed for consideration.

SEMINARS & SEMINAR SERIES

ELTU course offerings marked "Seminars" and "Seminar Series" are single subjects that have been grouped together to focus on an aspect of enhancing one's leadership, coaching, or personal development for life. A single subject seminar is typically less than 40 program contact hours and/or lasts three or less consecutive calendar days. When multiple seminars are taught in a group, series, or bundle occurring over more than 3 consecutive days, we call these Seminar Series. They provide the student an opportunity to earn certificates rather than degrees and enhance the student's career and life rather than prepare for work in a particular occupation. Generally, seminar series graduates in our Seminar certificates such as: Christ-Centered MBA Seminar Series, Spiritual Birthing Coach, Personal Ministry Coach, and Certificates in Professional

SERVICE DENIAL POLICY

Coaching are a part of the ELTU Graduation experience as these series are generally over 3 consecutive days long or they are over 40 program contact hours.

SERVICE DENIAL POLICY

Elevation Life Transformation reserves the right to refuse, deny, or revoke admission and/or services to anyone for any reason, including but not limited to existing or prospective students, alliance organizations or business and personal views online or offline that pose a threat to the safety of our students, employees, volunteers, officials, or business.

TOOLS & ASSESSMENTS

To assist the student in learning, ELTU uses from time-to-time resources from organizations including but not limited to the International Coach Federation (ICF) and its website. The ICF is a leading global organization for coaching that voluntarily sets high standards, provides independent voluntary certification and builds a worldwide network of trained coaches both faith-based and secular. By use of such materials, tools, and resources, ELTU assists students in developing their coaching skills. For example, the ICF performance markers are the indicators that ELTU instructors listen for to determine which Core Competencies for Coaching are evidenced in a recorded coaching session/lab conversation, and to what extent. These performance markers are behaviors that represent demonstration of the Core Competencies in a coaching conversation as used in the context of course training and discussion at ELT. They support the ELTU coaching labs and a performance evaluation process that is fair, consistent, valid, reliable, indicators as published by the International Coaching Federation. Designed to support coaches, coach trainers and mentor coaches in identifying areas for growth and skill development, these indicators are used in the context of Core Competency development, and not used as a checklist in a formulaic manner for ELTU coaching performance evaluation. A copy of these coaching lab performance markers and other materials can be downloaded from the ICF website to use as a general helps tool at your disposal.

TUITION, FEES, & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal, state, or local government funding. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the ELTU **Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

Total Costs for all ELTU Programs & Seminars

The total cost for each ELTU Degree program or seminar certificate series is subject to change.

- **Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change \$4,683**
- **Master of Science Degree in Christ-Centered Leadership, Coaching, and Change \$4,163**
- **Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Mgmt \$4,163**
- **Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, & Change \$4,683**
- **Doctor of Philosophy Degree in Human Capital Leadership and Change \$4,683**
- **Graduate Seminar Series - Certificate in Professional Coaching \$5,925**
- **Master's Seminar Certificate in Professional Coaching \$6,957**
- **Christ-Centered MBA Seminar Series \$4,163**
- **Personal Ministry Coach \$4,163**
- **Spiritual Intimacy & Birthing Coach \$4,163**

TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses.

EXTRA EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 (*refundable if Application for Admission is not approved*)
- Processing Fee: \$150 (*refundable if Admission Application is not approved*)
- Matriculation fee: \$107/per month (*\$1,288 charged each year until program completion*)
- Late Payments \$35
- Extended Program Fee \$89 per month
- Program Re-instatement Fee \$100
- Official Transcripts \$30
- Graduation Experience and Fees Prior to Graduation Eligibility (*Subject to change annually*)
- Add-on Degree Program \$2,000 (*Optional; Subject to change and varies by program*)
- Add-on Seminar \$2,000 (*Optional; Subject to change and varies*)
- Book Publishing Package \$2,400 (*Optional; Subject to change*)
- Third Degree Add-on w/Discount \$1,800 (*Optional; Subject to change and varies by program*)
- Book Fees & Supplies
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

Registration Fee: \$100

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

Matriculation Fee: \$1,288 each year until program completion (\$107/month)

Matriculation fee represents the annual cost of school operating expenses per student enrolled. It includes but is not limited to school operating expenses, program/seminar related expenses for students accepted into the University, the cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, student-faculty activities, recordkeeping, and review upon admission, enrollment, termination, and exiting the University. The current Matriculation fee is charged on an annual basis and starts at the annual

TUITION, FEES, & SPECIAL CHARGES

amount (shown above) which equals to the amount per month if the student is paying via the 12-month installment plan. The Matriculation Fee is required until the student completes the program or the student reaches the maximum number of months in the program, whichever comes first. Depending on their financial need, scholarship students may or may not be required to pay the Matriculation Fee as scholarships are awarded on a financial case-by-case basis. If and when Matriculation Fees are waived for scholarship students, Bachelor's degree program students may be granted up to 24 months of Matriculation Fees waived and Non-Bachelor's degree program students may be granted up to 12 months of Matriculation Fees waived. Otherwise, Matriculation Fees will automatically be assessed and collected electronically the first month after scholarship award period ends. Upon approval of the Scholarship, recipients will be required to arrange for payment or complete Payment Authorization Forms setting up automatic payments for any Matriculation Fees that may be incurred beyond the Scholarship period. This means if Scholarship students have not completed their programs by the end of the Scholarship period, the student is required to immediately begin paying the Matriculation Fee once the Scholarship has ended.

Once the maximum number of months for the degree program has ended and if the student has not completed their program, the Matriculation Fee will end, and the student will be required to pay the Extended Program Fee charged on a monthly basis if the student is actively enrolled in the program beyond the maximum number of months.

The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up in monthly installments or paid in advance when the student applies for Enrollment to the University. The ELTU Matriculation fee is not repeated when the student's enrollment includes a dual degree or voluntary add-on service. The Matriculation fee is refundable if paid in advance and Application for Admission is not approved. Otherwise, the Matriculation fee is required to operate all programs and seminars as part of school operating costs and will not be considered in calculating any refundable expenses 72-hours after the application approval date of both ELTU Asynchronous and Synchronous programs and seminars.

The Matriculation Fee may be paid in monthly installments for Degree and Asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until the starting annual Matriculation Fee is paid in full. If you paid the annual starting full Matriculation fee in advance and you change your mind and withdraw within the first 72-hours of your program/seminar application approval date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw or are terminated after the first 72-hours of the official program/seminar application approval date, the full starting annual Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for all Synchronous programs and seminars regardless of the number of program/seminar hours cannot be paid in installments and is due and payable 3 business days before the scheduled official start date of the Synchronous program/seminar. If you change your mind and withdraw from a Synchronous program or seminar within the first 72-hours after your Synchronous program/seminar application is approved, you get a full refund of the Matriculation

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and Tuition Fees paid. If for any reason you withdraw after the first 72-hours after your Synchronous program/seminar application is approved, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on that portion of the Synchronous program/seminar delivered and in accordance with the provisions of the Cancellations and Refunds policy.

After the student's 72-hour privilege has expired for any enrolled Asynchronous or Synchronous program/seminar, Matriculation Fees are not a part of any refund calculations. If student is paying in installments and withdraws before the full annual starting Matriculation Fee is collected or any other remaining fees are due but not paid, the student will receive a bill for any unpaid portion of the Matriculation fee and other fees. Coursework/Grades/Transcripts cannot be evaluated or processed until all fees due are paid.

\$100 – Reinstatement Fee

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to reinstatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

Processing Fee \$150

The Processing Fee is a separate fee from registration and is required in advance from all students applying to the University regardless of their choice of degree program, seminar series, or scholarship. This fee is required to set up the student's record upon enrollment.

\$35 – Late Payments

Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

\$89 per month - Extended Program Fee

If a student in any program/seminar/series has not finished after the maximum number of months has expired in the guidelines for that program or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student will be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month to extend the program will automatically be charged until the student finishes the program or terminates. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

\$30 – Official Transcripts

A fee of \$30 will be charged when a student requests ELTU to send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Students must pay all fees owed to the school for any open balances on the student financial account. The student must make the transcript request in writing before any documents are released.

Graduation Experience and Fees Needed Prior to Graduation

All Students are required to pay the current year's graduation fee. This fee is announced annually at the beginning of each School Year and is subject to change based on the University Graduation plans each year. The student will receive a notification of the current year's Graduation Experience amount. The fee is due at least 8 weeks prior to the next scheduled graduation service in which the student plans to graduate. This fee is required of all degree-seeking students and those seminar series enrolled students in seminars with over 40 program hours. The fee covers expenses associated with graduation, including but not limited: the cost of evaluation and processing of the graduation application, cost of diploma and supplies, program expenses, mailing fees, and other expenses associated with the student's upcoming graduation and eligibility for graduation, graduation attire including the University's custom color student cap and gown, collar, hood, 8-sided tam, and/or ribbons as designated by the school. This Grad attire is rented from the school automatically, and the student is required to return the full attire back to the school. The Graduation Fee is comprised of the amounts of expected expenses for the operation and execution of associated graduation processes; it includes activities performed and conducted by the school to successfully close out the student's program and the associated financial requirements of the Graduation Experience and process. Therefore, the Graduation Fee is charged whether the student participates in the Graduation Experience or not. Certificate students in seminars over 40 hours are automatically included in the Graduation Experience and must also pay the Graduation Experience fee unless the certificate program has been deemed by the school to not be a part of the Graduation Experience. A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, degrees, official grades, official or unofficial transcripts from the school until all financial obligations for payment are paid in full on the Student ELTU Financial Account.

Add-on Program \$2,000 and Add-on Book Publishing Package \$2,400

If you choose to add on an optional additional Degree program, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected and their costs along with any terms for payment are also included and outlined in your Student Enrollment Agreement.

Book Fees & Supplies

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only based on current cost and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES**.*

Tools Fee, Lab Fee, Individual Subject Fee

Unless otherwise shown, the University does not charge a separate fee at this time as tools fee, lab fees, or individual subject fees.

STUDENT DISCOUNTS

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. Each Add-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program. *(Also see policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as “bridge” program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student’s choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as “bridges” of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. The Add-on package applies only to the second degree program or seminar series which will be added to the initially enrolled first degree program or seminar series. A 3rd Degree Add-on with Discount is available at a slightly lower cost and shown on the Student Enrollment Agreement as well. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor’s degree program purchases (1) Add-on degree package for a Master’s degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price is strictly a

discounted rate for which the student is eligible due to his/her multiple enrollments as an ELTU student. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package discounted program.

Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**
- **Launch your book into marketplace or ministry;**
- **Get the Discounted rate of just \$2,400 for worldwide marketplace publishing; and**
- **Keep 100% of your Book Royalties minus any Amazon Publishing Fees!**

How It Works:

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper,

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you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

All at a discounted publishing rate!

During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program has already been discounted as shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You will be given the opportunity to break the Add-on payment into installments or pay in advance. No work will be done on your book production file until all payments have been completed for both your ELTU degree or seminar certificate and your selected Add-on Commercial Book Publishing Package.

Commercial Publishing Package - Doctoral Dissertation

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a better place! The content you create is what you will submit as your Course Paper or

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Course Dissertation to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELT, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

PAYMENT PLANS & METHODS OF PAYMENT

Payment Plan installments are due monthly on the date of execution of any payment plans. Any student failing to make the monthly installment payment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students may only have one payment installment plan in effect at a time.

- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

Methods of Payment

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via Paypal, Zelle, debit, credit cards, bank account electronic funds transfer (EFT), and automated clearinghouse (ACH) recurring payments made electronically or online are the school's only acceptable method of payment.

FINANCIAL AID & SCHOLARSHIPS

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization

whose educational department has a strategic alliance with ELTU will be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

- **ELTU Inaugural Scholarships**

Established in 2023, the ELTU Inaugural Scholarship is a gift of financial assistance which may include but not be limited to free or reduced tuition from University Founder, Dr. Merle Ray. The gift is in the interest of elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

The University President or designated official may select scholarship recipients based on financial needs addressed in the scholarship questions contained in the ELTU Admissions application process. All applicants will receive notification in writing as to the scholarship decision. To obtain consideration, applicants must apply directly from the University's website and no outside or third party websites.

Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and will be a part of the Student's Enrollment Agreement.

Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission.

Students must adhere and agree to the following statements during the Admission's Application as part of the Scholarship process. If approved for ELTU Scholarship, (I) the student understand that I may receive free, nearly free, or reduced tuition or fees based on self-identified need. I further understand that ELTU Scholarships are not governed nor are they provided by state, federal, or local government; ELTU scholarship is not an entitlement fund. ELTU Scholarship recipients will be subject to:

- Matriculation Fees of \$1,288 automatically incurred annually at the beginning of each program year, and may be waived in full or in part depending on the school's financial status, student's financial need, and/or any donor requirements. Matriculation Fees must be paid in advance (or may be set up on installments of \$107 per month) when not waived via Scholarship. Matriculation Fees automatically are charged each program year until program completion or maximum number of months in the program have expired whichever comes first.
- Fees not covered by Scholarship: ELTU Scholarships cover Tuition of ELTU Degree Programs only and do not cover voluntary optional services, add-on programs, or any incidental fees. Expenses like Registration fee, Processing Fee, Matriculation fee, Books, Supplies, Dual Degree/Seminar Programs, Graduation Expenses, or other materials or fees are not covered

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by the Scholarship. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission.

- Terms, Conditions, and Limits: Scholarships granted for Bachelor's program will not exceed 24 months. Scholarships granted for Non-Bachelor's programs will not exceed 12 months. Arrangement must be made in advance for any payments that may be incurred or accumulated after the Scholarship term ends. Upon acceptance of the Scholarship, students will be presented with Payment Authorization Forms to set up these expected payments that are not covered or any enrollment fees beyond the term of the Scholarship.
- Change, Cancellation, or Revocation at any time: All ELTU Scholarships are temporary, subject to change, cancellation, withdrawal/deletion or revocation at any time; scholarships may be limited or restricted based upon changes to the financial situation of the school, our students, and/or any donors. Students may be required to update and inform ELTU during the program term of any changes in the student's financial situation resulting in a change in the student's eligibility for the Scholarship or financial assistance.
- Enrollment in the ELTU Degree Program is required first and a Waiver of Tuition Form will be provided upon approval of the Admission and Scholarship. Students must set up Payment Plans to cover the initial registration and processing fees if not paid in advance, and they must agree to Payment Plans authorizing recurring electronically processed payments.
- Approval by the School's Executive Director and/or the School's designated official(s) is required to approve and administer awards.
- All scholarships and financial aid awards are offered and reviewed based on financial need on a case-by-case basis.
- Scholarship Award Letter and documentation become a part of the Student Enrollment Agreement.

UNREMEDIED ISSUES / GRIEVANCE POLICY

If you have any issues which you wish to address or any suggestions on how we can improve our services, please contact the Instructor. Contact can be made in person or by e-mail and/or fax. The instructor will do their level best to address your issue(s) within 3 working days. In the event the instructor is not able to address the issue, or it is not handled to the student's satisfaction, the student may raise the issue to the Director by e-mail and/or fax. The Director will meet with the student within 3 business days upon receiving the e-mail and/or fax to investigate the issue at hand. Please provide a detailed description of the issue(s) you wish to have the Director to address.

NOTICE STUDENT COMPLAINT POLICY

This school has a Certificate of Approval from the Texas Workforce Commission (TWC).

The TWC-assigned school number is S5726. The school's programs are approved by Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. Students must address their concerns about this school or any of its educational programs by following the grievance process outlined above. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on the website at: www.texasworkforce.org/careerschoolstudents.

Any unresolved issue(s) may be directed to:

Texas Workforce Commission

Career Schools and Colleges, Room 226T

101 East 15th Street

Austin, Texas 78778-0001

Phone: (512) 936-6959

<http://csc.twc.state.tx.us/>

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

The information contained in this catalog is true and correct to the best of my knowledge.

I hereby certify that the statements and information in this catalog are true and correct to the best of my knowledge and belief.



SIGNED BY DIRECTOR OR OWNER