



TITLE IV
POLICIES & PROCEDURES
MANUAL

Wongu University of Oriental Medicine
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Las Vegas, Nevada 89123
702.463.2122

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Table of Contents

Accreditation, Licensing, and Approvals.....	3
Financial Aid Policies.....	4
Student Eligibility for Financial Aid	4
Types of Financial Aid.....	4
Financial Aid Calendar	4
Verification Policy.....	5
Aid Packaging Policy	5
Financial Aid Processing	5
Cash Management and G5 Policy	6
National Student Loan Data Service (NSLDS) Disclosure	6
Disbursement and Credit Balance Policy	6
Termination Policy	7
Students Rights and Responsibility	7
Return of Federal Title IV Funds.....	8
Title IV Code of Conduct.....	8
Satisfactory Academic Progress (SAP).....	10
Tuition and Fees	11
Indirect Costs.....	12
Institutional Refund Policy	12
Misrepresentation by Financial Aid Applicant	14
Professional Judgement Override	14
Campus Information.....	15

Accreditation, Licensing, and Approvals

Department of Education – Federal Student Aid

Wongu University's Master of Science in Oriental Medicine program is certified by the U.S. Department of Education to participate in the Title IV Federal Student Aid Program through September 30, 2022.

Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)

Wongu University of Oriental Medicine and its master's-level program in Oriental medicine (MSOM) are accredited by the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM). Institution/program accreditation history, notes, and dates of review may be viewed at: <http://acaom.org/directory-menu/directory/>

ACAHM is recognized by the United States Department of Education as the specialized accreditation agency for institutions/programs preparing acupuncture and Oriental medicine practitioners. ACAHM is located at 8941 Aztec Drive, Eden Prairie, Minnesota 55347; phone 952/212-2434; fax 952/657-7068; <http://www.acaom.org/>

State of Nevada Board of Oriental Medicine

Wongu University has been approved by the Nevada State Board of Oriental Medicine as the only higher education institution to offer the Master of Science degree program in Oriental Medicine.

Nevada State Board of Oriental Medicine
3191 E. Warm Springs Road Las Vegas, NV 89120
Phone: (702) 675-5326 Fax: (702) 989-8584
<http://orientalmedicine.nv.gov/>

Commission on Postsecondary Education (CPE)

Wongu University is licensed to operate in the State of Nevada by the Nevada Commission on Postsecondary Education.

Commission on Postsecondary Education
8778 S. Maryland Pkwy, Suite 115 Las Vegas, NV 89123
Tel: (702) 486-7330 Fax: (702) 486-7340
www.cpe.state.nv.us

Department of Homeland Security – International Recruitment

Wongu University is a SEVP (Student and Exchange Visitor Program) certified school under the U.S. Department of Homeland Security and is authorized to accept and enroll nonimmigrant students by issuing Forms I-20. Wongu University is also authorized to assist students with an F-1 Visa to transfer in or out of Wongu University.

Financial Aid Policies

Student Eligibility for Financial Aid

To receive aid from the Federal programs discussed in this catalog, applicants must:

- Be a citizen or eligible noncitizen of the United States.
- Have a valid Social Security Number.
- Be enrolled as a matriculated student seeking a degree.
- Maintain satisfactory academic progress.
- Not be in default on any educational loan or owe a refund on a federal grant made under Title IV Program.
- Register with the Selective Service, which is applicable to male students only.
- Must not have a drug conviction for an offense that occurred while they were receiving federal student aid (scholarships, grants, loans, or work-study).

Types of Financial Aid

Federal Direct Unsubsidized Loans

Direct Unsubsidized Loans are funded and guaranteed by the federal government. Typically, students will enter repayment six months after the student graduates or drops below six credits in a degree-seeking program, such as the Master of Science in Oriental Medicine. Direct Unsubsidized Loans are not based on financial need. Interest accrues during all periods, even during the time a student is in school and during grace and deferment periods. Graduate students are not eligible to receive Direct Subsidized Loans, as per federal regulations that went into effect July 1, 2012. Interest rates and origination fees are set by the federal government and are subject to change. This information can be found at www.wongu.edu.

Federal Direct Graduate Plus Loans

The Graduate PLUS Loan is a federally-sponsored education loan for graduate students. Graduate PLUS Loans help pay for education expenses up to the cost of attendance minus all other financial assistance. Interest accrues during all periods. A credit check is required for all Graduate PLUS borrowers. If you are not eligible based on your own credit rating, you may become eligible if you obtain an endorser for the loan. Interest rates and origination fees are set by the federal government and are subject to change. This information can be found at www.wongu.edu.

Financial Aid Calendar

The free Application for Federal Student Aid (FAFSA) is updated every year. As of June 01, 2022, the most recent FAFSA application is the 2022-2023 version. This application should be completed by any student starting school or a new loan period after July 01, 2022. The tax information used for this application will be from 2020.

Wongu University students, potential and current, are advised to complete their FAFSA, Entrance Counseling, Master Promissory Note, and meeting with the Financial Aid Officer at

least one month prior to the start date of their next loan period. FAFSA applications must be renewed annually.

Verification Policy

Verification is the process in which the Financial Aid Officer compares the information you reported on the FAFSA with your prior year tax return transcript, W-2 forms, and other financial documentation in accordance with federal and state regulations. If your application is selected for verification, you will receive an email instructing you to submit certain forms and documents to complete verification. The Financial Aid Officer must receive all requested documents before federal aid can be disbursed. If there are differences between the data you provided on your FAFSA and the verification documents, corrections may be needed and your application will be reprocessed.

Aid Packaging Policy

With the availability of a clear ISIR (all C-Codes cleared, verification completed, and information discrepancies reconciled: if applicable), the student will be informed by the Financial Aid Officer of the official award committed to the student. The award will consist of the student's Cost of Attendance (COA) minus the Expected Family Contribution (EFC) to determine the student's need. The aid package will include Direct Unsubsidized Loans as the first award, and the Direct Graduate PLUS Loan as the second award (if applicable); in that order to meet the student's COA. Woung University uses R. Gonzales Management (RGM) to process, report, and consult on student financial aid requests.

The aid package will consist of the following:

Direct Unsubsidized Loan	The student will inform the Financial Aid Officer of the amount desired within the loan limits which is calculated by RGM using the NSLDS data on the ISIR. The award letter generated by RGM allows the student to reject part or the entire loan within 14 calendar days.
Direct Graduate PLUS Loan	Graduate students may borrow up to the cost of attendance. The amount of eligibility would be based on COA minus any aid awarded to the student.
Total aid reported on the award letter.	The total from these awards must not exceed the student cost of attendance. Students awarded less than their individual maximum eligibility will be required to acknowledge line 7 of the award letter. If the student accepts the maximum awards listed on the award letter line 7 will not appear since it would not apply.

Financial Aid Processing

Once all forms and paperwork has been completed, the Financial Aid Officer will await confirmation from the Registrar or Admissions Officer that the student has registered for classes. The FA Officer will then be ready to request financial aid for the student. To award for a full loan period, the information for at least three disbursement periods must be planned. However, the credits may be modified later as the student progresses through the program.

After 24-48 hours, the FA Officer will verify that the student's awards were correctly transmitted to COD. The financial aid disbursement, the FA Officer will work with the Finance Office to draw down the funds and apply them to the student's tuition account. There are strict separation of duty rules in place during this process. If there are federal funds available after tuition and fees have been paid, the Finance Officer will write the student a check for the difference. The FA Officer will meet with the student to re-review their Award Letter (and any changes that might have occurred during the ADD/DROP registration period), and the Finance Office will distribute the student's stipend check (if applicable), within 14 days from the disbursement date.

After a new student has been awarded for their first loan period at Wongu University, there are many steps that both the FA Officer and student must take to stay within compliance and to prevent any interruptions in the student's federal funding, including, but not limited to the following:

- Student must remain in compliance with Wongu SAP Standards.
- Student must complete the FAFSA annually.
- Student must inform the FA Officer of any changes in credits, intents to withdraw, or intents to request a Leave of Absence.
- FA Officer must discuss award amounts with student prior to any new loan period award certification.
- FA Officer must audit file regularly.

Cash Management and G5 Policy

Using the RGM system, disbursements to credit the student tuition account and student checks for living expenses are simultaneously recorded in the student ledger card and the subsidiary ledgers of the Blue Book for FSA (Federal Student Aid) funds. The institutional Federal Funds bank account, G5 and Common Origination (COD) is reconciled monthly by RGM. The institution maintains the student ledger card as the sole tuition card and any charges or payments must be recorded in that ledger card. In all cases and in all institutions using the RGM system, a strict separation of duties is maintained to ensure that the Financial Aid Officer making the awards, and in small schools doing the clerical part of printing disbursements from the RGM system, is absolute and that there is no blood relationship between the school owner/administrator (signature on bank account) and the Financial Aid Officer.

National Student Loan Data Service (NSLDS) Disclosure

Loan Information will be submitted to the National Student Loan Data Services (NSLDS) and will be accessible to authorized agencies, lenders, and institutions.

Disbursement and Credit Balance Policy

Funds from the Direct Loan program will be utilized to cover institutional charges via a direct credit entry to the student's account. The student must authorize the institution (in writing) to credit their account with funds disbursed in subsequent payment periods for charges assessed in prior payment periods within the same academic year. Title IV credit balances are created when the Title IV awards exceed the total of the institutional charges in the period. After the applicable school charges have been covered, if funds are still available; those funds will be paid directly to the student to cover additional education-related expenses (i.e., housing,

transportation, etc.). Students will be required to sign a Promissory Note for any loan program received, stating their repayment obligations. All funds awarded to students are subject to the submission of required documentation, compliance with the school satisfactory progress policy, and with school rules and regulations. The availability of federal funds in general is subject to the continuous eligibility of the student and the institution, as well to the continuous appropriations of funds from the U.S. Department of Education. Students should be and will be fully informed of loan obligations prior to authorizing the institution to credit their account with any available FSA funds for any current direct institutional charges for tuition and fees, and any other institutional charges for books and supplies provided by the institution and assessed to the account; and a minimum of \$200.00 for direct institutional charges incurred in the prior academic year/loan period. If any FSA disbursements from loan funds are considered late disbursement and post withdrawal disbursements, the student will be informed and requested to approve those disbursements. This institution does not provide room and board accommodations.

Termination Policy

The institution must verify that a student remains enrolled prior to issuing any Title IV disbursements. The institution will maintain a daily track of students in school or absent. Once the student registers in his/her attendance, the student may cancel within seven calendar days from signing the enrollment agreement. Once the student informs the Financial Aid Officer of his/her intent to withdraw, the FA Officer must check with the Registrar and Finance Office to secure that information is up to date and payment information is also updated. Upon posting of the termination, if the student is a Title IV recipient, a Return to Title IV funds will be automatically calculated in conjunction with a calculation of the Institutional Refund Policy.

Students Rights and Responsibility

Students have the right to:

- written information on loan obligations and information on borrower rights and responsibilities;
- a copy of their MPN either before or at the time the loan is disbursed;
- a grace period and an explanation of what this means;
- notification, if the Department transfers the loan to another servicer without my consent;
- a disclosure statement, received before loan repayment, that includes information about interest rates, fees, the balance owed, and a loan repayment schedule;
- deferment or forbearance of repayment for certain defined periods, if the student qualifies and requests it;
- prepay the loan in whole or in part anytime without an early-repayment penalty; and
- documentation when the loan is paid in full.

Students are responsible for:

- completing exit counseling before leaving school or dropping below half-time enrollment;
- repaying their loan according to the repayment schedule even if: they do not complete my academic program; are dissatisfied with the education received; or are unable to find employment after I graduate;

- notifying lender or loan servicer if the student changes address, changes telephone number, changes their name, changes their Social Security number, or changes employers or employer's address, or telephone number changes;
- making monthly payments on their loan after their grace period ends, unless in a deferment or forbearance; and
- notifying their lender or loan servicer of anything that might alter their eligibility for an existing deferment or forbearance.

Return of Federal Title IV Funds

The Return of Title IV Funds Policy applies to all students who withdraw from Wongu University, and who have or could have received federal student aid disbursements. In accordance with federal regulations, when a student withdraws from Wongu University, the student is required to return unearned portions of the Title IV federal financial aid. The amount of funds that must be returned is based upon the percentage of time the student was in attendance for the term before withdrawing. The percentage is determined by dividing the number of days in the term prior to the student's withdrawal by the total number of days in the term. This percentage is then multiplied by the total amount of federal funds that were received or could have been received for the term, resulting in the funds "earned" by the student; remaining "unearned" funds must be returned to the U.S Department of Education. If a student withdraws after 60 percent of the term has been completed, all funds are considered earned and no return of funds is required, according to federal regulations.

Federal refunds calculations are separate from Wongu University's institutional tuition refund policy. Therefore, a student may still owe funds to the University to cover unpaid institutional charges. Wongu University will also charge the student for any Title IV program funds that the University was required to return. Federal Title IV funds are always returned in the order mandated by the U.S Department of Education. That order is:

1. Unsubsidized Loan
2. Graduate Plus Loan

Any amount returned by the school for the loan program(s) above will be credited to a student's loan(s) awarded and disbursed for the term, thereby reducing the student's loan indebtedness. Additional loan funds which have been released to the student for indirect educational expenses may be considered unearned according to the Return of Title IV Funds calculation; the student is required to repay these funds under the original terms and conditions of the Direct Loan programs.

Note: The Federal Title IV Refund Calculations only apply to withdrawals from all classes. However, if a student changes enrollment status, and if there is an adjustment made to the tuition charge, the Financial Aid Officer may recalculate the student Cost of Attendance Budget to see if the aid eligibility has changed.

Title IV Code of Conduct

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a Code of Conduct. Wongu University's Code of Conduct defines and prohibits conflicts of interest for financial aid personnel. The University's financial aid officers, who have

responsibilities with respect to student educational loans, are bound by and must comply with this Code of Conduct.

The staff at Wongu University of Oriental Medicine are committed to the highest standards of professional conduct and are expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, including all dealings with any entities involved in any manner of student financial aid.

Wongu employees will refrain from taking any action that is contrary to law, regulation, or the best interests of the students. The financial aid officer's number one priority is to serve and act in the best interest of Wongu University students. Aligned with this priority, University employees and agents will remain cognizant of all federal and state regulations and institutional policies and ensure compliance with such regulations and policies, without limitation. The Code of Conduct also confirms that Wongu University of Oriental Medicine does not have preferred lender arrangements of any kind or a preferred lender list.

Wongu University Code of Conduct: Wongu University employees certify the following:

1. We will not enter into any revenue-sharing arrangement with any lender.
2. No officer or employee of Wongu University of Oriental Medicine's Financial Aid Office or any employee or agent who has responsibilities with respect to educational loans shall solicit or accept any gift from any lender, guarantor, or servicer of educational loans.
3. No officer or employee of Wongu University of Oriental Medicine's Financial Aid Office or any employee or agent who has responsibilities with respect to educational loans shall accept any fee, payment, or other financial benefit as compensation from any lender or lender affiliate for any type of consulting arrangement or other contract to provide services to or on behalf of a lender relating to educational loans.
4. The Institution will not steer any borrowers, including first-time borrowers, to particular lenders nor assign any borrower a lender through award packaging or other methods. The Institution will not refuse to certify or delay certification based on the borrower's selection of a particular lender or guaranty agency.
5. The Institution will not request or accept any offer of funds for a private loan, including funds for an opportunity pool loan, to students in exchange for providing concessions or promises to the lender for a specified number of loans made, insured, or guaranteed, a specified loan volume, or a preferred lender arrangement.
6. The Institution will not request or accept from any lender any assistance with call center staffing or financial aid office staffing.
7. No officer or employee of Wongu University of Oriental Medicine's Financial Aid Office, or any employee or agent who otherwise has responsibilities with respect to educational loans, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors will receive anything of value from the lender, guarantor, or group except for reimbursement of reasonable expenses incurred by serving on the board, commission, or group.

Satisfactory Academic Progress (SAP)

Wongu University uses academic standards to monitor student academic progress that are cumulative and include all periods of a student's enrollment. Students attending Wongu University are required to maintain a standard of progress throughout the program. The SAP standards are the same for students who receive Title IV aid and for those who do not. SAP is evaluated at the end of each term for which the student is in attendance. For the purposes of determining satisfactory progress, an evaluation period equals one term.

Wongu University SAP Standards:

- All students in attendance must maintain a minimum cumulative GPA of 2.5.
- All students must successfully complete at least 67% of the credits attempted during a term to maintain satisfactory pace.
- All students must complete the program within the maximum time frame defined by the University. Students must complete the Master of Science in Oriental Medicine program (4 calendar years) within 8 calendar years.

NOTE: The 150% maximum time frame does not apply to graduate programs.

Students who meet these standards are considered in good standing and are meeting the SAP standards set forth by Wongu University. Failure to meet these standards will result in the following academic (and financial aid, if applicable) standings. Each standing after "SAP Met" has specific consequences, and requires specific actions that must be taken by the student.

Academic Standing	Financial Aid Standing (If Applicable)	Definition	Action
SAP Met	SAP Met	Student record demonstrates a satisfactory cumulative GPA, a satisfactory completion rate, and has not exceeded the maximum timeframe.	No action required.
Academic Warning	Financial Aid Warning. <i>The student will still be eligible to receive Financial Aid.</i>	Student has failed to meet at least one SAP Standard. Student will remain in this status for one full term following the term in which the SAP violation occurred.	Student must meet with the Academic Dean, or designee, and complete a SAP form. The form is submitted to the Registrar prior to registering for the next term.

Academic Probation	Financial Aid Probation. <i>If the student's appeal is approved (see Action), they will still be eligible to receive Financial Aid.</i>	Student has failed to meet at least one SAP Standard for two terms in a row. Students will remain in this status for one full term following the term in which the repeated SAP violation occurred.	Student must meet with the Academic Dean, or designee, and complete a SAP form and an Academic Appeal form. Both forms are submitted to the Academic Standards Committee for approval to remain in the program and continue receiving Financial Aid (if applicable).
Academic Dismissal	Ineligible for Financial Aid	Student has failed to meet at least one SAP Standard for three terms in a row.	Student will be academically disqualified and will be dismissed from the University.

Maximum Time Frame Violation

Students who do not earn their degree within the specified maximum time frame of 8 calendar years will be dismissed from the University upon reaching the 8-year threshold.

Attempted Units

To meet the minimum completion rate per term, the student must successfully complete at least 67% of the credits attempted in that term. For the purposes of this calculation, attempted credits include:

- All units for courses in which a student enrolled as of the add/drop deadline;
- All units for courses in which the student enrolled, but subsequently drops or fails;
- Units for repeated courses.

Tuition and Fees

All fees, except for tuition and other associated fees as stated in the Refund Policy, are non-refundable. All fees are subject to change annually by the Woung University's Board of Directors, and other costs may increase due to economic conditions.

Tuition:

Didactic (classroom) Instruction	\$180.00 per credit/unit
Clinical Instruction	\$360.00 per credit/unit (\$18.00 per clinical hour)

Mandatory Fees:

Application Fee	\$100.00
Application Fee (non-matriculating student)	\$15.00
Registration Fee (non-refundable)	\$100.00 per term
Student Association Fee	\$30.00 per term
Malpractice Insurance (as needed)	\$45.00 per term (as needed)
Graduation Examination Fee	\$50.00

Miscellaneous Fees:

Return Check Fee	\$35.00
Duplicate ID Fee	\$10.00
Audit Fee (didactic only)	\$90.00 per credit/unit
Late Registration Fee (including institutional exams)	\$50.00
Late Tuition Payment Fee	\$100.00
Payment Plan Fee	\$50.00
Late Installment Payment Fee	\$20.00
Institutional Exam Retake Fee	\$50.00
Intern Business Cards	\$25.00
Transcript Fee*	\$10.00

Total Estimated Program Cost	\$65,550.00 (excluding books and supplies)
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*Please allow five business days for processing after payment has been made before your transcript is sent to your designated recipient. You will be notified by the Registrar once it has been mailed.

The student is responsible for additional costs such as transportation, and room and board, etc., that are not stated herein. The student is also responsible for purchasing books and supplies (approximately \$800.00-\$1,200.00 per year).

Indirect Costs

Wongu University does not offer housing, meal plans or transportation for students. To help students better plan their budget, the following is an estimate of the annual expenses students may expect for these indirect costs while attending Wongu University.

Estimated Cost per Month:

	Room & Board	Transportation/Personal Expenses	Total
Living Off Campus	\$861.00	\$749.00	\$1,610.00
Living with Parents	\$0.00	\$749.00	\$749.00

This information for the 2020-2021 award year was obtained from:

<https://wongu.edu/net-calculator>

Institutional Refund Policy

The Wongu University Board of Directors approves all policies related to tuition, fees, and refunds. The following provisions pertain to all refund policies applied by Wongu University, unless specifically stated otherwise. This policy applies to both partial and total withdrawals. Wongu University's Refund Policy is in accordance with NRS 394.449, and is as follows:

1. Refunds are calculated based on the academic term in which the withdrawal or cancellation occurred.
 - a) If Wongu University cancels a course, Wongu University shall refund to the student

- 100% of the tuition paid for that course.
 - b) If a student cancels his or her enrollment before the start of the term, Wongu University shall refund to the student 100% of the tuition paid for that term.
 - c) If a student withdraws or is expelled by Wongu University after the start of the term and before the completion of more than 60 percent of the term, Wongu University shall refund to the student a pro rata amount of the tuition for that term, minus 10 percent of the tuition or \$150.00, whichever is less.
 - d) If a student withdraws or is expelled by Wongu University after completion of more than 60 percent of the term, Wongu University is not required to refund the student any tuition and may charge the student the entire cost of the tuition for that term.
2. If a refund is owed, Wongu University shall pay the refund to the student or entity who paid the tuition within 15 calendar days after the:
- a) Date of cancellation by a student of his or her enrollment.
 - b) Date of termination by Wongu University of the enrollment of the student.
 - c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the refund policy. Wongu University may refund these expenses provided the items were not used by the student.
4. For the purposes of this section:
- a) The period of a student's attendance for any given term shall be measured from the first day of that term through the date of the student's written notice of drop/withdrawal from class(es) in that term, regardless of absences or actual days that the class meets.
 - b) Refunds are calculated based on the academic term in which the withdrawal or cancellation occurred.
 - c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.

Disbursement of Tuition Refunds

All tuition refunds will be disbursed through the Finance Office within 15 calendar days following the date of the withdrawal.

The student is responsible for ensuring the Finance Office has the correct mailing address to which the refund is being mailed. The refund amount will reflect the appropriate prorated amount, including outstanding balances, if any. If any portion of tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount will be paid to the student.

Misrepresentation by Financial Aid Applicant

Intentionally misreporting information on financial aid application materials is a violation of law, subject to fine and/or imprisonment. A student should be aware that s/he will be held responsible for the integrity of any financial aid information submitted by the student.

Applying for and receiving federal and university financial aid funds requires that a student complete and submit various applications, forms, and other documents. The integrity of these documents and the accuracy of the information presented through them are critical to the financial aid process. While the Office of Student Financial Aid has systems in place to identify and resolve discrepancies in information it receives, in the case where information and/or documentation intentionally misrepresents a student's financial need, federal, state, and institutional offices and agencies are defrauded.

If there has been intentional misrepresentation, the student will be referred to the Office of Student Financial Aid for possible disciplinary action. Woungu University will also refer all credible cases of suspected misrepresentation and fraud to the U.S. Department of Education's Office of Inspector General, in compliance with federal requirements. If it is determined that a violation has occurred, the consequences may include, but are not limited to, making full restitution of grants and loans for which the student is not entitled, withholding of future disbursements until the matter is resolved, and obligation to pay the resulting balance on the student account. Cases involving omission are not referred to the Department of Education. However, any ineligible funds received must be returned, and the student will be responsible for the balance on the student account.

Professional Judgement Override

When there are unusual situations or circumstances that impact your federal student aid eligibility, federal regulations give a financial aid administrator discretion or professional judgment on a case-by-case basis and with adequate documentation to make adjustments to the data elements on the Free Application for Federal Student Aid (FAFSA®) form that impact your Expected Family Contribution (EFC) to gain a more accurate assessment of your family's ability to contribute to your cost of education. The Department of Education does not have the authority to override a school's professional judgment decision.

Campus Information

Academic Terms:

Winter - starts in January

Spring - starts in April

Summer - starts in July

Fall – starts in October

Holidays Observed:

New Year's Day

Martin Luther King, Jr. Day

Memorial Day

Independence Day

Labor Day

Nevada Day

Veteran's Day

Thanksgiving (two days)

Christmas

Constitution Day:

Wongu University recognizes Constitution Day on September 17th. This day commemorates the formation and signing of the Constitution of the United States on September 17, 1787. As this day regularly falls between the Summer and Fall terms at Wongu University, historical information will be distributed to the student population via email in recognition of Constitution Day.

Business Days:

Monday: 9:00 a.m. to 5:00 p.m.

Tuesday: 9:00 a.m. to 5:00 p.m.

Wednesday: 9:00 a.m. to 5:00 p.m.

Thursday: 9:00 a.m. to 5:00 p.m.

Friday: 9:00 a.m. to 5:00 p.m.

Voter Registration:

We encourage students to register to vote. You can go to the following website and follow the instructions to register:

<http://www.clarkcountynv.gov/election/services/Pages/VoterRegistration.aspx>.

This webpage contains everything you need to know about the requirements to be allowed to vote and become a registered voter as well as deadlines for submission of the applications.