

Special Notes About the College Credit Program

1. **COLLEGE OFFERING CREDIT: Trevecca Nazarene University**, Nashville, TN 37210-2877, (615) 248-1256. Trevecca Nazarene University is accredited by the Commission on Colleges of the Southern Association of Colleges & Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4500) toward associate, bachelor, master and doctoral degrees. Membership in one of the six regional accrediting associations in the United States indicates that the University has been carefully evaluated and found to meet standards agreed upon by qualified educators.
2. In order to enroll in the college credit program, there is a \$25 non-refundable application fee. **If the application for college credit is made after Sales School, there will be a \$10 Late Registration fee.**
3. To receive credit you must clear your account with the Southwestern Company.
4. When you have completed your summer in The Southwestern Program and are checking through Nashville, the \$230 tuition fee will be charged to your account.
5. **Trevecca will mail grade cards by January 31** after awarding of the final grade. Your grade card will be mailed to the address given on your application. Your transcript of Trevecca Nazarene University credit will be mailed to the address given on your written personal request. PLEASE NOTE: Transcripts can only be mailed if requested by you in writing. You may submit a letter of request bearing your signature to the Academic Records Office, Trevecca Nazarene University, Nashville, TN 37210-2877.
6. College credit can only be granted within the calendar year in which it was earned. **WORK MUST BE COMPLETED & TURNED IN BY OCTOBER 1. No papers will be accepted after October 15.**
7. Credit received is undergraduate credit.
8. Southwestern reserves the right to withhold payment of \$230 tuition to Trevecca Nazarene University if account balance is outstanding.
9. All grades will be letter grades based on your participation and course evaluation criteria described in the course syllabus.
10. **You may wish to check with your college academic advisor before paying the tuition fee to see if they will accept your transfer credit** since fees are non-refundable after they are sent to Trevecca. Even if your school should decide not to let you use the credit as an elective, it will be impressive on a resume or in your personal file to show that you took the time to earn credit hours in Sales from an institution of higher learning other than your own alma mater.
11. **DROP POLICY:** If you decide by checkout not to complete the class you registered for, you may inform The Southwestern Company, prior to, or during, your CHECKOUT in Nashville, Tennessee. Upon receiving notice from you not to pay the \$230 tuition, you will automatically be dropped from the course. If you do not inform the Company of your decision to drop the class, **your account will be debited the tuition cost of \$230 which will be paid to Trevecca Nazarene University on your behalf. Once paid to Trevecca, the tuition will be non-refundable!**

If, after checkout but prior to October 1, you find that you will be unable to complete the course requirements in a timely manner, you may request to withdraw from the class without a grade. All such requests should be postmarked by October 1, and sent to Shannon Bradley/College Credit Program. No tuition will be refunded for such requests. After October 1, all students registered for the course, who have not previously withdrawn, will receive grades.