

Doctoral Degree - Catalog Addendum

Amendment 1: Page 6

This catalog is effective September 1, 2019 and supersedes all previous catalog editions. It will remain in effect through December 31, 2020 or until a new edition of the MATCM catalog is published, whichever is earlier. This catalog is updated annually.

Amendment 2

This catalog is mailed or manually given to prospective students per request. It is given to the students again in person at the Orientation along with Enrollment Agreement at the time of enrolling.

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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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THE YO SAN UNIVERSITY'S PHYSICAL FACILITIES

The University is located in a contemporary three-story office building on West Washington Boulevard in the Culver City/Marina Del Rey area. The University space includes 4 classrooms, Library, Student Lounge, Faculty Lounge, second floor Administration Suite, secured storage rooms, Herbal Dispensary and YSU Blount Community Clinic. The classrooms come in different sizes and can fit between 16 and 50 seats. Each of the classrooms is equipped with a large monitor for connecting with instructor's laptop. The classroom equipments include treatment tables, skeleton, life-size acupuncture model, ear acupuncture model, scalp acupuncture model etc. The Blount Community Clinic has up to 10 treatment rooms. Each room has necessary equipments and furniture such as treatment table, heat lamp, and sharp container. The herbal dispensary has various raw herbs and formulas and a tablet machine. Students may purchase acupuncture needles and herb samples from the clinic.

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Patrons may search the online library catalog or ask a staff person to locate library items.

Doctoral students may check out a maximum of 6 items at one time for a period of 30 days. Borrowed items may be renewed in person, by an email to library@yosan.edu, or by phone 888-451-6585 ext. 112. Library items must be renewed by the patron responsible. The fine for overdue items is \$0.25 per day. The fine for lost items is equivalent to the item's replacement value.

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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:
Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
P.O. Box 980818, West Sacramento CA 95798-0818
Website Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897

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NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIAL EARNED AT YO SAN UNIVERSITY

The transferability of credits you earn at Yo San University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the DAOM you earn in Yo San University Doctoral Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits in the DAOM Program that you earn at Yo San University are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at Yo San University will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Yo San University to determine if your credits earned at DAOM will transfer. Yo San University does not enter into any articulation or transfer agreement with any other college or university.

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The prospective international student is responsible for all fees associated with the student visa application and SEVP registration process. The University DSO follows SEVP procedures with due diligence in verifying student status before issuing I-20 and vouch for the student status for the duration of active enrollment.

Amendment 9: Page 6

California Acupuncture Board (CAB) licensure is required for the practice of acupuncture and Oriental medicine in California. Yo San University is approved by the CAB. The education at Yo San University prepares students to sit for the Acupuncture Licensing Examination, but the student is responsible for meeting all the requirements for sitting for the Exam. State of California Acupuncture Board 1747 North Market Blvd, Suite 180 Sacramento, CA 95834
www.acupuncture.ca.gov

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SUMMARY OF DAOM PROGRAM TUITION AND FEES 2020

Application Fee (Non Refundable) :	\$ 100
Application Fee for International Students (Non Refundable):	\$ 150
Deposit upon acceptance (applied to 1st tuition payment):	\$ 1500
Full Time Tuition:	\$5400 per trimester
Registration Fee (Non Refundable):	\$60 per trimester
Student Association Fee:	\$15 per trimester
Clinic Professional Liability Insurance Fee (fee waived with proof of malpractice insurance)	\$100
Extension Tuition after the 2-year program (cannot be prorated):	
• Incomplete Capstone Project	\$1000 per trimester
• Incomplete clinical mentorship hours	\$1000 per trimester
• Incomplete academic classes	\$1000 per trimester
Graduation Fee:	\$250
Makeup Exam Fee:	\$120 per exam
Late Assignment Fee	\$120 per assignment
Add-Drop Fee:	\$20 per add or drop
Late Payment Fees (as specified on the registration form):	\$50/\$100
Returned Check Fee \$35	
Un-cashed Check Fee \$35 Check Re-Issue Fee \$35	Stop Payment Fee \$35
Official Transcript Requests (per transcript):	\$10 per transcript
Challenge Examinations:	\$350 per credit
Transfer	\$50 (per course up to 5 courses) \$250 (four five or more courses)
STRF (Non Refundable)	\$0.00 per \$1,000 of tuition fee

Make up exams and assignment extensions must be pre-approved by DAOM administration.

TUITION AND FEE CHARGES FOR THE FIRST TRIMESTER FULL-TIME STUDENTS ARE EXPECTED TO BE APPROXIMATELY: \$5,475; FOR STUDENTS WHO ARE NOT TRANSFERING CREDITS FROM OTHER INSTITUTIONS. THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM ARE EXPECTED TO BE: \$33,735 INCLUDING NORMAL FEES SUCH AS REGISTRATION AND GRADUATION, BUT EXCLUDING VARIABLE FEES SUCH AS LATE PAYMENT FEE AND CLINIC INSURANCE FEE. THIS ESTIMATE IS BASED ON PROGRAM COMPLETION IN TWO (2) YEARS AND DOES NOT TAKE INTO ACCOUNT AN EXTENDED TIMELINE FOR DEGREE COMPLETION OR IF YOU ARE ELIGIBLE FOR A TUITION SCHOLARSHIP OR DISCOUNT. IF YOU REQUIRE LONGER THAN TWO YEARS TO COMPLETE DEGREE REQUIREMENTS, A NEW ENROLLMENT AGREEMENT MUST BE EXECUTED AND ADDITIONAL TUITION COSTS AND FEES MAY BE ASSESSED. STUDENTS TRANSFERING UNITS FROM ANOTHER INSTITUTION WILL EXECUTE AN ENROLLMENT AGREEMENT WITH ADJUSTED TOTAL COSTS BASED ON THOSE UNITS. UPON ENROLLMENT A FULL TIME STUDENT IS EXPECTED TO PAY EITHER THROUGH CASH PAYMENT (INSTALLMENT PAYMENT ARRANGEMENTS MAY BE MADE WITH THE OFFICE OF THE BURSAR), OR VIA AN APPROVED FINANCIAL AID APPLICATION (NOTE THAT THE TOTAL ESTIMATED PROGRAM COSTS FOR TRANSFER STUDENTS AND THE TOTAL FIRST TRIMESTER ESTIMATED COSTS WILL DEPEND RESPECTIVELY ON THE NUMBER OF CREDITS APPROVED FOR TRANSFER, AND THE NUMBER OF CREDITS TAKEN EACH TRIMESTER.) STUDENTS ARE EXPECTED TO PAY APPLICATION FEE ALONG WITH THEIR APPLICATION. STUDENTS ARE EXPECTED TO PAY REGISTRATION FEE & STUDENT ASSOCIATION FEE AND THE FIRST INSTALLMENT OF TUITION BY THE END OF FIRST WEEK OF TRIMESTER.

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STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento CA 95798-0818

Website Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 574-8900 or by fax (916) 263-1897

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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The student has the right to cancel this enrollment agreement and to obtain a refund of charges paid through the fourteenth (14th) calendar day of the trimester, or the 3rd day after the first residency weekend, whichever date is later. Registration fees are non-refundable. Students may receive a prorated refund for the unused portion of the tuition, excluding fees, after the second week of the term. Student may notify the Administration Suite of their request for tuition refund during normal business hours via phone, email, letter or in person. Before the refund will be processed, the student must complete an Add/Drop Form in cases of a course load reduction, or a Withdrawal Form, when canceling an enrollment or fully withdrawing from the program. Add/Drop and Withdrawal forms are available in the Administration Suite and can be requested by email from the Registrar at registar@yosan.edu. The “withdrawal date” is used to calculate the amount of the refund and is determined when a completed Add/Drop Form or Withdrawal Form is submitted to the Administration Suite. The withdrawal date is established by the date of postmark on the envelope, by date stamp on the email, or by the date these forms were submitted to the Administration Suite in-person. Tuition refund calculations are made daily, on a prorated basis. The amount owed equals the daily charge for the trimester (total institutional

charge divided by the number of days in the trimester), multiplied by the number of days you attended, until 75% of the course has been completed. After the 75% point of course completion, no additional refunds are offered. This refund policy applies to students who voluntarily withdraw as well as those who are dismissed from the program for any reason. Tuition refunds resulting from dropped classes are calculated and refund checks are prepared the week following the last day to drop classes for the trimester. For students who have chosen installment payments, the Add/Drop fees are equally divided and added to remaining installment date(s). Each transaction of adding/dropping is charged an Add/Drop fee after the second week of the trimester. When a drop results in an enrollment status of less than half time or full withdrawal, and the student is a Federal Student Loan recipient, refund processing follows the appropriate Federal regulations.

The 14th day of the trimester, or the 3rd day after the first residency weekend whichever date is later is the date student must exercise his or her right to cancel or withdraw

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The University Administration will arrange for the student to have an interview with the Student Affairs Officer or another appropriate person to evaluate and attempt to resolve the grievance no later than 30 days.

Amendment 14 : Page 22

Although the University does not provide on-campus housing, the City of Los Angeles and the neighboring communities of Culver City, Playa Vista, Mar Vista, West Los Angeles, Marina Del Rey and Venice have extensive rental apartments and housing in all price ranges (\$800 - \$2,400 per room). YSU is also within commuting distance from a number of other residential communities including Santa Monica, Westchester, and El Segundo.

Amendment 15: Page 8

Yo San University prepares its graduates to become Licensed Acupuncturists : United States Department of Labor's Standard Occupational Classification code 29-1199.01.