BELLARMINE UNIVERSITY
IN VERITATIS AMORE

W. FIELDING RUBEL SCHOOL OF BUSINESS

Accounting Certificate Program

Accounting is one of the most popular majors at Bellarmine University. Our graduates are well prepared for professional accounting careers with Certified Public Accounting (CPA) firms, major corporations, and government or non-profit agencies. All of the "Big 4" international CPA firms, several regional firms, and all large local CPA firms in the Louisville area interview on campus and hire Bellarmine students. Many large Louisville, national and international businesses also interview on campus or request résumés. Many Bellarmine students obtain positions and acquire business experiences through paid internships before program completion.

The W. Fielding Rubel School of Business at Bellarmine University is accredited by AACSB International (Association to Advance Collegiate Schools of Business), which places it among the elite business schools in the nation. Bellarmine is the first and only private university in Kentucky to achieve AACSB accreditation. The Rubel School is also listed as one of *Princeton Review's* "300 Best Business Schools."

The Bellarmine Accounting Certificate program is designed to help graduates of bachelor's programs complete Kentucky and Indiana state requirements for eligibility to take the CPA examination as quickly as possible without impairing the quality of education. The Certificate is a 3-semester, 24 credit hour program for students with a prior business degree in a field other than accounting, or a 5-semester, 39 credit hour program for students with no prior accounting or business coursework. Of course, the program is flexible; students can take one course at a time or be a full-time student. Both day and evening classes are available. There are no general education or incidental courses in the program.

PROGRAM ADMISSION REQUIREMENTS

- A completed and signed application.
- A bachelor's degree from an accredited college or university in a discipline other than accounting.
- Submit $40 application fee (unless Bellarmine University alumni/a)
- Final official transcript(s) from each college or university attended should be mailed to the Office of Graduate Admission and not be marked "Issued to Student".
- If any transcripts or undergraduate degree(s) are from an international institution you must provide an official copy of a third party course by course credential evaluation. The following organizations offer this service and information regarding processes and fees available at: www.aacrao.org, www.wes.org and www.ece.org. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).
- If your undergraduate degree is from an international institution, you were born outside the United States, or English is your second language, you will be required to submit an official TOEFLiBT (internet-based test) score and receive a total score of 80 or higher. We will also consider an equivalent score on the IELTS or MELAB tests. The Admission, Progression and Graduation Committee reserves the right to require a TOEFL score from any applicant.
- Personal interview, if requested by the Accounting Certificate Admission, Progression and Graduation Committee.
- Provide one letter of recommendation from a faculty member and/or supervisor who knows you. A recommendation form is included in the packet.
- Submit a type written response to the essay question listed on the application.

INTERNATIONAL APPLICANTS

Please complete the items under Procedure for Admission and submit the following:
U.S. law requires financial statements from a bank or other financial institution certifying the student's ability to fund the cost of attendance for one academic year minus the amount of any scholarship dollars received. Figures should be in U.S. dollars and must be certified as an official document by the bank or financial institution. A sponsor may be used if the sponsor attaches a signed affidavit stating that he/she will financially support the student until completion of a degree at Bellarmine University. If a sponsor is used, the sponsor's bank statement should accompany the letter. **The amount that would need to be shown for the Accounting program would be $47,156 for part-time students. The amount for full-time students would be $56,351.** These amounts include tuition and fees associated with the program and an average cost for living expenses, books, supplies, health insurance, transportation and personal expenses.

PROGRAM REQUIREMENTS

- Completion of these five required courses totaling fifteen credits: ACCT 101, 211, 212, 313, 418.
- Fifteen credits selected from other accounting courses or BA 403.
- Nine additional credits selected from business administration or business-related courses.
- For all certificate students, a minimum of twenty-four accounting credits must be completed at Bellarmine.

TUITION, FINANCIAL AID, & THE CPA

Students in this program are charged tuition on a per credit hour basis. The current tuition for the 2012-13 academic year is $755 per credit hour for both full and part-time students taking business related courses.

Financial Aid

- In addition to company tuition reimbursement plans and private bank loans, students are eligible for federal Stafford loans, both subsidized and unsubsidized after completing the Free Application for Federal Student Aid (FAFSA).
- Bellarmine's school code is 001954.

Kentucky CPA Exam Requirements

- If you passed the Uniform CPA Examination as a Kentucky candidate, obtained 150 college semester hours, and completed 1 year of experience in an accounting or auditing position in public practice, academia, industry or government that can be verified by an actively licensed CPA of any state, you may apply for a Kentucky license.
- A year of experience is defined as 2000 hours in a period of not less than 12 months earned after the awarding of a baccalaureate degree.
- A certificate of experience may be submitted for more than one employment situation to meet the 1-year of experience. The CPA verifying your experience must have an active practicing license, but does not have to be your supervisor.

UNDERGRADUATE CERTIFICATE IN PROFESSIONAL ACCOUNTING

Students who have previously completed a baccalaureate degree, in any field other than accounting, and wish to pursue professional careers in accounting will enter the undergraduate certificate in professional accounting program. Students complete a minimum of thirty-nine credits and may receive credit for up to fifteen hours based on their undergraduate coursework in business and accounting. The certificate program may be completed in one to two years, depending on previous coursework. To sit for the CPA examination in Kentucky, total accounting hours must equal 27, total business-related hours 39, and total college hours 150.

Accounting Certificate Program

This application is for: ☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

I will be attending: ☐ Full-time ☐ Part-time

PERSONAL DATA

Name _____
LAST FIRST MIDDLE MAIDEN

Preferred Name _____ Social Security Number _____ Gender _____

Place of Birth _____ Date of Birth _____
CITY STATE/PROVINCE COUNTRY

Permanent Address _____
STREET ADDRESS

_____
CITY COUNTY STATE/PROVINCE ZIP CODE COUNTRY

Home Phone (____) _____ Work Number (____) _____ Extension _____

Cell Phone (____) _____ Email Address _____

Citizenship ☐ U.S. ☐ Permanent U.S. Resident ☐ Non U.S. Citizen

If you are not a U.S. citizen, what is your country of citizenship? _____

What is your current country of residence? _____

Is English your first language? ☐ Yes ☐ No

If not, what is your first language? _____

Are you Hispanic or Latino? ☐ Yes ☐ No

In addition, select one or more of the following racial categories to describe yourself:

☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White

Current Employer _____ Present Position _____

Address of Employer _____
STREET ADDRESS CITY STATE/PROVINCE ZIP CODE

Will tuition be subsidized by your employer? ☐ Yes ☐ No

Will you be applying for aid with the Veterans Administration? ☐ Yes ☐ No

EDUCATIONAL DATA

Please list all colleges and/or universities you have attended.

INSTITUTION	LOCATION	DATES ATTENDED	DEGREE RECEIVED	GPA

PROFESSIONAL/COMMUNITY ACTIVITIES

COMPANY NAME	TITLE	CITY/STATE	DATES

ESSAY

The following question is to be type written on a separate page. Please be sure to include your name on any separate pages you submit with your application. The admission committee would like to stress the importance of this essay. Please provide a thoughtful response. The essay should not exceed one 8.5" by 11" page:

- What are your long-term career aspirations? How will a Bellarmine Accounting Certificate help you accomplish them?

BACKGROUND DATA

Have you ever been dismissed from a college or university for disciplinary reasons, or been sanctioned by a disciplinary board? ☐ Yes ☐ No

If yes, from where? _____

A release will be mailed to you. You must sign and complete the form and mail it back to the Office of Admission at Bellarmine University one month prior to the first week of classes. This form will be mailed to your current Dean of Students asking for an explanation of the sanction and circumstances.

Have you ever been convicted of a felony? ☐ Yes ☐ No

If you answered yes to either of the last two questions, please explain on a separate sheet of paper how you were held accountable (i.e., outcomes, sanctions), when the incident occurred and any additional information you wish to provide. Please note that we may need to request additional information.

SIGNATURE OF APPLICANT

I declare that the information provided on this form is true, correct and complete. Bellarmine University has my permission to verify information by obtaining documents as needed. I understand that providing false information may result in Bellarmine University revoking my status as an accepted or enrolled student. Also, I grant Bellarmine University or its appointee(s) permission to post my personal and academic information on Bellarmine's secured, password protected intranet and student portal.

Signature _____ **Date** _____

RECOMMENDATION FORM: Accounting Certificate Program

APPLICANT: Fill in your name and forward a copy to the respondent. Please provide a stamped, addressed envelope along with the form. One recommendation is required with your application.

I, undersigned, hereby waive all rights or privileges to inspect or challenge the content and comments appearing in this letter of evaluation.

Name of Applicant _____

Signature _____ **Date** _____

RESPONDENT: The individual whose name appears above is applying for admission to the Bellarmine University Accounting Certificate Program. Evaluations of the applicant's potential are required as part of the application procedure and this individual requests that you write on his/her behalf. A standard format is provided for your use, but you may choose to write a letter instead of using the form. It would be appreciated if you would respond as early as possible so that consideration of the application will not be delayed.

Name of Respondent _____ **Title** _____

Signature _____ **Date** _____

Basis of Evaluation: (Check all that apply).

- ☐ Student in class
- ☐ As an employee
- ☐ Personal friend
- ☐ As a co-worker
- ☐ Assistant to me in teaching or research
- ☐ Through discussions with the student
- ☐ Through discussions with other faculty
- ☐ Through examination of the student's record

Rate the student on the following in terms of his/her potential for further training and professional practice. Keep in mind that this rating should be relative to students you may have known who have aspired to a career in Accounting and not necessarily relative to all students you have known. Use the following scale: 4-Outstanding, 3- Good, 2-Satisfactory, and 1-Unsatisfactory.

	4	3	2	1	DESCRIPTIVE COMMENTS
Intelligence					
Oral and Written Expression					
Character and Personality					
Personal and Social Maturity					
Interpersonal Relationships					
Motivation					
Initiative					
Work Habits					
Overall Rating					

Is there any reason to question the applicant's integrity?

Is there any reason to question the applicant's emotional stability?

How long and under what circumstances have you known the applicant?

What are the outstanding characteristics (positive and negative) of the candidate?

How well does the candidate get along with fellow students and the faculty?

How does the applicant compare with other pre-professional students with similar career aspirations?

What is your overall evaluation of the applicant?

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