# VALLEY COLLEGE
## Student Catalog Addendum
Tuition and Fees Information
Martinsburg and Beckley (WV) Main Campuses
Cleveland (Ohio) Branch Campus to Martinsburg
Effective Date of Catalog:  July 1, 2020
Date of Catalog Addendum: 7/1/2020

## *Part 1a: Tuition Information for current Diploma and Degree programs*

| Program Name | CIP Code(s) | Location | Credential | Program Length in Months | Semester Credits | Number of Academic Years | Registration Fee | Tuition per Academic Year | Lab Fees per Academic Year | Graduation Fee | Total Costs for Tuition and Fees |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Medical Clinical Assistant | 51.0801 | Martinsburg Beckley Cleveland | Diploma | 10 | 38 | 1 | $50 | $14,925 | $500 | $100 | $15,575 |
| Veterinary Assistant | 51.0808 | Cleveland | Diploma | 10 | 39 | 1 | $50 | $14,925 | $500 | $100 | $15,575 |
| Veterinary Technician | 51.0808 | Cleveland | Associate AAS | 20 | 76 | 2 | $50 | $14,925 | $500 | $100 | $31,000 |
| Practical Nursing | 51.3999 | Cleveland | Diploma | 10 | 36 | 1 | $50 | $ 17,975 | $500 | $100 | $18,625 |
| Medical Administrative Assistant | 51.0712 51.0707 | Online | Diploma | 9 | 30 | 1 | $50 | $14,925 | $500 | $100 | $15,075 |
| Medical Front Office, Billing and Coding | 51.0712 51.0714 51.0707 | Online | Diploma | 9 | 30 | 1 | $50 | $14,925 | $500 | $100 | $15,075 |
| Cybersecurity | 11.1006 | Online | Associate OAS | 16 | 60 | 2 | $50 | $14,925 | None | $100 | $30,000 |
| Cybersecurity | 11.1003 | Online | Bachelor BS | 31 | 126 | 4 | $50 | $14,925 | None | $100 | $59,850 |
| Business Administration | 52.0201 52.0207 | Online | Associate AAB | 16 | 60 | 2 | $50 | $14,925 | None | $100 | $30,000 |
| Business Administration | 52.0201 52.0207 | Online | Bachelor BS | 31 | 125 | 4 | $50 | $14,925 | None | $100 | $59,850 |
| Health Services Administration | 51.0705 51.0707 | Online | Associate AAB | 17 | 63 | 2 | $50 | $14,925 | None | $100 | $30,000 |
| Health Services Administration | 51.0705 51.0707 | Online | Bachelor BS | 32 | 126 | 4 | $50 | $14,925 | None | $100 | $59,850 |

Tuition Effective Date:  September 10, 2018  Credits changes for Degree programs were updated in October, 2019/December 2019.    Veterinary Assistant and Veterinary Technician programs were updated/added in November 2019. (The HVAC program listed in the catalog is not an active program.)   Online programs offered via NC-SARA (National Council for State Authorization Reciprocity Agreements) through Valley College Martinsburg, West Virginia, for its Cleveland, Ohio branch campus.

Valley College accepts Cash, Check, Money Order, Discover, Visa, and/or MasterCard to cover fees, uniforms, medical supplies, tuition, and/or textbooks.

The Graduation Fee is paid by all graduates of diploma and degree programs for graduation processing, which includes exit interviews, file close out, transcript processing, diploma processing, and graduation ceremony; failure to attend ceremony is not grounds for waiver of fee.

Explanation of Fees and Costs not shown on the table above:

Textbook prices are subject to change. Valley College estimates that textbooks costs are approximately $1,070 to $2860 per academic year depending on the program. Supplies such as printer cartridges, pens, pencils, notebooks, and paper are not included in tuition and fees. Textbook information is posted on the Valley College Website at http://www.valley.edu/consumer-information/ (Look for Valley College Book List by Course). Students have the option of ordering textbooks on their own.

**Medical Clinical Assistant program only:** MCA Kit - Valley College uniforms, stethoscope and blood pressure cuff that must be purchased through the college (approximately $175). Students are also personally responsible for the cost (approximately $150) for their criminal background check, drug screening, and any necessary inoculations prior to the Externship course.

***Veterinary Assistant and Veterinary Technician programs:** Valley College uniforms that must be purchased through the college (approximately $100).

***Practical Nursing** Valley College uniforms that must be purchased through the college (approximately $132) and LPN Tote Bag Kit ($86). Students are also personally responsible for the cost of the (approximately $150) for their criminal background check, drug screening, and any necessary inoculations required for the program. Entrance Exam fee (HESI) is $50.

*During the Hybrid courses: The student is responsible for his or her own computer equipment, broadband (high-speed) Internet connection, recommended speed of 4 Mbps or higher, and any online charges he or she incurs. The online conferencing software and associated fees are included in the tuition. Students without personal access to a computer and/or internet service shall have access to the Valley College computer labs to complete any Online portions of the program.

Note: All programs - additional uniforms may be purchased at the campus – please see the campus Bursar for more information.

**Course Retake Fee:** If a student enrolled in a diploma or degree program must retake a course because he or she received a grade of "WF" or "F," he or she will be charged a flat rate of $300.00 for a course retake fee when he or she repeats that course. If he or she drops from his or her program before retaking the course, his or her account will be refunded as per the Valley College Refund Policy.

A student who receives a grade "I" (incomplete) for a course will not be charged extra tuition as long as the course is completed by the end of the incomplete period. If the student fails the course, the student will be charged a course retake fee when he or she repeats that course.

**Transcripts:** Effective in May 2018: Valley College Transcript Request forms are available at https://www.valley.edu/catalog/

Transcript Request Fee is as follows: The transcript process fee is $10.00. A student must be in good financial standing at the time of the request before a transcript will be released.



## DISPUTE RESOLUTION PROCEDURE NOTICE

Valley College strives to ensure that its students are fully satisfied with their educational experience. However, in order to afford full consideration to students' complaints or concerns and resolve disputes quickly, fairly, and in good faith, Valley College set forth the following framework for the amicable problem resolution. By enrolling, students agree to follow each step of this procedure.

**1. DISPUTE-** If a dispute or concern arises, the student should first attempt to resolve the issue directly with the faculty member or the campus staff member involved.

**2. GRIEVANCE-** If the dispute is not informally resolved at Step 1 above, you must follow Valley College's Student Complaint Procedure listed in the Catalog and file a written grievance with the Director of Academic Affairs or the Campus President or the Director, Online Division describing the dispute in detail and the requested solution. A written response and proposed resolution will be provided to you by the College. If the student feels that the complaint is still unresolved, the student should submit the complaint in writing to the College's President. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the school's accrediting agency or a state agency whose contact information is provided in the school's Catalog.

**3. ARBITRATION-** If you are still not satisfied with the college's response at step 2 above, you are required to arbitrate the dispute. See the Valley College's arbitration agreement provision in the Valley College's Enrollment Agreement for details on your obligation to arbitrate. Except for the borrower defense claims, both the College and students explicitly waive any right to a jury trial. The decision of the Arbitrator will be legally binding, and not merely advisory.

## *Part 1b: Tuition Information for the Certificate programs*

| Program | Semester Credits | Registration Fee | Tuition | Lab Fees | Program Kit | Book Cost | Total Costs |
|---|---|---|---|---|---|---|---|
| Nursing Assistant (CNA) | 0 | $50 | $2,345 | $310 | $207 | $83 | $2,995 |
| Offered at Valley College- Martinsburg and Valley College – Beckley.  Please contact campus for more information on the next start date for this program.<br>Nursing Assistant Tuition and Fees (Book Costs and Lab Fees) were revised on February 10, 2020.  The Total Cost did not change.  Down payment is due before the start of class, unless other arrangements have been approved by the Director of Financial Aid | | | | | | | |
| Commercial Driver License (CDL) Class A | 0 | $50 | $5,245 | $0 | $0 | $0 | $5,295 |
| Offered at Valley College- Cleveland.  Please contact campus for more information on the next start date for this program.<br>Tuition effective: 5/26/2020<br>Down payment is due before the start of class, unless other arrangements have been approved by the Director of Financial Aid | | | | | | | |

Certificate programs do not qualify for Federal Title IV Funds.
Valley College accepts Cash, Check, Money Order, Discover, Visa and/or MasterCard to cover fees, uniforms, medical supplies, tuition and/or textbooks.

Additional Notes:

NA (CNA) Students only: The Lab fees also include a NA Kit (Valley College uniforms, stethoscope and blood pressure cuff, and name badge) and textbook.  Supplies such as pens, pencils, notebooks, and paper are not included in the tuition and fees. The students are personally responsible for the cost of a criminal background check, drug screening, and any necessary inoculations prior to start of the program.

CDL Students only:  The tuition covers the cost of textbooks, program kit, criminal background check, drug screen, and Ohio Department of Transportation (DOT) physical.  The student is responsible for the cost of the Ohio State Driver's License Permit needed before the student can start the driving portion of the course and the CDL license fees due upon taking the Ohio State CDL License Exam.

Valley College recommends that all students carry personal medical/health insurance during their externship/clinical experience.  If a student is required by the clinical site to have personal medical/health insurance, the student is personally responsible for obtaining the insurance coverage and any associated costs.