VALLEY COLLEGE
STUDENT CATALOG ADDENDUM

Please use the language below to replace the information in the Catalog.

On Page 30, the Student Catalog will read:

Valley College Alternative School Loan and Extended Payment Plans
For financial obligations better served and managed by a longer payment term, Valley College offers an alternative school loan or an extended payment plan as applicable both of which extend beyond graduation. The alternative school loan and extended payment plan are administered with the support of a third-party service firms, Tuition Options or UNISA The student must complete an application. A credit check may be required.   The student will be provided with a detailed explanation of all financial obligations in regard to Tuition Options or UNISA alternative school loans and all payment plans. The explanation will include the amount owed to the institution, the student's payment amount, and payment schedule. Valley College offers in-school extended payment plans that are serviced by Tuition Options or UNISA and could accrue interest if the scheduled payments extend beyond 12 months. The student has the option of using auto-payments. Valley College cannot guarantee that all student loans or extended payment plans will be approved.

On Page 31, the Student Catalog will read:

Financial Aid Title IV Code of Conduct
The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a Code of Conduct that prohibits conflicts of interest for financial aid personnel [HEOA § 487 (a)(25)]. Valley College, as a school eligible to participate in the Title IV Federal Student Aid Program, abides by the following policy:

Valley College does not nor will it ever have revenue sharing agreements with any lender. Valley College currently operates with the U.S. Department of Education (USDOE) as it's only Title IV, Federal Student Aid lender. Valley College has partnered with private education lenders and more information on these lenders can be obtained from the financial aid department upon request.

In no situation should any other lender relationship be initiated without the approval of the College's President and in no circumstances should any agent or employee of Valley College engage in 1) revenue sharing arrangements with any lender, 2) any activities that would steer borrowers to a particular lender, 3) offer funds for private loans to students in exchange for providing concessions or promises to the lender for a specific number of Federal Title IV loans, a specific loan value, or a preferred lender agreement, or 4) accept money gifts, favors, discounts, entertainment, hospitality, loan or other items having a monetary value of more than a de minimus amount from any lender with whom the College may now or at some point in the future engage or work to provide Title IV loans to Valley College's students.

This Code of Conduct applies to all officers, board members, employees and agents of Valley College. This policy places specific emphasis on all employees of the business including but not limited to financial aid administrators to avoid any relationships or associations with lenders, granting agencies, or loan services.

Information regarding other Valley College Scholarship (WV) and Valley College Grants (Ohio) opportunities may be found starting on page 32 in the Student Catalog. This catalog addendum serves as notification that Valley College has reviewed and revised its Institutional Scholarship and Grants. Valley College also has discontinued some of its scholarships and grants at this time. The current institutional scholarships and grants are listed below:

Institutional Scholarships and Grants
A list of available scholarships and grants along with their criteria can be obtained from the campuses' Financial Aid office. An applicant must meet the requirements of the relevant scholarship, complete and submit an application, and be interviewed by Valley College's staff to determine eligibility. Students enrolled at Valley College-Beckley and Valley College-Martinsburg (including online) may be eligible for the scholarships with the designation (WV). Students enrolled at the Valley College-Cleveland (including online) may be eligible for the scholarships or grants with the designation (Ohio)

Valley College High School Scholarship   (WV)
The High School Scholarship is intended for qualified individuals who enroll in a diploma or degree program at Valley College on/or before the designated date found on the application that is available in the Financial Aid Office**.** This scholarship is designed to encourage these individuals to continue their education at Valley College and begin to build their career path. The award may be applied toward tuition, lab fees, and /or books.

Timing of award and award amount is as follows:

Credential	Amount of Award	Timing of the Award
Diploma	Up to $1,000	The Diploma program's award will be applied upon successful completion of the program.
Associate Degree	Up to $2,000	$1000 will be awarded at the successful completion of each academic year. There are two academic years in an Associate's degree program.
Bachelor Degree	Up to $4,000	$1000 will be awarded at the successful completion of each academic year. There are four academic years in a Bachelor's degree program.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.

Terms and Conditions:
1. Provide the College with a copy of your High School Transcript or GED or TASC Transcript
2. Must meet one of the following three criteria:
    (1) graduated from high school with a GPA of 2.0 or higher in 2020 or up to June 30, 2021.
    (2) passed the GED /TASC test in 2020 or 2021
    (3) score above 12 on the Wonderlic Assessment
    (4) have a 2.0 GPA at the end of six weeks in the program
3. If student submits for the scholarship by the fourth criterion and does not earn a 2.0 GPA (firm limit, without rounding) at the end of six weeks, they will not qualify for the scholarship.
4. Complete the scholarship application including the essay question and submit it to the Financial Aid Department.
5. Failure to graduate from the program for any reason will lead to forfeiture of the scholarship award.

Application Procedure:
1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain the appropriate application from the Valley College Financial Aid office during the admissions process.
3. Complete the application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Valley College Step-Up Associate Scholarship (WV)

This scholarship is intended for students who have graduated from a Valley College diploma (or for-credit certificate) program and who enroll in a Valley College associate degree program offered online. The applicant is considered a candidate for the scholarship during his or her enrollment in the degree program. Online programs are administrated through Valley College – Martinsburg. The award may be applied toward tuition, lab fees, and /or books.

Timing of award and award amount is as follows:

Credential	Amount of Award	Timing of the Award
Associate Degree	Up to $1,000	$1,000.00 will be awarded upon successful completion of the program.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. For students receiving this scholarship who have balances on multiple programs at Valley College, the funds will be applied in the following order:
1. Institutional scholarship funds will be applied to previous program balance(s) first.
2. Any remaining institutional scholarship funds will be applied to the current program balance with no cash equivalency.

Terms and Conditions:
1. Enrollment in a Valley College associate degree program offered online
2. Must have graduated from a Valley College diploma (or qualifying certificate) program
3. Complete the scholarship application including the essay question and submit it to the Financial Aid Department.
4. Failure to graduate from the degree program will lead to forfeiture of scholarship.

Application Procedure:
1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain the appropriate application from the Valley College Financial Aid office during the admissions process.
3. Complete the application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:
The completed application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant for the award. The final approval is granted by the Director of Financial Aid.

Valley College Step-Up Bachelor Scholarship (WV)

This scholarship is intended for students who have graduated from a Valley College diploma (or for-credit certificate) or Associate degree program and who enroll in either the Valley College Business Administration or Health Services Administration degree program offered online. The applicant is considered a candidate for the scholarship during his or her enrollment in the degree program. Online programs are administrated through Valley College – Martinsburg. The award may be applied toward tuition, lab fees, and /or books.

Timing of award and award amounts are as follows:

Credential to Bachelor Degree	Amount of Award	Timing of the Award
Diploma to Bachelor Degree	Up to $3,000	$3,000 will be awarded upon successful completion of the program.
Associate Degree to Bachelor Degree	Up to $2,000	$2,000 will be awarded upon successful completion of the program.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. For students receiving this scholarship who have balances on multiple programs at Valley College, the funds will be applied in the following order:
1. Institutional scholarship funds will be applied to previous program balance(s) first. The scholarship will be applied to any previous Valley College balances including those balances that were written off as uncollectible.
2. Any remaining institutional scholarship funds will be applied to the current program balance with no cash equivalency.

Terms and Conditions:
1. Enrollment in a Valley College bachelor degree program offered online
2. Must have graduated from a Valley College diploma (or qualifying certificate) or Associate program
3. Complete the scholarship application and submit it to the Financial Aid Department
4. The Step-up Student Bachelor Scholarship may not be combined with any other Valley College scholarship.
5. Failure to graduate from the degree program will lead to forfeiture of scholarship.

Application Procedure:
1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain the appropriate application from the Valley College Financial Aid office during the admissions process.
3. Complete the application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:
The completed application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant for the award. The final approval is granted by the Director of Financial Aid.

Valley College Cybersecurity Senior Scholarship (WV)

This scholarship is intended for students who enroll in the Cybersecurity Bachelor degree program. The applicant is considered a candidate for the scholarship during his or her enrollment in the bachelor degree program. The Valley College Senior Scholarship cannot be combined with any other scholarship. The award may be applied toward tuition, lab fees, and/or books.

Timing and Amount of the Scholarship:

Credential	Amount of Award	Timing of the Award
Bachelor Degree in Cybersecurity	Up to $3,000	$3,000 will be awarded upon successful completion of the program.

Terms and Conditions:
1. Enrollment in a Valley College Cybersecurity Bachelor degree program offered online.
2. If the student has earned credits in the Cybersecurity Associate program, the qualifying credits may transfer to the Bachelor program.
3. Complete the scholarship applications and submit it to the Financial Aid Department.
4. Failure to graduate from the degree program will lead to forfeiture of scholarship.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. For students receiving this scholarship who have balances on multiple programs at Valley College, the funds will be applied in the following order:
1. Institutional scholarship funds will be applied to previous program balance(s) first. The scholarship will be applied to any previous Valley College balances including those balances that were written off as uncollectible
2. Any remaining institutional scholarship funds will be applied to the current program balance with no cash equivalency

Application Procedure:
1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain the appropriate application from the Valley College Financial Aid office during the admissions process.
3. Complete the application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:

The completed application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant for the award. The final approval is granted by the Director of Financial Aid.

Valley College CNA Continuing Education Scholarship (WV)

This scholarship is intended for students who have graduated from a Valley College Nursing Assistant (CNA) Program and who enroll in a Valley College medical diploma or associate degree program. The applicant is considered a candidate for the scholarship during his or her enrollment in the diploma or degree program. This scholarship can only be awarded one time. The award may be applied toward tuition, lab fees, and /or books.

Timing and Amount of the Scholarship:

Credential	Amount of Award	Timing of the Award
Diploma in Allied Health	Up to $1,000	$1,000 will be awarded upon successful completion of the program.
Health Services Administration Associate Degree	Up to $1,000	$1,000 will be awarded upon successful completion of the program.
Health Services Administration Bachelor Degree	Up to $1,000	$1,000 will be awarded upon successful completion of the program.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.

Terms and Conditions:
1. Enrollment in a Valley College medical diploma or degree program*
   - Medical Clinical Assistant (Diploma) ground program taught at the Beckley and Martinsburg campuses
   - Medical Administrative Assistant (Diploma), Medical Front Office Billing and Coding (Diploma) and Health Services Administration (Associate (AAB) or Bachelor (BS) Degree) online programs administrated by the Martinsburg campus.
2. Must have completed (graduated) from the Valley College Nursing Assistant (CNA) program
3. Complete the scholarship application and submit it to the Financial Aid Department
4. Failure to graduate from the diploma or degree program will lead to forfeiture of scholarship
5. Failure to remain current on Tuition Options Private Loan Payments (if applicable) may lead to forfeiture of scholarship

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. For students receiving this scholarship who have balances on multiple programs at Valley College, the funds will be applied in the following order:
1. Institutional scholarship funds will be applied to previous program balance(s) first. The scholarship will be applied to any previous Valley College balances including those balances that were written off as uncollectible.
2. Any remaining institutional scholarship funds will be applied to the current program balance with no cash equivalency.

Application Procedure:
1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain the appropriate application from the Valley College Financial Aid office during the admissions process.
3. Complete the application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:
The completed application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the scholarship application and recommend the applicant for the award. The final approval is granted by the Director of Financial Aid.

Valley College Legacy Scholarship (WV)

Intent of Scholarship: Valley College is proud of its graduates and would like to see their family members have the same opportunities to continue their education at Valley College. The applicant is considered a candidate for the scholarship during his or her enrollment in the diploma or degree program. This scholarship can only be awarded one time. The award may be applied toward tuition, lab fees, and /or books.

Scholarship Award amounts and Timing of the Award are stipulated as follows:

Credential	Amount of Award	Timing of the Award
Diploma	Up to $1,000	$1000 will be awarded upon successful completion of the program.
Associate Degree	Up to $2,000	$1000 will be award at the successful completion of each academic year. There are two academic years in an associate degree program.
Bachelor Degree	Up to $4,000	$1000 will be award at the successful completion of each academic year. There are four academic years in a bachelor degree program.

Criteria:
- The applicant must be an immediate family member of Valley College including child, step-child, spouse, sibling or parent.
- The applicant must provide supporting documentation that shows their relationship to the Valley College Graduate.
- The applicant must enroll in a Valley College diploma or degree program.
- The applicant must complete and submit the application to the Financial Aid Department
- This scholarship cannot be combined with any other institutional scholarship
- Valley College must be able to verify that the applicant's family member was a graduate of Valley College.

This Valley College scholarship will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account. For students receiving this scholarship who have balances on multiple programs at Valley College, the funds will be applied in the following order:
1. Institutional scholarship funds will be applied to previous program balance(s) first. The scholarship will be applied to any previous Valley College balances including those balances that were written off as uncollectible
2. Any remaining institutional scholarship funds will be applied to the current program balance with no cash equivalency.

Application Procedure:
1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain the appropriate application from the Valley College Financial Aid office during the admissions process.
3. Complete the application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:
The completed application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. Even though the Online programs are administrated through the Martinsburg campus, the Campus Director at the enrolling campus will review the

scholarship application and recommend the applicant for the award. The final approval is granted by the Director of Financial Aid.

Valley College High School Institutional Grant (Ohio)
The High School Grant is intended for qualified individuals who enroll in a diploma or degree program at Valley College on/or before the designated date found on the application that is available in the Financial Aid Office**.** This grant is designed to encourage these individuals to continue their education at Valley College and begin to build their career path.   The award may be applied toward tuition, lab fees, and /or books.

Timing of award and award amount is as follows:

Credential	Amount of Award	Timing of the Award
Diploma	Up to $1,000	$1,000 will be awarded upon successful completion of the program.
Associate Degree	Up to $2,000	$1000 will be awarded at the successful completion of each academic year. There are two academic years in an Associate's degree program.

This Valley College grant will be applied to an account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account.
Terms and Conditions:
1. Provide the College with a copy of your High School Transcript or GED or TASC Transcript
2. Must meet one of the following three criteria:
    (1) graduated from high school with a GPA of 2.0 or higher in 2020 or up to June 30, 2020.
    (2) passed the GED /TASC test in 2020 or 2021.
    (3) score above 12 on the Wonderlic Assessment
    (4) have a 2.0 GPA at the end of six weeks in the program
3. If student submits for the grant by the fourth criterion and does not earn a 2.0 GPA (firm limit, without rounding) at the end of six weeks, they will not qualify for the grant.
4. Complete the grant application including the essay question
5. Failure to graduate from the program for any reason will lead to forfeiture of the grant award.

Application Procedure:
1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents
2. The prospective students may obtain the appropriate application from the Valley College Financial Aid office during the admissions process.
3. Complete the application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:
The completed application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The final approval is granted by the Director of Financial Aid.

Valley Veterinary Grant (Ohio)

The Valley Veterinary Grant is designed to encourage individuals to continue their education and build their career path at Valley College. The award may be applied toward tuition, lab fees, and /or books.

Timing of award and award amount is as follows:

Credential	Amount of Award	Timing of the Award
Diploma	Up to $1,000	$1,000 will be awarded upon successful completion of the program.
Associate Degree	Up to $2,000	$1,000 will be awarded at the successful completion of each academic year. There are two academic years in an Associate degree program.

This Valley College scholarship will be applied to a current account balance owed to the College and has no cash equivalency. It is institutional funding that is applied as a last dollar offset, up to the total amount specified in the award, to the student account balance after all eligible federal, state and local funding has been disbursed to the student's account order:
1. Applied at the end of each academic year.

Terms and Conditions:
1. The Applicant (Student) must complete the grant application including the essay question.
2. The Applicant must be enrolled in the Veterinary Assistant program.
3. Failure to graduate from the program for any reason will lead to forfeiture of the grant award.
4. The Valley Veterinary Grant is not renewable, it may only be awarded once, and may not be combined with other institutional grants.

Application Procedure:
1. Meet with the Financial Aid office to discuss financing options including completing a Free Application for Federal Student Aid (FAFSA) and any additional required documents.
2. The prospective students may obtain the appropriate application from the Valley College Financial Aid office during the admissions process.
3. Complete the application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:
The completed application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The final approval is granted by the Director of Financial Aid.

CDL Needs Based Grant (Ohio)

The CDL Needs Based Grant is intended for qualified individuals who have hit a financial barrier when applying for a loan to cover the cost of tuition for the CDL program. This grant is designed to encourage the applicant to find a co-signer who shares the applicant's vision to embark on the journey as a Valley College student in the Commercial Driving License (CDL) Class A program.

Grant Award amount and Timing of the Award are stipulated as follows:

- **$500 which is applied to the award at the time of enrollment.**

The funds can be applied to tuition, textbooks, uniforms, equipment, lab fees, and other fees that are associated with the specified program. It is non-refundable.

Terms and Conditions:
1. Enroll in a Valley College CDL program and to show need, the applicant must show that they have been denied approval of the loan to cover the cost of tuition for the CDL program

2. Reapply for the loan with a co-signer and be declined or approved for a loan to cover the cost of tuition for the CDL program. The applicant must show proof that they have been declined or approved for the loan with a co-signer.
3. This grant cannot be combined with any other institutional grants offered by Valley College.
4. The grant cannot be used in place of weekly payments.

Application Procedure:
1. Meet with the Financial Aid office to discuss financing options.
2. The prospective students may obtain the appropriate application from the Valley College Financial Aid office during the admissions process.
3. Complete the application which includes an essay question. All information requested on the application must be complete and legible. The application must be signed by the applicant.

Submission Procedure:
The completed application must be submitted to the Financial Aid Department. Incomplete application packets will not be accepted. The Financial Aid Advisor will forward all completed applications to the Campus Director. The final approval is granted by the Director of Financial Aid.