

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: March 20, 2021

Date of Catalog Addendum: 6/7/2021

Part 1b Tuition Information for Certificate programs is on page 5

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

Program Name	CIP Code(s)	Location	Credential	Semester Credits	Program Length in Weeks	Program Length in Months	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	38	39	10	1	\$50	\$14,925	\$500	\$100	\$15,575
Veterinary Assistant	51.0808 01.8301	Cleveland	Diploma	30	30	8	1	\$50	\$14,925	\$500	\$100	\$15,575
Veterinary Technician	51.0808 01.8301	Cleveland	Associate AAS	65	74	19	2	\$50	\$14,925	\$500	\$100	\$31,000
Practical Nursing	51.3999	Cleveland	Diploma	36	39	10	1	\$50	\$ 17,975	\$500	\$100	\$18,625
Medical Administrative Assistant	51.0712 51.0707	Online	Diploma	30	33	9	1	\$50	\$14,925	None	\$100	\$15,075
Medical Front Office, Billing and Coding	51.0712 51.0714 51.0707	Online	Diploma	30	33	9	1	\$50	\$14,925	None	\$100	\$15,075
Cybersecurity	11.1006	Online	Associate OAS	62	60	16	2	\$50	\$14,925	None	\$100	\$30,000
Cybersecurity	11.1003	Online	Bachelor BS	126	120	31	4	\$50	\$14,925	None	\$100	\$59,850
Business Administration	52.0201 52.0207	Online	Associate AAB	60	60	16	2	\$50	\$14,925	None	\$100	\$30,000
Business Administration	52.0201 52.0207	Online	Bachelor BS	125	114	31	4	\$50	\$14,925	None	\$100	\$59,850
Health Services Administration	51.0705 51.0707	Online	Associate AAB	63	63	17	2	\$50	\$14,925	None	\$100	\$30,000
Health Services Administration	51.0705 51.0707	Online	Bachelor BS	126	123	32	4	\$50	\$14,925	None	\$100	\$59,850

Tuition Effective Date 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.

Dispute Resolution Procedure Notice Effective July 1, 2020, information is in the Valley College Student Catalog.

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 \$1315 to \$2900 **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 per academic year).

***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: 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.


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Dispute Resolution Procedure Notice Effective July 1, 2020

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 (also listed below for quick reference) for details on your obligation to arbitrate. Students are not required to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing borrower defense to repayment application with the Department pursuant to §685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to §685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to §685.206(e)(6)(ii). 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.

Arbitration Agreement and Waiver of Jury Trial

- i. Any dispute I may bring against the College, or any of its parents, subsidiaries, officers, directors, or employees, with the sole exception of any Borrower Defense Claims described in Paragraph ii below, or which the College may bring against me, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration conducted by the American Arbitration Association (the "AAA"), under its Consumer Arbitration Rules ("Consumer Rules"), and decided by a single Arbitrator. The arbitration hearing will be conducted in the city in which the campus is located.
- ii. Notice Regarding Borrower Defense Claims: The following provisions are included pursuant to U.S. Department of Education regulations at 34 C.F.R. § 685.300(e) and (f) and shall apply to this Agreement for any period during which regulations requiring such notices are in effect: (1) The College agrees that neither it nor anyone else who later becomes a party to this pre-dispute arbitration agreement will use it to stop you from bringing a lawsuit concerning the College's acts or omissions regarding the making of the Federal Direct Loan or the provision by the College of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not

apply to other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained. (2) The College agrees that neither it nor anyone else who later becomes a party to this agreement will use it to stop you from being part of a class action lawsuit in court. You may file a class action lawsuit in court or you may be a member of a class action lawsuit even if you do not file it. This provision applies only to class action claims concerning the College's acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained.

iii. The Federal Arbitration Act ("FAA") shall govern the interpretation, scope, and enforcement of this Agreement. Any and all disputes concerning the interpretation, scope, and enforcement of this Agreement shall be decided exclusively by a court of competent jurisdiction, and not by the Arbitrator. Except as set forth in Paragraph ii above, both the College and I explicitly waive any right to a jury trial. I understand that the decision of the Arbitrator will be binding, and not merely advisory. The award of the Arbitrator may be entered as a judgment in any court having jurisdiction. This Agreement does not affect either party's right to seek relief in small claims court for disputes or claims within the scope of the small claims court's jurisdiction. The costs of the arbitration filing fee, Arbitrator's compensation, and facilities fees that exceed the applicable court filing fee will be paid by the College. Except as set forth in Paragraph ii above, I agree that any dispute or claim I may bring shall be brought solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, consolidated or joint action. Any remedy available from a court under the law shall be available in the arbitration. I may, but need not, be represented by an attorney at arbitration. Except as specifically required by the laws of the State of West Virginia, the fact of and all aspects of this arbitration and the underlying dispute shall remain strictly confidential by the parties, their representatives, and the AAA. I agree that any actual or threatened violation of this provision would result in irreparable harm, and will be subject to being immediately enjoined. I understand the information about the AAA arbitration process and the AAA Consumer Rules can be obtained at www.adr.org. I shall disclose this Agreement to the AAA if I file an arbitration. If any part of this Agreement is declared unenforceable or invalid, it shall be severable and the remainder of this Agreement shall continue to be valid and enforceable. I acknowledge and give my consent to use an electronic signature to bind me to this Agreement. I further acknowledge that this electronic signature attached to this document was created by me as a voluntary and knowing act that represents my intent to be legally bound.

Part 1b: Tuition Information for the Certificate programs

Program Name	CIP Code(s)	Location	Credential	Program Length in Weeks	Program Length in Hours	Registration Fee	Tuition per Academic Year	Lab Fees	Program Kit	Book Cost	Total Costs for Tuition and Fees
Nursing Assistant (CNA)	51.3902	Martinsburg Beckley	Certificate	6	120	\$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. 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	49.0205	Cleveland	Certificate	5	160	\$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. Tuition effective: 5/26/2020 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.