



Student Catalog Addendum

Effective Date of Addendum: 10/20/2025

Posted Date: 9/25/2025

Effective Date of Catalog: August 2025

The Valley College Student Catalog is available at this link [Catalog - Valley College](#). If you would like a paper copy of the handbook, please contact the Campus Director at the campus.

On Page 10: Under Admissions Requirements and Procedures, Valley College is clarifying the requirements for applicants who were home-schooled. The catalog will read:

c. Applicants who were home-schooled must provide a transcript that shows the date of their high school graduation. . All home school study credentials will be evaluated by the Administrative Office prior to final acceptance to the College.

On Page 15: Under the Additional Requirements – Information Technology (IT) and Security Administration Diploma Program. The number of days that the student has to provide information to the college has been shortened from 12 days to 8 days. **The revised paragraphs will be revised as follows:**

Valley College will accept applicants' resumes demonstrating professional and educational credentials and a copy of certification credential(s) as proof of meeting these requirements. If the College determines that the student does not meet these requirements, the student will not be able to continue in the program. The student must provide the information to the College by the first day of class and the determination will be made by the end of the no-start period (8 consecutive days after the first day of class).

On Page 46 and 47: The length of the Start Period has been shortened from 12 days to 8 days. In an effort to combine the policies for all students and to publish the recently established a no-start period, the revised section will be revised as follows:

STUDENT POLICIES

Attendance Policies

Students are requested to notify the College if they are to be absent and why and may be asked for documentation concerning their absence. Students absent for approximately two (2) consecutive class days without notification to the College will be contacted by the College to ascertain the reason for the absence. The College will attempt to contact the student via various means of communication which may include, but are not limited to, text messaging, email, phone, written letter or social media. Valley College may contact the references (contact people) that the student provided to the College during the enrollment period. If the College is unable to reach the student, or the student does not return to class (and earn attendance through educational activity up) to 14 days from the last earned attendance, then the student is subject to termination from their program.

No Start Period

Valley College's no-start period is the first eight calendar days from the class start date. New students who do not attend their first class regularly during these first eight calendar days of class may be reclassified as in a No-Start status and withdrawn from the program. The Campus Director or designated Campus Leader will review both the academic progress and if the new student has completed all pending admissions/financial aid requirements.

The refund policy will be revised to account for the shortening of the Start Period. The Refund Policy appears on pages 24 -25. The changes appear in red font. An additional revision appears under line H regarding unpaid accounts.

Refund Policy

A. If an applicant is not accepted for admission, all monies received by the school prior to the denial of admission will be refunded.

B. BUYER'S RIGHT TO CANCEL: Students who wish to cancel their enrollment must notify the school's Campus Director in writing. All monies paid will be refunded if the student notifies the school of cancellation not later than midnight of the 5th day after the date of the Enrollment Agreement which has been signed by the student and the authorized school admissions representative.

C. Students who cancel their enrollment **after** midnight of the 5th day (as described in Paragraph B), but before Orientation, or who never attend class and did not notify the college in writing shall be refunded all monies paid to Valley College except the registration fee.

D. -1. Students who withdraw after the first day of instruction shall be refunded based on the contract price per payment period, according to the following percentages: -1. Students who withdraw after the first day of instruction shall be refunded based on the contract price per payment period, according to the following percentages:

Within the five-day window, per Paragraph B	All but non-refundable fees (Entrance Exam and Background and Drug Screening)
Outside of the five-day window, per Paragraph B, but within 8 calendar days or less attendance time	All but the registration fee, non-refundable fees (Entrance Exam and Background and Drug Screening)
Extended No-Start for Nursing –If the student starts the program and the state BCI or FBI background check comes back with a disqualifier, and the student cannot continue in the program.	All but the registration fee, non-refundable fees (Entrance Exam and Background and Drug Screening)
*more than eight (8) calendar days through 60% completion of current payment period	**Prorata refund of tuition and fees of current payment period; graduation fee (if applicable)
*more than 60% completion of the current payment period	**No Prorata refund for current payment period; graduation fee (if applicable)

*A Title IV Return of Funds Calculation is required if the student received Federal Student Financial Aid (FSA) funds for the enrollment period. If the student withdraws, Valley College must determine the amount of FSA program assistance that was earned. The institution will perform this calculation on a payment period basis, and any unearned Title IV funds will be returned by the institution for its share and the student will be advised of their portion to return, if any. The student will be obligated to Valley College for any tuition, fees, or books not covered by Title IV funds.

** A pro-rata refund is a proportional amount of tuition based on the number of calendar days from the first day of scheduled class to the end of the current payment period. Refunds are calculated using the pro-rata refund formula prescribed by federal regulations. Please consult with the Valley College Financial Aid Office for more information. (Example of a pro-rata refund: A student who withdraws after completing 30 days of a 240-day payment period would be charged 30/240 or 12.5% of the tuition for that payment period.)

E. All refunds shall be made within 45 calendar days of official withdrawal or 45 calendar days of the date of determination of withdrawal if the student does not officially withdraw. Refunds for students funded by third parties will be returned to the appropriate funding party per applicable regulatory or contractual requirements.

F. Refunds for any self-pay funds must be issued within 30 days of withdrawal determination.

G. If the institution cancels a program subsequent to a student's enrollment and prior to student completion, the student shall be refunded all monies paid.

H. Students receiving VA benefits will receive a pro-rata refund for any portion of the program not completed, plus the graduation fee but excluding textbooks. This pro-rata refund includes any registration fee in excess of \$10.00. Refunds will be made as provided in VA Regulations 38CFR21-4255.

If the account is not paid as agreed to, and it becomes necessary to refer the account to a Third Party and/or a Collection Agency, the student will be responsible for all collection fees to include reasonable attorney fees, skip tracing fees and court costs and collection agency fees. Servicers that represent Valley College may report information about the student's account to credit bureaus.

All communication relating to withdrawal or refund must be addressed to the Campus Director. Valley College will acknowledge, in writing, any valid official notice of cancellation received.

NOTE: Withdrawal prior to graduation does not relieve the student of the responsibility to complete payment on any student loan that may be outstanding after an appropriate refund has been made by the College. Any refunds due because of a student's withdrawal from the College will be refunded in the following priority:

Unearned unsubsidized Direct Stafford loans; unearned subsidized Direct Stafford loans; unearned Direct PLUS loans; unearned Federal Pell Grants; required refunds of other Federal, State, private or institutional student financial assistance received by the student.

After applicable refunds are made, Valley College will bill the student for any balance due.

Due to Valley College's recent change to the Non-Profit status by the Department of Education, Valley College is revising its state authorization policy. This State Authorization policy begins on Page 43 of our current catalog. The language will change to the following:

State Authorization

The institution is a member of the *National Council for State Authorization Reciprocity Agreements (NC-SARA)*. This means that the institution is authorized to deliver distance education to students who live in states that are also members of NC-SARA while they are receiving this distance education. For the most current list of NC-SARA member states and to determine if your state is a member state, visit <http://nc-sara.org/sara-states-institutions>. A student's physical location is determined by the address that is listed on the signed enrollment agreement. Should a student change the state in which he/she is located (living) while enrolled, he/she is required to notify the school's Bursar in writing PRIOR to this change.

Licensure Consideration: If a student who attends a program that leads to licensure (such as Practical Nursing diploma, Nursing Associate degree or Veterinary Technician), programs and that student moves to a state where the licensing or certification requirements for employment are different from the state where the student is living upon enrollment, the student may be at risk for not meeting those licensing or certification requirements; and therefore, may be unable to obtain employment in that occupation. It is the student's responsibility to research and understand the licensing or certification requirements in any state they plan to relocate to during or after their program. Valley College assumes no responsibility for ensuring that students meet out-of-state licensing or certification requirements. Students should contact the appropriate licensing or certification boards in the state they plan to move to, to verify that their education and credentials will be recognized and meet the necessary standards for employment.

Because California is not a member of the NC-SARA agreement, students who are residents of California and are enrolling or enrolled in one of our distance education programs need to understand that

Valley College is:

- A **non-profit**, degree-granting institution
- Accredited by **ACCSC**, recognized by the U.S. Department of Education
- Exempt from registration with the **California Bureau for Private Postsecondary Education (BPPE)**

This means Valley College meets rigorous national standards and is not required to register with California's BPPE—but still honors California's student protection laws.

As a California resident, students are entitled to:

- Clear and accurate information about program costs, outcomes, and accreditation
- Access to a fair complaint process
- Support in the event of program closure or disruption

This information is found on our Valley College Consumer Information website at or in this Student Catalog. (The Consumer Information web site link [Consumer Information | Valley College](#).)

Valley College Point of Contact for information is the Director, Online Division, Peter Perkowski (email address: pperkowski@valley.edu).

The student has the right to contact the California BPPE directly:

California Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-8900

Website: www.bppe.ca.gov

The Complaint Policy, that starts on page 41 in the current catalog, will be revised to add the BPPE information under the NC_SARA section to benefit the California students.

Students who reside in California have the right to contact the California BPPE directly: **California Bureau for Private**

