Tuition Information (pages 4 - 5)

Replace the Tuition and Fees section with this section:

Tuition and Fees

The total cost of each program includes all charges for registration, tuition, laboratory and equipment usage, and graduation fee.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Semester Credits</th>
<th>Registration Fee</th>
<th>Tuition</th>
<th>Lab</th>
<th>Graduation Fee</th>
<th>Total Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Administration (Medical or Professional) - Office Technology Certificate</td>
<td>32</td>
<td>$50</td>
<td>$14,925</td>
<td>$100</td>
<td>$15,075</td>
<td></td>
</tr>
<tr>
<td>Medical Clinical Assistant (Beckley and Princeton)</td>
<td>38</td>
<td>$50</td>
<td>$14,925</td>
<td>$500</td>
<td>$100</td>
<td>$15,575</td>
</tr>
<tr>
<td>Business Administration (Online)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year One</td>
<td>33</td>
<td>$50</td>
<td>$11,995</td>
<td></td>
<td></td>
<td>$12,045</td>
</tr>
<tr>
<td>Year Two</td>
<td>40</td>
<td></td>
<td>$12,995</td>
<td></td>
<td>$100</td>
<td>$13,095</td>
</tr>
</tbody>
</table>

Tuition effective March 27, 2013

NOTE: Textbooks at approximately $1500 to $2000 per academic year, and supplies such as pens, pencils, notebooks and paper are not included in tuition and fees. For Online Students only: software is included in the cost of textbooks. For MCA Students only: medical supplies, uniforms, professional liability insurance, inoculations, etc. will cost approximately $300. For OT/MAA: Students only: uniforms will cost approximately $100. Valley College accepts Cash, Check, Money Order, Discover, Visa and/or MasterCard to cover fees, tuition and/or the price of the books.

A per credit tuition rate of $275 applies if a student retakes a course, and for those individuals who are not enrolled in a program.

Students who retake courses because they received a grade of “WF” or “F” will be charged a retake class fee when they repeat those courses. If a student drops from their program before retaking the course(s), their accounts will be refunded as per the Valley College Refund Policy.

Students who receive incomplete course grades are not charged extra tuition as long as the courses are completed by the end of the incomplete period. If the student fails the course, the course must be retaken and the student will be charged a retake course fee.

If a student pays cash (either full or partial tuition) for a course, and withdraws from the course, the payment will be applied to the course’s tuition when the student retakes the course. If the student withdraws from the program before retaking the course, student’s account will be refunded as per the Valley College Refund Policy. If the student withdraws from the course and takes a leave of absence, no changes can be made to the student’s account until the student returns from the leave of absence or notifies the school that they are withdrawing from the program.

Standard course descriptions can be found in the Appendix.

Scholarship Information (page 8)

Valley College offers four scholarships:

- Financial Aid Needs Based Scholarship
- Valley College Step Up Scholarship
- Billing and Coding Transfer Credit (BCTC) Scholarship
- Mountain State University (MSU) Scholarship

- Financial Aid Needs Based Scholarship
This scholarship is intended for students who demonstrate financial need to cover college costs. Award amounts are up to $1,000 per program.

Terms and Conditions
- Enrollment into any Valley College Program
- Essay of 100-200 words
- All needs-based financial aid opportunities must be exhausted. This would include Pell, loans, WIA, Workers Comp., etc.
- Applicants may apply for a scholarship up to, but not later than, 30 days after their start date. Exceptions may be considered on a case by case basis for extenuating circumstances.
- Scholarship recipients will be determined by the Valley College Scholarship Committee and approved by the President*
- Failure to meet Satisfactory Academic Progress or attendance requirements may lead to forfeit of scholarship
- Scholarship is awarded upon successful completion of the program requirements for certificate programs or 50% upon successful completion of academic year 1 and 50% upon successful completion of academic year 2 for the Associate of Applied Science program

Application Procedure
Prospective students may obtain a scholarship application from the Valley College Financial Aid office.
1. Scholarship Application – All information requested on the application must be complete and legible. The application must be signed by the applicant.
2. Essay – A 100-200 word essay must be submitted legibly and written in ink or typewritten by the applicant explaining reasons for their financial need.

Submission Procedure
All materials and supplementary documents must be submitted together in one envelope with copies kept by the applicant. Incomplete application packets will not be accepted. The envelope must be sent to the Financial Aid office.

Valley College Step Up Scholarship
This scholarship is intended for students who have transferable credits from the Valley College Office Technology/Office Administration (OT/OA) program and who enroll in the Valley College Associates of Applied Science (AAS) in Business Administration Online program. Award amounts are based on the number of credits completed in the OT/OA program as follows. Under 20 OT/OA credits OT/OA credits, award is $1,000 per AAS program, allocated $500 per academic year upon successful completion of each academic year. For 21 credits to 32 OT/OA credits, or completion of the Office Technology Certificate, $2,000 per AAS program, allocated $1,000 per academic year upon successful completion of each academic year.

Terms and Conditions
- Enrollment in Valley College Associates of Applied Science (AAS) in Business Administration Online program
- Must have earned transferable credits in the Valley College Office Technology/Office Administration program
- Personal Essay
- Scholarship recipients will be determined by the Valley College Scholarship Committee and approved by the President*
- A student who has completed the Office Technology program at the Beckley campus must have verified employment of a minimum of 30 days before being considered for acceptance into the AAS/Business Administration Online program and for a scholarship.
- Failure to meet Satisfactory Academic Progress or participating in classes may lead to forfeit of scholarship

Application Procedure
Prospective students may obtain a scholarship application from the Valley College Financial Aid office.
1. Scholarship Application – All information requested on the application must be complete and legible. The application must be signed by the applicant.
2. Essay – An essay must be submitted legibly and written in ink or typewritten by the applicant explaining reasons for requesting consideration for this scholarship

Submission Procedure
All materials and supplementary documents must be submitted together in one envelope with copies kept by the applicant. Incomplete application packets will not be accepted. The envelope must be sent to the Financial Aid office.

Billing and Coding Transfer Credit (BCTC) Scholarship
This scholarship is intended for students who have completed a Billing and Coding certificate program at another education institution. Award amount is $1,500.

Terms and Conditions
- Enrollment in Valley College Office Technology Medical Specialty/Medical Office Administration certificate program
- Official transcript for a Billing and Coding certificate program from another education institution
- Student must complete all courses that carry the MED course prefixes that are requirements of the Office Technology Medical Specialty/Medical Office Administration and Career Development (which is also a required class of the program).
- Scholarship recipients will be determined by the Valley College Scholarship Committee and approved by the President*
- Failure to meet Satisfactory Academic Progress or attendance requirements may lead to forfeiture of scholarship
- Scholarship is awarded upon successful completion of the program requirements

**Application Procedure**
Prospective students may obtain a scholarship application from the Valley College Financial Aid office.
1. Scholarship Application – All information requested on the application must be complete and legible. The application must be signed by the applicant.
2. Official Transcript – must be furnished from awarding institution

**Submission Procedure**
All materials and supplementary documents must be submitted together in one envelope with copies kept by the applicant. Incomplete application packets will not be accepted. The envelope must be sent to the Financial Aid office.

- Mountain State University (MSU) Scholarship
  This scholarship is intended for students who have attended Mountain State University (MSU) and desire to transfer credits to certain Valley College programs.

### Programs/Credits Required to Complete Valley College Program

<table>
<thead>
<tr>
<th>Location</th>
<th>Program Description</th>
<th>Credits</th>
<th>Scholarship Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beckley/Princeton</td>
<td>Medical Clinical Assistant Certificate – 38 semester credit program</td>
<td>20+ credits to take after transfer of MSU credits</td>
<td>$1,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Less than 20 credits to take after transfer of MSU credits</td>
<td>$750</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(This scholarship may be of interest to Medical Assisting students)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scholarship awarded upon successful completion of program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Business Administration Online (AAS Degree) – 73 semester credit program</td>
<td>40+ credits to take after transfer of MSU credits</td>
<td>$2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Less than 40 credits to take after transfer of MSU credits</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(This scholarship may be of interest to Business students)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scholarship is awarded 50% upon successful completion of academic year 1 and 50% upon successful completion of academic year 2</td>
<td></td>
</tr>
<tr>
<td>Martinsburg/Princeton</td>
<td>Medical Office Administration Certificate – 32 semester credit program</td>
<td>Any number of credits to take after transfer of MSU credits, per limit below table</td>
<td>$1,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(This scholarship may be of interest to Billing and Coding students)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scholarship awarded upon successful completion of program</td>
<td></td>
</tr>
</tbody>
</table>

Note: In order to graduate from Valley College, a student must earn at least 40% of the total program credits as a Valley College student.
Any student, who receives credit transfer for more than 60% of the curriculum, will be able to fulfill the 40% requirement by taking additional related courses.

**Terms and Conditions**
- Enrollment in a qualified Valley College Office Technology Program
- Official transcript from Mountain State University
- Scholarship recipients will be determined by the Valley College Scholarship Committee and approved by the President*
- Failure to meet Satisfactory Academic Progress or attendance requirements may lead to forfeiture of scholarship

**Application Procedure**
Prospective students may obtain a scholarship application from the Valley College Financial Aid office.
1. Scholarship Application – All information requested on the application must be complete and legible. The application must be signed by the applicant.
2. Official Transcript – must be furnished from awarding institution

**Submission Procedure**
All materials and supplementary documents must be submitted together in one envelope with copies kept by the applicant. Incomplete application packets will not be accepted. The envelope must be sent to the Financial Aid office.

*Valley College reserves the right to deny any scholarship application.*