VALLEY COLLEGE

Current Programs
Tuition and Scholarship Information
Martinsburg, Beckley, Beckley Online, Princeton

VALLEY COLLEGE STUDENT CATALOG – February 2015

(Revision Date February 22, 2015)

Part 1a: Tuition Information for Diploma and Degree programs

Tuition and Fees for Diploma and Degree Programs						
Programs	Semester Credits	Registration Fee	Tuition	Lab Fees	Graduation Fee	Total Costs
Health Services Administration (Online) O.A.S. Degree program						
Year One	32	$50	$ 13,432		$100	$13,582
Year Two	28		$11,763			$11,763
Business Administration (Online) O.A.S. Degree program						
Year One	37	$50	$ 12,765		$100	$12,915
Year Two	36		$12,420			$12,420
Medical Front Office, Billing and Coding (Online) Diploma Program						
	30	$50	$14,925		$100	$15,075
Medical Clinical Assistant Diploma Program (MCA)						
	38	$50	$14,925	$500	$100	$15,575
Heating, Ventilation, and Air Conditioning Diploma Program (HVAC)						
	36	$50	$14,925	$500	$100	$15,575

** This information is for current students only.
Valley College accepts Cash, Check, Money Order, Discover, Visa and/or MasterCard to cover fees, uniforms, medical supplies, tuition and/or textbooks.

Grad 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 $1300 to $2500 per academic year depending on the program. Supplies such as pens, pencils, notebooks and paper are not included in tuition and fees.

MCA Students only: A MCA Kit Fee is charge that includes: Valley College uniforms, stethoscope and blood pressure cuff that must be purchased through the college (approximately $175). The 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. If a student is required by the externship/clinical site to have personal medical/health insurance, the student is personally responsible for obtaining the insurance coverage and any associated costs.

Martinsburg MCA Students Only: The AHA BLS for Healthcare Providers textbook assigned in MED206 will appear as CPR Kit on the student's receipt.

HVAC Students only: An HVAC Toolkit Fee is charged upon delivery of the tool kit at the beginning of the 2nd tier of the program (estimated charge: $795). An HVAC uniform fee is charged upon enrollment (estimated charge: $100).

Online Students: If a student purchases the Microsoft Office Application Software package through the College, the charge will appear on the student's Enrollment Agreement.   The cost is approximately $ 227.00.   The student does have the option to purchase the software on their own by downloading the software directly from Microsoft.

Retake Fee
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.

Valley College will waive the retake fee for only one course per student who is enrolled in a **diploma** program. Externship courses and non-credit classes are excluded from the forgiveness program.   The student is only forgiven the tuition; the grade of "F" will remain on the student's transcript.

A per credit tuition rate of $275 (retake fee) applies if a student retakes a course, and for those individuals who are not enrolled in a program. (This does not apply to individuals enrolled in non-credit classes/programs.)

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.

Part 1b: Tuition Information for the Certificate programs

Tuition and Fees for Certificate Program							
Program	Semester Credits	Registration Fee	Tuition	Lab Fees	Nursing Assistant Kit	Book Cost	Total Costs
Nursing Assistant (CNA)	0	$50	$2,345	$215	$207	$178	$2,995

Nursing Assistant Total Cost was revised on 9-24-2014 and Tuition, Fees/Kits costs were revised on April 14, 2014

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 the criminal background check, drug screening, and any necessary inoculations prior to acceptance in the program.

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.

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

Part 2: Scholarship Information

VALLEY COLLEGE
STEP UP SCHOLARSHIP

This scholarship is intended for students who have transferable credits from the Valley College diploma/certificate programs and who enroll in the Valley College Associates degree programs offered online. The applicant is considered a candidate for the scholarship during their enrollment in the degree program. The scholarship is not awarded until the student actually completes the degree program.   Award amounts are based on the number of credits completed in the diploma programs as follows.

- For 20 and under credits, the award is $500 per Associates degree program, awarded upon successful completion of the total degree program.
- For 21 credits to 38 credits, or completion of the diploma program, $1,000 per Associates degree program awarded upon successful completion of the total degree program.
- NA (CNA) students who successfully complete the Nursing Assistant certificate program the award is $1000 per Associates degree program, awarded upon successful completion of the total program.

Terms and Conditions
- Enrollment in a Valley College Associates degree program offered online
- Must have earned transferable credits in a Valley College diploma program or successfully completed the NA (CNA) certificate program
- Complete scholarship application which includes an essay question
- Scholarship recipients will be determined by the Valley College Campus Director and approved by the President/Vice President
- Failure to complete/graduate from the degree program will lead to forfeit 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 a scholarship application from the Valley College Financial Aid office during the admissions process.
- 3. Complete the Scholarship 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 Scholarship 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 Campus Director will review the scholarship application and recommend the applicant for the scholarship award. The President or Vice President will grant the final approval.

VALLEY COLLEGE
UMWA/DMIW (DISPLACED MINING INDUSTRY WORKERS) SCHOLARSHIP

This scholarship is intended for persons who are a displaced "mining industry" worker. The applicant must enroll in a Valley College diploma/degree program. The scholarship is not awarded until the student actually completes their program. The award amount is $1,000 dollars and will be applied toward tuition, lab fees and /or books.

Terms and Conditions
1. Must meet all enrollment criteria for Valley College programs
2. Must enroll in a Valley College program*
    Medical Clinical Assistant (MCA) is offered at the Beckley, Martinsburg and Princeton campuses.
    Heating, Ventilation and Air Conditioning (HVAC) is offered at the Beckley, Martinsburg and Princeton campuses.
    Medical Front Office Billing and Coding (MFOBC) is offered online.
    Business Administration (BA) is offered online.
    Health Services Administration (HSA) is offered online.
3. Must meet one of the following:
    a. be an approved recipient of a UMWA grant
    b. be a displaced "mining industry" worker whose affected company is on the current list at Valley College**
4. The student must complete their program by the date designated on the Scholarship Form.

* The scholarship has a program completion deadline. There will be a point, when a program will be ineligible for the scholarship because it is not possible for the student to complete the program by the deadline. The FAA will inform the applicant at the time of enrollment if a program is no longer available for the scholarship.

**A current list of mining industry companies affected by the downturn is continually updated and can be obtained from the Valley College Financial Aid office.

Application Procedure
1. Contact the Admissions Office at Valley College for a complementary Career Consultation.
2. If you and the Admissions Representative agree that a Valley College program is right for you, **and it can be completed prior to the scholarships completion deadline,** pay the Registration Fee and submit the required documents to complete your enrollment.
3. Meet with the Financial Aid office to arrange for financing your education which will include the following:
    a. Complete a UMWA/DMIW scholarship application which includes proof of UMWA Grant or inclusion of your company on the mining industry companies list.
    b. Complete a Free Application for Federal Student Aid (FAFSA) and any additional required documents to complete financing for your education.

Submission Procedure

The completed Scholarship 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 Campus Director will review the scholarship application and recommend the applicant. The President or Vice President will grant the final approval.

VALLEY COLLEGE
EMPLOYEE/ FAMILY MEMBER SCHOLARSHIP

This scholarship is intended for immediate family members of employees including child, step-child, spouse and/or parent. Scholarship Award amounts are stipulated as follows*: For students with credit transfers, the scholarship will be prorated.

·	Certificate program	$1,000
·	Diploma program	$4,000
·	Degree program	$7,000

*Certificate and Diploma program award will be applied upon successful completion of the program.
*Degree program award will be split by credits pro-rata per academic year and will be awarded at the successful completion of each academic year.

Terms and Conditions
1. Must enroll in a Valley College program
2. Must be an immediate family member of employee including child, step-child, spouse and/or parent.
3. Must be able to provide proof, if requested, of the relationship to the employee.

4. Must submit completed scholarship application which includes a personal essay
5. Scholarship recipients will be determined by the Valley College Scholarship Committee and approved by the President

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 a scholarship application from the Valley College Financial Aid office during the admissions process.
- 3. Complete the Scholarship 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 Scholarship 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 Campus Director will review the scholarship application and recommend the applicant. The President or Vice President will grant the final approval.