

TUITION AND FEES

Tuition will be determined according to the selected program. Tuition charges and payments are made to the bookkeeping office. Students seeking financial assistance may request a tuition payment deferment pending receipt of the financial assistance.

PRICE LIST FOR PROGRAMS OF STUDY

PROGRAM	SEMESTER CREDITS	TUITION/BOOKS	LENGTH OF PROGRAM
DIPLOMA			
Medical Assisting	56.5	\$15,975	70 weeks
Medical Office Specialist	49	\$14,800	60 weeks
Administrative Assistant	53	\$15,775	65 weeks
Medical Billing Specialist	44.5	\$13,975	55 weeks
Accounting/Bookkeeping	49	\$14,800	60 weeks
(The externship is for 180 clock hours and is a daytime event)			

NON-CREDIT SHORT COURSES (Cash courses; no financial aid available)

Phlebotomy Technician	12 weeks	\$1,400
EKG/ECG Technician	8 weeks	\$1,200
Nursing Assistant	8 weeks	\$1,400

Fee Schedule

Program Enrollment Fee.....	\$100.00 *
Short Course Enrollment Fee.....	50.00
Re-enter Fee (from withdrawal).....	40.00
Late Registration Fee.....	10.00
Change of Program Fee.....	50.00
Transcript Charge (Outgoing only).....	10.00

OTHER IMPORTANT INFORMATION

ENROLLMENT FEE *

\$50.00 of the enrollment fee is due prior to entering class. The remaining \$50.00 is due within 5 weeks of enrollment.

NEW STUDENT ORIENTATION

The new student orientation (NSO) takes place the week prior to the beginning of classes. **The NSO is required of all students.**

Medical Assisting Program

MA students are required to have the Hepatitis B vaccination series, current CPR certification, and current TB skin test before beginning an externship. CPR certification and TB skin tests are provided by the College and are included in the tuition costs.

Hepatitis vaccinations **are not** covered by your tuition cost. You may obtain these vaccinations from your local health department or personal physician. This is a series of three vaccinations.

If you have already had hepatitis vaccinations, have current CPR certification, and/or current TB skin tests, you must provide documentation prior to the externship phase of the program.

Phlebotomy Technician/Nursing Assistant Short Courses

CPR certification and TB skin tests are provided by the College and are included in the tuition costs. If you have current CPR certification and/or current TB skin tests, you must provide documentation to the College.

CERTIFICATIONS

MEDICAL ASSISTING CERTIFICATION EXAM

These fees are not included in the cost of tuition.

MA Exam Study guide	\$25.00
MA Certification exam	\$90.00 <u>(if taken within six months of program completion)</u> \$135.00 (if taken after six months of program completion)

This certification is voluntary and is not required for employment in the state of Tennessee.

PHLEBOTOMY TECHNICIAN CERTIFICATION EXAM

These fees are not included in the cost of tuition.

Exam Study guide	\$25.00
Certification exam	\$90.00 <u>(if taken within six months of program completion)</u> \$135.00 (if taken after six months of program completion)

This certification is voluntary and is not required for employment in the state of Tennessee.

EKG/ECG TECHNICIAN CERTIFICATION EXAM

These fees are not included in the cost of tuition.

EKG/ECG Exam Study Guide	\$25.00
EKG/ECG Certification exam	\$90.00

This certification is voluntary and is not required for employment in the state of Tennessee.

NURSING ASSISTANT CERTIFICATION EXAM

Exam fee is included in the cost of tuition.

Certification exam	\$90.00
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This certification is required for employment in the state of Tennessee.

STUDENT GREIVANCES

The Human Resources Team members welcome a discussion of personal grievances, frustrations, and/or needs for resources and referrals. Contact the College President or Academic Dean to set up a meeting with the Human Resources Team.

For grievances not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37219, 1-615-741-3605.

**West Tennessee Business College is
Accredited as a Business School by
The Accrediting Council for Independent Colleges and Schools (ACICS)**

**The Tennessee Higher Education Commission authorizes West Tennessee Business College.
This authorization must be reviewed each year and is based on an evaluation of minimum
standards concerning quality of education, ethical and business practices, health and safety, and fiscal responsibility.**