

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
Associate of Applied Science Degree			
Administrative Assistant	77	\$14,630	20 Months
Medical Administrative Assistant	83	15,770	22 Months
DIPLOMA			
Medical Assisting	37	11,470	15 Months/w externship
Medical Office Specialist	34	10,540	13 Months/w externship
Professional Medical Coding	34	11,300	13 Months/w externship
Administrative Assistant	37	11,470	15 Months/w externship (The externship is for 180 clock hours and is a daytime event)
CLOCK HOURS			
Cosmetology	1500	11,275	12 FT/ 24 PT Months
Esthetician	750	8,275	6 FT/ 12 PT Months
Manicure	600	7,275	7 Months

Fee Schedule

Enrollment Fee (Paid prior to entering class).....	\$50.00
Re-enter Fee (from withdrawal).....	40.00
Late Registration Fee.....	20.00
Change of Status Fee	25.00
Transcript Charge (Outgoing only)	10.00

COSMETOLOGY

Uniforms – Students are issued 3 uniforms. Students are fitted for uniforms on the first day of class. Turn around time is usually about one week. Uniforms are included in the cost of tuition.

Mannequins – Students will receive 4 mannequins. The 1st is issued on the first day of class, the 2nd at 150 hours (75 hours for night school students), the 3rd at 500 hours, and the final mannequin is issued for your state board appointment. These are included in the cost of tuition.

Kits – Students are issued 2 kits. The 1st kit is issued at 150 hours and the 2nd (advanced kit) is issued at 500 hours. These are included in the cost of tuition.

ESTHETICIAN

Uniforms – Students are issued 2 uniforms. Students are fitted for uniforms on the first day of class. Turn around time is usually about one week. Uniforms are included in the cost of tuition.

Kit – Students will receive their kit at 150 hours (75 for night school students). These are included in the cost of tuition.

MANICURE

Uniforms – Students are issued 2 uniforms. Students are fitted for uniforms on the first day of class. Turn around time is usually about one week. Uniforms are included in the cost of tuition.

Kit – Students will receive their kit at 150 hours (75 for night school students). These are included in the cost of tuition.

STATE BOARD EXAM FEES

These fees are not included in the cost of tuition. These fees are charged by the State Board of Cosmetology and not by West Tennessee Business College. Students should consider in advance as to how they will pay these fees.

State Board Practical exam	\$70.00
----------------------------	---------

State Board Theory exam \$70.00

TRANSFER HOURS

COSMETOLOGY

Students transferring hours from another school may transfer all of their hours as long as they are within the seven year period allowed by state board. However, if you will be applying for financial aid you may only transfer up to 600 hours.

MANICURE/ESTHETICIAN

Students transferring hours from another cosmetology program may transfer up to 150 **general** hours. Students transferring hours from another school may transfer all of their hours as long as they are within the seven year period allowed by state board. However, if you will be applying for financial aid you may only transfer up to 150 hours.

MEDICAL ASSISTING

MA students are required to have the Hepatitis B vaccination series, current CPR certification, and current TB skin test before going on their externship. The CPR certification and the TB skin test are provided by the college and included in your tuition costs. If you have already had the TB skin test and/or CPR certification, you must provide documentation in order to receive tuition credit.

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 these vaccinations you must provide documentation prior to the externship phase of the program.

MEDICAL ASSISTING CERTIFICATION EXAM

These fees are not included in the cost of tuition. Students should consider in advance as to how they will pay these costs when the time arises.

MA Exam Study guide \$30.00
MA Certification exam \$90.00 (**if taken within six months of program completion**)
\$135.00 (if taken after six months of program completion)

PROFESSIONAL MEDICAL CODER

PMC students are required to become members of the American Association of Professional Coders before taking the certification exam.

These fees are not included in the cost of tuition. Students should consider in advance as to how they will pay these costs when the time arises.

AAPC Student Membership fees \$70.00
AAPC Certification exam \$260.00

STUDENT GREIVENCES

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.

ENROLLMENT CHECKLIST

Tour of the facility Receipt of Catalog Institutional Policies in Catalog (Pgs. 15-19)
 Length of Program Tuition/Fees/Book Costs Student Grievances
 Cancellation/Refund Policy (located on the reverse side of your enrollment agreement)
 Transferability of Credits (Pg. 5 Student Catalog) Student Data Statistics (upon request)

