

Berkeley College  
Overview

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## Certificate Program Tuition and Fees

### 2015 CERTIFICATE PROGRAM TUITION\*

Medical Assistant (4 quarters)	\$19,200
Medical Insurance, Billing, and Coding (4 quarters)	\$19,200
Patient Care Technician (3 quarters)	\$14,800
Practical Nurse (5 quarters)	\$27,950
Surgical Processing Technician (3 quarters)	\$16,350

\*Includes tuition, books, background check where appropriate, and the cost of the first certification/licensure examination. Program tuition will be reduced for students who transfer courses into a Certificate program.

### CERTIFICATE PROGRAM FEES (NON-REFUNDABLE)

Quarterly technology	\$150 per quarter
Quarterly administrative	
• 9 or more credits	\$250 per quarter
• 8 or fewer credits	\$125 per quarter
Graduation	\$100 upon graduation
Late registration	\$50 per instance

### TUITION DEPOSIT

For first-time students entering from high school, the \$300 tuition deposit is due by May 1. Deposits will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable quarter. No refunds will be made to persons canceling during this 60-day period.

For adult students, the \$300 deposit must be paid within two weeks after receiving a financial aid award letter. It will be refunded provided the College receives written notice of cancellation at least 60 days prior to the start of the applicable quarter. No refunds will be made to persons canceling during this 60-day period.

### TUITION PAYMENTS

Tuition is payable in advance. Tuition may be paid in person, by mail, or online through Student Self-Service. The Student Accounts Department accepts payment by cash, check, MasterCard, Visa, or American Express. Billing for tuition and fees is done on a quarterly basis, although the student may make one payment in full for the program. Instructions for registration and payment of term bills are sent by mail to all students for their first term. Subsequent term bill information is available to students online through Student Self-Service six weeks prior to the start of each term. It is the student's responsibility to obtain and pay the term bill on time. Students who fail to do so are charged a late registration fee. Failed courses will lead to a repeat charge assessed on a per-credit basis.

### TUITION REFUND POLICY

If a student officially withdraws or is dismissed from the College before the completion of the program, credit will be issued as follows:

Student Tuition Responsibility	Time of Withdrawal Full-Time Student	Time of Withdrawal Part-Time Student
10% tuition	During the first week	Within the first 25 hours of instruction
20% tuition	Weeks two and three	More than 25, but within 75 hours of instruction
45% tuition	After three weeks and prior to 25% of the program	After three weeks and prior to 25% of the program
70% tuition	After 25% of the program and before 50%	After 25% of the program and before 50%
100% tuition	After 50% of the program is completed	After 50% of the program is completed

To officially withdraw, students must contact the Academic Advisement Department either in writing or verbally during business hours. The last documented date of attendance will be used as the withdrawal date. A student enrolling in a certificate program is responsible for the total cost of the program subject to the schedule above. Balances in excess of charges, including deposits, held at the time of withdrawal or dismissal will be applied to outstanding charges. Any overpayment of tuition and fees will be refunded. Please note, however, that Residence charges are fully incurred at the start of each quarter; once the quarter has started, Residence charges will not be refunded.

#### **MISCELLANEOUS COSTS**

Living expenses vary considerably. Estimated room and board costs for students range between \$7,200 and \$19,650 per academic year (day and evening students). Personal expenses, including transportation, are estimated to range between \$1,440 and \$3,435 per academic year (day and evening students).

Practical Nurse students, Patient Care Technician students, and Surgical Technology students are also required to purchase their own malpractice insurance. Total costs may average \$40-\$50 for Patient Care Technician students and \$70-\$90 for Practical Nurse students (for \$3,000,000 coverage), and \$35-\$45 for Surgical Technology students (for \$1,000,000 per occurrence and \$3,000,000 in the aggregate).

Upon program completion, Practical Nurse students are required to register and pay for the NCLEX-PN examination using their personal credit card. Once receipt of payment is obtained, students should submit their receipt to the Nursing Department so they can be reimbursed for the Pearson Vue testing fee.

Berkeley College does not offer a student health insurance plan or require New Jersey students to demonstrate health insurance coverage prior to enrollment. New Jersey students who would like more information about available health insurance options may find it at the following website:

[http://www.state.nj.us/dobi/division\\_insurance/ihcseh/shop\\_ihc.htm](http://www.state.nj.us/dobi/division_insurance/ihcseh/shop_ihc.htm).