

TEXTBOOKS AND SUPPLIES

Textbook charges are additional for all courses. The average textbook expense per class is \$100.00. The Midstate College Bookstore will ship textbooks for an additional \$20.00 fee.

Supplies for all programs average \$150.00 per academic year.

Select courses will be charged an additional \$70.00 technology usage fee. The fee will cover software, computer usage, licensure fees, and technical support.

Medical Assistant, Medical Office Technician, and Pharmacy Technician

Medical Assistant, Medical Office Technician, and Pharmacy Technician applicants will be required to have an Illinois State Police background check. Those persons identified on the list will need to meet with the program director prior to admission. The charge for the background check is \$35.00 and is the responsibility of the student. Uniforms, immunizations, and blood pressure kit related to the Medical Assistant program average approximately \$400.00 and are the student's expenses. Supplies and expenses related to the Medical Assistant program average approximately \$338.00 per academic year. A drug test may be requested prior to the externship in Medical Assistant and Pharmacy Technician programs, the cost is \$55.00 and will be the student's expense.

Health Information Technology and Medical Coding and Billing

All students entering the Medical Coding and Billing program and Health Information Technology program must have an Illinois State Police background check. Those persons identified on the list will need to meet with the program director prior to admission. The charge for the background check is \$35.00 and is the responsibility of the student. Students enrolled in the Medical Coding and Billing program and Health Information Technology program may be required by Professional Practice Experience host sites to have an additional background check, immunizations, physical examination, drug screening, and uniforms. These expenses will be the responsibility of the student. Health Information Technology students will be required to enroll as student members through the American Health Information Management Association (AHIMA). Membership dues for students are \$49.00 and may be incorporated into financial aid. For additional details, see <https://www.ahima.org/membership>.

Realtime Reporting

Stenographic machine rentals are available to on-campus Realtime Reporting Machine Shorthand Theory I and II students only. Students will be expected to rent from another source or purchase a realtime stenographic machine approximately six months after entering the Realtime Reporting program. Realtime Reporting students who do not attend on-campus courses their first quarter must purchase their own steno machines that meet certain specifications. More information is available about options for renting and purchasing realtime stenographic machines through the Bookstore.

All Realtime Reporting students must own or purchase a laptop that meets specifications for the current Case CATalyst (Student) Software. Windows operating system is preferred over Mac. Specifications can be obtained from the Midstate Bookstore or Stenograph (www.stenograph.com).

Realtime Reporting students who take theory, speedbuilding, or skills classes via eLearning are required to purchase a license or subscription for the current Case CATalyst (Student) Software. The software license can be purchased through the Midstate College Bookstore. Once purchased, Midstate College will contact Stenograph to initiate the transfer of the license from the College to the student, at which point the software can be installed and activated on the student's computer. Subscriptions can be obtained directly from Stenograph.

ATTENDANCE POLICIES

The College has established attendance policies based on course delivery mode. If a student attends an on-campus course, he or she will be counted as present. To be considered in attendance for a course with an eLearning component, the student must participate each week by submitting substantial gradable work. Externships, practicums, and internships verify attendance weekly, either through assignments or documentation required by specific programs. Additionally, onsite student participation for externships, practicums, and internships will be tracked for program accreditation records and to ensure that the requirements (i.e. required clock-hours) are met.

A student is considered excessively absent if he or she misses three or more consecutive classes or has been absent more than ten percent of the total scheduled class sessions. In addition, in the event that a student is absent fourteen (14) consecutive days from the last date of attendance in all classes at any time through the term, he or she will be administratively dropped unless the student has indicated a rationale for the absence and expresses the desire not to be dropped.

Students who are excessively absent will be referred to the Office of Student Success. The Office of Student Success will follow up with all student referrals to offer support services (tutoring, study skills, test taking techniques, etc.) to help students become more independent learners and succeed in their respective classes.

Leave of Absence

An approved leave of absence is when school administrators determine that the student cannot reasonably be expected to attend classes due to a serious illness, a serious health condition of an immediate family member, a birth or placement for adoption or foster care of a son or daughter, or a death of an immediate family member. Additional approved leaves of absence may be granted for jury duty, military duty, and other unforeseen special circumstances determined by administration. The student must fill out a written, signed, and dated form obtained from the Student Records Office requesting the leave of absence. The leave of absence must be approved by the Director of Student Success.

If the student is a Title IV program loan recipient, the student needs to see a financial aid counselor prior to taking the leave of absence, if possible, to be advised of the effect a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

If the student does not resume attendance at Midstate College on or before the end of a leave of absence, it will be considered as an administrative withdrawal.

Standard Period of Non-Enrollment

Any student wishing to take a quarter off should inform his or her Program Director or the Student Records Office of his or her desire during registration. If a student withdraws from all courses during the quarter (see Course Drop/Withdrawal), the student will be placed on a Standard Period of Non-Enrollment (SPNE) status. If a student does not return after two quarters of non-enrollment, the student will be administratively withdrawn from the College. If the student later chooses to continue his or her education at Midstate College, he or she must complete the readmission process.

Withdrawal

A student is considered enrolled in a course after attending it at least once. A student will be considered enrolled in courses with established attendance for the entire term and instructors will grade the student accordingly unless the student officially drops the course(s). Lack of attendance does not constitute an official drop.

Official Course Drop - It is strongly recommended that a student desiring to drop a course(s) consult with his or her program director and financial assistance prior to making a final decision. The student is required to notify either his or her program director or the Student Records Office of his or her intent to drop. Official notification may be made verbally or in writing. Lack of attendance does not constitute an official drop.

A course(s) which is officially dropped during week one (days 1-7) of the term will be deleted from the student's record and tuition and financial assistance will be adjusted accordingly.

Official Drop – All Courses - It is strongly recommended that a student desiring to drop all courses consult with his or her program director and financial assistance prior to making a final decision. The student is required to notify either his or her program director or the Student Records Office of his or her intent to drop. Official notification may be made verbally or in writing. Lack of attendance does not constitute an official drop.

Administrative Course Drop - A student who attends a course at least once is considered enrolled in a course for the entire term unless he or she officially drops the course. Lack of attendance does not constitute an official drop.

Any course in which the student has not established attendance within the first two weeks of the term will be administratively dropped. The College believes absenteeism to this extent will result in failure or withdrawal in subsequent weeks. Thus, class attendance is monitored closely. Students will be contacted by their instructors and/or the Director of Student Success before they are dropped from their course(s).

Administrative Drop - A student who is not in attendance in all of his or her courses for fourteen consecutive days will be administratively dropped from all courses unless the student can provide a substantial rationale for the absences and he or she requests to remain in the course(s). In addition, a student who request to remain in the course(s) and fails to attend for an additional fourteen days will be administratively dropped from the course(s). The College believes absenteeism to this extent will result in failure or withdrawal in subsequent weeks. Thus, class attendance is monitored closely. Students will be contacted by their instructors and/or the Director of Student Success before they are dropped from course(s).

TUITION REFUNDS AND RETURN TO TITLE IV REFUNDS

It is strongly recommended that a student desiring to drop a course(s) consult with his or her program director and financial assistance prior to making a final decision. The student is required to notify either his or her program director or the Student Records Office of his or her intent to drop. Official notification may be made verbally or in writing. Lack of attendance does not constitute an official drop.

A course(s) which is officially dropped during week one (days 1-7) of the term will be deleted from the student's record and tuition and financial assistance will be adjusted accordingly. No changes will be made to tuition for any individual course(s) officially dropped after week one (days 1-7) of the term.

Official Drop – All courses

A student who drops all of his or her courses for the term will receive a tuition refund based on the Tuition Refund Policy. The tuition refund percentage will be based on the official drop date. If a student received Title IV funding for the term, the College is required to perform a Return to Title IV calculation to determine the amount of Title IV funding the College is required to return to the Department of Education on the student's behalf. The College is required to return the funding to the Department of Education within 45 days from the official drop date. All book charges, fees, and unpaid balances will be deducted from any excess funds remaining on the account.

Administrative Drop – All courses

A student who is not in attendance in all of his or her courses for fourteen consecutive days will be administratively dropped. The institution will use the student's last date of attendance or the date of the last documented academically related activity as the student's drop date. The tuition refund will be based on the Tuition Refund Policy. The tuition refund percentage will be based on the student's drop date. If a student received Title IV funding for the term, the College is required to perform a Return to Title IV calculation to determine the amount of Title IV funding the College is required to return to the Department of Education on the student's behalf. The College is required to return the funding to the Department of Education within 45 days from the official drop date. All book charges, fees, and unpaid balances will be deducted from any excess funds remaining on the account.

Standard Term Withdrawals and Refund of Tuition and Fee Charges

The following institutional refund policy is based on a standard term of approximately 83 days. The number of days in the term is based on total calendar days, including weekends and holidays. Officially scheduled breaks of at least 5 days, (i.e. Thanksgiving break and Christmas break) are not included in the total.

Day 1 – 7	90% Refund
Day 8 – 13	80% Refund
Day 14 – 16	75% Refund
Day 17 – 20	70% Refund
Day 21 – 24	65% Refund
Day 25 – 28	60% Refund
Day 29 – 32	55% Refund
Day 33 – 37	50% Refund
Day 38 – 41	45% Refund
Day 42 – 45	40% Refund
Day 46 – 49	35% Refund
Day 50 or later	0% Refund