

Method of Disclosure for Consumer Information

This checklist is an informational document to aid you in locating the Consumer Information that West Tennessee Business College provides for you. Also, please note that in addition to the hard copy of the West Tennessee Business College catalog that you received upon enrolling, the catalog can also be assessed from our website at:

<http://wtbc.edu/files/WTBC%20CATALOG.pdf>.

Description of Consumer Information

Basic Financial Aid Information

Description of types of aid, selection criteria for recipients, forms used to process aid

Standards to retain aid

Methods of aid disbursement

Sample loan repayment schedules

Exit counseling information for loans

Catalog – Pg. 5-7

http://wtbc.edu/financial_aid.php

Catalog – Pg. 8-11

Catalog – Pg. 6

Pg. 13-14
Of the Entrance Counseling Guide

Exit Counseling For
Borrowers

General Information about the School

Cost of Attending

Catalog Insert
<http://wtbc.edu/files/TuitionandFees12.12.pdf>

Refund Policies

Catalog – Pg. 7-8

Academic Programs

Catalog -- Pg. 19-24
http://www.wtbc.edu/diploma_programs.php

Non- Credit Short Courses

Catalog – Pg. 25

The school's accrediting licensing bodies

Catalog – Back of first page
<http://www.wtbc.edu/accreditations.php>

Description of the facilities available for students with disabilities

Catalog – Pg. 4

The names of the staff to contact for information that you need

Catalog – Pg. 36-37
<http://www.wtbc.edu/staff.php>

Disclosure Information and the Designated Central Point Contact for the College

<http://www.wtbc.edu/disclosures.php>

Copyright Infringement Information

Acceptable Use Form included in New Student Packet and signed by student
http://www.wtbc.edu/files/wtbc_acceptable_use_policy.pdf

Transfer of Credit Policy

Catalog – Pg. 5
<http://wtbc.edu/files/transferocredits.pdf>

Vaccination Policy

Catalog – Pg. 17
Under Externship Requirements

The School's Net Price Calculator

<https://wtbc.studentaidcalculator.com/survey.aspx>

The college has designated Shelia Johnson, Registrar, as the central point of contact to assist enrolled or prospective students in obtaining the information on financial assistance, the school, graduation and completion rates, and security policies and crime statistics. She is available on a full-time basis for this assistance and can also be reached at the school's phone number of (731) -668-7240, or via email at sheila.johnson@wtbc.edu.

The following is a list of the school's diploma programs and their associated U.S. Dept. of Labor's Standard Occupational Classification (SOC) codes:

Learn more about the diploma programs we offer.

Diploma Programs

- **Medical Billing Specialist-**
SOC - 43-6013.00 – Medical Secretaries
- **Medical Assisting-**
SOC – 31-9092.00 – Medical Assistants
- **Medical Office Specialist-**
SOC – 43-6013.00 – Medical Secretaries & 31-9092.00 – Medical Assistants
- **Medical Coding & Billing-**
SOC – 31-9092.00 – Medical Assistants & 29-2071.00 – Medical Records & Health Information Technicians
- **Accounting/Bookkeeping-**
SOC – 43-3031.00 – Bookkeeping, Accounting, and Auditing Clerks
- **Administrative Assistant-**
SOC – 43-6011.00 – Exec. Secretaries & Exec. Administrative Assistants & 43-6014.00 – Secretaries & Administrative Assistants, Except Legal, Medical, & Executive