

Administrative Assistant

WTC Burns Flat- Adult Program Cost 2024-2025
600 Hours

1st Semester Invoice Item(s):	In-District	Out-District
Tuition	\$750.00	\$1,500.00
Curriculum/Supply Fee (one time fee)	\$100.00	\$100.00
1st Semester invoice total	\$850.00	\$1,600.00

2nd Semester Invoice Item(s):	In-District	Out-District
Tuition	\$750.00	\$1,500.00
Invoice items total		
	\$ 1,600.00	\$ 3,100.00

Required Student Purchase Item(s):

MUST SEE INSTRUCTOR FOR SPECIFIC INSTRUCTIONS & DETAILS - Prices may vary by retailer and student preference

Headphones	\$20.00
Supplies Total	\$20.00

Available Licensure or Certifications:

WTC Board of Education allows \$100 per year to be used for student certification testing. To be eligible, students must maintain a B-average, 90% attendance rate, be active in the CareerTech student organization of the class and be in good standing at WTC.

Microsoft Office Specialist Word, Excel, & Power Point Associate	\$360.00
Testing Total	\$360.00
Required Student Purchase Total	
	\$380.00

Grand Totals:

In District Grand Total	\$ 1,980.00
Out of District Grand Total	\$ 3,480.00

Cost of Living:

Independent Student		Dependent Student	
Food & Housing:	\$ 12,866.56	Food & Housing:	\$ 6,069.84
Transportation:	\$ 2,527.36	Transportation:	\$ 1,192.29
Miscellaneous:	\$ 7,582.08	Miscellaneous:	\$ 3,576.87
Total:	\$ 22,976.00	Total:	\$ 10,839.00

Standard allowance for off-campus food and housing. Figures based on the Southwest Consumer Price Index as of December 2023 - released January 12, 2024. This estimate represents cost of living and not costs to be paid to the school. Estimate is for 10 months of training - WTC does not provide on campus housing or meal plans

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