

# ADMINISTRATIVE ASSISTANT

WTC- Adult Program Cost 2025-2026

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
<b>1st Semester invoice total</b>	<b>\$850.00</b>	<b>\$1,600.00</b>

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

Item(s) student is responsible for purchasing:

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

Flash Drive	Estimate	\$	10.00
Basic school supplies	Estimate	\$	15.00

### 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.*

IC3 Certification	Estimate	\$	100.00
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See instructor for further available certification.

### Cost of Living:

Independent Student		Dependent Student	
Food & Housing:	\$ 13,239.52	Food & Housing:	\$ 6,245.68
Transportation:	\$ 2,600.62	Transportation:	\$ 1,226.83
Miscellaneous:	\$ 7,801.86	Miscellaneous:	\$ 3,680.49
<b>Total:</b>	<b>\$ 23,642.00</b>	<b>Total:</b>	<b>\$ 11,153.00</b>

Standard allowance for off-campus food and housing. Figures based on the Southwest Consumer Price Index as of December 2024 - released January 15, 2025.

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

*Western Technology Center does not discriminate on the basis of race, color, national origin, sex, disability, age, veteran status or religion. For inquiries concerning this policy contact Title IX Coordinators, [jlewallen@westtech.edu](mailto:jlewallen@westtech.edu) and [serennah@westtech.edu](mailto:serennah@westtech.edu) or 504 Coordinator, [kwedel@westtech.edu](mailto:kwedel@westtech.edu), 580-562-3181, 621 Sooner Drive, Burns Flat, OK 73624, [jpartain@westtech.edu](mailto:jpartain@westtech.edu) Sayre Campus Title IX Coordinator, 580-928-2097, 2002 NE Hwy 66, Sayre, OK*

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