

ITA Information
Clerical Occupations

Training Area: Clerical Occupations and Related Occupations (Includes Computer Skills)														
Occupational Cluster	<p>Note: ITAs are written on a term basis and all renewals of ITAs are based on satisfactory completion of training each term. ITAs cover the cost of books, all testing fees, physical, etc. Pell Grants: All participants are required to apply for the Pell Grant and if Pell eligible the Pell must be used first for all Pell eligible programs. Tuition Refunds: The school's tuition refund policy published in their catalogs will be followed.</p> <p>Note: Case Managers need to advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. If the participant is not Pell eligible, they will be required to obtain student loans and/or other financial aid to cover the cost of the program not covered by the ITA amount. SFW will not be responsible for any debts that the participant incurs. A.A. Degrees are not covered under ITAs.</p> <p>Note: Clerical related occupations can be found in other training matrixes, i.e. Medical Billing & Coding is located under Medical-Other.</p>										Maximum ITA Amount (includes all costs - books, fees, test fees, etc)	ITA Payment Plan	Comment	
	Institutional Cost													
	Program Offered	ITA Agent	Course Length	Tuition Cost	Application Fees	Special Course Fees	Student Support Fees	Total Institutional Cost	Books and Materials	Other Costs				Total Program Cost
Degree (A.S., etc) Programs														
Office Administrative	Office Systems Technology (formerly Office Administration)	Miami Dade College	63 credits	\$5,429.00	\$20.00	\$475.00	\$400.00 (\$200.00 per year)	\$6,324.00	\$2,400.00	\$220 - exam fee	\$8,944.00	\$8,944.00 for total program	<p>ITAs are written on a term-by-term basis and each term is paid per credit up to 12 credits maximum at the in-state resident rate (approximately \$86.19 per credit). Anything above 12 credits will need case-by-case approval.</p> <p>1st term will also include once per year assessment of Student Support Fee of \$200 plus \$45 application fee. Note: The \$200 Student Support Fee is charged once per year.</p> <p>Special Course Fees: These are charged only on specific courses at the time the course is taken. The total of these fees over the entire program is currently \$475.00</p> <p>Books are paid separately of institutional cost.</p>	
	Medical Office Administration - AS Degree	Technical Career Institute (TCI)	18 months	\$25,025.00 (includes Tuition, books)	\$100.00			\$25,125.00 (includes Tuition books, Registration)	Included in tuition	\$32 - Uniforms	\$25,125.00 (includes all books and fees)	\$8,504.00 for total program.	<p>1st Term ITA = \$ 2,118.00</p> <p>Payment Structure: Total Institutional Cost: \$8,472.00 paid over 4 terms @ \$2,118.00per term.</p> <p>Other costs are paid separately of institutional cost.</p>	Will require additional financial aid (loans/grants)

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	Institutional Cost												
	Program Offered	ITA Agent	Course Length	Tuition Cost	Application Fees	Special Course Fees	Student Support Fees	Total Institutional Cost	Books and Materials	Other Costs			
College Credit Programs													
	Office Management (Office Systems Technology) (part of Office Administration Tech. A.S. degree)	Miami Dade College	27 credits	\$2,327.00	\$20.00	\$360.00	\$400.00 (\$200.00 per year)	\$3,107.00	\$780.00		\$3,887.00	\$3,887.00 for total program	ITAs are written on a term-by-term basis and each term is paid per credit up to 12 credits maximum at the in-state resident rate (approximately \$86.19 per credit). Anything above 12 credits will need case-by-case approval. <i>1st term will also include once per year assessment of Student Support Fee of \$200 plus \$20 application fee. Note: The \$200 Student Support Fee is charged once per year.</i> Special Course Fees: These are charged only on specific courses at the time the course is taken. The total of these fees over the entire program is currently \$360.00 Books are paid separately of institutional cost.
	Office Support (Office Systems Technology) (part of Office Specialist CC program)	Miami Dade College	12 credits	\$1,034.00	\$20.00	\$105.00	\$200.00	\$1,359.00	\$400.00		\$1,759.00	\$ 1,759.00 for total program	ITAs are written on a term-by-term basis and each term is paid per credit up to 12 credits maximum at the in-state resident rate (approximately \$86.19 per credit). Anything above 12 credits will need case-by-case approval. <i>1st term will also include once per year assessment of Student Support Fee of \$200 plus \$20 application fee. Note: The \$200 Student Support Fee is charged once per year.</i> Special Course Fees: These are charged only on specific courses at the time the course is taken. The total of these fees over the entire program is currently \$105.00 Books are paid separately of institutional cost.
	Office Specialist (Office Systems Technology) (part of Office Administration Tech. A.S. degree)	Miami Dade College	18 credits	\$1,551.00	\$20.00	\$210.00	\$200.00	\$1,981.00	\$500.00		\$2,481.00	\$2,481.00 for total program	ITAs are written on a term-by-term basis and each term is paid per credit up to 12 credits maximum at the in-state resident rate (approximately \$86.19 per credit). Anything above 12 credits will need case-by-case approval. <i>1st term will also include once per year assessment of Student Support Fee of \$200 plus \$20 application fee. Note: The \$200 Student Support Fee is charged once per year.</i> Special Course Fees: These are charged only on specific courses at the time the course is taken. The total of these fees over the entire program is currently \$210.00 Books are paid separately of institutional cost.

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	Institutional Cost													
	Program Offered	ITA Agent	Course Length	Tuition Cost	Application Fees	Special Course Fees	Student Support Fees	Total Institutional Cost	Books and Materials	Other Costs	Total Program Cost			
Certificate/Diploma Programs														
Administrative Assistant - Office/Clerical	Administrative Assistant	Miami Dade College	1050 hours (35 Voc. Credits)	\$2,474.00		\$580.00	\$400.00 (\$200.00 per year)	\$3,454.00	\$1,430.00		\$4,884.00	\$ 4,884.00 - for total program	<p>ITAs are written on a term-by-term basis and each term is paid per credit up to 12 credits maximum at the in-state resident rate (approximately \$ 70.71 per vocational credit). Anything above 12 credits will need case-by-case approval.</p> <p>1st term will also include once per year assessment of Student Support Fee of \$200. Note: The \$200 Student Support Fee is charged once per year.</p> <p>Special Course Fees: These are charged only on specific courses at the time the course is taken. The total of these fees over the entire program is currently \$580.00</p> <p>Books are paid separately of institutional cost.</p>	
Administrative Assistant - Office/Clerical	Administrative Assistant	MDCPS	1050 hours	\$2,205.00	\$20.00 - application and ID fee	\$50.00	\$200.00-	\$2,675.00	\$675.00	\$375 - optional exam fee	\$3,525.00	\$3,525.00 - for total program	<p>1st Term ITA = \$971.66 2nd & 3rd Term ITA = \$751.66</p> <p>Payment Structure: Total Institutional Cost \$2,475.00 - paid over 3 terms. 1st term includes once per yr. assessment of Special Course and Student Support Fees and an additional \$20 application process and ID fee.</p> <p>Books and other costs are paid separately of institutional cost.</p>	
	Computerized Administrative Assistant	College of Business and Technology (CBT)	605 hours	\$14,904.00	\$100.00	\$387.00		\$15,391.00	\$720.00	\$445 - other Costs (includes \$100 graduation fee, \$5 ID fee and Operational Certification)	\$16,556.00	\$5,373.00 For Total Program -	<p>1st Term ITA = \$2,104.00</p> <p>Payment Structure: Total Institutional Cost \$4,208.00 paid over 2 terms @ \$2,104.00 per term.</p> <p>Books and other fees are paid separately of institutional cost.</p> <p>The College of Business and Technology will supplement the amount that is not covered by SFW funding and/or state/federal grants via an Institutional Scholarship directed to only SFW clients. ITA approved CBT programs will be Loan-free for SFW approved clients.</p>	

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Institutional Cost														
Program Offered	ITA Agent	Course Length	Tuition Cost	Application Fees	Special Course Fees	Student Support Fees	Total Institutional Cost	Books and Materials	Other Costs	Total Program Cost				
Occupational Cluster	Business Technology Diploma (formerly Office Technology)	College of Business and Technology (CBT)	24 Credits	\$9,936.00	\$150.00		\$10,086.00	\$378.00	\$380 - other Costs (includes graduation fee, software fee, lab and internet fee, uniforms/equipment, ID fee and Operational Certification)	\$10,844.00	\$5,373.00 For Total Program -	1st Term ITA = \$4,550.00 Payment Structure: Total Institutional Cost \$4,550.00 paid at the beginning of training.. Books and other fees are paid separately of institutional cost.	The College of Business and Technology will supplement the amount that is not covered by SFW funding and/or state/federal grants via an Institutional Scholarship directed to only SFW clients. ITA approved CBT programs will be Loan-free for SFW approved clients.	
	Computer Office Specialist	Florida National College	31 credits (10 months)	\$16,275.00	\$100.00	\$595.00	\$16,970.00	\$1,000.00	\$20.00	\$17,990.00	\$5,373.00 For Total Program -	1st Term ITA = \$725.50 Payment Structure: Total Institutional Cost \$4,353.00 - paid over 6 terms @ \$725.50 per term. Books and other costs are paid separately of institutional cost.	Will require additional financial aid (loans/grants)	
	Office Technology+	Management Resources	480 hours (27 credits)	\$4,974.00 - includes registration & Books			\$4,974.00 - includes registration & Books			\$4,974.00	\$4,974.00 For Total Program -	1st Term ITA = \$2,487.00 Payment Structure: Total Institutional Cost \$4,974.00 over two terms @ \$2,487.00 per term. paid at the beginning of training.		
	Office Support Financial Specialist	South Florida Career Institute (formerly EZ Computer Training & Career Center)	720 hrs	\$8,375 - includes books & materials			\$8,375 - includes books, materials & registration fee			\$8,375.00	\$5,373.00 For Total Program -	1st ITA = \$2,686.50 Payment Structure: Total Institutional Cost: \$5,373.00 (includes books and materials) paid over two payments of \$2,686.00 per payment as follows: 1st at enrollment, 2nd at completion of 50% of training. Other costs are paid separately of institutional cost.	Will require additional financial aid (loans/grants)	
	Business Administration Technology	ATI Campus: 1. Oakland Park	960 hours (10 months) (40 weeks)	\$11,900.00 (includes tuition, books, other costs)	\$100.00		\$12,000.00 (includes tuition, books, other costs)			\$12,000.00 (includes tuition, books, other costs)	\$5,373.00 for total program	1st Term ITA = \$1,343.25 Payment Structure: Total Institutional Cost: \$5,373.00 paid over 4 term payments @ \$1,343.25 per payment.	Will require additional financial aid (loans/grants)	

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	Program Offered	ITA Agent	Course Length	Tuition Cost	Application Fees	Special Course Fees	Student Support Fees	Total Institutional Cost	Books and Materials	Other Costs	Total Program Cost			
Computer Business Applications - Computer Operation Skills	Office Software Specialist - 1.Windows Beginning to Advanced 2. Keyboarding 1 3. Keyboarding 2 4. MS Word Level 1 5. MS Word Level 2 6 MS Excel Level 1 7. MS Access Level 1 8. E-mail using MS Outlook 9. Administrative Asst. Fundamentals 10. Interpersonal Communications	Miami Dade College	200 hours 1. 24 hours 2. 25 hours 3. 25 hours 4. 18 hours 5. 18 hours 6. 18 hours 7. 18 hours 8. 6hours 9. 24hours 10. 24hours	\$1,304.00 1. \$225.00 2. \$93.00 3. \$93.00 4. \$150.00 5. \$150.00 6. \$150.00 7. \$150.00 8. \$85.00 9. \$104.00 10. \$104.00			\$200.00	\$1,504.00	\$305.00	\$225 - Optional Certification Test Fees	\$2,034.00	\$2,034.00 for total program	Paid by Course: 1st Course is \$225.00 + \$200 Student Support Fee = \$425.00 Second and subsequent ITAs will be written for the tuition. Payment Structure: Total Institutional Cost: \$1,504.00 paid by course. Books and other costs are paid separately of institutional cost.	
	PC Support Service (Business Software Application) OCPs:	Miami Dade College	900 hours (30 voc. Credits)	\$2,121.00		\$665.00	\$200.00 (\$200.00 per year)	\$2,986.00	\$1,300.00	\$595 - (Certification Fees	\$4,881.00	\$4,881.00 for total program	ITAs are written on a term-by-term basis and each term is paid per credit up to 12 credits maximum at the in-state resident rate (approximately \$70.71 per vocational credit). Anything above 12 credits will need case-by-case approval. <i>1st term will also include once per year assessment of Student Support Fee of \$200. Note: The \$200 Student Support Fee is charged once per year.</i> Special Course Fees: These are charged only on specific courses at the time the course is taken. The total of these fees over the entire program is currently \$665.00 Books and other costs are paid separately of institutional cost.	
		MDCPS	900 hours	\$1,890.00	\$20.00	\$60.00	\$200.00	\$2,170.00	\$550.00	\$400 - Certification fees	\$3,120.00	\$3,120.00 for total program	1st Term ITA = \$870.00 2nd & 3rd Term ITA = \$ 650.00 Payment Structure: Total Institutional Cost \$2,170.00 - paid over 3 terms. 1st term includes once per yr. assessment of Special Course, other fees and Student Support Fees and includes a \$20 application process and ID fee. Books and other costs are paid separately of institutional cost.	

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Occupational Cluster	Training Area: Clerical Occupations and Related Occupations (Includes Computer Skills)											Maximum ITA Amount (includes all costs - books, fees, test fees, etc)	ITA Payment Plan	Comment
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	Institutional Cost													
	Program Offered	ITA Agent	Course Length	Tuition Cost	Application Fees	Special Course Fees	Student Support Fees	Total Institutional Cost	Books and Materials	Other Costs	Total Program Cost			
Computer Business Application	Compu-Med Vocational Career Corp	720 hours	\$6,100.00	\$100			\$6,200.00	\$150.00	\$100.00	\$6,450.00	\$5,369.00 for Total Program	1st Term ITA = \$1706.33 Payment Structure: Total Institutional Cost \$5,119.00 - paid over 3 terms @ \$1706.33 per term. Books are paid separately of institutional cost.		
Computer Technology - Application	SABER	620 hours	\$3,500.00	\$50.00			\$3,550.00	\$250.00		\$3,800.00	\$3,800.00 For Total Program	1st Term ITA = \$1,775.50 Payment Structure: Total Institutional Cost \$3,550.00 paid over two payments of \$1,775.50 each as follows: 1st payment at enrollemnt into training, 2nd payment at completion of 50% of the training. Books are paid separately of institutional cost.		
PC Basics	Management Resources	240 hours - 14 credits	\$2,567.00 - includes registration				\$2,255.00 - includes registration	\$80.00		\$2,647.00	\$ 2,647.00 - For Total Program	1st ITA = \$ 2,647.00 Payment Structure: Total Institutional Cost: \$2,647.00 paid at the beginning of training. Books are paid separately of institutional cost.		
Microsoft Office Option (MSOO)	Sullivan & Cogliano	up 100 hours	\$1,300.00	\$50.00			\$1,350.00	\$150.00		\$1,500.00 - includes all books/materials and fees	\$1,500.00 for complete program	1st ITA = \$1,350.00 Payment Structure: Total Institutional Cost: \$1,350.00 paid at the beginning of training. Books are paid separately of institutional cost.		

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Computer Business Applications - Computer Operation Skills	Microcomputer Data Processing	Advanced Technical Centers	600 hours	\$3,325.00				\$3,325.00	\$175.00		\$3,500.00	\$3,500.00 For Total Program	1st Term ITA = \$ 1,612.50 Payment Structure: Total Institutional Cost \$3,325.00 paid over two payments of \$1,612.50 each as follows: 1st payment at enrollment into training, 2nd payment at completion of 50% of the training- paid at beginning of training. Books are paid separately of institutional cost.	
	PC Operations		600 hours	\$3,250.00				\$3,250.00	\$250.00		\$3,500.00			\$3,500.00 For Total Program
	Business Computer Specialist	New Professions Technical Institute	41 credit hours 550 hours	\$7,623.00	\$50.00			\$7,673.00	\$390 - Books		\$8,063.00	\$5,369.00 for Total Program	1st Term ITA = \$2,489.50 Payment Structure: Total Institutional Cost \$4,978.00 paid over two payments of \$2,489.50 each as follows: 1st payment at enrollment into training, 2nd payment at completion of 50% of the training. Books are paid separately of institutional cost.	Will require additional financial aid (loans/grants)
	Computer Business Systems Specialist (Computer Business Application)	Total International Career Center	480 hours 24 weeks 5.5 months	\$5,050 - includes books	\$50.00			\$5,100 - includes books			\$5,100 - includes books	\$5,100.00 For Total Program	1st ITA = \$ 2,550.00 Payment Structure: Total Institutional Cost: \$5,100.00 - (includes books) paid over two payments of \$2,550.00 each as follows: 1st payment at enrollment into training, 2nd payment at completion of 50% of the training.	
Computer Business Applications - Computer Operation Skills	Computer Business Application	South Florida Institute of Technology	720 hours 36 weeks	\$5,121.00	\$150.00			\$5,271.00	\$336.00		\$5,607.00	\$5,369.00 for Total Program	1st ITA = \$2,516.50 Payment Structure: Total Institutional Cost: \$5,033.00 paid over two payments of \$2,516.50 per payment as follows: 1st at enrollment, 2nd at completion of 50% of training. Books and other costs are paid separately of institutional cost.	
Computer Business Applications - Computer Operation Skills	Business Software Applications	Vintex Training Institute (Vintex Quality Care)	300 hours	\$3,500 - includes books and registration fees				\$3,500 - includes books and registration fees			\$3,500.00	\$3,500.00 For Total Program	1st ITA = \$3,500.00 Payment Structure: Total Institutional Cost: \$3,500.00 (includes all books and materials) paid at the beginning of training.	
	Office Professional (Includes Medical Office, Coding and billing)	Sullivan & Cogliano	720 hours	\$11,485.00	\$50.00			\$11,535.00	\$860.00	\$600 - test fees	\$12,995.00	\$6,529.00 -for total program	1st ITA = \$2,534.50 Payment Structure: Total Institutional Cost: \$5,069.00 (includes books and materials) paid over two payments of \$2,534.00 per payment as follows: 1st payment at enrollment, 2nd payment at 50% completion of training. Books and other costs are paid separately of institutional cost.	Will require additional financial aid (loans/grants)

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	Program Offered	ITA Agent	Course Length	Tuition Cost	Application Fees	Special Course Fees	Student Support Fees	Total Institutional Cost	Books and Materials	Other Costs			
Secretarial													
Administrative Assistant OCPs:	Miami Dade College	1050 hours (35 Voc. Credits)	\$2,474.00		\$580.00	\$400.00 (\$200.00 per year)	\$3,454.00	\$1,430.00		\$4,884.00	\$4,884.00 - for total program	<p>ITAs are written on a term-by-term basis and each term is paid per credit up to 12 credits maximum at the in-state resident rate (approximately \$ 70.71 per vocational credit). Anything above 12 credits will need case-by-case approval.</p> <p><i>1st term will also include once per year assessment of Student Support Fee of \$200. Note: The \$200 Student Support Fee is charged once per year.</i></p> <p>Special Course Fees: These are charged only on specific courses at the time the course is taken. The total of these fees over the entire program is currently \$580.00</p> <p>Books are paid separately of institutional cost.</p>	
	MDCPS	1050 hours	\$2,205.00	\$20.00 - application and ID fee	\$50.00	\$200.00	\$2,475.00	\$675.00	\$375 - optional exam fee	\$3,525.00	\$3,525.00 - for total program	<p>1st Term ITA = \$971.66 2nd & 3rd Term ITA = \$751.67</p> <p>Payment Structure: Total Institutional Cost \$2,475.00 - paid over 3 terms. 1st term includes once per yr. assessment of Special Course and Student Support Fees and an additional \$20 application process fee and an ID Fee .</p> <p>Books and other costs are paid separately of institutional cost.</p>	
	Microsoft Office Option (MSOO)- (Secretary Skills (under MSOO)	Sullivan & Cogliano	up 100 hours	\$1,300.00	\$50.00			\$1,350.00	\$150.00		\$1,500.00 - includes all books/materials and fees	\$1,500.00 for complete program	<p>1st ITA = \$1,350.00</p> <p>Payment Structure: Total Institutional Cost: \$ 1,350.00 (paid at the beginning of training. Books are paid separately of institutional cost.</p>

ITA Information
Clerical Occupations

Occupational Cluster	Training Area: Clerical Occupations and Related Occupations (Includes Computer Skills)											Maximum ITA Amount (includes all costs - books, fees, test fees, etc)	ITA Payment Plan	Comment
	<p>Note: ITAs are written on a term basis and all renewals of ITAs are based on satisfactory completion of training each term. ITAs cover the cost of books, all testing fees, physical, etc. Pell Grants: All participants are required to apply for the Pell Grant and if Pell eligible the Pell must be used first for all Pell eligible programs. Tuition Refunds: The school's tuition refund policy published in their catalogs will be followed.</p> <p>Notice: Case Managers need to advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. If the participant is not Pell eligible, they will be required to obtain student loans and/or other financial aid to cover the cost of the program not covered by the ITA amount. SFW will not be responsible for any debts that the participant incurs. A.A. Degrees are not covered under ITAs.</p> <p>Note: Clerical related occupations can be found in other training matrixes, i.e. Medical Billing & Coding is located under Medical-Other.</p>													
	Institutional Cost													
	Program Offered	ITA Agent	Course Length	Tuition Cost	Application Fees	Special Course Fees	Student Support Fees	Total Institutional Cost	Books and Materials	Other Costs	Total Program Cost			
Medical Administrative Specialist (Secretary) 4 OCPS	MDCPS	1050 hours	\$2,205.00	\$20.00 - application and ID fee		\$200.00	\$2,425.00	\$575.00	\$275 - Exam Fee \$375 -MOS Certification	\$3,650.00	\$ 3,650.00 for total program.	1st Term ITA = \$955.00 2nd & 3rd Term ITA = \$735.00 Payment Structure: Total Institutional Cost \$2,425.00 - paid over 3 terms. 1st term includes once per yr. assessment of Student Support Fees and a \$20 application processing fee and an ID fee. Books and other costs are paid separately of institutional cost.		
Medical Administrative Assisting Technology	ATI Campuses: 1. Miami 2. Fort Lauderdale 3. ATI College of Health	720 hours (7 months)	\$8,400.00 (includes tuition, books, other costs)	\$100.00			\$8,500.00 (includes tuition, books, other costs)			\$8,500.00 (includes tuition, books, other costs)	\$4,015.00 for total program	1st Term ITA = \$ 1,338.00 Payment Structure: Total Institutional Cost: \$4,015.00 paid over 3 term payments @ \$1,338.00 per payment.	Will require additional financial aid (loans/grants)	
Medical Secretary	Florida National College	45 credits (16 months)	\$18,000.00	\$100.00	\$740.00		\$18,840.00	\$1,600.00	\$20.00	\$20,460.00	\$4,015.00 For Total Program	1st ITA = \$ 266.11 Payment Structure: Total Institutional Cost \$2,297.00 - paid over 9 terms @ \$255.22 per term. Books and other costs are paid separately of institutional cost.	Will require additional financial aid (loans/grants)	
Medical Secretary/Dental Front Office	South Florida Career Institute	420 hours (10 weeks)	\$3,500.00	\$50.00			\$3,550.00	\$2,575.00		\$6,125.00	\$4,015.00 For Total Program	1st Term ITA = \$720.00 Payment Structure: Total Institutional Cost: \$1,440.00 paid over 2 payments @ \$720.00 per payment as follows: 1st payment at enrollment, 2nd payment at 50% completion of training. Books are paid separately of institutional cost.	Will require additional financial aid (loans/grants)	

Training Area: Clerical Occupations and Related Occupations (Includes Computer Skills)													
Occupational Cluster	<p>Note: ITAs are written on a term basis and all renewals of ITAs are based on satisfactory completion of training each term. ITAs cover the cost of books, all testing fees, physical, etc. Pell Grants: All participants are required to apply for the Pell Grant and if Pell eligible the Pell must be used first for all Pell eligible programs. Tuition Refunds: The school's tuition refund policy published in their catalogs will be followed.</p> <p>Notice: Case Managers need to advise participants that they may be required to obtain student loans and/or other grants to cover the cost of the program that they wish to enroll in if the ITA amount and the Pell Grant, if eligible for Pell, does not cover the full cost of the program. If the participant is not Pell eligible, they will be required to obtain student loans and/or other financial aid to cover the cost of the program not covered by the ITA amount. SFW will not be responsible for any debts that the participant incurs. A.A. Degrees are not covered under ITAs.</p> <p>Note: Clerical related occupations can be found in other training matrixes, i.e. Medical Billing & Coding is located under Medical-Other.</p>										Maximum ITA Amount (includes all costs - books, fees, test fees, etc)	ITA Payment Plan	Comment
	Institutional Cost												
	Program Offered	ITA Agent	Course Length	Tuition Cost	Application Fees	Special Course Fees	Student Support Fees	Total Institutional Cost	Books and Materials	Other Costs			
	Legal Administrative Assistant (Secretary) OCPs	Miami Dade College	35 Voc Credits 1050 hours	\$2,474.00		\$505.00	\$400.00 (\$200.00 per year)	\$3,379.00	\$1,350.00	\$250 - Optional Exam	\$4,979.00	\$4,979.00 for total program	<p>ITAs are written on a term-by-term basis and each term is paid per credit up to 12 credits maximum at the in-state resident rate (approximately \$70.71 per vocational credit). Anything above 12 credits will need case-by-case approval.</p> <p><i>1st term will also include once per year assessment of Student Support Fee of \$200. Note: The \$200 Student Support Fee is charged once per year.</i></p> <p>Special Course Fees: These are charged only on specific courses at the time the course is taken. The total of these fees over the entire program is currently \$505.00</p> <p>Books are paid separately of institutional cost.</p>
	Legal Administrative Assistant (Secretary) OCPs	MDCPS	1050 hours OCPs	\$2,205.00	\$20.00		\$200.00	\$3,750.00	\$700 - books & materials	\$375 - for Optional MOUS Certification \$250 - Optional Exam	\$3,750.00	\$3,750.00 for total program	<p>1st Term ITA = \$955.00 2nd & 3rd Term ITA = \$735.00</p> <p>Payment Structure: Total Institutional Cost \$2,425.00- paid over 3 terms. 1st term includes once per year assessment of Student Support Fees.</p> <p>Books and other costs are paid separately of institutional cost.</p>
	Legal Secretary	Florida National College	31 credits (16 months)	\$16,275.00	\$100.00	\$870.00		\$17,245.00	\$1,600.00	\$20.00	\$18,865.00	\$5,476.00 for total program	<p>1st Term ITA = \$642.66</p> <p>Payment Structure: Total Institutional Cost \$3,856.00- paid over 6 terms @ \$642.66 per term.</p> <p>Books and other costs are paid separately of institutional cost.</p> <p>Will require additional financial aid (loans/grants)</p>
	Legal Secretary	FIU/Continuing & Professional Studies	45 contact hours (1 semester)	\$595.00	\$25.00			\$620.00	\$106.00		\$726.00	\$726.00 for total program	<p>1st ITA = \$620.00</p> <p>Payment Structure: Total Institutional Cost: \$620.00 paid at beginning of training.</p> <p>Books and other costs are paid separately of institutional cost.</p>