

## TUITION AND REGISTRATION FEES

Fees charged by First Institute Training & Management, Inc. include the cost of instruction and services. Tuition must be prepaid in full on the first day of class and or payment plans are available and addressed on a case by case basis.

All tuition must be paid in full by graduation. If a student's financial obligation is not met by graduation, the certificate of completion will be withheld until tuition is paid in full. If tuition is still owed six months after completion, the account will be handled by an outside agency.

The price of student books is NOT included in the tuition.

Registration for all programs: \$100.00

### **Program Tuition:**

Business Computer Application	\$6,000.00
Medical Office Assistant Program	\$6,000.00
Welding Technology Program	\$6,000.00

### **Book, Supply List, and Certification Cost**

Business Computer Application Books	\$300.00
Medical Office Assistant Program Books	\$300.00
Scrubs for MOA program (2 sets)	\$80.00
Welding Technology Program:	
Welding Technology Books	\$220.00
WTP Took Kit	\$135.00
Consumables (gas, wire, tips)	\$50.00
Material Cost	\$310.00
AWS Welding Certification (Optional)	\$265.00
NHA Medical Office Assistant Exam (Optional)	\$105.00
Microsoft Office Specialist Certification (Opt)	\$105.00

### **Business Computer Application**

Shelly Cashman Series Microsoft Office Suite 2013

### **Medical Office Assistant Program**

Quick and Easy Medical Terminology 8<sup>th</sup> edition  
Kinn's The Administrative Medical Assistant 8<sup>th</sup> edition  
Virtual Medical Office 8<sup>th</sup> edition

### **Welding Technology Program**

Welding Principals and Applications 7<sup>th</sup> edition  
Blueprint Reading, FITM courseware