



ORION
TECHNICAL
COLLEGE

****April 16, 2025****

ADDENDUM

to

2024/2025

Academic Catalog

Replaces the following pages:

- ***34, 53, 96, 97, 100-102, 105, & 106***

Removes the following page:

- ***34***

3940 Elmore Avenue
Davenport, Iowa 52807
563-674-6633
www.orion.edu

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ADMISSIONS

Persons interested in obtaining information about Orion Technical College and its program offerings should contact the campus to speak with an Admissions Representative. Admissions Representatives will provide general information about Orion Technical College for the prospective student to determine if a Professional Career Advisory Session (PCAS) is appropriate.

A prospective student interested in obtaining more information about Orion Technical College must participate in a PCAS with an Admissions Representative. During the PCAS, the Admissions Representatives will discuss admissions requirements. Additionally, the Admissions Representative will review educational options, program information, career opportunities, student services and support, educational costs, conduct a tour of the facilities, virtual or otherwise, and have available disclosure information as required by federal, state, and accrediting agencies.

After participating in the PCAS, prospective students who are both qualified and interested in applying to Orion Technical College must complete an Application for Consideration. All Applications for Consideration will be accompanied by an Admissions Representative's recommendation* about the applicant for review by admissions committee members outlining the applicant's strengths and potential challenges associated with their ability to complete the program and be eligible for post-graduation employability.

*While Admissions Representatives are responsible for passing on critical information to the admissions review team, they do not have the authority to determine acceptance.

Undergraduate Admissions Requirements

To be admitted into one of Orion Technical College's undergraduate non-degree or degree programs, applicants must:

1. Be 17 years of age* on or before the first day of classes,
2. Possess a high school diploma (or recognized equivalency certificate)
3. Complete the pre-enrollment assessment referred to as the Professional College Advisory Session (PCAS)
4. Complete a technology check (tech-check) to ensure minimum computer and internet resources are available to the applicant.

*Applicants who are 17 will be required to have a parent/guardian cosign the Enrollment Agreement.

Graduate Admissions Requirements

To be admitted into one of Orion Technical College's graduate degree programs, applicants must:

1. Complete Graduate Admissions Application and pay the non-refundable Application Fee of \$50.
2. Have earned a bachelor's degree in a related field from an accredited college or university in the United States or degree equivalent to a U.S. bachelor's degree (outside U.S.) i.e., bachelor's degree in computer science, Information Technology, Software Engineering, Electronics & Communications, Electrical Engineering, Robotics Engineering, Cyber Security, Artificial Intelligence, Communications Engineering, Data Science, Computer Applications, or Computer Engineering. If the prospective student has a degree other than those listed, the College will consider admissions to the program based on the degree earned and relevant information technology work experience.
Official transcripts are required. The Prospective student must arrange to have an evaluation of the foreign transcript by American Association of Collegiate Registrars and Admissions Officers (AACRAO)'s International Education Services, a member of Association of International Credential Evaluators (AICE), or National Association of Credential Evaluation Services (NACES). The cost for foreign transcript evaluation is the responsibility of the student.
3. Provide Proof of English Language Proficiency (TOEFL/IELTS/PTE/Duolingo Score Report).
Non-native English speakers who did not complete post-secondary education exclusively in the English language must provide proof of English language proficiency

SARA consumer protection provisions require the institution's home state, through its SARA State Portal Entity, to investigate and resolve allegations of dishonest or fraudulent activity by the state's SARA-participating institutions, including the provision of false or misleading information.

A student has the right to lodge a complaint or grievance. The institution should ensure that all concerns and complaints of students are addressed fairly and are resolved promptly. Student complaints relating to consumer protection laws offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

The student should begin the complaint process with the institution and if resolution is not found, the student would contact the institution's home state SARA Portal Entity. NC-SARA maintains a directory of SARA [State Portal Entities](#).

Iowa Department of Education – Bureau of Iowa College Aid
400 East 14th Street
Des Moines, Iowa 50319
877-272-4456
<https://educate.iowa.gov/higher-ed/student-complaints>

To file a complaint with NC-SARA, please see <https://nc-sara.org/sara-student-complaints-0>

Other Agencies

Orion Technical College is approved by the Department of Education to participate in financial aid programs for those students who qualify. The college voluntarily undergoes periodic accrediting evaluations by teams of qualified examiners including subject experts and specialists in career education and private college administration such as:

Iowa Division of Vocational Rehabilitation
Illinois Department of Rehabilitation Services
Social Security Administration
Workforce Investment Act
U.S. Department of Veterans Affairs

In addition to the state-specific complaint procedures listed below, all Orion Technical College students may file a complaint with the Iowa Department of Education – Bureau of Iowa College Aid at 877-272-4456. Orion Technical College is registered by the Iowa Student Aid Commission on behalf of the State of Iowa. The commission's contact information for students wishing to inquire about the college or file a complaint is: <https://educate.iowa.gov/higher-ed/student-complaints>

Conduct Policy

Student Responsibility

Overview Students are expected:

- To adhere to rules and regulations established by Orion Technical College.
- To respect the rights and individuality of other students, college staff, administrators, and faculty.
- To be punctual and present every class day.
- To maintain the best possible level of academic achievement.
- To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- To dress and groom in a manner that meets the standards of health, cleanliness, safety, and employer expectation.
- To refrain from gross disobedience, misconduct, or behavior that disrupts the educational process.
- To respect the authority of college staff, administrators, and faculty in maintaining discipline at the college and all sponsored activities.
- To comply with the directives of school officials.

Appeal Process

The loss of financial aid eligibility due to Financial Aid Suspension may be appealed if extenuating circumstances interfered with the student's ability to meet satisfactory academic progress. An appeal is a process by which a student, who did not meet satisfactory academic progress after a financial aid warning, petitions the college for reconsideration of eligibility for federal funds. To appeal the loss of financial aid, a student must submit a SAP Appeal Form explaining the extenuating circumstances along with supporting documentation which affected the student's academic progress. This form may be obtained from the Financial Aid Office. Extenuating circumstances include:

- Prolonged illness, medical condition, or injury to student or immediate family member
- Death of an immediate family member
- Significant trauma in the student's life which has impaired the student's emotional and/or physical health
- Unforeseen and/or extenuating circumstances beyond the student's control. The letter must include the following information:
 - The circumstances and how the circumstances affected academic performance.
 - Include dates and time periods involved.
 - Explain how the situation has changed and the steps planned to resolve the circumstances and improve academic performance.
- Documentation may include:
 - Physicians' letters and hospital records (must include dates of illness and recovery time).
 - Death certificate or obituary.
 - Court or police documents.
 - Letters from third party professionals on their letterhead.

Appeal Decisions

The following provides additional information concerning appeal decisions:

- All appeal decisions are final and only affect the student's eligibility for federal financial aid.
- The Campus Center Director or Designee will advise the student of the decision.
- Appeals are only approved for one evaluation period.
- Academic Plans are reviewed after each evaluation period.
- If a student is progressing according to the academic plan, a new appeal is not required.
- If an appeal is granted, financial aid will be awarded on a probationary basis during the evaluation period.

Students requesting consideration for reinstatement of their eligibility for financial aid through an appeal will be notified of the decision in time to attend classes in the subsequent terms. Terms and conditions of the appeal approval will be included in the decision notice.

Withdrawal of Training / Institutional Tuition Refund Policy

A student who withdraws or is withdrawn from Orion Technical College, will have the following institutional tuition refund policy applied:

- A student who withdraws from school within the first 2 calendar weeks of the term shall have all tuition charges for that term reversed.

For **credit hour programs**, after the first two weeks of instruction, Orion Technical College, shall calculate a terminating student's tuition adjustment based upon the ratio of the remaining (incomplete) number of calendar days in the term to the total calendar days of the term times 95 percent. If a terminating student has completed sixty percent or more of a school period, the school is not required to refund tuition charges to the student.

For **clock hour programs**, after the first two weeks of instruction, Orion Technical College, shall calculate a terminating student's tuition adjustment based upon the ratio of the remaining (incomplete) number of scheduled clock hours in the term to the total

scheduled clock hours for the term times 95 percent. If a terminating student has completed sixty percent or more of a school period, the school is not required to refund tuition charges to the student. Refunds shall be provided within 45 days following the date that Orion Technical College determines that the student withdrew if it is determined a refund is due. If a student withdraws from a term, they shall not be charged any fee or other monetary penalty for the term other than the tuition balance remaining after the adjustment calculation is performed as specified in this section.

Additional Institutional Refund Policy Criteria

The following provides information regarding the Additional Institutional Refund Policy criteria:

- A full refund of all monies will be made in the event of cancellation of the course by the college.
- Visitation and Facility Tour/In-person or virtual for online: Students who have not visited (in-person or virtual) the college facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the college facilities and inspection of equipment.
- Cancellation: Students canceling their enrollment before starting classes will be refunded all monies paid to the college.

For payment plans, Orion Technical College, Ltd complies with all policies in Regulation Z by providing all necessary truth-in-lending information and documents.

Special Cases: If, after the first two weeks, a student terminates an educational program due to the student's physical incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city, the terminating student shall receive a refund of tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

After Starting Classes: A student may withdraw from school within the first 2 calendar weeks of the term without penalty (Withdrawal Period). A student may add or drop classes within the first 5 class days of the term (Add/Drop Period). The determination of attendance will be made prior to the disbursement of financial aid funds. Orion Technical College reserves the right to cancel a student's enrollment for nonattendance within the first 5 class days of the term. Students can appeal their cancellation in writing to the Campus Center Director or Designee within 5 days of the cancellation. The Add/Drop and/or Withdrawal period may be adjusted when a holiday, inclement weather, or other unforeseen events occur with approval of the Dean of Academic Affairs or designee.

Students who withdraw with tuition or other fees due to the college are asked to arrange payment at the time of withdrawal. The college will attempt to collect any unpaid tuition balance. Accounts with an outstanding balance with no payment activity for a period of six (6) months after the student's last day of attendance or last involvement in an academic activity at Orion Technical College may be submitted to a commercial collection agency.

Title IV Refund Policy for Credit Hour Programs

All students receiving Title IV funds are subject to regulations set forth in 34 CFR 668.22, Return of Title IV funds. The provisions of 34 CFR 668.22 will be made available upon request. All tuition refunds will be made within 45 days from the date of determination of the student's withdrawal from college. In the case of a Leave of Absence, if a student does not return to the college on the scheduled return date, a refund will be made within 45 days from the date of determination.

Schedule for the Return of Unearned Tuition Assistance (TA) Funds

Orion Technical College has a policy that returns any unearned tuition assistance (TA) funds on a proportional basis through at least the 60 percent portion of the period for which the funds were provided to the military Service Branch.

Orion Technical College's meeting/instructional days are Monday through Thursday. The Following tuition refund tables illustrate the percentage of tuition refund on a given meeting/instructional day.

For programs with 10-week terms, Medical Assisting Technology, Medical Billing and Coding. the following schedule is followed:

Day	Pro rata Tuition Refund %	Status	Percent Portion
1-8	100%	Return	
Days 9 through 23: Refunds are calculated using the Pro rata Tuition Refund Percentage (Tuition Refund = (Remaining Calendar Days ÷ Total Calendar Days) × 95% × Tuition Charged)			
9	78%	Return	
10	75%	Return	
11	73%	Return	
12	70%	Return	
13	68%	Return	
14	65%	Return	
15	63%	Return	
16	60%	Return	
17	58%	Return	
18	55%	Return	
19	53%	Return	
20	50%	Return	
21	48%	Return	
22	45%	Return	
23	43%	Return	
Day 24-40 = 60% completion: No refund due			

For a program with 15-week terms (Associate and Bachelor of Mechatronics Electronics Technology and Master of Science in AI, Computer Science, & Business Analytics) the following schedule is followed:

Day	Pro rata Tuition Refund %	Status	Percent Portion
1 - 8	100%	Return	
Days 9 through 36: Refunds are calculated using the Pro rata Tuition Refund Percentage (Tuition Refund = (Remaining Calendar Days ÷ Total Calendar Days) × 95% × Tuition Charged)			
9	85%	Return	
10	83%	Return	
11	82%	Return	
12	80%	Return	
13	78%	Return	
14	77%	Return	
15	75%	Return	
16	73%	Return	
17	72%	Return	
18	70%	Return	
19	68%	Return	
20	67%	Return	
21	65%	Return	
22	63%	Return	
23	62%	Return	
24	60%	Return	
25	58%	Return	
26	57%	Return	
27	55%	Return	
28	53%	Return	
29	52%	Return	
30	50%	Return	
31	48%	Return	
32	47%	Return	
33	45%	Return	
34	43%	Return	
35	42%	Return	
Day 36-60 = 60% completion: No refund due			

TUITION AND FEES

Tuition and Fees, by Program

Clock Hour Programs	Massage Therapy	Medical Massage Therapy	Integrated Business Processes	Integrated Business Processes
Credential Awarded	Diploma	Diploma	Certificate of Completion	Certificate of Completion
Clock Hours	720	900	280	280
Length of Terms	10 week terms	10 week terms	9 week term	18 week term
Number of Terms	Four	Five	One	One
Term 1	\$2,772.00	\$2,772.00	\$8,500.00	\$8,500.00
Term 2	\$2,772.00	\$2,772.00		
Term 3	\$2,772.00	\$2,772.00		
Term 4	\$2,772.00	\$2,772.00		
Term 5		\$2,772.00		
Total Tuition	\$11,088.00	\$13,860.00	\$8,500.00	\$8,500.00
Technology Fee, per academic year**	\$900.00	\$900.00	\$225.00	\$225.00
Total Tuition and Fees	\$11,988.00	\$14,760.00	\$8,725.00	\$8,725.00

School of Allied Health and Wellness *

Credit Hour Programs	Health Information Management	Medical Assisting Technology	Medical Billing and Coding
Semester Credit Hours	31	32	34
Credential Awarded	Associate of Science	Diploma	Diploma
Length of Terms	10 week terms	10 week terms	10 week terms
Number of Terms	Two	Four	Four
Term 1	\$7,200.00	\$4,192.00	\$3,640.00
Term 2	\$6,750.00	\$4,192.00	\$3,640.00
Term 3		\$4,192.00	\$4,550.00
Term 4		\$4,192.00	\$3,640.00
Term 5			
Total Tuition	\$13,950.00	\$16,768.00	15,470.00
Technology Fee, per academic year**	\$900.00	\$900.00	\$900.00
Total Tuition and Fees	\$14,850.00	\$17,668.00	\$16,370.00

*Credit hours may vary by term.

** Technology Fee is Non-refundable

Credit Hour Programs	Electronics Engineering Technology	Mechatronics Electronics Technology	Artificial Intelligence Business Analytics Computer Science
Credential Awarded	Associate of Science	Bachelor of Science	Master of Science
Semester Credit Hours	75	120	30
Length of Terms	15 week terms	15 week terms	15 week terms
Number of Terms	Five	Eight	Four
Term 1	\$7,350.00	\$7,350.00	\$5,400.00
Term 2	\$7,350.00	\$7,350.00	\$5,400.00
Term 3	\$7,350.00	\$7,350.00	\$3,600.00

Term 4	\$7,840.00	\$7,840.00	\$3,600.00
Term 5	\$6,860.00	\$6,860.00	
Term 6		\$8,330.00	
Term 7		\$7,350.00	
Term 8		\$6,370.00	
Total Tuition	\$36,750.00	\$58,800.00	\$18,000
Technology Fee, per academic year**			
Year One	\$900.00	\$900.00	\$500.00
Year Two	\$900.00	\$900.00	\$500.00
Year Three		\$900.00	
Total Tuition and Fees	\$38,550.00	\$61,500.00	\$19,000.00

*Credit hours may vary by term.

** Technology Fee is Non-refundable

Payment of Tuition

If a student has a balance with Orion Technical College, after meeting with Student Financial Services, the student will need to schedule tuition payments with the Financial Services Office at 3940 Elmore Ave., Davenport, Iowa 52807, phone (563) 674-6633. Once these tuition payments have been arranged, the student is expected to make payments on time. If the student does not comply with tuition payment arrangements and requirements, the student may be terminated.

Terms for Tuition Payment

The balance of the student's tuition will be due in full on the 1st day of each term unless other specific arrangements are made with the Financial Office at Orion Technical College. In the event a student withdraws from college, the student will be advised of the charges that have been incurred with Orion Technical College.

Methods of Payment

Payments may be made via cash, check or credit/debit card. All payments made by check must include the student's name and ID number. No additional fees applied to credit/debit card transactions.