**Instructions for the 2023 PTA Student Financial Fact Sheet**

**Overview:**

The Commissioner on Accreditation in Physical Therapy Education requires all Physical Therapist Assistant Programs to “provide the public with current, accurate, reliable, and easily available information about the cost of attendance” (CAPTE Rules of Practice and Procedures 8.20(c) Student Costs).

8.20(c)

1. Student Cost
   1. The program must provide the public with current, accurate, reliable, and easily available information about the cost of attendance. The cost should include current tuition and fees as well as the total cost for completing the program. Total cost is the program’s estimate of the total cost of tuition and fees over the length of the program. CAPTE interprets “easily available” to mean
      1. (1) having access to the information without being required to provide personal contact information and

(ii) requiring only one “click” from the program web page to gain access to the program cost data.

* 1. All accredited and Candidacy granted programs are required to complete and post on the program’s website a CAPTE developed Program Financial Fact Sheet. The Program Financial Fact Sheet is required for programs to use in posting this required information. The format for the Program Financial Fact Sheet and instructions for its completion and posting will be provided to all programs at the same as the Annual Accreditation Report Information.

The document must be easily accessible which CAPTE interprets to mean,

* having access to the information without being required to provide personal contact information and
* requiring only one “click” from the program web page to gain access to the program cost data.

Programs should use their 2023 Annual Accreditation Report responses where appropriate when completing the Student Financial Fact Sheet. The information provided applies to students entering the program in academic year 2023-2024. Student debt data should be for those students who graduated in calendar year 2023.

Post the document within one click of the program’s main web page by October 15, 2023. Programs may post the document in Word format, PDF format, or as a web page. CAPTE expects all programs to display the information as outlined on the student financial fact sheet.

Programs admitting more than one cohort per year must complete a financial fact sheet for each cohort unless the information is the same for all cohorts admitted in the same year.

**Line Instructions:**

| # | Item | Instructions |
| --- | --- | --- |
| 1 | Enter Name of the Institution | Insert your institution name where the program |
| 2 | Total number of weeks | Indicate the number of weeks students participate in full-time or part-time instruction/interaction with the program. This **excludes** breaks when students are not experiencing instruction. |
| 3 | Length of the program | Indicate the number of weeks students participate in full-time or part-time instruction/interaction with the program. This **includes** breaks when students are not experiencing instruction. |
| 4 | Clinical requirement for alternative housing  Additional Comments | Indicate yes or no as to whether the program requires a student to complete a clinical rotation that requires the student to seek housing or travel other than their normal housing and/or transportation when attending the didactic portion of the program. This question gets at the issue of whether students should plan for alternative or additional housing at some point in the program when completing clinical education.  Example: I attend a program located in Maryland and I have housing that allows me to commute 30 minutes to campus. I am assigned to a clinical site in Memphis, TN. I need to plan and pay for housing in Memphis during my clinical rotation. The program requires I complete at least one clinical rotation more than fifty miles from the campus where I complete my PTA didactic portion of the program.  Programs can add comments to provide any clarity on the expectation for clinical education costs. |
| 5 - 7 | Student costs:  Annual Tuition Public Institution In-state or In-district  Annual Tuition Public Institution Out-of-State or Out-of-district  Annual Tuition Private Institution | Select which line applies to your institution type.  Insert the tuition charged in year one, year two, and year three of the PTA program.  Example: Year 1= 2023-2024 tuition  Year 2= 2024-2025 tuition  Add a column to the table if your program exceeds 2 years.  Enter the total cost of tuition in the far-right column for total years in PTA program.  Complete only those boxes that pertain to your type of institution. Leave the other boxes in the table blank. |
| 8 | Annual institutional fees for a full-time student | Indicate the institutional fees that each student pays each year during enrollment in the program.  Indicate the total costs of institutional fees in the far-right column. |
| 9 | Total costs of other program related items | Indicate the average costs students pay for other program related items such as books, laboratory fees, clinical education requirements such as immunizations, uniforms, and travel to and from clinical rotations. Indicate these costs for each year of the program.  Indicate the total for other program related costs for the entire length of the program. Enter this in the far-right column. |
| 10 | Total cost of the program | Add the costs listed for each year of the program and for the “Total” box for tuition, institutional fees, and other program related costs. |
| 11 | Institutional Financial Assistance to PTA students | Choose yes or no to indicate whether your institution offers financial assistance specifically for PTA students. Does your institution offer scholarships or grants that are awarded only to PTA students? |
| 12 | Program Financial Assistance to PTA students | Choose yes or no to indicate whether your program/institution offers financial assistance specifically for PTA students. Does your PTA program distribute funds in the form of scholarships or grants to PTA students that are separate from those awarded by your institution? |
| 13 | Federal Work study for PTA students | Choose yes or no to indicate whether your institution has federal work study opportunities available for PTA students. |
|  | Student Debt | Student financial debt related to a student’s post-secondary education can be viewed in the National Student Loan Data System. Work with the financial aid office to gather the data.  **All student debt calculations should be aggregate data for that cohort. Programs with less than 10 students in a cohort may leave these answers blank. State no data provided due to ten or less graduating students.** |
| 14 | Average student debt accumulated during the PTA program | Indicate the average student debt the students in the cohort accumulated during their enrollment in the program. |
| 15 | Average student debt accumulated during higher education enrollment. | Indicate the average debt students in the graduating cohort(s) have upon graduation. This is federal loan debt remaining to be paid post-graduation. Include private loan amounts if available. |