



---

145 W. 30<sup>th</sup> St., 8<sup>th</sup> Floors • New York, NY 10001 • Phone: 212.947.7940 • Fax: 212.947.7949

# **Admissions Policy**

## **01/2020**

## **ADMISSION**

NEW AGE TRAINING will admit students who are at least 18 years old.

Title IV students must complete at least high school and must produce a copy of official high school diploma or equivalency diploma or GED certification at the time of admissions.

Applicants who have completed their high school education outside of the United States and who are not able to produce their original educational credentials at the time of the admissions interview are required to provide evidence of their efforts to obtain the original documents from the country of origin during an admissions interview.

High school diplomas/transcripts from other countries are acceptable toward the student eligibility general requirement, as long as the diploma/transcript is evaluated in the United States and is equivalent to a U.S. high school diploma.

Non Title IV students without official high school diploma or equivalency diploma or GED certification must pass the Ability to Benefit Test or Wonderlic Test with a passing score approved by New York State Education Department for each program if they apply to a program which does not require official high school diploma or GED certification.

Students from Nurse Aide Assistant program and Nurse Aide Advanced program will need to complete a physical examination to be scheduled for an externship in a nursing home and will need to submit to a criminal background check in order to work in a nursing home or hospital and a criminal record may prevent them from working as a nurse aide.

### **Non-Discrimination Policy**

The NEW AGE TRAINING school admits students of any race, color, and national or ethnic origin. NEW AGE TRAINING is an equal opportunity educational institution and does not discriminate on the basis of race, color, religion, age, sex, physical handicap, marital status, sexual preference, national or ethnic origin, or handicap in administration of its admissions policies, administrative policies, or hiring policies.

Related inquiries should be addressed to the Program Coordinator or Director of the School.

### **Admission Procedures**

Applications to NEW AGE TRAINING may be obtained either by mail, email or in person. A personal interview will then be scheduled with the member of the Admission Office to determine a student's ability to complete the program and placement adaptability.

During that interview, the Director of Admissions may request that applicants who are applying for medical certificate programs take a test to determine readiness for entry to the program. An applicant who does not show the required level of readiness will be advised to select an alternative program.

To be considered for admission, the following is required:

- An interview with a member of the Admission Office.
- A completed application for admission.

- A copy of at least official high school diploma or equivalency diploma or GED certification. Students not interested in Title IV funding who are without official high school diploma or equivalency diploma or GED certification must pass the Ability to Benefit Test with a passing score approved by NYS Education Department if they apply to a program with a program no longer than 600 hrs and which does not require official high school diploma or equivalency diploma or GED certification.
- For international students: copies of their passport, visa, I-94, high school diploma, bank statement or an affidavit of support from their sponsor and a copy of their I-20.

### **Transfer of Credits**

NEW AGE TRAINING reserves the right to reject or accept transfer credits from any academic institution.

*Conditions for transfer of credits:*

- 1) Credits may be transferred if earned in another licensed business or trade school, secular college, university or institution of collegiate level.
- 2) NEW AGE TRAINING may accept credit earned at another institution only if that institution is accredited by an agency recognized by either US Department of Education or the Council for Higher Education Accreditation.
- 3) Only credits, which carry a grade of A or B, will be accepted for transfer credit.
- 4) NEW AGE TRAINING accepts credit for the EKG course if a student has a current NHA certification CET (Certified EKG Technician) for 1 year or more.
- 5) NEW AGE TRAINING accepts credit for the Phlebotomy course if a student has a current NHA certification CPT (Certified Phlebotomy Technician) for 1 year or more.
- 6) NEW AGE TRAINING accepts credit for the Nurse Aide Assistant course if a student has a current NYS CNA certification (Certified Nurse Aide) for 15 months or more.
- 7) No more than half of the program hours may be accepted as transfer credits.
- 8) The credit may be granted for the program/subject with at least the same amount of clock-hours that the same program/subject has at NEW AGE TRAINING.
- 9) No credit will be given for courses taken at other institutions while the student is enrolled at NEW AGE TRAINING if those courses are offered at NEW AGE TRAINING.
- 10) Courses accepted for transfer must be of comparable content and quality as those offered by NEW AGE TRAINING.
- 11) NEW AGE TRAINING requires original student transcript to transfer credits, school catalog and syllabi or course outlines for subjects/programs a student would like to transfer credits.
- 12) Credit from a foreign institution will be evaluated on a case by case basis. It may be in the best interest of the student to have the transcript evaluated at the student's expense by an agency that specializes in foreign academic credentials at the student's expense.
- 13) NEW AGE TRAINING assists students and graduates when they are requesting transfer to other institutions, including but not limited to, providing counseling and providing an official transcript and course outlines. All students requesting a transfer to other institutions must satisfy all financial obligations to the school.

- 14) Student can request a transfer of credits from one program (curriculum) to another program (curriculum).  
NEW AGE TRAINING will transfer credits from one curriculum to another curriculum and both hours attempted, and hours completed (earned) as accepted toward completion. All students requesting a transfer to another curriculum must satisfy all financial obligations to the school.
- 15) NEW AGE TRAINING graduates may request a transfer of credits to another program offered at NEW AGE TRAINING with all conditions specified above. There is no fee for this type of transfer. All graduates requesting a transfer to another program must satisfy all financial obligations to the school.
- 16) A NEW AGE TRAINING former student who did not complete a program and who is re-enrolling into the same program can receive a transfer of all credits if she/he is returning to the program within 6 months after the last day of attendance in student's previous enrollment. After six months, such student may receive not more than half of the program hours for non-clinical subjects that could be accepted as transferred credits and credits for any clinical subjects are not accepted.

**Fees:** Transfer of credits from another institution Fee is \$100

Transfer of credits to another institution Fee is \$25

Change of Curriculum Fee is \$150

**Procedure to Request a Transfer:**

- 1) **All transfer requests with all required documents and a payment must be submitted before student starts a class and submitted to Admissions Advisor.**
- 2) A student, who is requesting a transfer of credits from another institution, may submit a written request for transfer **addressed to the School Director**, and should attach all necessary documents as explained below.

Attachments to the request for the credit transfer from another institution:

- Original Transcript
  - School Catalog
  - Syllabi or outline for subject/programs student want to transfer credits
  - Non-refundable fee of \$100 for evaluation and of credit transfer
- 3) A NEW AGE TRAINING graduate, who is requesting a transfer of credits to another program offered at NEW AGE TRAINING, may submit a written request for transfer addressed to the School Director (no fee is required).
  - 4) A School Director will assess the request and determine whether the student may be granted a credit transfer. The student will receive the written decision within ten (10) days of NEW AGE TRAINING's receipt of the request for transfer.  
If the credit transfer is granted:
    - a. The written decision will explain how many credits are granted.

- b. NEW AGE TRAINING does not require a student to take any exam as an additional condition of transfer.
  - c. Tuition will be decreased proportionally by the percentage of the number of credit hours from the total number of program hours.
  - d. Student will receive a written decision of what is his/her adjusted tuition will be after the transfer of credits.
- 5) A student, who is requesting a transfer of credits from NEW AGE TRAINING to another institution, may submit a written request for transfer addressed to the School Director together with non-refundable fee of \$25 for the evaluation of the credit transfer and preparation of necessary transfer documents.
  - 6) A student, who is requesting a transfer of credits from one program (curriculum) to another program (curriculum), may submit a written request for transfer addressed to the School Director and will be required to pay non-refundable fee of \$150 if the transfer is approved.
  - 7) If the credit transfer is approved, the student will meet with the Financial Aid Officer to discuss the situation with Financial Aid and to clarify potential ramifications for financial aid. NEW AGE TRAINING informs students that a transfer of credits may affect student's eligibility of Title IV assistance.

**Procedure for Appealing Transfer of Credits:**

If the transfer of credits is denied, the student may submit a written appeal addressed to the School Director within ten (10) days after receiving a denial to transfer credits. The School Director will review the appeal, and determine whether the student may be granted a credit transfer. The student will be sent the written decision within ten (10) days of the NEW AGE TRAINING's receipt of the appeal. The decision of the School Director is final.

**College Credit – Disclaimer Statement:**

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements.

The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

**Rejected Applications**

The school reserves the right to reject an applicant who exhibits unsatisfactory conduct or attitude during enrollment. All monies will be refunded within 45 days.

**Cancellation of Start Date**

The school reserves the right to cancel a scheduled program if the registration is insufficient to make up a complete class. All monies will be refunded within 45 days.

### **Change In Starting Date**

All program schedules are subject to changes on starting date. Students will be duly notified, and may be eligible for a refund of all monies paid.