



Licensed by N.Y.S. Education Department

Accredited by the Accrediting Council for Continuing Education & Training

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BOARD OF DIRECTORS

Daniel Ioffe	President, CEO New Age Training
Mila Mirnik	Vice President New Age Training
Mark Mazja	Treasurer New Age Training

ADMINISTRATION

Daniel Ioffe	Director, CEO
Dominic Sheppard	Director
Howard Callman	Program Coordinator
Johnny Soto	Retention Coordinator
Sabrina Lawson	Registrar
Nathalie Torrenegra	Education Assistant
Mila Mirnik	Education Advisor
Neli Vilchitski	Financial Aid Administrator/ Sr. Accountant
Eva Ogirri	Manager of Financial Aid

HISTORY

The school began in May 2001 with a small class of 8 students. During the years that followed, the population grew up to an annual enrollment of more than 250 students. The growth of the school was due primarily to referrals from satisfied students sharing with their friends and graduates who were able to transform their lives and work as professionals in the medical field.

On May 17th 2001, NEW AGE TRAINING received approval from the New York State Education Department and became a Private Licensed Business School registered in New York State under the terms of sections 5001 through 5010 of the Education Law of the State of New York. Please see web site <http://www.highered.nysed.gov/bpss/> for further details on the rules and regulations governing all New York schools operating in New York State.

On November 15th 2001, NEW AGE TRAINING became New York State Training Provider.

On November 4th, 2003, NEW AGE TRAINING was approved for the training of Veterans and eligible persons under the provisions of Title 38, United States Code.

On November 14th 2003, NEW AGE TRAINING became a New Jersey State Training Provider.

On April 15th 2005, NEW AGE TRAINING became accredited by ACCET.

Today, NEW AGE TRAINING is a certification center for multiple technology vendors, and the trainer of choice for forward thinking individuals and for- and not-for-profit corporations.

(Shareholders: Daniel Ioffe – 61%, Mila Mirnik – 17%, Mark Mazya – 11%, Bella Donder – 11%).

MISSION

The mission of New Age Training is to instruct interested individuals so that they may develop all of the necessary skills and tools to pursue careers in medical field. As an independent, coeducational institution of specialized higher learning, New Age Training is dedicated to providing quality educational and training opportunities to those individuals seeking the knowledge and skills necessary to obtain entry-level employment in the allied health or related professions or become further credentialed to advance their career, and to equip graduates with skill specific expertise, a firm academic foundation and the professional standards required to gain a competitive edge in the workforce.

PHILOSOPHY AND OBJECTIVES

The principle goal of NEW AGE TRAINING is to educate individuals interested to pursue careers in the medical field. To achieve these goals the faculty and staff are committed to:

- Educating students with the most relevant courses, and practical methods available in the educational field.
- Maintaining a highly professional and experienced staff devoted to the personal and professional growth of the students.
- Maintaining a close relationship with the professional community in order to continually evaluate and develop curriculum that best meets the needs of the student.

ACCREDITATION AND APPROVAL

NEW AGE TRAINING is registered as a Business School with the New York State Education Department, Bureau of Proprietary School Supervision (BPSS).

NEW AGE TRAINING is accredited by the Accrediting Council for Continuing Education & Training (ACCET).

MEMBERSHIPS AND AFFILIATIONS

NEW AGE TRAINING is an associate member of the Coalition of New York State Career Schools.

Also, NEW AGE TRAINING is proud to serve as an Authorized Testing Center for the following:

- Pearson VUE
- Microsoft Office
- Certiport
- NYS Regional Prometric
- NHA – National Healthcareer Association
- NCCT – National Center for Competency Testing

LOCATION AND FACILITIES

NEW AGE TRAINING, located at 145 West 30th Street, between 6th and 7th Avenues on the 2nd Floor and 8th Floor (main office is on 8th Floor), New York, NY 1001, and can easily be reached by public transportation. Subway routes 1, 2, 3, A, B, C, D, E, F, M, N, R, Q, W.

The school is located a few blocks away from Path train, LIRR, Port Authority Bus Terminal, and Penn Station.

Classes are conducted in spacious, air-conditioned, modern classrooms, appropriately equipped for teaching and learning. NEW AGE TRAINING'S facilities and services are accessible to all handicapped students.

The school has personal computers, printers, and other educational equipment available for student use. Students have access to Internet and are able to check, receive, and send their emails. Students are able to communicate with staff members via emails as well.

Students have Internet access to the servers, databases, and online library with various documents both, at the School and from home. There is no monthly charge for this service.

Graduate students have the same access up to three months after graduation.

Students may relax and enjoy in the student's lounge.

Students with special needs (for example, medical, religious) or handicap students may receive authorization from the Director of the School for a special accommodation. These include but are not limited to: first row seats, a flexible schedule, additional tutoring help, monitors with bigger screen, and materials with special fonts. Students need to submit requests for special needs in writing in exceptional circumstances and provide all necessary supporting documents.

Students with Service Dogs will not be accepted due to the clinical practice required in our programs and because employment in medical facilities for such students will not be possible especially when handling patients.

PRIVACY ACT

The Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-380, also known as FERPA) gives to each student at NEW AGE TRAINING the right to know the following: what types of student records are maintained; who has access to the records and for what purpose; what the procedures are to access and review one's own records; how to amend any record which is inaccurate or misleading; and the cost for reproducing copies of records from one's own file. A student also has the right to control the distribution of information to others with the following exceptions: faculty and administrative staff of the institution; local, state, and federal regulatory authorities; accrediting agencies; parents of a dependent student; and release of information pertaining to health emergencies. A student who has questions or concerns regarding institutional compliance with the Privacy Act is encouraged to make an appointment with the Director of the School.

Student and Parents Rights Related to Educational Records

Students have a right to know about the purposes, content, and location of information kept as part of their educational records.

They have a right to gain access to and challenge the content of their educational records. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should have been assigned.

Students also have a right to expect that information in their educational records will be kept confidential and disclosed only with their permission or under provisions of the law.

Parents have the right to expect confidentiality of certain information about them in student records and, under certain conditions, to gain access to information in student educational records. For purposes of FERPA, NEW AGE TRAINING considers all students independent, limiting the student educational record information that may be released to parents, without the student's specific written permission, to directory information.

Educational Records

Student educational records are specifically defined as records, files, documents, and other materials that contain information directly related to a student and maintained by NEW AGE TRAINING or someone acting for NEW AGE TRAINING according to policy.

Excluded from student educational records are records of instructional, supervisory, and administrative personnel and ancillary educational personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except for a substitute. Additionally, notes of a professor or staff member intended for his or her own use are not part of the educational record, nor are records of police services, application records of students not admitted to NEW AGE TRAINING, alumni records, or records of physicians, psychiatrists, psychologists, or other recognized professionals. NEW AGE TRAINING maintains student records for 7 years.

Records relating to an individual who is employed by NEW AGE TRAINING not as a result of his or her status as a student are also excluded. However, employment records relating to NEW AGE TRAINING students who are employed as a result of their status as students are considered educational records.

Generally, NEW AGE TRAINING must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory Information

Some information about students is considered "directory information". Directory information may be publicly shared by the institution unless the student has taken formal action to restrict its release.

Directory information includes:

- name
- address
- telephone number
- school or college
- major field of study
- degree sought
- expected date of completion of degree requirements and graduation
- degrees and awards received
- dates of attendance
- full or part time enrollment status
- class roster (*only to be released to students in the class*)

A student must formally request during registration to prevent disclosure of directory information, except to school officials with legitimate educational interests and certain others as specified in the regulations. Once filed, this request becomes a permanent part of the student's record until the student instructs NEW AGE TRAINING, in writing, to have the request removed.

If any or all of this directory information is not to be released by NEW AGE TRAINING without prior written consent of the student, he or she should so inform the Program Coordinator or Director of the School in writing before the start of class.

Former students of NEW AGE TRAINING have the opportunity to limit the release of directory information notifying the Program Coordinator or Director of the School in writing.

Students are eligible under the Act to file a complaint with the U.S. Department of Education Family Policy and Regulations Office, Federal Office Building, Number 6, 400 Maryland Avenue, S.W., Washington D.C. if they believe that the institution did not comply with the requirements of the Act. For additional information about FERPA, you may call (202) 260-3887.

Also, please see web site <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for further details about FERPA.

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.

TUITION FINANCING AND FEES

NEW AGE TRAINING's operating costs are met entirely by student tuition and fees that are set for each program at the discretion of the Board of Directors.

Tuition and fees are subject to change at any time without prior notice and affect only new registrations. See tuition for each program in the section "Course Offering and Tuition".

Tuition and fees for each program are due and payable at registration and before the first day of the program based on a payment schedule approved by the School Director.

NEW AGE TRAINING's designated employees to assist students in obtaining financial assistance: Financial Aid Administrator, Financial Aid Manager and Financial Aid Advisors.

Payment Deferral and Collection

NEW AGE TRAINING may permit deferral of tuition payment on a case-by-case basis. Tuition payment deferral is a privilege, not a right, and may be withdrawn at any time at the discretion of the School with advanced notice.

A student may apply for tuition payment deferral through the Financial Aid Office. NEW AGE TRAINING may agree to accept payment from a qualified student's financial aid sources in lieu of cash payments of equal amounts, and/or the student's signed agreement to pay the program tuition in installments in accordance with the conditions and terms in the Payment Plan available from the Financial Aid Office. A student may apply for tuition payment deferral on the expectation of qualifying for financial aid and the student is responsible for completing and submitting all associated paperwork on time; otherwise all outstanding monies become due and payable by the student on the day following the missed deadline.

Student is eligible for 10% tuition discount if a student pays in full before class begins.

Methods of Payments:

NEW AGE TRAINING accepts payments by check, credit cards, money order, and cash. Payment schedule (when charges are applied for periods of obligation such as payment periods) is defined in an enrollment agreement and a payment due is during first week of new period. Payment plans are available and should be requested in the Financial Office during a registration. A student with a Payment Plan is responsible for paying each agreed upon installment on or before the due date or late fee charge of \$25 is applied.

In any case where the tuition payment source is a third party, the student is responsible for payment when the third-party payment has not been made on the student's behalf.

NEW AGE TRAINING accepts vouchers (WIA funding) from NY State and NJ State as NY and NJ Training Provider and VA vouchers from Division of Veterans' Affairs.

NEW AGE TRAINING may offer student financial assistance through private loan programs to qualifying students.

Lenders may perform a credit check to determine credit-worthiness and may ask for a co-signer before granting these loans. Loan rates vary and depends on a lender.

Student has a right to select a lender for a private student loan. The school cannot require student to apply to a particular lender or lending institution. However, NEW AGE TRAINING can recommend a lender, but if it does, the school must also provide student with the insurance premiums charged on the loan. Student must read and understand all the information and applications for financial aid grants and loans before signing.

Education Loans

Understanding Credit. Applying for an educational loan is a step toward establishing credit. Credit is simply a promise to pay later for goods, services, or money that a person receives now. Students are encouraged to control your use of credit and protect credit record by budgeting, planning ahead, and considering how educational debt will affect student future lifestyle. Students must consider these factors carefully before making an educational loan commitment.

Eligibility. Most financial aid requires demonstrated financial need. Student's need level is determined by calculating the amount that student estimated educational expenses exceed anticipated outside resources and expected family contribution (EFC). The Central Processor processes the FAFSA to determine EFC.

Requirements. To qualify, student must be admitted as a Regular or Probation student in a degree program, maintain Financial Aid Satisfactory Academic Progress, be enrolled at least half-time, and be in compliance with Selective Service laws, Social Security regulations, and Department of Homeland Security requirements to receive loan proceeds. If student has prior unresolved loan defaults, or owe a refund of Title IV funds, student is ineligible for student loans.

In accordance with Section 428 of the Department of Education's Higher Education Technical Amendments of 1991, NEW AGE TRAINING reserves the right to refuse to certify an otherwise eligible borrower's loan application on the following grounds:

- poor credit history
- high indebtedness relative to your anticipated income
- any other factors suggesting your unwillingness or inability to pay your student loans.

In cases in which the NEW AGE TRAINING refuses to certify student loan application, the reason for such action will be documented and provided in writing.

In certain cases, the enrollment criteria for loan origination (i.e., getting a new loan or receiving loan proceeds) are stricter than the criteria for deferment of payment on previous loans.

Choosing Educational Loan Credit. Student should carefully determine whether a student would be able to repay your educational loans. Inability to repay the loan according to the repayment schedule and agreement will affect student ability to make future credit-based purchases such as a car or home. Eligibility for educational loan programs is determined by Student Financial Services according to federal guidelines. Application forms are available in Student Financial Services for eligible U.S. citizens and permanent residents.

Federal Direct Subsidized and Unsubsidized Loans

The Federal Stafford Direct Loan Program provides low interest loans to help needy students finance the costs of postsecondary education.

Students attending NEW AGE TRAINING can obtain Direct loans through the Federal Government. Students must file a *Free Application for Federal Student Aid (FAFSA)* as part of the application process for a Stafford loans.

The FAFSA can be completed on the Web at <http://www.fafsa.ed.gov>.

Students also will need to complete a promissory note in order to receive a loan. There are subsidized and unsubsidized loans.

No interest is charged for subsidized loans while a student is in school at least half-time, during the grace period of 6 months after graduation and during deferment periods.

On an unsubsidized loan, the student is responsible for all interest which accrues during the student's attendance, and during the grace period. If the student chooses to defer the interest it will accrue and be added to the principal.

Direct PLUS Loan

Plus loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. Interest is charged during all periods. The maximum loan amount is the student's cost of attendance (determined by the school) minus any other financial aid received.

Federal Pell Grant

The Pell Grant (Title IV Funds) is a federal program designed to provide undergraduate students who have not yet received and are not yet eligible to receive a bachelor's degree. It is a foundation of financial aid. The student must fill out and submit FAFSA application. The Financial Aid Office assists students with submissions of the FAFSA application at no cost.

To determine if a student is eligible, the U.S. Department of Education uses a standard formula, established by Congress, to evaluate the information a student reports when he/she applies. The formula produces an Expected Family Contribution (EFC) number. Student Aid Report (SAR) contains this number and will tell if a student is eligible.

In order for students to be eligible for a Pell Grant they must meet the following criteria.

- The student must submit a Student Aid Report (SAR) to the Financial Aid Office or have one electronically on file;
- The student must maintain satisfactory progress in his/her course of study;
- The student must not owe a refund or a repayment to the federal government;
- The student must not be in default with the U.S. Department of Education Loan Program. If a student withdraws or is expelled before the end of the program, they may owe a refund of Title IV funds as explained in the "Refund Policy" section.

Verification of Title IV Funds

When New Age Training school receives an ISIR from the Federal Government as a result of completing the FAFSA, the ISIR will have an EFC (Expected Family Contribution) number in the upper right hand corner. If there is an asterisk after the EFC number, the ISIR is selected for a process called verification. Verification must be completed no later than 90 days past the last day of student enrollment for each academic year. Corrections involving the federal processor must be made prior to mid-August.

An applicant's failure to provide required documentation within the specified time frame results in the loss of all Title IV aid and all balance tuition charges become due immediately. The student may receive the Verification Policies and Procedures manual at the Financial Aid Office.

Delinquent Accounts

When a student is delinquent in payment of tuition or fees, NEW AGE TRAINING reserves the right to withhold all certificates, transcripts of any type, and other recognition of work completed from the students, or to drop a current student from the official enrollment.

No student may withdraw in good standing or graduate unless all financial obligations have been paid in full. Returning students with a balance will not be eligible to register until the unpaid financial obligation has been met.

NEW AGE TRAINING reserves the right to pursue outstanding overdue debts through the services of collection agencies and/or attorneys and assign all costs of collection to the student which may include fees charged by attorneys in addition to the outstanding balance at the time of collection.

Penalties

Interest is charged at the rate of 1 % per month on any balance that is past due for more than 30 days. Students with records of late payments may be denied permission to register for another program unless they pay in full in advance for a program.

Financial Responsibility

Failure to receive a bill does not relieve a student of responsibility for payment of fees by the specified due date. A student who fails to make timely payment of an outstanding balance may be barred from all privileges normally accorded to a student in good standing.

These include but are not limited to: registration, class attendance, advisement, library, and access to Internet, and any other school's servers and on-line library, certification-of-status, and academic transcript privileges.

Other Fees

Registration Fee is non- refundable and varies between \$25 and \$75 depending on a program. Please see Pages 39-45 for information about registration fee for each program.

Bad Checks:

A \$15 fee is charged on any check returned by the bank for any reason, except for an error made by the bank.

Change of Curriculum Fee:

There is a non-refundable fee of \$150 per occurrence for students who change their curriculum.

Transfer Fee:

A \$150 fee per occurrence is charged for students who change a schedule.

Late Payment Fee:

A \$25 fee is charged on any late payment.

Make-up Fee:

There is an extra charge of \$5.50 for each make-up hour.

Duplicate Records

For replacements of duplicates the charges are as follows:

- Replacement Photo IDs - \$10
- Duplicate Certificate - \$10
- Student Transcript (Unofficial) - \$10
- Official Transcript to be forwarded to another institution - \$15
- Other duplicate records - \$5

Director of the School may waive any fee for duplicated record based on a special student financial situation.

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

WITHDRAWAL POLICY

“Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
or
2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations
 - a. The student’s ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.

- b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his/her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours and uses the payment period for the period of calculation.

The Bursar's Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds (**R2T4**) formula:

Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period.

If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed. If this percentage is less than 60%, then the percentage earned is equal to the calculated value.

Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula:

Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds.

When Title IV funds are returned, the student may owe a balance to the institution.

If a student earned more aid than was disbursed to them, the institution would owe the student a post-withdrawal disbursement which must be paid within 45 days of the student's date of determination that they withdrew.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance
- NY State Tuition Assistance Grants
- Private and institutional aid
- The student

School Refund Policy

A student who cancels within seventy-two (72) hours of signing the enrollment agreement receives all monies paid including a registration fee. Thereafter, a student who cancels prior to the Start of Class or never attends class (no-show) receives all monies paid with the exception of the registration fee.

Thereafter, a student will be liable for:

1. The registration fee, plus
2. The cost of any textbooks or supplies accepted, plus
3. Tuition liability as of the students' last data of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdraws or was terminated, and any previous terms completed.

NY State Refund Policy

Refund Policy Language for Medical Assistant Program - Quarters

First Quarter:	<u>Refund</u>	Subsequent Quarter:	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>	<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$14,580 (100%)	During the first week.....	\$10,935 (75%)
During the second week.....	\$10,935 (75%)	During the second week.....	\$7,290 (50%)
During the third week.....	\$7,290 (50%)	During the third week.....	\$3,645 (25%)
During the fourth week.....	\$3,645 (25%)	After the third week.....	0%
After the fourth week.....	0%		

Refund Policy Language for Patient Care Specialist Program - Quarters

First Term:	<u>Refund</u>	Subsequent Term:	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>	<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$14,100 (100%)	During the first week.....	\$10,575 (75%)
During the second week.....	\$10,575 (75%)	During the second week.....	\$7,050 (50%)
During the third week.....	\$7,050 (50%)	During the third week.....	\$3,525 (25%)
During the fourth week.....	\$3,525 (25%)	After the third week.....	0%
During the fourth week.....	0%		

Refund Policy Language for Nurse Aide Assistant Program (25 hrs per week) – Mini Program

<u>If termination occurs:</u>	<u>Refund</u>
<u>Amount</u>	
0-15% of the program	\$1,650 (100%)
16-30%.....	\$1,237.50 (75%)
31-45%.....	\$825 (50%)
46-60%.....	\$412.50 (25%)
After 60% of the program,.....	0%

Refund Policy Language for Nurse Aide Assistant Program (16 hrs per week) - Quarters

First Quarter:	<u>Refund</u>	Subsequent Quarter:	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>	<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$1,650 (100%)	During the first week.....	\$1,237.50 (75%)
During the second week.....	\$1,237.50 (75%)	During the second week.....	\$825 (50%)
During the third week.....	\$825 (50%)	During the third week.....	\$412.50 (25%)
During the fourth week.....	\$412.50 (25%)	After the third week.....	0%
After the fourth week.....	0%		

Refund Policy Language for Nurse Aide Assistant Program (8 hrs per week) - Terms

First Term:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$1,650 (100%)
During the second week.....	\$1,320 (80%)
During the third week.....	\$1,072.50 (65%)
During the fourth week.....	\$825 (50%)
During the fifth week.....	\$495 (30%)
After the fifth week.....	0%

Subsequent Term:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
During the first week.....	\$1,320 (80%)
During the second week.....	\$1,072 (65%)
During the third week.....	\$825 (50%)
During the fourth week.....	\$495 (30%)
After the fourth week.....	0%

Refund Policy Language for Nurse Aide Advanced Program (25 hrs per week) - Quarters

First Quarter:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$3,475 (100%)
During the second week.....	\$2,606.25 (75%)
During the third week.....	\$1,737.50 (50%)
During the fourth week.....	\$868.75 (25%)
After the fourth week.....	0%

Subsequent Quarter:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
During the first week.....	\$2,606.25 (75%)
During the second week.....	\$1,737.50 (50%)
During the third week.....	\$868.75 (25%)
After the third week.....	0%

Refund Policy Language for Nurse Aide Advanced Program (16 hrs per week or 8 hrs per week)- Terms

First Term:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$3,475 (100%)
During the second week.....	\$2,780 (80%)
During the third week.....	\$2,258.75 (65%)
During the fourth week.....	\$1,737.50 (50%)
During the fifth week.....	\$1,042.50 (30%)
After the fifth week.....	0%

Subsequent Term:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
During the first week.....	\$2,780 (80%)
During the second week.....	\$2,258.75 (65%)
During the third week.....	\$1,737.50 (50%)
During the fourth week.....	\$1,042.5 (30%)
After the fourth week.....	0%

Refund Policy Language for Clinical Medical Assistant Program (25 hrs per week) - Terms

First Term:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$4,800 (100%)
During the second week.....	\$3,600 (75%)
During the third week.....	\$2,400 (50%)
During the fourth week.....	\$1,200 (25%)
After the fourth week.....	0%

Subsequent Term:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
During the first week.....	\$3,600 (75%)
During the second week.....	\$2,400 (50%)
During the third week.....	\$1,200 (25%)
After the third week.....	0%

Refund Policy Language for Clinical Medical Assistant Program (16 hrs per week or 8 hrs per week) - Quarters

First Quarter:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$4,800 (100%)
During the second week.....	\$3,840 (80%)
During the third week.....	\$3,120 (65%)
During the fourth week.....	\$2,400 (50%)
During the fifth week.....	\$1,440 (30%)
After the fifth week.....	0%

Subsequent Quarter:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
During the first week.....	\$3,840 (80%)
During the second week.....	\$3,120 (65%)
During the third week.....	\$2,400 (50%)
During the fourth week.....	\$1,440 (30%)
After the fourth week.....	0%

Refund Policy Language for Patient Care Technician Program (25 hrs per week) – Mini Program

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
0-15% of the program	\$1,660 (100%)
16-30%.....	\$1,245 (75%)
31-45%.....	\$830 (50%)
46-60%.....	\$415 (25%)
After 60% of the program,.....	.0%

Refund Policy Language for Patient Care Technician Program (16 hrs per week) - Quarters

First Quarter:		Subsequent Quarter:	
	<u>Refund</u>		<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>	<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$1,660 (100%)	During the first week.....	\$1,660 (75%)
During the second week.....	\$1,245 (75%)	During the second week.....	\$830 (50%)
During the third week.....	\$830 (50%)	During the third week.....	\$415 (25%)
During the fourth week.....	\$415 (25%)	After the third week.....	0%
After the fourth week.....	0%		

Refund Policy Language for Patient Care Technician Program (8 hrs per week) - Terms

First Term:		Subsequent Term:	
	<u>Refund</u>		<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>	<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$1,660 (100%)	During the first week.....	\$1,328 (80%)
During the second week.....	\$1,328 (80%)	During the second week.....	\$1,079 (65%)
During the third week.....	\$1,079 (65%)	During the third week.....	\$830 (50%)
During the fourth week.....	\$830 (50%)	During the fourth week.....	\$498 (30%)
During the fifth week.....	\$498 (30%)	After the fourth week.....	0%
After the fifth week.....	0%		

Refund Policy Language for Home Health Aide Program (16 hrs per week or 25 hrs per week) – Mini Program

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
0-15% of the program	\$640 (100%)
16-30%.....	\$480 (75%)
31-45%.....	\$320 (50%)
46-60%.....	\$160 (25%)
After 60% of the program.....	0%

Refund Policy Language for Home Health Aide Program (8 hrs per week) - Quarters

First Quarter:		Subsequent Quarter:	
	<u>Refund</u>		<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>	<u>If termination occurs:</u>	<u>Amount</u>
Prior to or during first week.....	\$640 (100%)	During the first week.....	\$480 (75%)
During the second week.....	\$480 (75%)	During the second week.....	\$320 (50%)
During the third week.....	\$320 (50%)	During the third week.....	\$160 (25%)
During the fourth week.....	\$160 (25%)	After the third week.....	0%
After the fourth week.....	0%		

ACCET Accrediting Agency Refund Policy

After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.

After fifty percent (50%) of the period of financial obligation is completed, the school may retain the full tuition.

The student refund may be more than NY State refund if the ACCET accrediting agency, or the Federal Title IV Law and regulations refund policy results in a greater refund.

Any refunds to students who cancel, withdraw, or are dismissed shall be made within 45 days of such action. The school requests that notice of cancellation or withdrawal be given in: letter by mail, letter by person, e-mail, oral in person, oral by telephone.

When the student withdraws from the school without giving written notice, the effective date of cancellation is the last date of attendance.

Rejected Applications:

The school reserves the right to reject an applicant who exhibits unsatisfactory conduct or attitude during enrollment. Monies paid by the applicant will be refunded.

Cancellation of Start Date:

The school reserves the right to cancel a schedule 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 in starting date. Students will be duly notified, and may be eligible for a refund of all monies paid.

Failing Grades / Make-up Policy

A student who fails a sequential course must repeat and pass the course within the program's maximum time frame of 150% of the length of the program as a graduation requirement.

By repeating a failed course, the student will be attending school beyond the contracted program hours.

There is an extra charge of \$5.50 for each hour beyond the contracted program hours, up to, and including, the last day of the student's attendance.

A student who receives an incomplete in a course must complete the course within 60 days

Make-up of tests should be completed within 14 days

Make-up attendance should be completed within 60 days or the "I" grade automatically changes to an "F" grade.

STUDENT SERVICES

Advisement

The faculty and staff of NEW AGE TRAINING are available to assist students in the achievement of their personal, educational, and career goals. Students are encouraged to meet with an appropriate teacher and/or staff member as soon as an issue arises. All discussions are confidential.

Tutoring

A student experiencing academic difficulties in a particular subject can arrange for extra help through the instructor in the course or the Assistant Program Coordinator/Assistant Director. Additional practice time is also available to all students.

Placement Assistance

NEW AGE TRAINING does not guarantee job placement; however, every effort is made to help all graduates secure gainful employment.

The placement assistance service at the school will be offered to graduates in good standing, who are always welcome to visit and ask for placement help.

Students seeking part-time employment while attending NEW AGE TRAINING may also take advantage of the placement assistance service. This assistance is available only to students whose schedules and academic standing indicate that a job will not interfere with their education, and are current in their financial obligations.

School and Office Hours

Mon., Tues., Wed., Thurs.	8:00 AM - 10:00 PM
Fri., Sat., Sun.	8:00 AM - 6:00 PM

Calendar

The school will be closed on the following days:

- New Years Day (2 days)
- Martin Luther King Jr.'s Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day
- Rosh Hashana
- Yom Kippur
- Passover
- Good Friday

New Age Training is using an open-enrollment policy. New groups/programs usually start every month, and the end dates are according to the program length.

ACADEMIC STANDARDS AND POLICIES

All Students are monitored to measure development and progress. Academic and technical performance are weighed in all courses by the use of both periodic written examinations, technical assignments, technical critiques, and with the use of final exam or final technical assignment. All exams, assignments and critiques are graded by the use of a point system.

The points are then converted into a percentage. In order to pass, the student must achieve a score of 70% or higher. Homework and classroom assignments are graded and must be completed and presented prior to graduation.

To be eligible for institutional and federal financial aid, student must meet the Satisfactory Academic Progress Policy (SAP). Please see section “Satisfactory Progress Assessment” below for more details.

Attendance Policy

Students are expected to treat class responsibilities in a professional manner. This includes making the effort to be on time, and ready for the day's exercises. Regular, prompt attendance is mandatory.

Our feedback from employers shows that only students with good attendance maybe successful in their professional career.

Students are expected to be in class and ready at the beginning of class and are allowed to leave a class after instructor's permission only.

Class cut is defined as a situation when a student leaves more than 15 minutes before class ends. Tardiness is defined as a situation when a student comes 15 minutes late after class starts.

If a student has 3 (three) occurrences in any subject/course of a program when a student is late after class starts, a student will be marked absent for the day when she/he was late third time. Chronic class cuts or tardiness are defined as seven instances per course in one term.

More than twenty percent absences or chronic class cuts or chronic tardiness will result in probation for two-week period.

Students are expected to attend all hours of scheduled instruction in each course of their program. Circumstances will sometimes arise that cause a student to be absent from class. The school permits a student to miss up to 20% of the hours within their program without having to makeup that time and without any penalty to their course grades. Students must maintain a minimum of 80% attendance in order for probation to be lifted. If a student fails to be removed from probation, he/she will be dismissed from the program.

NEW AGE TRAINING's policy permits a Leave of Absence. See “Leave of Absence” section for more details.

NEW AGE TRAINING will dismiss a student after 14 consecutive calendar days absence without approved Leave of Absence.

LEAVES OF ABSENCE

This represents the school's formal policy regarding leaves of absence. The student must follow these policies and procedures in requesting a leave of absence. Before the school grants the student an official Leave of absence, the school must determine that there is a "reasonable expectation" that the student will return to school. The school must approve the student's request for a leave of absence in writing in accordance with this policy. The leave of absence does not involve additional charges by the school. The total of all leaves of absence cannot exceed half (50%) of the length of the program in any 12-month period or 180 days in any 12-month period what is shorter. Upon the student's return from the leave of absence, the student is required to continue the coursework that they began prior to the leave of absence. If the student has a "Student Loan", the school will explain to the student the effects that the student's failure to return from the leave of absence may have on their repayment terms, including the exhaustion of some or all of the student's grace period. (If the student does not return from the leave of absence, the 6-month grace period is retroactively applied back to the beginning of their leave of absence date.)

The student must provide a written, signed and dated request for a leave of absence prior to the leave date. However, if "Unforeseen Circumstances" prevent a student from providing a prior written request, the school may grant the student's oral, or an individual acting on the student's behalf request for a leave of absence. The school will document its decision and collect the written request from the student at a later date.

If the student does not resume attendance at the school on or before the end of the leave of absence, the school will treat the student as a withdrawal in accordance with the requirements of regulation. In such a circumstance, the "Withdrawal Date" becomes the last date of attendance before the start of the leave of absence and the "Date of Determination" becomes the date the school becomes aware that the student will not be returning from their leave of absence but no later then the end date of the leave of absence. Return of Title IV funds will be made within 45 days of that date.

Grading Standards

The letter grading system is as follows:

10%	Homework/Assignments/Workshops/Projects
20%	Quizzes
30%	Tests
40%	Final Exam

100% Final Grade

A =	Excellent	90% - 100%
B =	Good	80% - 89%
C =	Satisfactory (Average)	70% - 79%
F =	Failing	Below 70%

G = Graduated

D = Dropped (Terminated)

WD = Withdraw

I = Incomplete

Pass - Satisfactory completion of non-graded Externship.

Fail - Unsatisfactory completion of non-graded Externship.

See Page 31 for more detailed Grading Scale and conversion to GPA (Points).

If one or more class assignments, including examinations, are not completed, the student will be assigned an “I” (Incomplete). A student who receives an incomplete in a course must complete the course within 60 days or the “I” grade automatically changes to an “F”.

If the work in question is not completed within maximum time frame (150% of the length of the program), the student will be assigned a failing grade (F).

If a student leaves prior to the completion of the program, a grade of “WD” (Withdrawn) will be assigned when the student is not failing his/her course of study. The School may assign a grade “D” (Dropped/Terminated”) in cases when a student is dismissed or terminated for not complying with School’s Conduct policy. See “Conduct” section for more details.

Grades will be entered on a record maintained for each student. Upon request the student shall receive a transcript.

Students have a right to access their records, and the school has a right to release information about students in accordance with the Family Education Rights and Privacy Act.

Graduation Requirements

Prior to graduation, the student must complete the following:

- Achieve a cumulative grade point average of 70% for each course/subject of the program.
- Student is in attendance for at least 80% of program hours (100% attendance is required for Nurse Aide/Assistant program)
- Satisfy all financial obligations to the school.

Students will receive after a graduation a certificate of completion.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in a program.

In order to maintain eligibility for financial aid, students must make adequate academic progress toward his/her Certificate of Achievement.

PROCESS OVERVIEW

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to monitor SAP. These standards are applicable to all students enrolled in a program and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students. Evaluations are maintained in students’ files.

New SAP definitions went into effect on July 1, 2011. Education Department developed policies to determine the academic standards that students must meet and constructed a means and a schedule of measuring the achievement of Pace, Quantitative, and Qualitative standards. If students achieve acceptable Pace and Quantitative progress for that particular payment period, then Education Department reviews the 150% of the maximum allowable time frame criterion to measure students’ SAP.

Students must maintain SAP according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period and will be checked prior to disbursement of aid.

SAME AS, OR STRICTER THAN

The SAP policy for Title IV, HEA students is identical to the school standards for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

EVALUATION PERIODS

Formal evaluations for SAP are conducted at the following actual clocked hours:

clock hours (after first payment period) clock hours (end of second payment period)

Evaluations determine if students have met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and SAP requirements by the end of each of the payment periods in the course. Satisfactory progress is evaluated at least at midpoint (half of the program) throughout the program.

ACADEMIC YEAR DEFINITION

900 CLOCK HOURS AND 36 WEEKS

QUANTITATIVE MEASURE

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Full-time students are scheduled to attend 30 clock hours weekly and part-time students are scheduled to attend 12 clock hours weekly.

QUANTITATIVE PACE MEASURE AND MAXIMUM TIME FRAME

SAP policies contain a Pace measure. Students must progress through a program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete a program with 25 hours/week schedule is as follows:

Normal	Normal	Maximum	Maximum
Clock Hours	Timeframe	Clock Hours	Timeframe
900	36 weeks	1350	54 weeks

QUALITATIVE MEASURE

The qualitative measure is used to determine SAP is based on grades. Students must maintain a cumulative grade point average of at least 1.70 at the end of each evaluation period.

Students must make up failed or missed evaluations and assignments and make up attendance to have at least 80% attended hours. All make-ups must be completed within 60 days. Students receive a letter grade as indicated on the chart below which is based on the end-of-semester evaluation. Mid-semester evaluations are for informational purposes and therefore students do not receive a letter grade.

Students receive a letter grade as indicated on the chart below and is based on the end-of-semester evaluations. Students who receive a course grade F will be required to repeat that course.

Grade	%Range	Points	Description
A	97 - 100	4.00	Superior: Mastery of subject matter
A	93 - 96	4.00	
A-	90 - 92	3.70	
B+	87 - 89	3.30	Good: Above average of mastery of subject matter
B	83 - 86	3.00	
B-	80 - 82	2.70	
C+	77 - 79	2.30	Satisfactory: Acceptable mastery of subject matter
C	73 - 76	2.00	
C-	70 - 72	1.70	
F	0 - 69	0.00	Failure: Deficiency in subject matter

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and the School Director monitor qualitative progress.

On-line access to Student Report Card with SAP information is available via a web site

<https://newagetraining.com> for students who are enrolled in a program with a program length more than 300 clock hours. Students can receive instructions how to access a report card at the office of Education Department.

FINANCIAL AID WARNING

School Director or Academic Dean evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will be put on Financial Aid Warning for one payment period.

Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The status will be conferred automatically without the student appealing the SAP status.

If a student falls below a 1.70 GPA, or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150% timeframe, will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a

Financial Aid Warning can continue to receive Title IV, HEA funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the **Financial Aid Warning Period**, the student will be placed on **Academic Development Status, with a loss of Title IV, HEA funding** and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

APPEAL PROCESS

Students who do not make SAP at the end of the Financial Aid Warning period lose their Title IV financial aid eligibility and will be placed on **Academic Development Status, with a loss of Title IV, HEA funding**, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the **Academic Development Status, with a loss of Title IV, HEA funding** decision and placed on Financial Aid Probation if the appeal is granted.

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the School Director, who will meet with the Program Coordinator and with the Academic Dean (Financial Aid Academic Appeals Committee) to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstance. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The School Director will provide a decision in writing within ten (10) business days.

FINANCIAL AID PROBATION

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid. In regards to probation, the student prevails upon appeal of a negative progress determination prior to being on probation and meet one of the following: a) be able to mathematically meet Satisfactory Academic Progress by the next evaluation period or b) be placed on an academic plan to regain satisfactory academic progress status. To continue to be eligible for federal aid beyond the probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school or be in compliance with any customized written academic plan. Students failing to meet either of these conditions are no longer eligible for federal financial aid and are also subject to termination from the school. All documents concerning a written appeal of a SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of any academic plan that may be developed.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only.

REINSTATEMENT OF TITLE IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

3. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
4. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, AND TRANSFER CREDITS

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students' contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. Students who do not return from a Leave of Absence will be unofficially withdrawn from the school within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal.

Course incompletes, repetitions and non-credit remedial courses do not apply. Therefore, the school does not issue incompletes or offer non-credit remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

NEW AGE TRAINING will count transfer hours/credits that apply toward the student's current program in determining SAP. Transfer hours will be counted as both hours attempted and hours completed (earned). Transfer of credit from other institutions is described in section "Transfer of Credits". Students transferred from other institutions, students transferred from one program to another program, or readmitted students must be in compliance with standards of the SAP policy. A student who changes their program will be considered as a transfer student into the new program. All interrupted classes must be repeated upon readmission to the institution

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event a student must withdraw, she/she must consult with the School Director and/or Academic Dean and notify in writing of his/her official last day.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

If the School Director unofficially withdraws a student from the school, the Academic Dean will record the circumstances and last day in writing and include the information in the student's official file.

Probation Policy

Probation is designed to correct student behavior and deficiencies. It is the responsibility of the school to identify deficiencies and take measure to correct such, to provide the student with the best opportunity to enhance their skills and achieve their career goals.

Students will be notified in writing when they are placed on probation and the steps necessary to be removed from probationary status. Students will also receive attendance or academic counseling, from the Program Coordinator or School Director, as appropriate, when they are placed on probation.

Probation Policy for non-Title IV students

Students who are not in compliance with the standards of Satisfactory Academic Progress (SAP) at midpoint (half of the program) throughout the program, he or she will be placed on probation until end of the program.

Academic Dismissal

If a student fails to be removed from probation, he/she will be dismissed from the program.

NEW AGE TRAINING will notify a student by mail or in person if he or she is being administratively withdrawn for unsatisfactory academic progress.

A student who has been suspended will be allowed to return the next time the course is offered, as space is available.

Students who are academically dismissed lose eligibility for any federal and state financial aid until they win an appeal to reinstate Title IV aid.

Student Appeal Procedures

A student, who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory Academic Progress policy, must submit a written appeal of his/her dismissal to the Program Coordinator within five (5) calendar days of their receipt of the dismissal notice. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Program Coordinator will hear any student who disagrees with a SAP decision, on an appointment basis only.

The student will be notified of the Program Coordinator decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. A student, who wishes to appeal any SAP decision made by the Program Coordinator, must submit a typed letter to the School Director with supportive documentation explaining the reason why the student is wishing to appeal the decision. The School Director will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal. The School Director decision shall be final.

Reinstatement

A student who applies for reinstatement as an active student is required to make a request in writing, and to explain the actions that the student will take to correct the deficiencies that led to student dismissal. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request.

The requesting prior student shall be notified of the Reinstatement Review within 5 days following the decision of School Director.

A student who returns to complete the program, for which they received an incomplete, shall meet all the standards necessary to receive a passing grade.

Complaint Policy

A student who has a complaint of any nature regarding the school may bring his/her complaint to any staff member, instructor, or administrator. Whenever possible, however, the complaint should be brought to the attention of the student's instructor. Upon hearing the complaint, the instructor shall immediately bring the matter to the attention of the Director, the person charged with investigating and resolving all student complaints.

Complaint Procedure

Students may file a complaint about the school in writing. The student must first seek a resolution to the disagreement with the instructor either in person or in writing. If the student is not satisfied with the results, the student must then speak with the Director of the School.

The Director will investigate the complaint and arrange a conference with all parties within 72 hours. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the New York State Education Department. See enclosed pamphlet "What You Should Know About Licensed Private Schools and Registered Business Schools in New York State".

The New York State Education Department (NYSED) provides this pamphlet. The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/ Computer Training Facilities.

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

Also, a student may consider contacting ACCET (New Age Training's accreditation agency) at:
Accrediting Council for Continuing Education & Training
1722 N. Street, N.W,
Washington, DC 20036
(202) 955-1113

Grade Appeal Policy

The student must first seek a resolution to the disagreement with the instructor either in person or in writing. If the student is not satisfied with the results, and a student believes that an improper grade has been assigned, an appeal may be filed on the following grounds:

1. **Discrimination:** On the basis of race, religion, national origin, sex, age, ancestry, handicapped status, affectional or lifestyle preference, or political affiliation.
2. **Capricious Evaluation:** Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of whim or impulse. The student may not claim capriciousness if he or she disagrees with the subjective professional evaluation of the instructor.
3. **Error:** Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

Each year there shall be appointed a Grade Appeals Committee to determine the existence of the substantive basis for appeal. The committee will be composed of three voting members: two faculty members appointed by Academic Dean and Director of the School.

Student must file an appeal within thirty (30) calendar days of the beginning of the progress period immediately following the progress period in which the grade was received.

The student will be expected to submit written documentation of his/her complaint and the instructor will be expected to submit in writing the course grading procedure and any other pertinent information.

Appeals based on discrimination will be reviewed according to current standards of nondiscriminatory action. Appeals based on capriciousness will be reviewed in light of the instructor's announced evaluation and grading system. The committee will review the materials to deny or confirm appeal continuance. Denial of appeal continuance must be by a negative vote of two members of the committee.

Within five (5) class days of the receipt of the committee's report, Director of the School will notify the student and the instructor of the findings.

Withdrawal From the School

Once registered for a program, students must notify the Director of the School of any changes to registration, including withdrawal from the School. A notification of withdrawal form: letter by mail, letter by person, e-mail, oral in person, oral by telephone. The notification form may be obtained from the Director's Office from 10 AM to 5 PM Monday through Friday.

The official date of a student's withdrawal from the School is the date on which the notification for withdrawal is submitted and signed by Director. If student is unable to withdraw in person, student may notify the School by letter and withdrawal date will be the date of the postmark. Students who withdraw from the School will receive grades in accordance with the course withdrawal policies detailed under "Grading Standards" section.

The school requests that notice of cancellation or withdrawal be given in: letter by mail, letter by person, e-mail, oral in person, oral by telephone. When the student withdraws from the school without giving written notice, the effective date of cancellation is the last date of attendance.

Students whose academic progress following withdrawal is below the minimum (70%) shall be considered as academic dismissals.

If a student officially withdraws from the school by submitting a written request to withdraw, and was maintaining satisfactory academic progress, he/she may be readmitted upon reapplication and approval of the Director of the School.

If a student is terminated from a program, a pro rata refund will be calculated in accordance with the school's Refund Policy described under "Refund Policy" section. Calculation of the Federal Return of Title IV funds (**R2T4**) is described under "Treatment of Title IV Funds When A Student withdraws" section.

Conduct

Students are expected to treat everyone with due respect and courtesy. Students are to behave as though this were a working environment. Students must maintain proper personal and professional hygiene.

At the discretion of the administration, a student may be dismissed for being under the influence, consuming, selling, or possession of drugs or alcohol on school premises, possession of a weapon on school premises, behavior creating a safety hazard to others on school premises, disobedient or disrespectful behavior to another student, administrator, or faculty member, or any violation of local, state, or federal law.

Student must follow school policy that it is unlawful to reproduce copyrighted materials authored by other organizations during training classes at New Age Training. Student must understand and agree that he/she may face civil/criminal liabilities for unauthorized use/distribution of materials.

Reasons for Dismissal

NEW AGE TRAINING reserves the right to dismiss a student for any of the following reasons: unsatisfactory conduct or attitude in class or school as detailed under "Conduct" section; non-payment of tuition due; 14 consecutive calendar days absence without approved Leave of Absence; failure to

meet satisfactory academic progress requirements; insufficient attendance (below 80%) or excessive tardiness (see “Attendance Policy” section for more details); or failure to return from a Leave of Absence or session change on the scheduled due date; conduct reflecting unfavorably upon the school or creating an atmosphere not conducive to education.

Disclosure Statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school’s teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school’s catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

COURSE DESCRIPTIONS and TUITION

The student-to-teacher ratio for each course is not more than 30:1 for the classrooms, however for some labs this ratio is 1:10, 1:15 or 1:20. That ratio does not exceed the approved ratio after the first week of instruction as well.

Schedule and Course Frequency

All programs are given based on a schedule, and open-enrollment policy is utilized.

New groups/programs usually start every month.

Courses that do not meet minimum enrollment requirements are subject to cancellation.

Classes are scheduled between the hours of 8:00 AM to 10:00 PM, Monday through Thursday, between 8:00 AM to 6:00 PM on Fridays, and between 9:00 AM to 6:00 PM on Saturdays and Sundays. Details are available online (www.newagetraining.com) or from the Admissions Office (tel. 212.947.7940).

There are 8 hours per week schedule, 16 hours per week schedule and 25 hours per week schedule.

1. Nurse Aide/Assistant (CNA)

125 hours

(lecture – 60 hours, laboratory/clinical – 35 hours, externship – 30 hours in a nursing home)

16 weeks (8 hours per week schedule)

8 weeks (16 hour per week schedule)

5 weeks (25 hour per week schedule)

Registration fee: \$25

Tuition: \$1,650 (NYS CNA Board exam fee is NOT included)

Cost of books and uniform: \$75

Prerequisites: HS/GED or WBST Test

Maximum number of students in a classroom: 25

Teacher-to-student ratio: 1:25 for classroom and 1:10 for clinical practice in a nursing home

Graduation Rate for July 1, 2017 – June 30, 2018: 83%

Placement Rate for July 1, 2017 – June 30, 2018 based on ACCET methodology: 71%

Graduation Rate for July 1, 2018 – June 30, 2019: 93%

Placement Rate for July 1, 2018 – June 30, 2019 based on ACCET methodology: 77%

This program will prepare students for **CNA certification by the State of New York** in order to work as entry-level worker/nurse aide/nurse assistant on a health care team in different care facilities and hospitals.

2019 graduate pass rate for CNA State Board Exam (for both written and clinical) is 82%, and for CPR exam is 100%.

This course provides training in fundamental nursing skills and theory. The course is designed to meet the New York State Department of Health curriculum requirements while preparing the student for state examination in nurse assistant certification. The course includes both theory and clinical training.

Candidates for this program will need to complete a physical examination in order to be scheduled for an externship in a nursing home, and will need to submit to a criminal background check and a criminal record may prevent them from working in a nursing home and/or a home care agency and/or a hospital

The course curriculum is approved by the New York State Education Department and by the New York State Department of Health.

What is included:

1. **ALL STUDY MATERIALS and books, UNIFORM, SUPPLIES**
2. **PREPARATION for NY STATE CNA EXAM**
3. **EXTERNSHIP in Nursing Home**
4. **PREPARATION FOR CPR EXAM (exam fee is included)**
5. **JOB ASSISTANCE/PLACEMENT**

Occupation: nursing aides, SOC Code: 31-1131 CIP Code: 51.3902

O*Net Link: <http://www.onetonline.org/link/summary/31-1014.00>

Occupation: personal and home care aides

O*Net Link: <http://www.onetonline.org/link/summary/39-9021.00>

Median Loan Debt: \$0

2. Nurse Aide Advanced (NAA)

250 hours

(lecture – 130 hours, laboratory/clinical – 90 hours, externship – 30 hours in a nursing home)

10 weeks (25 hour per week schedule)

16 weeks (16 hour per week schedule)

32 weeks (8 hour per week schedule)

Registration fee: \$75

Tuition: \$3,475

Certification exam fees (CPT, CET, CPCT, CPR): \$302

Cost of books, 2 uniforms and supplies: \$245

Prerequisites: HS/GED or WBST Test

Maximum number of students in a classroom: 25

Teacher-to-student ratio: 1:25 for classroom and 1:10 for clinical practice in a nursing home

Graduation Rate for July 1, 2017 – June 30, 2018: 90%

Placement Rate for July 1, 2017 – June 30, 2018 based on ACCET methodology: 71%

Graduation Rate for July 1, 2018 – June 30, 2019: 80%

Placement Rate for July 1, 2018 – June 30, 2019 based on ACCET methodology: 75%

This program prepares a graduate to work as an entry-level nurse, nurse aide, Patient Care Technician in a clinic, hospital, nursing home or long-term care facility. Graduates will be able to check vital signs, CPR and First Aid, assist in medical examinations, performing electrocardiograms (EKGs), basic

laboratory procedures, and phlebotomy.

This program is taught with a combination of lecture, practical exercises in the medical laboratory and **with real-world experience during the externship portion of training conducted off-campus at medical facilities. You will also be eligible to take exams to become a CNA Certified Nurse Assistant**

This course is designed to meet NHA, National Health Career Association, NCCT, the National Health Career Association, and New York State Education Department curriculum requirements. The course will prepare graduates for **NHA Certification exams – Certified EKG Technician (CET) and Certified Phlebotomy Technician (CPT).**

2019 graduate pass rate for CNA State Board Exam (for both written and clinical) is 82%, 2019 NHA exam pass rate is 84%, CPR pass rate is 100%.

Candidates for this program will need to complete a physical examination in order to be scheduled for an externship in a nursing home, and will need to submit to a criminal background check and a criminal record may prevent them from working in a nursing home and/or a home care agency and/or a hospital

The course curriculum is approved by the New York State Education Department and by the New York State Department of Health.

What is included:

1. **ALL STUDY MATERIALS and books**
2. **PREPARATION FOR NYS CNA BOARD EXAM**
3. **PREPARATION FOR NHA CERTIFICATION EXAMS**
4. **UNIFORMS (2 sets), and ALL SUPPLIES**
5. **PREPARATION FOR CPR EXAM (exam fee is included)**
6. **EXTERNSHIP IN NURSING HOME**
7. **JOB PLACEMENT ASSISTANCE**

Occupation: nursing aides, SOC Code: 31-1131 CIP Code: 51.3902

O*Net Link: <http://www.onetonline.org/link/summary/31-1014.00>

Occupation: personal and home care aides

O*Net Link: <http://www.onetonline.org/link/summary/39-9021.00>

Median Loan Debt: \$0

3. Patient Care Technician (PCT)

125 hours

(lecture – 70 hours, laboratory/clinical – 55 hours)

5 weeks (25 hour per week schedule)

8 weeks (16 hour per week schedule)

16 weeks (8 hours per week schedule)

Registration fee: \$25

Tuition: \$1,660 (exam fees are not included)

Cost of books, 1 uniform and supplies: \$170

Prerequisites: HS/GED or WBST Test and CNA certificate

Maximum number of students in a classroom: 25

Teacher-to-student ratio: 1:25 for classroom

Graduation Rate for July 1, 2017 – June 30, 2018: 100%

Placement Rate for July 1, 2017 – June 30, 2018 based on ACCET methodology: 82%

Graduation Rate for July 1, 2018 – June 30, 2019: 100%

Placement Rate for July 1, 2018 – June 30, 2019 based on ACCET methodology: 75%

This program will prepare a graduate to work as an entry-level patient care technician (PCT) in a clinic,

hospital, rehabilitation centers, nursing home or long-term care facility. Graduates will be able to check vital signs, CPR and First Aid, assist in medical examinations, performing electrocardiograms (ECG/EKGs), basic laboratory procedures, and phlebotomy. The course includes both theory and clinical training.

This course is designed to meet the National NCCT, NHA, and New York State Education Department curriculum requirements. The course will prepare graduates for NHA Professional Certification Exams – Certified Phlebotomist Technician (CPT), Certified EKG Technician (CET), and Certified Patient Care Technician (CPCT).

2019 passing pass rate for NHA PCT Certification exam is 100%.

Candidates for this program will need to submit to a criminal background check and a criminal record may prevent them from working in a nursing home and/or a home care agency and/or a hospital

The course curriculum is approved by the New York State Education Department, by NCCT and by National Health Career Association (NHA).

What is included:

1. ALL STUDY MATERIALS and BOOKS
2. PREPARATION FOR NHA CERTIFICATION EXAMS
3. PREPARATION FOR CPR exam (exam fee is included)
4. JOB PLACEMENT ASSISTANCE

Occupation: nursing aides, SOC Code: 31-1131 CIP Code: 51.3902

O*Net Link: <http://www.onetonline.org/link/summary/31-1014.00>

Occupation: personal and home care aides

O*Net Link: <http://www.onetonline.org/link/summary/39-9021.00>

Median Loan Debt: \$0

4. Medical Assistant (MA)

900 hours

(lecture – 390 hours, laboratory/clinical – 260 hours, externship – 250 hours in a medical office)

36 weeks (25 hour per week schedule)

57 weeks (16 hour per week schedule)

Registration fee: \$75

Tuition: \$14,580 (exam fees are not included)

Cost of books, 2 uniforms and supplies: \$355

Prerequisites: HS/GED

Maximum number of students in a classroom: 30

Teacher-to-student ratio: 1:30 for classroom, 1:20 for labs

Graduation Rate for July 1, 2017 – June 30, 2018: 68%

Placement Rate for July 1, 2017 – June 30, 2018 based on ACCET methodology: 81%

Graduation Rate for July 1, 2018 – June 30, 2019: 78%

Placement Rate for July 1, 2018 – June 30, 2019 based on ACCET methodology: 75%

Medium Loan Debt: \$3,860

This program provides training in clinical and administrative procedures used by entry level medical assistants working in hospitals, clinics, doctor's offices, and other healthcare settings.

Program consists of following courses:

- Introduction to Computers & MS Word - 100 hours
- Medical Insurance and Medical Billing - 75 hours

- Written Communication - 50 hours
- Anatomy, Physiology & Medical Terminology - 75 hours
- Medical Office Administrative Procedures - 75 hours
- Effective Patient Relations - 25 hours
- Patient Safety - 25 hours
- Medical Office Clinical Practices - 75 hours
- Phlebotomy - 75 hours
(pre-requisites: Anatomy, Patient Safety, Medical Office Clinical Practices)
- EKG - 50 hours
(pre-requisites: Anatomy)
- Career Development - 25 hours
- Externship - 250 hours

Medical assistants have always been critical employees in the health care system, but they are becoming even more important as the industry expands, technology advances, and the population ages. What makes medical assistants so important? Well they are the ones who make sure a patient receives the best possible care from the time he enters a hospital, doctor's office, or other medical facility to the time he leaves. For medical assistants, the job can be both professionally and emotionally rewarding and can also serve as a stepping stone to another position in the medical field; with training as a medical assistant, you will have the basic knowledge necessary to begin building a career in the health care field.

The course will prepare graduates for **NHA Professional Certification Exams – Certified EKG Technician, Certified Phlebotomy Technician, and Certified Clinical Medical Assistant. The course curriculum is approved by the New York State Education Department and by NHA.**

Occupation: medical assistant, SOC Code: 31-9092, CIP Code: 51.0801

O*Net Link: <http://www.onetonline.org/link/summary/31-9092.00>

5. Patient Care Specialist (PCS)

870 hours

(lecture – 565 hours, laboratory/clinical – 275 hours, externship – 30 hours in a nursing home)

35 weeks (25 hour per week schedule)

55 weeks (16 hour per week schedule)

Registration fee: \$75

Tuition: \$14,100 (exam fees are not included)

Cost of books, 2 uniforms and supplies: \$535

Prerequisites: HS/GED

Maximum number of students in a classroom: 30

Teacher-to-student ratio: 1:25 for classroom, 1:20 for labs, 1:10 for internship

Graduation Rate for July 1, 2017 – June 30, 2018: 77%

Placement Rate for July 1, 2017 – June 30, 2018 based on ACCET methodology: 72%

Graduation Rate for July 1, 2018 – June 30, 2019: 75%

Placement Rate for July 1, 2018 – June 30, 2019 based on ACCET methodology: 75%

Medium Loan Debt: \$3,980

Program consists of following courses:

- Anatomy, Physiology & Medical Terminology - 75 hours
- Patient Safety - 25 hours
- Effective Patient Relations - 25 hours
- Infection Control and OSHA - 50 hours
- Medical Office Clinical Practices - 75 hours
- Phlebotomy - 75 hours
(pre-requisites: Anatomy, Patient Safety, Medical Office Clinical Practices)

- EKG (pre-requisites: Anatomy) - 50 hours
- Nurse Aide Assistant - 125 hours
- Medical Law and Ethics - 75 hours
- Dialysis Technician - 150 hours
- LPN Entrance Test Preparation - 95 hours
- Preparation for exams and Career Development - 50 hours

This program will prepare a graduate to work as an entry-level patient care technician, dialysis technician, cna in a clinic, hospital, rehabilitation centers, nursing home or long-term care facility. Graduates will be able to check vital signs, CPR and First Aid, assist in medical examinations, performing electrocardiograms (EKGs), basic laboratory procedures, and phlebotomy and to work with a dialysis machine. The course includes both theory and clinical training. Graduates will be eligible to take exams to become a CNA Certified Nurse Assistant.

This course is designed to meet NHA (National Health Career Association) and New York State Education Department curriculum requirements. The course will prepare graduates for NHA Certification exams – Certified EKG Technician (CET), Certified Phlebotomy Technician (CPT) and Certified Patient Care Technician (CPCT).

This course will prepare graduates for LPN/RN pre-entrance examinations and is designed for those (men and women) who are considering to make a first step in launching on a career path to become nurses if graduates desire to continue their education to do so in the future.

2019 graduate pass rate for CNA State Board Exam (for both written and clinical) is 82%, 2019 NHA exam pass rate is 84%, 2019 CPR pass rate is 100%.

Candidates for this program will need to complete a physical examination in order to be scheduled for an externship in a nursing home and will need to submit to a criminal background check and a criminal record may prevent them from working in a nursing home and/or a home care agency and/or a hospital.

Occupation: nursing aides, SOC Code: 31-1131, CIP Code: 51.3902

O*Net Link: <http://www.onetonline.org/link/summary/31-1014.00>

Occupation: personal and home care aides

O*Net Link: <http://www.onetonline.org/link/summary/39-9021.00>

6. Clinical Medical Assistant (CMA)

450 hours

(lecture – 225 hours, laboratory/clinical – 125 hours, internship – 100 hours in a medical office)

18 weeks (25 hour per week schedule)

29 weeks (16 hour per week schedule)

Registration fee: \$75

Tuition: \$4,800 (exam fees are not included)

Cost of books, uniform and supplies: \$120

Prerequisites: HS/GED

Maximum number of students in a classroom: 30

Teacher-to-student ratio: 1:30 for classroom, 1:20 for labs

Graduation Rate for July 1, 2017 – June 30, 2018: 100%

Placement Rate for July 1, 2017 – June 30, 2018 based on ACCET methodology: 71%

Graduation Rate for July 1, 2018 – June 30, 2019: 100%

Placement Rate for July 1, 2018 – June 30, 2019 based on ACCET methodology: 88%

This program provides training in clinical procedures used by entry level medical assistants working in hospitals, clinics, doctor's offices, and other healthcare settings.

Program consists of following courses:

- Anatomy, Physiology & Medical Terminology - 75 hours
- Patient Safety - 25 hours
- Infection Control and OSHA - 50 hours
- Medical Office Clinical Practices - 75 hours
- Phlebotomy - 75 hours
(pre-requisites: Anatomy, Patient Safety, Medical Office Clinical Practices)
- EKG - 50 hours
(pre-requisites: Anatomy)
- Externship - 100 hours

Medical assistants have always been critical employees in the health care system, but they are becoming even more important as the industry expands, technology advances, and the population ages. What makes medical assistants so important? Well they are the ones who make sure a patient receives the best possible care from the time he enters a hospital, doctor's office, or other medical facility to the time he leaves. For medical assistants, the job can be both professionally and emotionally rewarding and can also serve as a stepping stone to another position in the medical field; with training as a medical assistant, you will have the basic knowledge necessary to begin building a career in the health care field. The course will prepare graduates for **NHA Professional Certification Exams – Certified EKG Technician, Certified Phlebotomy Technician, Certified Clinical Medical Assistant.**

Occupation: medical assistant, SOC Code: 31-9092, CIP Code: 51.0801

O*Net Link: <http://www.onetonline.org/link/summary/31-9092.00>

7. Home Health Aide (HHA)

83 hours

(lecture – 25 hours, clinical skills – 50 hours, externship – 8 hours in hospital or home care agency)

11 weeks (8 hours per week schedule)

6 weeks (16 hour per week schedule)

4 weeks (25 hour per week schedule)

Registration fee: \$25

Tuition: \$640

Cost of books and uniform: \$46

Prerequisites: HS/GED or WBST Test

Maximum number of students in a classroom: 20

Teacher-to-student ratio: 1:20 for classroom and 1:10 for clinical practice in hospital

New program, enrollment is scheduled to start in 2021

This program will provide the education and hands-on training for graduates to qualify for Home Health Aide Certificate from New Age Training and to work as Certified Home Health Aides within a home care setting

HHA's provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Candidates for this program will need to complete a physical examination in order to be scheduled for an externship, and will need to submit to a criminal background check and a criminal record may

prevent them from working in a nursing home and/or a home care agency and/or a hospital
The course curriculum is approved by the New York State Education Department and by the New York State Department of Health.

Occupation: Caregiver, Certified Home Health Aide (CHHA), Certified Medical Aide (CMA), Home Attendant, Home Care Aide, Home Health Aide (HHA), Home Health Provider, Hospice/Home Health Aide, In Home Caregiver; SOC Code: 31-1011, CIP Code: 51.2602

O*Net Link: <http://www.onetonline.org/link/summary/31-1011.00>



**Office of Higher
Education**

**Bureau of
Proprietary
School
Supervision**



Information regarding non-degree granting proprietary schools in
New York State

What is a proprietary school?

- Proprietary schools offer certificate or diploma programs. People attend these schools to learn a trade or to prepare for a business occupation.

How do I choose a school?

- If you have decided you would like to attend a proprietary school in New York State, we suggest you use the list below to help you choose a school.
- Check to make sure the classes are taught in your language.
- Check to make sure the contract you sign to attend is in your language and you fully understand everything you are agreeing to by signing it.
- Ask the school if you can sit in on a class for one day at no obligation. If they refuse, think about whether you want to go there. Take a tour of the whole school.
- Talk to students who are taking classes now. Ask them if they are pleased with the training.
- Call businesses to see what is required to enter the job you are interested in and ask them if they would hire someone who graduated from the school. Ask whether they require a college degree - if so you need to attend a degree-granting school instead.
- Ask the school where they have placed their graduates in the past. Call these employers and confirm the placements.
- Compare the school with other schools in the area. For example, colleges, other proprietary schools and training programs.

- If you enroll in a program, realize that the school cannot guarantee you employment when you graduate.
- Read all the information the school gives you. Do not sign anything until you fully understand it. Take it home overnight if necessary.
- Read the school's refund policy very carefully before you sign the contract. Make sure you fully understand your financial obligations.
- Anyone who speaks with you about enrolling in the school must be licensed by the New York State Education Department. It is called an Agent Certificate. Ask the person to show you his or her license.
- If you are required to take out a loan, make sure you understand the terms and are able to make the payments.
- If you answered an employment ad and were referred to a school, you should contact our office at telephone number 212.643.4760.
- Contact our office to find out if a school you are interested in is licensed or registered by the New York State Education Department and/or if any complaints have been filed against the school.



Office of Higher
Education

Bureau of
Proprietary
School
Supervision



Information for Students Disclosure Pamphlet

Following is the text from the disclosure pamphlet schools are required to give to individuals interested in enrolling in their school.

What You Should Know about Licensed Private Schools and Registered Business Schools in New York State

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools, which are licensed by the New York State Education Department and business schools, which are registered by this Department, are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help ensure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. *You must file a complaint within two years after the alleged illegal conduct took place.* The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a

complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/ Computer Training Facilities.

The State Education Department does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats, including braille, large print and audio tape, upon request. Inquires concerning this policy of equal opportunity and affirmative action should be referred to the Department's Affirmative Action Officer, NYS Education Department, 89 Washington Avenue, Albany, NY 12234.

ENSURING GOOD ATTENDANCE

1. Student must attend all classes every day and attendance for all classes is posted every day on the Attendance Board.
2. Students must come to school ON TIME and enter their classes ON TIME.
3. Twenty percent of more absences or class cuts per course in one term, or chronic tardiness (defined as seven instances per course), may result in dismissal. For an instructional hour of 50 minutes, up to ten minutes late is acceptable. After that, a student is marked absent for a full hour. Authorization from the Retention Coordinator or School Director may be received to make up classes, upon presentation of a justifiable excuse. In the case of ten percent of more absences, the student will be given counseling. There is a fee of \$5.50 for each make-up hour, but it can be waived by Retention Coordinator if a student provided a justifiable and/or documented excuse.
4. Students that are absent are responsible for their class work.
5. Students must make sure to make all appointments after school hours unless it is necessary and then must bring a documented note to Retention Coordinator.
6. All teachers are required to personally alert the school's director of all attendance problems using Alert Form.
7. Retention Coordinator and Education Advisors are monitoring student attendance on a daily basis and report attendance to School Director.
8. Attendance report is running on a weekly basis where students who are not attending school are listed with a last day of attendance. This report is used by Retention Coordinators to monitor student attendance.
9. The school will provide necessary counseling wherever possible, to remedy any attendance problems.
10. Students must maintain 80% attendance in order to complete any program or subject except Nurse Aide/Assistant which requires 100% attendance in order to complete it.

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