



**Licensed by N.Y.S. Education Department**

**Accredited by the Accrediting Council for Continuing Education & Training**

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**Students should read this catalog for further information before enrolling.**

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## **BOARD OF DIRECTORS**

Mila Mirnik	President, CEO New Age Training
Dominic Sheppard	Director/Secretary New Age Training
Mark Mazja	Treasurer New Age Training

## **ADMINISTRATION**

Mila Mirnik	President
Dominic Sheppard	Director
Howard Callman	Program Coordinator
Johnny Soto	Retention Coordinator
Kseniia Meshcheriakova	Sr. Accountant
Eva Ogirri	Financial Aid Administrator

## **HISTORY**

### **New Age Training: Licensed, Accredited, and Established Healthcare Training Provider**

Licensed by the New York State Education Department (NYSED) and accredited by the Accrediting Council for Continuing Education & Training (ACCET), New Age Training was established in 1998 to provide career-focused healthcare education. Our programs emphasize practical training and hands-on experience, equipping students with the skills needed to succeed in the medical field.

We partner with healthcare employers, government agencies, high schools, and community organizations and not-for-profit corporations to offer training that prepares individuals for entry-level healthcare careers and career advancement opportunities.

Organizations that trust us for workforce development include:

- 1199SEIU Training & Employment Funds
- Workforce1 (WF1)
- ACCES-VR
- Human Resources Administration (HRA)
- U.S. Department of Veterans Affairs (VA)

With a commitment to academic excellence and student success, New Age Training provides comprehensive clinical practice, certification preparation, and job placement support to help students transition smoothly into the healthcare industry. Our structured training programs have led to high pass rates on both national and state certification exams, ensuring that graduates are well-prepared for their careers.

### **History of Excellence:**

New Age Training was founded in 1998 with an initial class of just eight students. Over the years, enrollment has grown to over 250 students annually, largely due to referrals from graduates who have successfully entered the healthcare workforce.

### **Key Milestones:**

- 2001 – Licensed by the New York State Education Department (NYSED) as a Private Licensed Business School and NYS Training Provider under Sections 5001–5010 of the New York State Education Law. [NYSED Website](#).
- 2003 – Approved to train Veterans and Eligible Persons under Title 38, U.S. Code.
- 2003 – Approved as a New Jersey State Training Provider.
- 2005 – Accredited by the Accrediting Council for Continuing Education & Training (ACCET).

New Age Training remains dedicated to empowering students with the education and resources they need to launch and advance their careers in healthcare.

(Shareholders: Daniel Ioffe – 39%, Mark Mazya – 24%. Mila Mirnik – 22%, Bella Donder – 10%, Dominic Sheppard – 5%).

## **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 principal goal of New Age Training is to educate individuals interested in pursuing 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 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 (CNYSCS).

Also, New Age Training is proud to serve as an Authorized Testing Center for the following:

- NYS Regional Prometric
- NHA – National Healthcareer Association
- NCCT – National Center for Competency Testing

## **LOCATION AND FACILITIES**

NEW AGE TRAINING, located at 145 West 30<sup>th</sup> Street, between 6<sup>th</sup> and 7<sup>th</sup> Avenues on the 2<sup>nd</sup> Floor and 8<sup>th</sup> Floor (main office is on 8<sup>th</sup> Floor), New York, NY 10001, 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 held in spacious, air-conditioned, modern classrooms that are fully equipped to support effective teaching and learning.

New Age Training's facilities and services are fully accessible to all students, including those with disabilities.

The school provides personal computers, and other educational resources for student use. Students also have Internet access to check, send, and receive emails, as well as communicate with staff members. Students have access to servers, databases, and an online library with various resources, both on-site and from home, at no additional cost. Graduates can continue using these services for up to three months after graduation.

For relaxation, students are welcome to use the student lounge.

Students with special needs, such as medical or religious requirements, or those with disabilities, may request accommodations through the Director of the School. Accommodations may include, but are not limited to, priority seating, flexible schedules, additional tutoring, larger monitors, and materials with special fonts. Requests for accommodations must be submitted in writing, with appropriate documentation, for exceptional circumstances.

Please note, students with service dogs cannot be accommodated due to the clinical practice required in our programs and the nature of employment in medical facilities, where handling patients is a key aspect of the job.

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 email 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 themselves in the student's lounge/pantry area.

Students with special needs (for example, medical, religious) or handicapped 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 (FERPA, Public Law 93-380) grants each student at New Age Training the right to know the following: the types of student records maintained; who has access to those records and for what purpose; the procedures to access and review one's own records; how to request amendments to any records that are inaccurate or misleading; and the cost for obtaining copies of records. Additionally, students have the right to control the release of their information, with exceptions including faculty and administrative staff of the institution, local, state, and federal regulatory authorities, accrediting agencies, parents of dependent students, and information related to health emergencies. Students with questions or concerns about the institution's compliance with FERPA are encouraged to schedule an appointment with the School Director.

### **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 welcomes students who are at least **18 years old** and meet the necessary academic and program-specific requirements.

### **Title IV Students**

Applicants seeking Title IV financial aid must have completed high school and are required to provide one of the following at the time of admission:

- An official high school diploma,
- An equivalency diploma (GED), or
- Official documentation of high school completion.

For students who completed high school outside the United States and are unable to provide original educational credentials at the time of the admissions interview, proof of efforts to obtain these documents from their country of origin must be presented. **Foreign high school diplomas or transcripts must be evaluated by a recognized U.S. credentialing service** to verify equivalency to a U.S. high school diploma.

### **Non-Title IV Students**

Students applying to programs that do not require an official high school diploma or GED may still qualify for admission by passing the **Ability to Benefit (ATB) Test** or **Wonderlic Test** with a New York State Education Department-approved passing score.

### **Additional Requirements for Nurse Aide Programs.**

Students enrolling in the **Nurse Aide/Assistant (CNA) or Nurse Aide Advanced (NAA) programs** must meet additional health and background requirements to participate in externships and secure employment in healthcare settings:

- A physical examination is required prior to scheduling an externship in a nursing home.
- A criminal background check is mandatory for employment in nursing homes or hospitals.  
Please note that a criminal record may impact employment eligibility 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**

Prospective students may obtain an application for admission to NEW AGE TRAINING through mail, email, or in person.

## **Admission Interview**

Once an application is received, a **personal interview** with a member of the Admissions Department will be scheduled. This interview assesses the applicant's ability to successfully complete the chosen program and their potential for job placement upon graduation.

Applicants for medical certificate programs may be required to take an assessment test to evaluate their readiness for the program. If an applicant does not meet the required level of readiness, they will be advised to consider an alternative program.

## **Admission Requirements**

To be considered for admission, applicants must submit:

- A personal interview with a member of the Admissions Department.
- A completed application for admission.
- Proof of high school completion, such as:
  - An official high school diploma,
  - A high school equivalency diploma (GED), or
  - An evaluated foreign diploma (for international students).
- Non-Title IV Students: Applicants who do not seek Title IV funding and do not have an official high school diploma, equivalency diploma, or GED certification must pass the Ability to Benefit (ATB) Test with a New York State Education Department-approved score if applying to a program of 600 hours or less that does not require high school completion.
- International Students: Additional documentation is required, including:
  - A copy of their passport and visa
  - A copy of their I-94 (Arrival/Departure Record)
  - A bank statement or affidavit of support from a sponsor
  - A copy of their I-20 (Certificate of Eligibility for Nonimmigrant Student Status)

## **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 may accept credit earned for non-clinical courses if those courses were completed within 10 years of the date of transfer request.
- 5) NEW AGE TRAINING does not accept credits for clinical courses except credits for Nurse Aide, Phlebotomy and EKG courses if they meet requirements as explained in items # 6,7 & 8.

- 6) 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.
- 7) 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.
- 8) 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.
- 9) No more than half of the program hours may be accepted as transfer credits.
- 10) 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.
- 11) 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.
- 12) Courses accepted for transfer must be of comparable content and quality as those offered by NEW AGE TRAINING.
- 13) 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.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) 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.
- 18) 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:

- Student ID - \$15
- Graduation Certificate - \$15 (pickup at school or receive by Email), \$20 (receive by mail)
- Transcript - \$15 fee to receive a transcript by Email
- Transcript - \$20 fee to pick up a transcript in sealed envelope at school
- Transcript - \$25 fee to receive a transcript in sealed envelope by mail
- Other duplicate records - \$15

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>If termination occurs:</u>	<u>Refund Amount</u>
Prior to or during first week.....	\$17,370 (100%)
During the second week.....	\$13,028 (75%)
During the third week.....	\$8,685 (50%)
During the fourth week.....	\$4,343 (25%)
After the fourth week.....	0%

Subsequent Quarter:

<u>If termination occurs:</u>	<u>Refund Amount</u>
During the first week.....	\$13,028 (75%)
During the second week.....	\$8,685 (50%)
During the third week.....	\$4,343 (25%)
After the third week.....	0%

### Refund Policy Language for Patient Care Specialist Program - Quarters

First Term:

<u>If termination occurs:</u>	<u>Refund Amount</u>
Prior to or during first week.....	\$15,195 (100%)
During the second week.....	\$11,397 (75%)
During the third week.....	\$7,598 (50%)
During the fourth week.....	\$3,799 (25%)
During the fourth week.....	0%

Subsequent Term:

<u>If termination occurs:</u>	<u>Refund Amount</u>
During the first week.....	\$11,397 (75%)
During the second week.....	\$7,598 (50%)
During the third week.....	\$3,799 (25%)
After the third week.....	0%

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

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

Subsequent Quarter:

<u>If termination occurs:</u>	<u>Refund Amount</u>
During the first week.....	\$1,237.50 (75%)
During the second week.....	\$825 (50%)
During the third week.....	\$412.50 (25%)
After the third week.....	0%

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

First Term:

<u>If termination occurs:</u>	<u>Refund 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>If termination occurs:</u>	<u>Refund 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 forth 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.....	\$7,990 (100%)
During the second week.....	\$5,993 (75%)
During the third week.....	\$3,995 (50%)
During the fourth week.....	\$1,998 (25%)
After the fourth week.....	0%

Subsequent Term:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
During the first week.....	\$5,993 (75%)
During the second week.....	\$3,995 (50%)
During the third week.....	\$1,998 (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.....	\$7,990 (100%)
During the second week.....	\$6,392 (80%)
During the third week.....	\$5,194 (65%)
During the fourth week.....	\$3,995 (50%)
During the fifth week.....	\$2,397 (30%)
After the fifth week.....	0%

Subsequent Quarter:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
During the first week.....	\$6,392 (80%)
During the second week.....	\$5,194 (65%)
During the third week.....	\$3,995 (50%)
During the fourth week.....	\$2,397 (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:

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

Subsequent Quarter:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
During the first week.....	\$1,660 (75%)
During the second week.....	\$830 (50%)
During the third week.....	\$415 (25%)
After the third week.....	0%

Refund Policy Language for Patient Care Technician 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.....	\$1,660 (100%)
During the second week.....	\$1,328 (80%)
During the third week.....	\$1,079 (65%)
During the fourth week.....	\$830 (50%)
During the fifth week.....	\$498 (30%)
After the fifth week.....	0%

Subsequent Term:

	<u>Refund</u>
<u>If termination occurs:</u>	<u>Amount</u>
During the first week.....	\$1,328 (80%)
During the second week.....	\$1,079 (65%)
During the third week.....	\$830 (50%)
During the fourth week.....	\$498 (30%)
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
- Juneteenth
- 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, students 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 may be 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 cuts are 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 than the end date of the leave of absence. Return of Title IV funds will be made within 45 days of that date.

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## **GRADING STANDARDS**

The letter grading system is as follows:

10%	Homework/Assignments/Workshops/Projects
20%	Quizzes
30%	Tests
40%	<u>Final Exam</u>
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.	

Below is a more detailed **Grading Scale (Grading Key Legend)** and conversion to GPA (**Points**).

## GRADING KEY LEGEND

<b>Letter Grade</b>	<b>% Range</b>	<b>Points</b>	<b>Description</b>
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 proficiency of subject matter
B	83-86	3.00	
B-	80-82	2.70	
C+	77-79	2.30	Satisfactory: Acceptable proficiency of subject matter
C	70-76	2.00	
F	0-69	0	Failure: Deficiency in subject matter

If a student fails to complete one or more required class assignments, including examinations, they will be assigned an "I" (Incomplete) grade. The student must complete all outstanding coursework within **60 days**; otherwise, the "I" grade will automatically be converted to an "F" (Failing).

If the required coursework is not completed within the **maximum allowable time frame of 150% of the program's length**, the student will receive a final grade of "F" (Failing).

### **Withdrawal and Termination:**

- If a student withdraws from the program before completion and is in **good academic standing**, they will receive a grade of "**WD**" (**Withdrawn**).
- If a student is dismissed or terminated for violations of the **School's Conduct Policy**, a grade of "**F**" may be assigned.
- (Refer to the **Conduct Policy** section for further details.)

### **Academic Records and Student Rights:**

- Grades are recorded and maintained for each student as part of their official academic record.
- Students may request a transcript at any time.
- Students have the right to access their academic records, while the school reserves the right to release student information in compliance with the **Family Educational Rights and Privacy Act (FERPA)**.

## GRADUATION REQUIREMENTS

To be eligible for graduation, students must fulfill the following requirements:

- Maintain a **minimum cumulative grade point average (GPA) of 2.0** for each course or subject within the program.
- Meet the **attendance requirement** of at least **80% of the total program hours**.  
(*Note: Students enrolled in the Nurse Aide/Assistant program must maintain 100% attendance to qualify for graduation.*)
- Satisfy all **financial obligations** with the school.

Upon successful completion of the program and fulfillment of these requirements, students will be awarded a **Certificate of Completion**.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

SAP evaluations follow two distinct but related criteria, both of which must be met:

1. SAP Evaluation for **Academic Standards** – Applicable to all students, in accordance with policies set by the New York State Bureau of Proprietary School Supervision (NYS BPSS) and the Accrediting Council for Continuing Education & Training (ACCET).
2. SAP Evaluation for **Financial Aid Eligibility** – Required for students receiving Title IV, HEA (Higher Education Act) funding, ensuring compliance with federal financial aid regulations.

### **Application and Communication of SAP Standards**

SAP standards are applied consistently to all students enrolled in eligible programs. Students receive a copy of the School Catalog which has included SAP policy before their first class session, ensuring they are aware of the requirements. The standards used to assess SAP include Pace, Quantitative, and Qualitative criteria, and these evaluations are maintained in students' records.

## **SAP PROCESS OVERVIEW FOR ACADEMIC PURPOSES** **BASED ON NYS BPSS/ACCET POLICES**

### **QUANTITATIVE PACE MEASURE AND MAXIMUM TIME FRAME**

SAP policies include a **Pace** measurement to ensure that students' progress through their program at a sufficient pace to ensure completion within the maximum allowable timeframe of 150% of the published program length in cumulative clock hours.

### **QUALITATIVE MEASURE**

The **qualitative measure** for determining **Satisfactory Academic Progress (SAP)** is based on a student's academic performance, specifically their grades. To maintain SAP, students must achieve a **minimum cumulative grade point average (CGPA) of 2.00** during each SAP evaluation.

### **SAP Evaluation Schedule**

Satisfactory Academic Progress (SAP) is evaluated at both the midpoint and endpoint of each quarter or term, as defined in the Enrollment Agreement. For Mini Programs, SAP is reviewed only at the midpoint.

### **SAP Requirements**

A student meets SAP standards if they maintain:

- A Cumulative Grade Point Average (CGPA) of at **least 2.0** (70% / "C" Grade)
- A cumulative attendance rate of at least 70%

### **Student Access to Course Progress**

Students enrolled in a program have online access to their course progress via the **Orbund Student Portal**. Instructions for accessing the portal are available through the **Education Department**.

### **Notification of SAP Status**

All students will receive written notification regarding their SAP evaluation status. Students who fail SAP evaluations must sign the evaluation report along with the School Director or Education Department's representative to acknowledge receipt of their status.

### **SAP Warning, Probation and Withdrawal**

The **School Director** or Education Department's representative evaluates **Satisfactory Academic Progress (SAP)** during each evaluation to determine whether students meet the required academic and attendance SAP standards.

Students who do not meet the minimum CGPA or attendance requirement should receive a written Warning notice, which must be signed by the student and are notified to maintain Grade Point Average (CGPA) of at **least 2.0 (70% / "C" Grade)** and a cumulative attendance rate of at **least 70% at the end of the next evaluation (at the endpoint of the current evaluation period)**.

The **Warning** notice signed by student has a formal acknowledgment to outline:

- The reason for the **warning status**
- The **next SAP evaluation date**
- The **academic and attendance requirements** needed to regain SAP compliance

### **SAP Probation and Withdrawal**

- Students who have been provided a written warning notice at the midpoint of the evaluation and who did not meet the minimum Cumulative Grade Point Average (CGPA) of at least 2.0 (70%/"C" Grade) or the minimum 70% attendance rate at the conclusion (endpoint) of the evaluation period shall be placed on probation or withdrawn from the program.
- The maximum period of probation should be the conclusion of the next evaluation period (quarter or term as defined in the enrollment agreement) after the student was placed on probation.
- Students who have been placed on probation and who do not meet the minimum cumulative grade point average or minimum attendance rate at the conclusion of the probation period shall be withdrawn from the program.

### **Opportunity for Academic Recovery**

Before withdrawal, and at the school's discretion, students may be granted **up to 30 days** to complete assignments or instructional hours (attendance) to meet SAP requirements (minimum **70% CGPA** and **70% cumulative attendance**).

### **Appeal Process & Monitoring**

Students placed on **Academic Probation** have the right to **appeal** the decision. Appeals are reviewed by the **Education Department** and the **School Director**, who monitor students' qualitative progress.

## **SAP PROCESS OVERVIEW FOR FINANCIAL AID PURPOSES**

### **Satisfactory Academic Progress (SAP) Policy**

In compliance with federal regulations, all schools participating in Title IV and Higher Education Act (HEA) programs must monitor and enforce Satisfactory Academic Progress (SAP) for students receiving financial aid. SAP measures students' progress toward completing their program and is required for continued eligibility for state and federal financial aid.

The Maximum time for students to complete a Medical Assistant program is as follows:

<b>Clock Hours</b>	<b>Standard Program Length</b>	<b>Maximum Allowable Clock Hours (150%)</b>	<b>Maximum Timeframe</b>
<b>900</b>	<b>38 weeks (25 hour/week)</b>	<b>1,350</b>	<b>57 weeks</b>
<b>900</b>	<b>57 weeks (16 hour/week)</b>	<b>1,350</b>	<b>86 weeks</b>

### **Maintaining SAP for Continued Enrollment and Financial Aid Eligibility**

To remain eligible for continued enrollment and financial aid eligibility, students must meet the FA SAP standards. These standards are reviewed at the end of each payment period, with SAP being measured prior to the disbursement of financial aid for the next payment period.

### **Ongoing Review and Policy Updates**

The Financial Aid Administrator is responsible for ensuring that the SAP policy aligns with federal requirements. Should there be any changes to academic policies, the Director of Education will promptly notify the Financial Aid Office.

### **EVALUATION PERIODS**

Formal evaluations for **Financial Aid Satisfactory Academic Progress (FA SAP)** are conducted at the **midpoint of each payment period** for all programs eligible for financial aid. These evaluations ensure students are meeting the required academic and attendance standards necessary for continued enrollment and financial aid eligibility.

To **maintain eligibility for financial aid**, students must demonstrate satisfactory progress toward program completion and the awarding of their **Certificate of Completion**.

For the **Medical Assistant program**, FA SAP evaluations occur at the following actual clocked hours:

- **450 clock hours** – At the end of scheduled first payment period

Evaluations determine if students have met the **minimum Financial Aid SAP requirements**, including both qualitative (academic performance) and quantitative (attendance) standards.

By conducting Academic SAP evaluations at these specific intervals, students have adequate opportunities to address deficiencies and improve their standing before the completion of each payment period. FA SAP for the Medical Assistant program is measured at the midpoint of the program to ensure students remain on track toward successful program completion.

### **SAP Evaluation for Clock Hour Programs**

For the **Medical Assistant program**, FA SAP evaluation as explain above is conducted at the following point:

- **450 scheduled hours** – Evaluation to determine if students have achieved the following criteria of:
  - A **Cumulative Grade Point Average (CGPA) of at least 2.0**
  - Successful completion of all scheduled courses with **minimum GPA of at least 2.0** and **cumulative attendance of at least 80% of the 450 scheduled hours**



To determine whether a student successfully completes the clock hours in a payment period, an institution may include clock hours for which the student has an excused up to ten percent of the clock hours in the payment period, as prescribed (34 CFR 668.4 (e))

**NOTE:**

**The second payment period for students who pass the FA SAP evaluation starts only after a student attend at least 405 clock hours (90% of 450 scheduled hours) in the evaluated payment period.**

**Students who passed the FA SAP evaluation but had attendance below 90% are not eligible for a 2<sup>nd</sup> payment until they make-up attendance to meet the required 405 attended hours.**

**FINANCIAL AID SAP WARNING**

Students who did not meet FA SAP requirements (do not meet the minimum CGPA of 2.0 and 80% attendance requirement) will receive a written Financial Aid Warning Notice, which must be signed by the student.

Students on **Financial Aid Warning** remain eligible for Title IV financial aid for one additional payment period.

The **Financial Aid Warning** status is automatically applied and does not require an appeal from the student.

To ensure that a student is meeting FA SAP compliance and can continue receiving financial aid disbursement up to the end of the Financial Aid Warning period, students must:

1. Address Deficiencies: Complete any missing attendance and academic coursework from the evaluated payment period from the FA SAP evaluation.
2. Meet Cumulative FA SAP Standards: Achieve the required GPA of 2.0 and attendance benchmarks by the end of the warning period.
3. Maintain 90% Attendance Requirements for the evaluated payment period in order to become eligible for the next payment period.
  - o *Example:* Medical Assistant program students must complete a minimum of 405 clock hours out of the 450 hours scheduled per payment period.

Students who did meet FA SAP requirements (met the minimum CGPA of 2.0 and 80% attendance requirements) but have attendance **below 90%** did not complete 1<sup>st</sup> payment period will also receive a written **Financial Aid Warning Notice**, which must be signed by the student.

Students that meet the FA SAP requirements (minimum CGPA of 2.0 and 80% attendance requirement) but have attendance **below 90%** will not meet the attendance requirement to end the 1<sup>st</sup> payment period. As a result, they will also receive a written **Financial Aid Warning Notice**, which must be signed by the student.

Students who received any type of Financial Aid Warning Notice will be required to meet with the Academics department to discuss the necessary action to be taken by the student, to meet the above stated FA SAP criteria CGPA and 90% attendance criteria to successfully end 1<sup>st</sup> payment period. The Academics department will counsel students and develop and schedule a reasonable academic plan to improve and meet all FA SAP requirements within the Academic guidelines discussed under Academic

Grading. The Education Department may decide to put those students on Academic probation to monitor student's success in meeting all FA SAP requirements.

### **Financial Aid Suspension (Loss of Financial Aid Eligibility)**

If a student fails to meet FA SAP requirements at the end of the Financial Aid Warning period, they will be placed on Financial Aid Suspension, resulting in:

- Loss of Title IV, HEA funding
- Requirement to follow an improvement plan to regain FA SAP compliance and financial aid eligibility

A student will remain ineligible for federal student aid until the student takes actions that once again bring the student into compliance with the appropriate progress standard.

During the financial aid suspension period, students may continue their education under the following conditions:

- They may remain enrolled on a **cash payment basis** by setting up an **approved payment plan**.
- Payment arrangements must be made **within 10 school days** of receiving notification of their development status.
- If a student successfully meets FA SAP standards by the end of this period, they will be returned to normal FA SAP status with no loss of financial aid eligibility.

### **APPEAL PROCESS FOR FINANCIAL AID REINSTATEMENT**

Students who fail to meet FA SAP at the end of the Financial Aid Warning period and are placed on Financial Aid Suspension will lose their eligibility for Title IV financial aid. However, they have the right to appeal this decision.

If an appeal is granted, the student will be placed on Financial Aid Probation and may have their Title IV aid reinstated.

#### **Appeal Procedure:**

- Students have **five (5) business days** from the date of notification to **submit a written appeal** to the School Director.
- The appeal must include:
  - A written explanation of **why the student failed to meet SAP requirements**.
  - Documentation of **what has changed** which will allow them to meet SAP in the next evaluation period.
  - Supporting evidence of **extenuating circumstances**, such as:
    - Injury or illness
    - Death of a relative
    - Other special circumstances affecting academic performance

#### **Review and Decision:**

- The appeal will be reviewed by the **Financial Aid Academic Appeals Committee**, which includes the School Director, Academic Dean, and Program Coordinator.
- A **written decision** will be provided to the student within **ten (10) business days**.
- If the appeal is approved, the student will be placed on **Financial Aid Probation** and must meet the terms of an **academic improvement plan** to maintain financial aid eligibility.
- If the appeal is denied, the student remains on Academic Development Status and must continue their program through a self-payment arrangement.

## **FINANCIAL AID PROBATION**

If a student successfully appeals a FA SAP Suspension, the student will be placed on Financial Aid Probation for one payment period, during which they remain eligible for federal financial aid.

### **Eligibility for Financial Aid Probation:**

To be placed on probation, the student must:

1. Submit a successful appeal before the probationary period begins.
2. Meet one of the following conditions:
  - a) Be able to **mathematically meet FA SAP standards** by the next evaluation, or
  - b) Follow a **customized academic plan** designed to help them regain FA SAP compliance.

### **Maintaining Eligibility Beyond Probation:**

To continue receiving financial aid after probation, the student must either:

- Meet the cumulative attendance and grade standards as published by the school, or be in compliance with any approved academic plan and show measurable progress.

Failure to meet these conditions will result in:

- **Loss of federal financial aid eligibility**
- **Possible termination from the institution**

All FA SAP appeal documents, including the school's decision and academic plan details, will be kept in the student's file.

### **Student Requirements During Financial Aid Probation**

A student on **Financial Aid Probation** must:

1. **Follow a written academic plan** outlining required steps to regain SAP compliance, which may include:
  - Mandatory tutoring or advisement sessions
  - Extra coursework or remedial assignments
  - Repeating failed or withdrawn courses
2. **Sign the academic plan**, with a copy kept in their academic file.

Students on Financial Aid Probation remain eligible for Title IV, HEA funds for ONE payment period only.

## **REINSTATEMENT OF TITLE IV, HEA AID**

Financial aid eligibility is reinstated only for the evaluation period under review.

Students who meet FA SAP by the end of their Financial Aid Warning, Suspension, or Probation period will be removed from that status and regain full eligibility for Title IV, HEA funding.

### **Reinstatement as an Active Student**

A former student seeking reinstatement must submit a written request along with supporting documentation detailing any mitigating circumstances that impacted their academic progress.

The Financial Aid Academic Appeals Committee will review the request, and the student will receive a written decision within **five (5) business days**.

### **Financial Aid Probation Requirements**

A student placed on **Financial Aid Probation** must:

1. **Follow a written academic plan** that outlines steps to regain FA SAP, which may include:
  - Mandatory tutoring or advisement sessions
  - Additional coursework or remedial assignments
  - Repeating failed or withdrawn courses
2. **Sign the academic plan**, with a copy retained in their academic file.

### **Financial Aid Probation Eligibility:**

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

### **Regaining Full Eligibility:**

Students who meet FA SAP standards by the end of the next payment period will have their full Title IV, HEA funding eligibility restored.

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

### **Leave of Absence (LOA) and SAP Status**

- If a student's enrollment is temporarily interrupted due to an approved Leave of Absence (LOA), they will return to the same SAP status as before the leave.
- Clock hours missed during the LOA will extend the student's contract period by the same number of clock hours and days taken during the leave.
- These missed hours will not be included in the cumulative attendance percentage calculation.
- If a student fails to return from an LOA, they will be considered unofficially withdrawn 14 days after their scheduled return date. The student's last date of attendance (LDA) before the leave will be recorded as their official withdrawal date.

### **Withdrawal and Re-Enrollment**

- Students who withdraw before completing their course and wish to re-enroll within 180 days of their official withdrawal date will resume their program in the same SAP status as when they withdrew.
- Students who withdraw from the school will receive credit for all coursework successfully completed up to the point of withdrawal.
- Students cannot withdraw from individual subjects; withdrawal applies to the entire program.

### **Course Incompletes, Repetitions, and Remedial Courses**

- The school does not issue grades of incomplete or offer non-credit remedial courses.
- All clock hours attended are considered attempted.

### **Transfer Students and SAP**

- Transfer hours/credits that are applicable to a student's current program will be counted as both attempted and completed (earned) hours in SAP calculations.
- The transfer credit process is outlined in the "Transfer of Credits" section of this catalog.
- Students transferring from other institutions, one program to another, or re-admitted students must meet SAP policy standards.

- A student who changes programs will be classified as a transfer student in their new program.
- Any interrupted courses must be repeated upon readmission.

### **OFFICIAL WITHDRAWAL FROM SCHOOL**

In the event a student must withdraw, he/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 of attendance in writing and include the information in the student's official file.

### **PROBATION POLICY & WARNING PROCEDURE**

#### **Purpose of Probation**

Probation is implemented to help students **correct deficiencies** in their academic performance or attendance. The school is responsible for **identifying issues** and taking appropriate **corrective measures** to support students in developing their skills and successfully achieving their career goals.

#### **Notification and Counseling**

- Students placed on probation will receive an official written notice outlining:
  - The reason for probation (e.g., failure to meet SAP standards).
  - The required steps to regain good standing.
- Students on probation will be provided with academic or attendance counseling by the Program Coordinator or School Director, depending on the nature of the deficiency.

#### **Warning and Probation Policy for Non-Title IV Students**

- Warning Period:
  - Students who fail to meet SAP standards at the midpoint or end of their term, quarter, or mini program will receive a written warning.
  - The student's progress will be re-evaluated at the next SAP review period.
- Probation Period:
  - If the student meets SAP requirements at the next evaluation, their status will be reset to "Met SAP."
  - If the student fails to meet SAP requirements again, they will be placed on probation.
  - During probation, students will have one additional opportunity at the next SAP evaluation period to improve their attendance and/or CGPA.

### **ACADEMIC DISMISSAL**

If a student fails to meet the Satisfactory Academic Progress (SAP) standards while on probation, they will be dismissed from the program. NEW AGE TRAINING will notify the students in writing or in person if they are being administratively withdrawn for unsatisfactory academic progress.

A student who has been dismissed can return to the program the next time the course is offered, subject to space availability.

Students who are dismissed due to academic reasons lose eligibility for federal and state financial aid. However, they may appeal to reinstate Title IV funding.

## **STUDENT APPEAL PROCEDURES**

If a student wishes to appeal an academic dismissal or any decision related to SAP, they must submit a written appeal to the Program Coordinator within **five (5) calendar days** of receiving the dismissal notice.

The appeal should include:

- The student's reason for the appeal.
- Any supporting documentation related to the student's position or mitigating circumstances.

The Program Coordinator will meet with the student to discuss the appeal **by appointment only**. The decision will be provided to the student within **fifteen (15) business days**. If additional time is needed for review, the student will be notified.

If the student disagrees with the Program Coordinator's decision, they may appeal to the School Director. This appeal should be submitted in writing, along with any supporting documentation, explaining why the decision should be reconsidered. The School Director will notify the student of the final decision within **fifteen (15) business days**. This decision is final.

## **REINSTATEMENT**

A student wishing to reinstate their status as an active student must submit a written request. This request should explain the actions the students will take to address the deficiencies that led to their dismissal. The request should also include any supportive documentation or information regarding any mitigating circumstances.

## **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 maintain a professional and respectful environment at NEW AGE TRAINING by adhering to the following guidelines:

- **Respect and Courtesy:** All students must treat peers, faculty, and staff with respect and professionalism at all times.
- **Professional Conduct:** Students should conduct themselves as if they were in a workplace setting, demonstrating responsibility, integrity, and professionalism.
- **Personal and Professional Hygiene:** Proper hygiene and appropriate grooming must be maintained to promote a clean and professional learning environment.

### **Grounds for Dismissal**

The administration reserves the right to dismiss any student for violations including, but not limited to:

- Being under the influence, consuming, selling, or possessing drugs or alcohol on school premises.
- Possession of a weapon on school premises.
- Engaging in behavior that creates a safety hazard to oneself or others.
- Disobedient, disruptive, or disrespectful conduct toward a fellow student, faculty member, or school administrator.
- Violation of local, state, or federal laws while on school premises.

### **Copyright and Intellectual Property Policy**

Students must adhere to school policies regarding copyrighted materials. It is unlawful to reproduce, distribute, or use copyrighted materials from external organizations during training at NEW AGE TRAINING. Unauthorized use or distribution of such materials may result in civil and/or criminal liabilities.

By enrolling at NEW AGE TRAINING, students acknowledge and agree to comply with these policies to maintain a safe, respectful, and professional learning environment.



## **REASONS FOR DISMISSAL**

NEW AGE TRAINING reserves the right to dismiss a student for any of the following reasons:

- Unsatisfactory Conduct or Attitude: As outlined in the Conduct section, any behavior deemed inappropriate or disruptive to the learning environment may result in dismissal.
- Non-Payment of Tuition: Failure to meet financial obligations according to the agreed payment schedule.
- Prolonged Absence: Absence for 14 consecutive calendar days without an approved Leave of Absence (LOA).
- Academic Performance: Failure to meet Satisfactory Academic Progress (SAP) requirements.
- Attendance Issues: Insufficient attendance (below 80%) or excessive tardiness, as detailed in the Attendance Policy section.
- Failure to Return from LOA or Session Change: Not returning on the scheduled due date after an LOA or session change.
- Unprofessional Conduct: Behavior that reflects negatively on the school or creates an environment that is not conducive to learning.

### **Disclosure Statement**

Students should be aware that some information in this catalog may be subject to change. It is recommended that prospective students consult with the School Director to confirm the most current policies, courses, and faculty information.

Additionally, this catalog includes details about the school's teaching personnel, courses, and curricula.

Please note:

- The State Education Department independently licenses all teaching personnel and approves all courses and curricula.
- Some courses and curricula listed in this catalog may not be approved at the time of a student's enrollment.
- Faculty members listed may have changed.

To ensure the most up-to-date information, students are strongly encouraged to verify details with the School Director before enrollment.

## **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 1:8, 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](http://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: 15

Teacher-to-student ratio: 1:15 for classroom and labs; 1:8 for clinical in a nursing home

Graduation Rate for July 1, 2021 – June 30, 2022: 85%

Placement Rate for July 1, 2021 – June 30, 2022 based on ACCET methodology: 71%

Graduation Rate for July 1, 2022 – June 30, 2023: 93%

Placement Rate for July 1, 2022 – June 30, 2023 based on ACCET methodology: 72%

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.

2023 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: 15

Teacher-to-student ratio: 1:15 for classroom and labs; 1:8 for CNA clinical in a nursing home

Graduation Rate for July 1, 2021 – June 30, 2022: 86%

Placement Rate for July 1, 2021 – June 30, 2022 based on ACCET methodology: 80%

Graduation Rate for July 1, 2022 – June 30, 2023: 100%

Placement Rate for July 1, 2022 – June 30, 2023 based on ACCET methodology: 100%

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 Certified Nurse Assistant (CNA)**

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).**

2023 graduate pass rate for CNA State Board Exam (for both written and clinical) is 81%, 2023 NHA exam pass rate is 82%, 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: 20

Teacher-to-student ratio: 1:20 for classroom, 1:20 for labs; 1:15 for clinical

Graduation Rate for July 1, 2021 – June 30, 2022: 93%

Placement Rate for July 1, 2021 – June 30, 2022 based on ACCET methodology: 76%

Graduation Rate for July 1, 2022 – June 30, 2023: 94%

Placement Rate for July 1, 2022 – June 30, 2023 based on ACCET methodology: 83%

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).

2023 passing pass rate for NHA PCT Certification exam is 82%.

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: \$17,370 (exam fees are not included)

Cost of books, 2 uniforms and supplies: \$250

Prerequisites: HS/GED

Maximum number of students in a classroom: 30

Teacher-to-student ratio: 1:30 for classroom, 1:20 for labs; 1:15 for clinical

Graduation Rate for July 1, 2021 – June 30, 2022: 77%

Placement Rate for July 1, 2021 – June 30, 2022 based on ACCET methodology: 82%

Graduation Rate for July 1, 2022 – June 30, 2023: 74%

Placement Rate for July 1, 2022 – June 30, 2023 based on ACCET methodology: 78%

Medium Loan Debt: \$3,990

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: \$15,195 (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: 1:30 for classroom, 1:20 for labs; 1:15 for clinical; 1:8 for CNA clinical  
Graduation Rate for July 1, 2021 – June 30, 2022: 71%  
Placement Rate for July 1, 2021 – June 30, 2022 based on ACCET methodology: 71%  
Graduation Rate for July 1, 2022 – June 30, 2023: 72%  
Placement Rate for July 1, 2022 – June 30, 2023 based on ACCET methodology: 72%  
Medium Loan Debt: \$3,990

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 - 50 hours  
(pre-requisites: Anatomy)
- 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.

2023 graduate pass rate for CNA State Board Exam (for both written and clinical) is 81%, 2023 NHA exam pass rate is 82%, 2023 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: \$7,990 (exam fees are not included)

Cost of books, uniform and supplies: \$205

Prerequisites: HS/GED or WBST Test

Maximum number of students in a classroom: 30

Teacher-to-student ratio: 1:30 for classroom, 1:20 for labs; 1:15 for clinical

Graduation Rate for July 1, 2021 – June 30, 2022: 96%

Placement Rate for July 1, 2021 – June 30, 2022 based on ACCET methodology: 81%

Graduation Rate for July 1, 2022 – June 30, 2023: 91%

Placement Rate for July 1, 2022 – June 30, 2023 based on ACCET methodology: 83%

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>



**Office of Higher  
Education**

**Bureau of  
Proprietary  
School  
Supervision**



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

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### **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

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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 or 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 or 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.

## **ADVISORY BOARD**

1. Mila Mirnik - Chairperson
2. Dominic Sheppard, Director
3. Howard Callman, Program Coordinator
4. Sabrina Lewis Career Services Advisor
5. Irina Cherny, Dr. Pharmacy
6. Larisa Likver, MD
7. John Re, Office Manager, Mount Sinai
8. Christine Petti, Talent Acquisition, Northwell Health
9. Mike Brescher, Manager of Talent Requisition, Northwell Health
10. Steve Weiss, Educational Coordinator, Atlantic Dialysis
11. Shannel Boco, Recruitment Specialist, Priority Care Staffing
12. Kenisha Whittaker, Oncall & Recruitment, White Glove Placement
13. Gwendolyn Murph, Office Manager, Woodhull Hospital
14. Sofiya Keisserman, Office Manager, MedCare

## **FACULTY LIST**

Dominic Sheppard - Director

Howard Callman – Program Coordinator

Halina Zanko – Primary Instructor

Guillermina Pineda – Instructor

Margaret Guyah – Instructor

Mary Ellen Sivak – Instructor

Lyndon Thomas – Instructor

Ian Surrey – Instructor

Khairul Abedin – Instructor

Yaser Alhelali – Instructor

Joan Dawidziak – Instructor

Marjory Azor – Instructor



## **Institutional Policy Confirming Compliance with 38 USC 3679**

New Age Training's policy is in compliance with 38 US Code 3679. Veteran, who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits can enroll in our programs. Such individual has a right to attend or participate in the course of education during the period beginning on the date on which the individual provides to the New Age Training a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

New Age Training will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

This Policy can be found on the school's website at the link below:

<https://newagetraining.com/admissions/>