



CAREER SCHOOL OF NY, INC.

**418 ST MARKS PLACE
STATEN ISLAND, NY 10301**

**LICENSED BY THE NEW YORK STATE EDUCATION
DEPARTMENT**

718-420-6440

Table of Contents

Licensing & Affiliations	3
Administration & Staff	3
Faculty	4
Enroll in 4 Easy Steps	5
Admission: Requirements & Procedures	5
Transfer Credits/ Advanced Standing	6
Non-discriminatory Policy	6
Introducing Career School of NY, Inc.	6
Board of Directors	7
Location and Facilities	7
Mission	7
School Hours and Class Sessions	7
Additional Information	8
Class Size	8
Class Instructional Hours	8
Faculty	8
Enrollment & Start Dates	9
Attendance	16
Allowable Absence Policy	16
Attendance Procedures	16
Make-Up Work	16
Leave of Absence	16
Withdrawal & Dismissal	17
Tardiness	17
Appeal Process & Re-Entry	17
Student Services	17
 STUDENT CONDUCT, DRESS, & RESPONSIBILITIES	
Orientation	18
Transcripts	18
Financial Assistance	18
Federal Grants	18
Tap Grants	18
Direct Loans	18
Subsidized	19
Unsubsidized/PLUS)	19
Interest Rate, Limits, & Eligibility	19
Standards Of Satisfactory Academic Progress	20
Process Overview & Responsibilities	20
Marking Periods	20
Quantitative Requirement	21

Qualitative Measure of SAP / Grading System	22
Financial Aid Warning	22
Appeal Process	23
Reinstatement of Title IV, HEA, AID	24
Leave of Absence	24
Transfer Students	25
Re-Entry Students / Interruptions	26
Maximum Program Length	26
Minimum Standards of Academic Progress	26
Academic Warning / Dismissal	27
Probation	27
Graduation	28
Cancellation & Refund Policy	28
Refund Cancellation Clause (quarter basis)	29
Treatment of Title IV Funds when a Student Withdraws from a Clock Hour School	33
Process Overview	33
Withdrawal Types, Dates & Formula	34
Complaint Procedures	40
Tuition Reimbursement Account	41
Private School Agents	42
Disclosure Statement	42
Consumer Information	42
Criminal Offenses – On Campus	43
 CURRICULA	
Business Accounting	44
Cosmetology	50
Esthetics	52
Medical Assistant with Internship	55
Medical Office Assistant with Internship	57
Electrical Assistant & HVAC	60
Introduction to Plumbing	62
Holidays Off	63
Tuition & Fees	64
Class Schedules	66
Student Grievance Procedure	67
Drug Free Campus Act	67
Code of Conduct	68
Media Center	68
Emergency Procedures	68
Emergency Response and Evacuation Procedures	69
Accommodation for students with special needs	69
OEDS Report 2021-2022	71

LICENSING AND AFFILIATIONS

The school is licensed by the New York State Education Department and is accredited with The Council on Occupational Education. Career School of New York is an approved institution for ACCES – VR, Veteran Affairs and Human Resource Administration.

ACCREDITATION

Career School of NY, Inc is accredited by Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350.

Career School of NY, Inc is approved for training by the following State Approved Agencies: Business and Professional Supervision of Schools, Council on Occupational Education, U. S. Department of Education, Veterans Affairs, New York State Education Department Access-VR, Human Resources Administrations.



Administration & Staff

School Director	 Vijaiantie Kellawhan
Assistant Director	 Gyaneshwar Jadnauth

Placement Coordinators	 Stephen Parmanand
Admissions Director	 Ryan Harinarine
Financial Aid Director	 Vijaiantie Kellawhan
Financial Aid Officer	 Ajay Munesh
Bursar, Bookkeeping	 Stephen Parmanand
Graduation/Placement Coordinator	Ryan Harinarine
Student Services	Ajay Munesh

Faculty

Business Accounting Method of Delivery - ONLINE		Sumathy Sivapatham, Licensed Instructor Part-Time Bachelor of Science Master of Business Administration
Cosmetology Method of Delivery – Hybrid		Sonya Mason, Licensed Cosmetologist Full Time Licensed Cosmetologist Learning Institute of Beauty Science
Electrical Assistant & HVAC Method of Delivery – Hybrid		Michael Gallagher – Licensed Instructor Full Time Technical Career Institute, Electrical
Esthetics Method of Delivery- Hybrid		Maria Salome Yopez – Licensed Instructor FULL TIME Licensed Cosmetologist / Esthetician Christina Valmy School
Introduction to Plumbing Method of Delivery – Hybrid		Jason Frangello – Licensed Instructor Full Time Beck Trade and Business School, Plumber
Medical Assistant with Internship Method of Delivery- Hybrid		Nadia Hegazy– License Instructor Full Time Saint Paul School of Nursing, Nurse
Medical Office Assistant with Internship ... Method of Delivery – Hybrid	...	Nadia Hegazy – License Instructor Full Time St Paul School of Nursing, Nurse

ENROLL IN 4 EASY STEPS

Individuals may apply for fulltime or part time admission, if applicable. The training programs at Career School of NY, Inc. have minimum admission requirements. Applicants should have the basic skills necessary for potential success in the training program and the career field they have chosen.

Required Documents for Registration:

- Photo Identification
- Social Security Card
- Official Transcript for High School and/or Copy of High School Diploma.

STEP 1 - COMPLETE THE ONLINE APPLICATIONS:

Use the following link for school application www.careerschoolny.com

Use the following link to apply for the Federal Pell Grant: www.fafsa.ed.gov - School Code: 041256

STEP 2 - MEET WITH ADVISOR

Advisor / Student Services will review your online enrollment information.

STEP 3 - MEET WITH FINANCIAL AID

Meet with Financial Aid and they will check for all needed financial aid documents.
(ISIR, verification letter, etc.)

STEP 4 - REGISTRATION

Submit completed enrollment paperwork, financial information, and pay registration fee.

ADMISSION: REQUIREMENTS AND PROCEDURES

- The Business Accounting requires the applicant to have a High School Diploma or GED.
- Cosmetology Program requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).
- The Esthetics Program requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).
- The Medical Assistant with Internship Program requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).
- The Medical Office Assistant with Internship Program requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).
- The Introduction to Plumbing Program requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).
- The Electrical Assistant & HVAC Program requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).

All applicants are *required* to have a personal interview with the Admissions Director prior to enrollment. If you are interested in attending the Career School of NY, Inc. call the admissions office to arrange for an interview.

TRANSFER CREDIT/ ADVANCED STANDING

Students who have had previous training at another licensed Cosmetology School, Esthetics School or Medical Assistant School may request credit for their previous training provided:

- 1) They present a transcript from the previous school listing the number of hours taken.
- 2) The request must be made prior to enrollment. If approval is granted, all documents will be filed in the student file. Students cannot transfer between programs.

NON-DISCRIMINATORY POLICY

Career School of NY, Inc. is an equal opportunity education institution. It does not discriminate based on race, color, religion, age, sex, physical handicap, marital status, sexual preference, or national origin in administration of its admissions, administrative policies and other school-administered programs.

“No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society. Admission policies and practices are outlined in the Career School of NY Inc. Catalog and Student Handbook, as well as at www.careerschoolny.com.

INTRODUCING CAREER SCHOOL OF NY, INC.

Career School of NY, Inc. was incorporated in the State of New York in 1998 and the school specializes in training individuals in the field of Business Accounting-Online, Cosmetology-Hybrid, Esthetics-Hybrid, Electrical Assistant & HVAC-Hybrid, Introduction to Plumbing-Hybrid, Medical Assistant with Internship-Hybrid, and Medical Office Assistant with Internship-Hybrid. The school is licensed by the New York State Education Department and is accredited by The Council on Occupational Education.

BOARD OF DIRECTORS

Vijaiantie Kellawhan	President
Gyaneshwar Jadnauth	Vice President
Ryan Jadnauth	Secretary
Stephen Jadnauth	Treasurer

LOCATION & FACILITIES

The school is easily accessible as well as handicap accessible. It is located in Staten Island at 418 St. Marks Place, Staten Island, NY 10301. The school occupies approximately 3,500 square feet. The environment has been conceived with the express purpose of training multiple skills to students: to create training in Business Accounting-Online; to creating a salon type atmosphere to stimulate an actual working environment for our Cosmetology-Hybrid and Esthetics-Hybrid programs. In addition, our facility simulates both our Medical Assistant-Hybrid, Medical Office Assistant with Internship-Hybrid, Electrical Assistant & HVAC-Hybrid program and Introduction to Plumbing-Hybrid. Classes are conducted in air-conditioned modern classrooms appropriately equipped for teaching and learning for all our programs. All equipment for all our courses is approved as part of our curriculum approval. The specific equipment for each particular program is part of the curriculum approval process of New York State Education Department Bureau of Proprietary School Supervision.

MISSION

Career School of NY, Inc. mission is to provide high quality training in a skilled trade, to build personal self-confidence, to assist with employment opportunities and to accomplish all of this with special emphasis towards meeting students' individual needs.

SCHOOL HOURS AND CLASS SESSIONS

CAREER SCHOOL OF NY, INC. Hours of operation – Office:

Monday through Thursday – 10 a.m. to 5 p.m.

Friday from 10:00 a.m. - 3:00 p.m.

Class Hours:

Monday through Thursday- 9 a.m. to 10 p.m.

Friday from 9:00 a.m. - 3:00 p.m.

ADDITIONAL INFORMATION

Current or prospective students wishing further consumer information not covered in this catalog should contact the appropriate individual listed below between the hours of 10:00A.M and 5:00P.M., Monday through Friday.

Administrative Policies.....	School Director
Admissions Policies.....	Director of Admissions
Tuition Payments.....	School Directors
Placement and Retention.....	Placement Counselor
Refunds.....	Financial Aid Office

CLASS SIZE

Theory Classes: 1:20

Laboratory classes: 1:15

CLOCK HOUR SCHOOL / CLASS INSTRUCTIONAL HOURS

Career School of NY, Inc. is a clock hour school. A clock hour is defined as a period of time consisting of 50 to 60 minutes class, lecture, faculty-supervised practical lab. The Career School of NY, Inc. courses and programs are defined in Instructional Hours.

FACULTY

All of the Faculty at the Career School of NY, Inc. are full time, experienced in their field of training and are licensed by the New York State Education Department. Please refer to the faculty listing in the front of the catalog for specific details

ENROLLMENT AND START DATES

BUSINESS ACCOUNTING: 1500 Hours

Instructional Delivery Method - Online

Business Accounting - 1500 Hours	
Start Date	Anticipated Grad Date
01/12/2026	11/30/2026
2/2/2026	12/28/2026
3/2/2026	1/15/2027
04/13/2026	2/13/2027
05/18/2026	3/18/2027
7/13/2026	4/13/2027
8/3/2026	5/3/2027
9/8/2026	6/8/2027
10/5/2026	7/5/2027
11/9/2026	8/9/2027
12/7/2026	9/7/2027

COSMETOLOGY: 1000 Hours

Instructional Delivery Method - Hybrid

Cosmetology - 1000 Hours – Hybrid Program	
Start Date	Anticipated Grad Date
01/12/2026	9/28/2026
2/2/2026	10/2/2026
3/2/2026	11/2/2026
04/13/2026	12/13/2026
05/18/2026	01/18/2027
7/13/2026	2/13/2027
8/3/2026	03/3/2027
9/8/2026	04/8/2027
10/5/2026	05/5/2027
11/9/2026	06/08/2027
12/7/2026	7/7/2027

ELECTRICAL ASSSISTANT & HVAC - 900 Hours

Instructional Delivery Method - Hybrid

Electrical Assistant/HVAC - 900 Hours - Program	
Start Date	Anticipated Grad Date
01/12/2026	9/28/2026
2/2/2026	10/2/2026
3/2/2026	11/2/2026
04/13/2026	12/13/2026
05/18/2026	01/21/2027
7/13/2026	02/13/2027
8/3/2026	03/09/2027
9/8/2026	04/18/2027
10/5/2026	05/25/2027
11/9/2026	06/08/2027
12/7/2026	07/8/2027

ESTHETICS PROGRAM - 600 Hours**Instructional Delivery Method - Hybrid**

Esthetics - 600 Hours - Evening Program	
Start Date	Anticipated Grad Date
01/08/2026	08/09/2026
02/26/2026	09/27/2026
04/15/2026	11/15/2026
05/27/2026	12/27/2026
07/08/2026	02/10/2027
08/19/2026	03/21/2027
09/30/2026	05/02/2027
10/07/2026	05/09/2027
11/18/2026	06/20/2027
11/25/2026	06/27/2027
01/27/2027	08/08/2027

INTRODUCTION TO PLUMBING - 900 Hours

Instructional Delivery Method - Hybrid

Introduction to Plumbing - 900 Hours - Day Program	
Start Date	Anticipated Grad Date
01/08/2026	10/11/2026
02/26/2026	11/29/2026
04/15/2026	01/17/2027
05/27/2026	02/28/2027
07/08/2026	04/11/2027
08/19/2026	05/19/2027
09/30/2026	06/30/2027
10/07/2026	07/07/2027
11/18/2026	08/18/2027
11/25/2026	08/25/2027
01/06/2027	10/06/2027

MEDICAL ASSISTANT with Internship - 960 Hours

Instructional Delivery Method - Hybrid

Medical Assistant w/Internship - 960 Hours - Day Program	
Start Date	Anticipated Grad Date
01/08/2026	09/09/2026
02/26/2026	10/28/2026
04/15/2026	12/16/2026
05/27/2026	01/27/2027
07/08/2026	03/10/2027
08/19/2026	04/21/2027
09/30/2026	05/30/2027
10/07/2026	06/09/2027
11/18/2026	07/18/2027
11/25/2026	07/25/2027
01/06/2026	09/08/2027

MEDICAL OFFICE ASSISTANT WITH INTERNSHIP - 1500 Hours

Instructional Delivery Method - Hybrid

Medical Office Assistant w/ Internship - 1500 Hours - Day Program	
Start Date	Anticipated Grad Date
01/08/2026	1/10/2027
02/26/2026	04/08/2027
04/15/2026	06/15/2027
05/27/2026	07/28/2027
07/08/2026	09/08/2027
08/19/2026	10/20/2027
09/30/2026	12/01/2027
10/07/2026	12/08/2027
11/18/2026	01/19/2027
11/25/2026	01/26/2027
01/06/2027	03/06/2028

ATTENDANCE

Students are expected to be in class for the prescribed number of clock hours for which they have enrolled. All students must be present for 100% of offered hours in order to graduate for our Personal Enhancement Programs. In the opinion of the faculty and administration, continuous absences hinder educational objectives and result in unsatisfactory achievements and may lead to termination of the student's enrollment. Absences for acceptable personal or medical reasons will not lead to termination although the student's projected date of graduation may be revised. Excessive lateness and leaving early will be counted as absences. Maintaining good attendance in school will benefit you in both your training and employment.

ALLOWABLE ABSENCE POLICY NOT TO EXCEED 20% FOR NON-PERSONAL ENHANCEMENT PROGRAMS

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 make up that time and without any penalty to their course grades.

ATTENDANCE PROCEDURES

If a student is absent for three (3) consecutive days and the school cannot reach the student and the student does not contact the school, an attendance letter is sent.

If a student is absent for nine (9) consecutive days and the school cannot reach the student and the student does not contact the school, a second attendance letter is sent.

If a student is absent for (14) consecutive days and the school cannot reach the student and the student does not contact the school, the student is terminated from the school.

A termination notice will be sent to the student and a copy for the file.

MAKE-UP WORK

Absences of instructional hours must be made up in supervised work, documented by faculty, in order for the student to receive credit. Attendance at make-up sessions will be permanently recorded in an attendance register maintained by the instructor.

LEAVE OF ABSENCE

A Leave of Absence may be granted if the reason is determined to be valid by school officials. Each Leave of Absence cannot exceed 30 days. In certain cases, additional leaves of 30 days each can be granted not to exceed 6 Leaves of Absences for a calendar year. All requests for a leave of absence must be granted by a school director. Upon return from an approved leave of absence, the student will be evaluated to determine re-entry skill level. This evaluation may result in transfer to another section in order to re-establish that necessary level of skill. It

may result in an extension of the student's projected graduation date. There are no additional tuition charges to a student who returns from an approved leave of absence within the prescribed time. If a student does not return from an approved leave of absence the date of expected return will be used as the Date of Determination for Refund purposes.

WITHDRAWAL & DISMISSAL

The school reserves the right to terminate a student for any of the following reasons:

- Unsatisfactory progress, attendance, or behavior
- Noncompliance with rules & regulations of the institution
- Tuition Delinquency
- Posting Negative Messages on social media about School, Faculty or Students.

In such an event, Career School of NY, Inc. will inform the student in writing of the effective date of expulsion. Tuition that results in an overpayment will be refunded within 30 days. If a student withdraws before a course ends without appropriate documentation, then all work done during that course is lost. Course credit and grades are given only for completed courses. Failure of a student to immediately notify Career School of NY, Inc. in writing of the intent to withdraw may delay a refund of tuition due the student under Sec. 5002 ~~h~~ of the NYS Education Law.

TARDINESS

Lateness to class disrupts the learning process, is unfair to the instructor and those students who arrive on time and will not be tolerated. Any combination of four lateness' or early departures shall count as a full absence. Students demonstrating a pattern of lateness will be asked to discuss this situation with the school Director in an effort to solve this problem. Continued lateness may result in the student's probation or suspension.

APPEAL PROCESS

Any student who wishes to appeal a decision of administration must do so in writing. This written appeal must be made within ten (10) days and addressed to the school Director. A committee appointed by the School Director will review the appeal. The committee will notify the student of its decision within 15 days on which the appeal was received. Once a student is dismissed due to attendance or academics, they cannot re-enter for a period of three months. The school Director will notify the financial aid director of the results of the appeal.

STUDENT SERVICES

The Student Services department offers assistance, advice, and feedback to our students regarding any problems, concerns, or questions relating to the successful completion of their program.

Advisement-the faculty and staff of Career School of New York are available to assist students in achieving their personal and educational goals. Students are encouraged to meet with a teacher or staff member if an issue arises.

Placement Assistance-Career School of New York does not guarantee job placement: however, every effort is made to help all students to gain employment. Job placement assistance is offered to all graduates. Tutoring-students who experience academic difficulties in a subject area can arrange to get extra help.

ORIENTATION

Prior to the start of classes, an orientation will be given to all new students. The purpose of the orientation is to acquaint the student with the goals of the school, its rules, and regulations and the objectives of their course of study.

TRANSCRIPTS

Students requesting a transcript must do so in writing. There is no fee for the first transcript, additional transcripts can be sent for a nominal fee. Requests typically take 3-5 business days to complete. This applied to all official document requests (transcript, diploma, etc.).

Fee:

1st year: \$50.00

2nd year: \$199.00

3+ years: \$395.00

FINANCIAL ASSISTANCE

The school does offer financial aid through the U.S. Dept. Education. For continued eligibility for financial aid, the student must maintain satisfactory progress in their program of study. Financial Aid is distributed to students based on their financial need as computed using the FAFSA form. All aid is credited to the student's ledger each term quarter that they are enrolled in school.

Federal Grants

The school is eligible to participate in the Federal Pell Grant Program. To be eligible for Pell, the student must be enrolled in an approved program of at least 600 clock hours. Awards range from \$100 to \$7,395 per year. Pell awards are based upon financial need and as grants; they do not have to be repaid. The Pell Grant program amounts are calculated based on the academic program length and the student's personal financial resources.

TAP Grants

The school is eligible to participate in the New York State tuition assistance program. This applies to students enrolled in our Medical Office Assistant Program only. Awards range from \$100-\$2000 per academic term. They do not have to be repaid. The TAP program is for New York State residents only.

Direct Loans

These loans are for students borrowing on their own behalf. The funds are loaned to the student directly by the United States Department of Education. These loans must be paid back.

Subsidized Direct Loan

The government makes the interest payment on the student's loans while they are in school, during their grace period (6 months after leaving school) and/or during a period of deferment (an approved delay in repayment). Plus loans are parent loans for dependent students.

Unsubsidized Direct Loan

The student is responsible for the interest payments. While the student is in school and during the grace period, the interest payments can be capitalized (added to the principal amount of the loan.) No payments have to be made until 6 months after the student leaves school.

Plus Loan

Generally, repayment must begin within 60 days after the loan is fully disbursed. There is no grace period for these loans. This means interest begins to accumulate at the time the first disbursement is made. Parents must begin repaying both principal and interest while you are in school.

Interest Rate

Federal Direct Loans have a variable interest rate with a cap of 8.05%. Their interest rate changes each year. The calculation for determining the interest rate is the 91-day Treasury bill rate as of June 1: +2.5% when in school, grace, or deferment. It then becomes +3.1% when in repayment. The current interest rates for direct loans for the year Oct 1, 2020-Oct 1, 2024 are:

In-School, Grace or Deferment	In Repayment	SLS Plus
5.50%	7.05%	8.05%

General Eligibility

The applicant must be a US Citizen or a permanent resident. They must have a valid Social Security Number. If male, they must register with the Selective Service. They cannot be in default on a prior student loan.

<u>Loan Limits</u>	<u>Dependent Students</u>	<u>Independent Students</u>
Subsidized Direct Loan	\$3,500	\$3,500
Unsubsidized Direct Loan	\$2,000	\$6,000
TOTAL	\$5,500	\$9,500

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS:
Process Overview & Responsibilities

SAP requires students to maintain a GPA of **70 percent** or higher, or its equivalent letter grade. Schools must have graded assignments throughout the program to determine the cumulative GPA. A record of these grades must be available for BPSS inspection and checking the school's SAP calculations. To be eligible for Title IV aid, a student must maintain satisfactory academic progress (SAP) as per section 126.4 € (2). The Satisfactory Academic Progress (SAP) Policy applies to all students enrolled in the Council on Occupational Education Accrediting Bureau, The New York State Education Department Bureau of Proprietary School Supervision, the Veteran's Education Approved Program, whether receiving Federal Title IV, HEA Funds, partial funding assistance or self-paying students.

PROCESS OVERVIEW & RESPONSIBILITIES

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending this institution. Students enrolled in programs approved by the Accrediting agency must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students prior to the first-class session. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of those Pace and Quantitative standards. SAP standards are established by the Office of the School Director and the Office of Academic Affairs. The relevant SAP policies are summarized below. All students must maintain Satisfactory Academic Progress according to the following standards in order to continue enrollment. Satisfactory Academic Progress is measured at the end of each module and each payment period and will be checked prior to disbursement of aid.

SAME AS OR STRICTER THAN

The school's SAP policy for Title IV students is the same as the school's standard for students enrolled in the same educational programs who are not receiving Title IV, HEA funding. The Director in the financial aid office reviews the Title IV SAP policy to ensure it meets all federal requirements. The School Director notifies the financial aid office if the school changes its academic policies.

EVALUATION (MARKING) PERIODS

SAP evaluation periods are based on actual contracted hours at the school. Students who are not making SAP will be notified in writing. Failure to make SAP will impact eligibility for Title IV, HEA financial aid. The maximum time frame equals 1.5 the published length of the course. Authorized leaves of absences will not be considered in the Maximum time frame evaluation. You must be aware that a Leave of Absence will extend the student's contracted period and maximum time frame by the same number of days taken in the Leave of Absence.

ACADEMIC YEAR DEFINITION

900 Clock hours and 26 weeks of instruction for Title IV, HEA funding

QUANTITATIVE (PACE) REQUIREMENT

Students are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress.

Program	Normal Clock Hours	Time Frame	Maximum Clock Hours	Time Frame
Business Accounting	1,500	60 Weeks	2,250	90 weeks
Cosmetology	1,000	29 Weeks	1,500	43 weeks
Esthetics	600	50 Weeks	900	75 weeks
Electrical Assistant & HVAC	900	26 Weeks	1,350	39 weeks
Introduction to Plumbing	900	26 Weeks	1,350	39 weeks
Medical Assistant with Internship	960	24 Weeks	1,440	36 weeks
Medical Office Assistant with Internship	1,500	60 Weeks	2,250	90 weeks

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. An evaluation of the cumulative attendance since the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

EXAMPLE: If a student completed 450 hours and was scheduled to complete 650 hours, the percentage would be 69.2% (minimally acceptable pace to complete the program within the 150% normal time frame is 66.7%)

QUALITATIVE MEASURE OF SAP

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. Students must maintain a cumulative theory grade average of at least 70% at the end of each progress report period (payment period).

95-100	A	4.00
90-94	A-	3.67
85-89	B+	3.33
80-84	B	3.00
75-79	C+	2.67
70-74	C	2.00
65-69	D	1.00
Under 65	F	0.00

Students must make up for failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better and are therefore not a component of satisfactory progress. If performance does not meet satisfactory academic requirements, it is not counted, and the performance must be repeated until a satisfactory level of performance is achieved. The school uses the following grading scale.

Students must make up for failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better.

FINANCIAL AID WARNING

The school evaluates Satisfactory Academic Progress at the end of each payment period and checks for the following:

1. The student must maintain a minimum of a 2.0 (GPA) Grade point average.
2. Attendance
3. Clock hours, the student must meet half the weeks of instruction for those programs payment period to be eligible for the next payment.
4. Weeks of instruction, the student must meet half the weeks of instruction for that program's payment period to be eligible for the next payment.

If a student falls below a 2.0 GPA or if the student is not completing the required amount of clock hours to keep pace with the requirements for graduation within the 150%-time frame, the student will be placed on financial aid warning for one payment period. A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next period after they receive the warning status.

If they are still not meeting SAP at the end of the Financial Aid t warning period, the student will be placed on academic development status with the loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regarding SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

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

APPEAL PROCESS

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV, HEA financial aid eligibility and will be placed on Academic development Status, with a loss of Title IV, HEA funding, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the Academic development Status, with a loss of

The student has five (5) days to institute an appeal. The appeal must be given to the School Director, who in turn will meet with the Admissions Director and the Financial Aid Director to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury or illness of the student or other special circumstance. The student must provide supporting documents and describe in writing any usual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and that decision is final. Title IV, HEA funding decision and placed on Financial Aid Probation if the appeal is granted.

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

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

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file). A student on Financial Aid probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only.

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

The student on financial aid warning, probation or Title IV, HEA funding suspension for a payment period may not receive Title IV, HEA funding for the subsequent period unless the student makes SAP.

REINSTATEMENT OF TITLE IV, HEA AID

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

LEAVES OF ABSENCE AND INTERRUPTIONS

If student enrollment is temporarily interrupted for a Leave of Absence (LOA) (not to be extended beyond 180 days) and documentation to support the required leave of absence is submitted to the school director (i.e. Doctor's excuse, etc.) the student will return to school in the progress status held prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

REINSTATEMENT BEFORE 180 DAYS

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrawn from school may re-enroll (if determined eligible) within 180 days and will incur additional charges, however these students will be charged for contracted hours at the current tuition rate. These students will be able to receive credit for hours in the previous enrollment period.

Students who have been terminated or withdrawn from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school director for placement. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution's form of instruction. The school does not issue incompletes and does not offer non-credit remedial courses. Students do not repeat courses. All hours attended are considered attempted. It is not possible for students to withdraw from individual subjects. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the school's director and/or Admissions Director and complete a Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event that the school unofficially withdraws a student from school the school Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

TRANSFER STUDENTS:

The school will count all transfer hours that apply toward the student's current program in determining SAP. All transfer hours will be counted as both hours attempted and hours completed. Enrollment is available for students wishing to transfer to the school provided after they have withdrawn from other schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. All requests for exemption or credit for prior education must be submitted prior to the start of training. All new students may request exemption from a course(s) based on post-secondary education or training. Transcripts from national or regionally accredited colleges and universities may be submitted for credit. Credit may be given for a related course taken within the last 10 years with an earned grade of "C" or above.

NOTE: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

Example: If a student transfers into the school with 200 clock hours already attempted then all 200 clock hours would count toward the 150% quantitative requirements. If after the evaluation of our hours by the School Director, we only accept 100 of the clock hours attempted then you only have 540 clock hours remaining in a 640 total clock hour program. However, all 200 clock hours attempted must count toward the 960 max clock hours under the 150% quantitative requirements.

RE-ENTRY STUDENTS/ INTERRUPTIONS

Students who have been terminated or withdrawn from school may re-enroll (if determined eligible) within 180 days and will incur additional charges, however these students will be charged for contracted hours at the current tuition rate and any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. These students will be able to transfer their hours in the previous enrolled period. Students who have been terminated or withdrawn from school and re-enroll (if determined eligible), after more than 180 days will not be charged a \$50 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's reenrollment policy and will be evaluated by the school director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in-from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time curing a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-Enrollment is at the discretion of the school administration.

MAXIMUM PROGRAM LENGTH:

The maximum program length is the maximum time period a student is permitted to complete a program. A student must complete the entire training program in no more than 1.5 times its standard program length. Failure to complete the program during the allotted time period will result in the student's termination. Forty-four weeks daytime, seventy-five weeks pm.

MINIMUM STANDARDS OF ACADEMIC PROGRESS:

A student must meet the following minimum standards of academic achievements to successfully complete the program while enrolled at the Career School of NY Inc. All students must attain a minimum grade point average of 2.0 at the end of the first 25% of the program, (250 hours) and a 2.0 grade point average at a standard midpoint of the program. By the end of the maximum program length, the student must have achieved a 2.0 grade point average and have successfully completed all of the courses in the program.

ACADEMIC WARNING

Any student who receives a grade of "D" or "F" in any module will be placed on academic warning. A student placed on academic warning will be counseled in the hope that academic performance can be improved.

ACADEMIC DISMISSAL

At any time after the completion of a module, a student will be dismissed should his or her GPA fall below 1.0. Students who have a GPA of less than 1.5 at the mid-point of their program or at the end of any subsequent module will be dismissed. Students who have successfully completed less than 60% of the courses attempted at the mid-point of the MPL or at the end of any subsequent module will be dismissed.

MITIGATING CIRCUMSTANCES

The school Director may waive satisfactory academic progress standards for mitigating circumstances outside the control of the student. The circumstances(s) must be documented and the student must demonstrate that the circumstances had an adverse impact on the student's satisfactory academic progress in the program. No waivers for graduation requirements will be provided.

STUDENT APPEAL PROCESS

A student who is subject to academic dismissal may appeal the decision to the School Director in writing. School officials must receive the appeal within five business days of the date the student is notified of the dismissal. All appeals will be responded to within ten business days of receipt by the school.

REINSTATEMENT

Once a student is academically dismissed, he or she cannot be reinstated unless the student successfully completed a period of extended enrollment. After at least one module of extended enrollment, the student may be reinstated as a regular student if the updated GPA is 2.0 or higher and the course completion percentage is 66.6% or higher and the school conducts an evaluation and it determines that the student has the desire and the academic ability to progress satisfactory in the program. If readmitted as a regular student, the student is placed on probation for at least one module after reinstatement.

PROBATION

Any student, who is absent more than 20% of the total number of instructional hours offered during the first module of the program, excluding approved leaves of absences, may be given a second chance by being placed on probation for one marking period. A marking period is six (6) weeks. Students who fail to attain a cumulative grade average as stated above may also receive probation for one marking period. A student on probation is considered a regular student making satisfactory progress. A student is removed from probation when he or she has met all requirements of satisfactory progress. If satisfactory progress is not achieved at the designated time, the student will be dismissed.

GRADUATION

A student must have a cumulative grade point average of at least 2.0, have completed all required courses, attended at 100% percent of the class hours offered for personal enhancement and 80% for non-personal enhancement programs and satisfied all financial obligations before he or she is eligible to graduate. The school awards a certificate of completion for all courses

CANCELLATION AND REFUND POLICY

1. The non-refundable application fee will be refunded in full if the applicant is rejected by the school or if the applicant cancels his/her application in writing within seven (7) calendar days of signing the application. All monies will be refunded except the non-refundable fee if the applicant is rejected by the school or the applicant cancels his/her application in writing within seven (7) calendar days of signing the application.
2. Students may cancel the Enrollment Agreement at any time prior to the start of classes.
3. All payments made to the school will be refunded in full within thirty (30) days except for the non-refundable application fee.
4. The school reserves the right to reject any applicant for admission. In such cases, all money received will be returned to the applicant.
5. Career School of NY Inc. reserves the right to request the withdrawal of any student if his or her scholarship or conduct does not conform to the standards of the school.
6. Placement assistance is offered to all graduates upon completion. However, while placement services may be provided, it is understood that the school cannot promise or guarantee employment to any student or graduate.
7. Upon successful completion of the selected course and satisfaction of all monetary obligations, Career School of NY Inc. will award a Certificate of Completion.
8. The Career School of NY Inc. has the right to charge any student for breakage, damage, or loss of equipment for which he or she is responsible.
9. The maximum time frame will not exceed 1.5 times the normal duration required

REFUND AND CANCELLATION CLAUSE
(Curricula on a Quarter Basis)

First	If Termination Occurs	The School May Keep	Student Refund
Quarter	Prior to or during the first week	0%	100%
	During the second week	25%	75%
	During the third week	50%	50%
	During the fourth week	75%	25%
	After the fourth week	100%	0%
Subsequent	During the first week	25%	75%
Quarter	During the second week	50%	50%
	During the third week	75%	25%
	After the third week	100%	0%

(Curricula on a Quarter Basis)

Business Accounting – Tuition \$17,370

First	If Termination Occurs	The School May Keep		Student Refund	
Quarter	Prior to or during the first week	0%	\$ 0	100%	\$ 17,370.00
	During the second week	25%	\$ 4,342.50	75%	\$ 13,027.50
	During the third week	50%	\$ 8,685	50%	\$ 8,685
	During the fourth week	75%	\$ 13,027.50	25%	\$ 4,342.50
	After the fourth week	100%	\$ 17,370	0%	\$ 0
Subsequent	During the first week	25%	\$ 4,342.50	75%	\$ 13,027.50
Quarter	During the second week	50%	\$ 8,685	50%	\$ 8,685
	During the third week	75%	\$ 13,027.50	25%	\$ 4,342.50
	After the third week	100%	\$ 17,370.00	0%	\$ 0

Cosmetology – Tuition \$14,270

First	If Termination Occurs	The School May Keep		Student Refund	
Quarter	Prior to or during the first week	0%	\$ 0	100%	\$ 14,270
	During the second week	25%	\$ 3,567	75%	\$ 10,703
	During the third week	50%	\$ 7,135	50%	\$ 7,135
	During the fourth week	75%	\$ 10,703	25%	\$ 3,567
	After the fourth week	100%	\$ 14,270	0%	\$ 0
Subsequent	During the first week	25%	\$ 3,567	75%	\$ 10,703
Quarter	During the second week	50%	\$ 6,835.00	50%	\$ 6,835.00
	During the third week	75%	\$ 10,703	25%	\$ 3,567
	After the third week	100%	\$ 14,270	0%	\$ 0

Esthetics – Tuition \$8,170

First	If Termination Occurs	The School May Keep		Student Refund	
Quarter	Prior to or during the first week	0%	\$ 0	100%	\$ 8,170.00
	During the second week	25%	\$ 2,043	75%	\$ 6,128
	During the third week	50%	\$ 4,085	50%	\$ 4,085
	During the fourth week	75%	\$ 6,128	25%	\$ 2,043
	After the fourth week	100%	\$ 8,170.00	0%	\$ 0
Subsequent	During the first week	25%	\$ 2,043	75%	\$ 6,128
Quarter	During the second week	50%	\$ 4,085	50%	\$ 4,085
	During the third week	75%	\$ 6,128	25%	\$ 2,043
	After the third week	100%	\$ 8,170.00	0%	\$ 0

Medical Assistant with Internship – Tuition \$14,170

First	If Termination Occurs	The School May Keep		Student Refund	
Quarter	Prior to or during the first week	0%	\$ 0	100%	\$ 14,170
	During the second week	25%	\$ 3,542	75%	\$ 10,628
	During the third week	50%	\$ 7,085	50%	\$ 7,085
	During the fourth week	75%	\$ 10,628	25%	\$ 3,542
	After the fourth week	100%	\$ 14,170	0%	\$ 0
Subsequent	During the first week	25%	\$ 3,542	75%	\$ 10,628
Quarter	During the second week	50%	\$ 7,085	50%	\$ 7,085
	During the third week	75%	\$ 10,628	25%	\$ 3,542
	After the third week	100%	\$ 14,170	0%	\$ 0

Medical Office Assistant with Internship – Tuition \$17,370

First	If Termination Occurs	The School May Keep		Student Refund	
Quarter	Prior to or during the first week	0%	\$ 0	100%	\$ 17,370.00
	During the second week	25%	\$ 4,342.50	75%	\$ 13,027.50
	During the third week	50%	\$ 8,685.00	50%	\$ 8,685.00
	During the fourth week	75%	\$ 13,027.50	25%	\$ 4,342.50
	After the fourth week	100%	\$ 17,370.00	0%	\$ 0
Subsequent	During the first week	25%	\$ 4,342.50	75%	\$ 13,027.50
Quarter	During the second week	50%	\$ 8,685.00	50%	\$ 8,685.00
	During the third week	75%	\$ 13,027.50	25%	\$ 4,342.50
	After the third week	100%	\$ 17,370.00	0%	\$ 0

Electrical Assistant & HVAC – Tuition \$22,750

First	If Termination Occurs	The School May Keep		Student Refund	
Quarter	Prior to or during the first week	0%	\$ 0	100%	\$ 22,750
	During the second week	25%	\$ 5,687	75%	\$ 17,063
	During the third week	50%	\$ 11,375	50%	\$ 11,375
	During the fourth week	75%	\$ 17,063	25%	\$ 5,687
	After the fourth week	100%	\$ 22,750	0%	\$ 0
Subsequent	During the first week	25%	\$ 5,687	75%	\$ 17,063
Quarter	During the second week	50%	\$ 11,375	50%	\$ 11,375
	During the third week	75%	\$ 17,063	25%	\$ 5,687
	After the third week	100%	\$ 22,750	0%	\$ 0

Introduction to Plumbing – Tuition \$22,870

First	If Termination Occurs	The School May Keep		Student Refund	
Quarter	Prior to or during the first week	0%	\$ 0	100%	\$ 22,870
	During the second week	25%	\$ 5,717	75%	\$ 17,153
	During the third week	50%	\$ 11,435	50%	\$ 11,435
	During the fourth week	75%	\$ 17,153	25%	\$ 5,717
	After the fourth week	100%	\$ 22,870	0%	\$ 0
Subsequent	During the first week	25%	\$ 5,717	75%	\$ 17,153
Quarter	During the second week	50%	\$ 11,435	50%	\$ 11,435
	During the third week	75%	\$ 17,153	25%	\$ 5,717
	After the third week	100%	\$ 22,870	0%	\$ 0

Mini Refund Policy

- 1) An applicant may cancel this agreement at no penalty by notifying the school in writing seven (7) calendar days after midnight of the day on which this agreement was signed provided the applicant has not entered into instruction. All monies will be returned except for the non-refundable fee.
- 2) Thereafter a student will be liable for:
 - Non-refundable registration fee plus
 - The cost of any textbooks, kits or supplies issued and accepted by the student, plus
 - Tuition Liability as of the students last date of physical attendance.

The following mini-program schedule is utilized:

Termination Occurs	School May Keep	Termination Occurs	School May Keep
During 0-15% of the program	0%	During 46-60% of the program	75%
During 16-30% of the program	25%	After 60% of the program	100%
During 31-45% of the program	50%		

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS FROM A CLOCK HOUR SCHOOL

PROCESS OVERVIEW

The return of Title IV funds requirement is a complex process involving a great deal of interoffice cooperation and coordination at the Career School of NY, Inc. The school director is designated as contact points for students who wish to withdraw. Inter-office correspondence may be used to communicate that information to faculty, bursar and the financial aid office. The School Director determines the withdrawal date and reports to other institutional offices and the Department of Education. The Office of Financial Aid calculates the return of Title IV funds using federal formulas, completes a recovery of the Title IV funds to specific program funds, notifies the student of his or her obligation to repay funds if applicable, tracks the repayment, and refers overpayments to ED. It also offers the student any earned post-withdrawal disbursement and follows procedures and policies pertaining to this indicated in the award notification part of the policies and procedures manual. 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 the student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds does not include funds from sources other than the Title IV, HEA program.

WITHDRAWALS

The date of the Career School of NY, INC. determines that a student withdrew is identified through the attendance process, student's failure to return from an approved leave of absence, student's verbal or written notification to any administrative office. In the event of any unofficial withdrawals, R2T4 calculations and refunds to the Federal Government must be done within 45 days from the date of determination of such withdrawal. The date of determination must occur within two weeks from the last day of attendance.

WITHDRAWAL DATES

The faculty is required to take attendance and notify the School Director if a student has stopped attending class without any notice for 3 (three) consecutive scheduled class days. The attendance coordinator and school director monitors attendance of all enrolled students. They will contact students via email, phone call and letter. If no response is received within the following week, the school will assume the student has unofficially withdrawn. The Director will determine the withdrawal date which is always the last date of attendance for clock hour schools. However, if the student responds, the official withdrawal date will be the date on which the student notified the school via any means of communication (always the last date of attendance for a clock hour school). A student who wishes to withdraw from school for compelling personal reasons should notify the School Director in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. All documentation for withdrawn students will be kept in the student's file in the office of financial aid and admissions. The Career School of NY, Inc. grants Leave of Absence (LOA) as per regulation of Higher Education Reconciliation Act (HERA) 2006. Students who require a leave of absence from the program must do so in writing and be approved by the school Director prior to leaving the program. If a student does not return from his/her LOA, the Director will notify the Financial Aid Representative. The school will use the withdrawal date as the last date of attendance before the student begins the leave of absence. This begins the withdrawal process. The office of Financial Aid will complete the R2T4 (Return to Title IV) process as per regulations as described in the manual.

“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 the last recorded date of academic attendance on the school's attendance record, and

2. Perform two calculations.
3. 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.
4. Calculate the school's refund requirement (see school refund calculation)
5. The student's grade record will be updated to reflect his/her grade.
6. 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.
7. If applicable, the school will provide the student with a letter explaining the Title IV, HEA requirements. To include
8. 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.
9. 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 equal to or 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. If the student attendance is equal to or more than 50% of the payment period and the student met SAP and completed all required exams, then he/she is considered to have earned 100% of the federal funds received for the payment period.
10. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
11. Supply the student with a 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 or 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/ 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 the record of 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 administration 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 the student's ledger card.
8. If applicable, the school will provide the student with a refund letter explaining Title IV requirements:
9. 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.
10. Advise the student in writing of the amount of earned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
11. Supply the student with a final student ledger card showing outstanding balance due the school and available methods of repayment.
12. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

FORMULA CALCULATION

The Career School of NY, Inc. The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or do not return from a leave of absence. Prior to completing 60% of a payment period, the recalculation will include the return of some Title IV aid.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula.

Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of

attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

Divided

TOTAL HOURS IN PERIOD = % EARNED (rounded to one significant digit to the right of the decimal point, ex. 44.93 = 44.9%)

If the percentage is greater than 60%, the school earns 100% of 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.

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 that was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

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 him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

1. Unsubsidized Loan
2. Subsidized Loan
3. PLUS Loans
4. Federal Pell Grant Program
5. Federal Supplemental Opportunity Grant
6. Other Title IV Assistance
7. State Tuition Assistance Grants (if applicable)
8. Private and institutional aid
9. The student

The following is a step-by-step process that is followed in all R2T4 calculations.

- Step 1: Determine the percentage of aid earned by calculation the percentage of the scheduled hours that the student completed.
- Step 2: Determine the amount of earned aid by applying the percentage to the total Title IV disbursed
- Step 3: Determine the amount of unearned aid by subtracting earned aid from disbursed aid or determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.
- Step 4: If unearned funds must be returned, determine the schools and the student's shares; or if a post-withdrawal disbursement is due, determine the sources for which it will be funded.
- Step 5: If earned funds must be returned, allocate unearned aid to programs from which the student was funded; or if a post-withdrawal disbursement is due, send the student the applicable notification.
- Step 6: Return the institution's share and any funds, repaid by the student or refer the student to ED; or make the post-withdrawal disbursement.

The Department of Education provides return to Title IV funds worksheets in Volume 2, Chapter 6 of the FSA Handbook. It has also developed software that automates the calculation. The software can be downloaded via <http://www.sfadownload.ed.gov/ReturnT4Funds.htm>. These are used to calculate R2T4 calculations. A copy of the worksheet in the event of manual calculation and a computer printout in the event of automated calculation is placed in the student's file for records. The office of financial aid performs all R2T4 calculations as it has all Title IV award and institutional charges information which are required in the calculations.

POST-WITHDRAWAL DISBURSEMENTS

In the event a student is eligible for a post-withdrawal disbursement based on student's budget, awarded financial aid and Title IV funds and R2T4 calculations a post-withdrawal disbursement must be made only after the following conditions are met.

1. Students and parents were in most cases verbally notified of the availability of post withdrawal disbursements by the Office of Financial Aid within one week from the date of R2T4 calculation was performed.
2. Students and parents in most cases verbally notified the Office of Financial Aid within a reasonable time indicating their acceptance of available post-withdrawal disbursement amounts. The reasonable time refers to allowing sufficient time for the school to process a post-withdrawal disbursement within the deadlines set by the Department of Education.
3. Student has outstanding institutional charges that are due and wants to pay off those charges by applying his/her post-withdrawal disbursement.
4. Student/Parents completed all necessary paperwork related to such post withdrawal disbursement within a reasonable time.

The Office of Financial Aid must track the notification and authorization to make this disbursement and meet deadlines as prescribed by ED. A school must process Title IV aid within 120 days from the last day of enrollment period.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. See section 668.22(a)(4) of HEA 1965 and GEN-04-03 for details on Post-withdrawal disbursement regulations.

The Financial Aid 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 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 school 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 may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew.

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 him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

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

State Tuition Assistance Grants (if applicable)

Private and institutional aid the stud

COMPLAINT PROCEDURES

We believe that students are the most important people at our school. As a student, you are encouraged to bring any suggestions, comments, and concerns to your teachers and/or staff. If the problem is not resolved in a reasonable time, submit a written statement about it to the school Director. You will receive an answer within seven (7) business days. You may also submit a complaint to the New York State Education Department.

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 and or Council on Occupational Education (COE).

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 agent.

1. The steps you must take to file a complaint are: Write to the New York State Education Department at 116 West 32nd Street 5th Floor, NYC, NY 10001 or telephone the Department (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 you and go through your complaint in detail.

2. Student may also contact the Council on Occupational Education regarding matters unresolved at

Council on Occupational Education
7840 Roswell Rd. Building 300, Suite 325
Atlanta, GA 30350
Phone: (770)-396-3898
mycouncil.org

3. 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.

4. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up. You should provide all information requested as quickly as possible; delay may affect the investigation of our complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that the 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.

5. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. 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.

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 Regulation 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 New York State Education Department, 116 West 32nd Street, 5th Floor, New York City, NY 10001. Telephone number (212) 643-4760).

The staff of the 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 or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department of Education at the address listed above.

CIVIL RIGHTS NON-DISCRIMINATORY POLICY

Any individual who believes that he or she has been discriminated against because of his/her sex, color, national origin, age or disability should immediately contact the Executive Director of The Council on Occupational Education Dr. Gary Puckett who is the Council's coordinator for the Title IX compliance. Dr. Puckett can be reached at 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350 (770) 396-3898 Extension 105.

Complaints alleging discrimination on any of the above bases may also be made to:

The Office for Civil Rights
U.S. Department for Education, Customer Service Teams
Hotline #1-800-421-3481 or (202) 205-5413
Fax #(202) 205-9862 TTY # (877) 521-2172
ocr@ed.gov

TUITION REIMBURSEMENT ACCOUNT

The Tuition Reimbursement Account 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 education 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 against the school is valid and to determine that there was a violation of Educational 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 Account, you must file a complaint with the State Education Department at the address included in this catalog.

PRIVATE SCHOOL AGENTS

Private School Agents are employed by schools for the purpose of recruiting on enrolling 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 the 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 that 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 catalog.

DISCLOSURE STATEMENT

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

CONSUMER INFORMATION

The following is a list of administrative and staff personnel designated to disseminate consumer information:
Room 105-School Director
Room 105-Director of Admissions
Room 105-Financial Aid Officer

CRIMINAL OFFENSES – ON CAMPUS FROM JAN. 1, 2019 TO DEC. 31, 2019

Criminal offense	Total occurrences on campus
a. Murder Non-negligent manslaughter	0
b. Negligent manslaughter	0
c. Sex offenses – Forcible	0
d. Sex offenses – non-forcible	0
e. Robbery	0
f. Aggravated assault	0
g. Burglary	0
h. Motor vehicle theft	0
i. Arson	0

Students should report directly to the school Director any criminal activities that occur at the school, such as: murder, sexual offenses (forcible or non-forcible), robbery, aggravated assault, burglary, and motor vehicle theft. The school Director will help any student to report any campus crime to local police authorities. Prevention of sexual assault or for that matter any sexual offense, is an important concern of the institution. Students interested in forming discussion groups or organizing support services are strongly encouraged to contact the School Director. In a case where there is an allegation of some sexual offense, on campus grounds, both the accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding. The institution will inform the accuser and the accused of sanctions, if any, written 24 hours of said proceedings

Local police are the only law enforcement authorities available to students at Career School of NY, Inc. The School Director, or for that matter, any school official has a responsibility to assist any student reporting campus crimes. Pertinent crime information will be publicly announced to the student body within 24 hours of the crime.

Crime prevention information may be obtained at the 120 Precinct, located at 78 Richmond Terrace, Staten Island, NY.

The following programs are offered at Career School of NY Inc. All programs offered at our school are Certificate programs.

CURRICULUM

Program Name: Business Accounting

Clock Hours: 1500

Instructional Delivery Method - ONLINE

Objective: To train individuals for entry-level employment in the Accounting Field.

Admission Requirements: The Business Accounting Program requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).

BUSINESS ACCOUNTING – SCHEDULE OF CLASS

Days	Time	Hours per week	Reg. Completion Time
Monday - Friday	10 a.m. - 5 p.m.	35	43 Weeks
Monday -Friday	3:00 p.m. – 10 p.m.	35	43 Weeks

High School Diploma or Test Assessing Secondary Completion (GED)

Course	1500 Hours Online
Accounting Principles and the Financial Statement	30
Analyzing and Recording Business Transactions	30
Adjusting the Accounts	30
Completing the Accounting Cycle	30
Foundations of Financial Reporting and the Classified Balance Sheet	60
Accounting for Merchandising Operations	30
Inventories	30
Cash and Internal Control	30
Receivables	30
Depreciation/Long Term Assets	60
Payroll/Current Liabilities	60
Accounting for Partnerships	60

Accounting for Corporations	60
Long Term Liabilities	30
The statements of Cash Flows	30
Financial Statement Analysis	60
Managerial Accounting and Cost Concepts	30
Introduction to Quick Books	120
The Budgeting Process	30
Flexible Budgets and Variance Analysis	30
Standard Costing and Variance Analysis	30
Short-Run Decision Analysis and Capital Budgeting	60
Microsoft Excel	60
Keyboarding I	60
Keyboarding II	30
Business Communication	60
Business Mathematics	60
Office Procedures	60
Business Ethics and Liabilities	30
Human Relations	30
Office Management	60
Career Development	30
Total Hours	1500

COURSE DESCRIPTION

ACCOUNTING PRINCIPLES AND THE FINANCIAL STATEMENTS - 30 HOURS

This course introduces students to the concepts of accounting measurements and principles, economic standing, and ethical financial disclosures.

ANALYZING AND RECORDING BUSINESS TRANSACTIONS - 30 HOURS

This course equips students with the necessary skills to identify key stakeholders relying on accounting information, comprehend business objectives and performance metrics, ethical considerations in financial reporting, principles of recognition, application of valuations and classifications in business transactions whilst demonstrating the implementation of double-entry system with respect to trial balance, cash flow, and liquidity.

ADJUSTING THE ACCOUNTS - 30 HOURS

This course defines net income by elucidating on the fundamental concepts of income measurement, differentiating cash basis of accounting and accrual accounting, offers illustration of adjusting entries, trial balance financial statements, and emphasizing ethical dimensions of net income measurement and cash flow.

COMPLETING THE ACCOUNTING CYCLE - 30 HOURS

This course defines the pivotal role of closing entries for financial statements and creating comprehensive worksheets, while introducing practical insights ensuring financial accuracy and informed decision-making.

FOUNDATIONS OF FINANCIAL REPORTING - 60 HOURS

This course delineates the core objectives and conceptual framework of financial reporting and accounting information, preparation of classified balance sheets and financial statements to evaluate liquidity and profitability for informed financial assessments.

ACCOUNTS FOR MERCHANDISING OPERATIONS - 60 HOURS

This course provides a comprehensive understanding of merchandising accounting through perpetual and periodic inventory systems, distinguishes between multistep and single-step classified income statements, preparation of income statement and merchandising transactions, and expounds on concepts for operating cycle and foreign business transactions.

INVENTORIES - 30 HOURS

This course introduces the foundational concepts of inventory accounting by assessing inventory costs within the periodic inventory system, applying costing methods for income determination versus income taxes, and evaluating inventory management and financial ramifications within the perpetual inventory system.

CASH AND INTERNAL CONTROL - 30 HOURS

This course explores the intricacies of internal control and its components, control activities, inherent limitations; applying these concepts to merchandising transactions, cash equivalents, controlling cash, and bank reconciliations. Demonstrating the implementation of a simple interest (petty cash) system and roles of management and auditors in internal control.

RECEIVABLES - 30 HOURS

This course defines receivable and explains the allowance method for valuation of accrual accounting, uncollectible accounts and makes common calculation. Also, evaluating and identifying the level of receivable and alternative means of financing.

DEPRECIATION AND LONG-TERM ASSETS - 60 HOURS

This course meticulously explores the classifications of long-term assets and its allocated valuation, the acquisition costs of property, plant, and equipment, calculation of depreciation, declining balance methods, providing guidance through accounting for the disposal of depreciable assets and addresses complexities related to natural resources, complete depletion, and intangible assets. Furthermore, the course comprehensively covers the disclosure aspects of acquiring and financing long-term assets, along with the calculation of free cash flow.

PAYROLL/CURRENT LIABILITIES AND FAIR VALUE ACCOUNTING - 60 HOURS

This course defines and identifies current liabilities, computes determinable and estimated current liabilities, distinguishes contingent liabilities, and computes the valuation approaches to fair value accounting, time value of money and interest. The course utilizes ratio analysis to assess current liabilities on liquidity guiding computation of payroll amounts and payroll systems, recording fundamental payroll transactions, and explicates how GAAP (Generally Accepted Accounting Principles) addresses current liabilities and payroll in financial reporting.

ACCOUNTING FOR PARTNERSHIPS - 60 HOURS

This course defines the partnership form of business and delineates its principal characteristics, records partner's investments of cash and other assets when a partnership is formed, computes and records the income or losses that partners share based on stated ratios, capital balance ratios and partners salaries and interest. Moreover, students will gain proficiency in recording a person's admission or withdrawal from a partnership, commuting the distribution of assets to partners when they liquidate their partnership, and identifying alternate forms of partnership-type entities.

ACCOUNTING FOR CORPORATIONS - 60 HOURS

This course defines corporate businesses and its characteristics, components of stockholders' equity, accounts for issuance of stock for cash, assets, treasury stock, cash dividends, and stock splits. Describing the statement of stockholders' equity, and computes book value per share, dividend yield, and return on equity, and stock options.

LONG-TERM LIABILITIES - 30 HOURS

This course explains and identifies the concepts of long-term liabilities, differentiating the types of long-term liabilities, describing and recording features and characteristics of bond issue at face value and discount of premium. Usage of present values, straight-line and effective interest methods to determine the value of bonds, bond discounts, bond premiums, retirement of bonds, conversion of bonds into stock, record bonds issued between interest dates and year-end adjustments. Demonstrating the accounting issues related to leases, pensions, and long-term debt.

THE STATEMENT OF CASH FLOWS - 30 HOURS

This course describes and identifies the principal purposes and concepts of cash flows and its components, utilizing the direct method to determine and analyze cash flows from operating, investing, and financing activities.

FINANCIAL STATEMENT ANALYSIS - 60 HOURS - The course explores financial performance concepts, standards of comparison and sources of information while applying horizontal, trend, vertical, and ratio analysis to financial statements. Also, describing and identifying the quality of earnings and how its relation to management compensation.

MANAGERIAL ACCOUNTING AND COST CONCEPTS - 30 HOURS

The course differentiates between managerial and financial accounting, the recognition and computation of costs, product and service unit costs, describing flow of costs via manufacturer's inventory accounts, and identifies the ethical standards for management process and accountants.

INTRODUCTION TO QUICKBOOKS - 120 HOURS

The course defines and expounds on various features associated with Quick program such as access, exit, overview, activities, and record menus, setting up and creating reports, lists, charts, sub accounts, receipts, purchase orders, receipts, bank accounts, inputting customers, vendors, and employee's data. This course also illustrates how to record sales, receivables, purchase, payables, fixed assets, payroll, profit, and loss statements while utilizing budgets and planning tools and year end procedures decisions.

THE BUDGETING PROCESS - 60 HOURS

This course dwells into the concepts of budgeting, comparability and understandability while recognizing the elements of a master budget in relation to various organizations and preparing operating budgets, income statement, cash budget, balance sheet essential to the management process.

FLEXIBLE BUDGETS AND PERFORMANCE ANALYSIS - 60 HOURS

This course illustrates performance management, evaluation system, and responsibility accounting in relation to performance analysis; employing flexible budgets, variable costing, return investment, residual income, and economic value to analyze cost, profit, and investment centers performance. This course also demonstrates the use of balanced scorecards and its alignment to organizational goals and associate link incentives and measures to performance management and evaluation.

STANDARD COSTING AND VARIANCE ANALYSIS - 30 HOURS

This course defines and explains standard cost and its useful implications, computes and analyzes standard unit cost, flexible budgets, direct material and labor variances, and overhead variances and associates how variances can be used to evaluate business' performances.

SHORT-RUN DECISION ANALYSIS AND CAPITAL BUDGETING - 60 HOURS

MICROSOFT EXCEL - 60 HOURS

Students can acquire and evaluate data, organize and maintain files, interpret and communicate information, apply technology to specific tasks, apply critical thinking and problem solving and work with members of a team.

KEYBOARDING, I - (60 Hours) This course will give the students the basics of using the computer in the office.

KEYBOARDING II -(30 Hours) This course introduces the student to the various forms used in the office.

BUSINESS COMMUNICATIONS - 60 HOURS

This course formulates and assesses messages adhering to ethical communications while also devising personal communication enhancement strategies.

BUSINESS MATHEMATICS - 60 HOURS

This course teaches the conversion, addition, subtraction, multiplication, and division of improper fractions and mixed numbers whilst simplifying and expanding fractions from their lowest to highest terms for mathematical representation.

OFFICE PROCEDURES - 60 HOURS

This course recognizes and explains the evolving dynamics within the modern workplace and essential skills for administration while differentiating amongst the common types of businesses and organizational structures.

FINANCIAL AID AVAILABLE (IF QUALIFIED)

PAYMENT PLANS

Payment plans for the programs can be arranged through the Admissions Office at the time of Registration.

FINANCIAL AID AVAILABLE (IF QUALIFIED)

PAYMENT PLANS

Payment plans for the programs can be arranged through the Admissions Office at the time of Registration

Program Name: Cosmetology
Clock Hours – 1000
Instructional Delivery Method - Hybrid

Objective: To train individuals for entry-level employment in the Cosmetology industry.
 Admission Requirements: The Cosmetology Program requires the applicant to have a

COSMETOLOGY – SCHEDULE OF CLASS

Days	Time	Hours per week	Reg. Completion Time
Monday - Friday	8:45 a.m. - 4:15 p.m.	35	29 Weeks
Monday - Thursday	5:00 p.m. - 10 p.m.	20	50 Weeks

Course Length	1000 Hours
Course	Instructional Hours
Professional Requirements	24
Safety and Health	26
Anatomy and Physiology	15
Scalp & Hair Disorders and Diseases	10
Hair Shaping & Cutting	175
Hair Analysis	10
Hair Coloring & Lightening	180
Hair Styling	245
Skin Care & Procedures	60
Nail Care & Procedures	40
Chemical Restructuring	180
Chemistry as Applied to Cosmetology	5
Shampoo Rinses, Conditioners & Treatments	30
Total Hours	1000

COSMETOLOGY COURSE DESCRIPTION

PROFESSIONAL REQUIREMENTS

The student is given a thorough understanding of the rules and regulations of the school, salon, and the Cosmetology State Laws.

SAFETY & HEALTH

In this module students learn the local city, state and federal laws regarding health and safety in a Salon. The student learns the importance of preventing the growth of germs or destroying them immediately, when possible, particularly those responsible for infections and communicable diseases. Bacteria are studied so students can understand its different classifications, causes, and phases.

SHAMPOO AND RINSE

Students are taught the proper procedures in the shampooing and rinsing of hair.

SCALP & HAIR DISORDERS & DISEASES

In this module, students are instructed in the treatment of the scalp and hair problems.

HAIR SHAPING & CUTTING

Students learn the proper techniques in the various methods of cutting and shaping hair.

HAIR ANALYSIS

Students learn to identify the different types of hair structure, texture, how to test hair by using the hair porosity test and the elasticity test.

HAIR COLORING & LIGHTENING

In this module, the student is taught how to do a consultation with the client, prepare the client, mix color, apply lightener, toner, normalizing conditioner, powder bleach, oil bleach, give a retouch, streak hair, tint hair, do touch ups and apply temporary color.

HAIR STRAIGHTENING

Students are taught the basic procedures in how to straighten hair.

HAIRSTYLING

Students are given hands-on experience in learning the art and techniques of individual hairstyling.

SKIN CARE & PROCEDURE

The main objective in this module is to add emphasis to the clients more attractive facial features and to diminish less attractive characteristics. Consideration is given to the structure of the client's face, eye color, skin tone, and hair color and the client's preference.

NAIL CARE & PROCEDURES

In this module, the student is introduced to services provided by the manicurist, which include massage and various manicuring techniques. The student will be taught the basic purpose of a manicure, which is to improve the appearance of the hands and nails.

ANATOMY & PHYSIOLOGY- The study of the structures of the human body that can be seen with the naked eye and the study of the functions and activities performed by the body's structures.

CHEMISTRY AS APPLIED TO COSMETOLOGY- the study of the difference between organic and inorganic chemistry; the different forms of matter; elements, compounds, and mixtures used in hair coloring.

CURRICULUM

Program Name: Esthetics

Clock Hours – 600

Instructional Delivery Method – Hybrid

Objective: To Train individuals for entry-level employment in the Esthetics/Skin Care Industry and to prepare them for their Esthetics license.

Admission Requirement: The Esthetics Program requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).

Schedule of Classes – Esthetics Program 600 Hours

Days	Time	Hours per week	Reg. Completion Time
Monday - Friday	8:45 a.m. - 4:15 p.m.	35	17 Weeks
Monday - Wednesday	4:30 p.m. - 10:30 p.m.	18	34 Weeks

<u>Course</u>	<u>Instructional Hours</u>
Orientation	4
Bacteriology	18
Safety and Health	8
Anatomy, Physiology and Nutrition	25
Structure and Function of the Skin	20
Superfluous Hair	30
Chemistry	7
Chemistry as Applied to Cosmetics	30
Electricity and Machines	25
Facial Treatments	275
Makeup Techniques	84
Business Practice	50
Job Skills	6
Introduction to Paramedical Esthetics Job Skills	18
Total Hours	600

ESTHETICS PROGRAM COURSE DESCRIPTION

ORIENTATION

Students learn about school rules and regulations, history of Esthetics and the role of the Esthetician, code of ethics and the New York State law, rules and regulations.

SAFETY AND HEALTH

In this module, students learn about the Local, State and Federal safety codes, clinic safety, first aid, and HAZMAT.

BACTERIOLOGY

Students are taught the types and classification of bacteria, how it grows and reproduces how to prevent infections and methods of infection control.

ANATOMY, PHYSIOLOGY AND NUTRITION

Students will learn about cells, tissues, organs, the body system, the importance of water and nutrition for health skin and longevity.

STRUCTURE AND FUNCTIONS OF THE SKIN

Students learn the physiology and histology of the skin, its structure, and functions.

SUPERFLUOUS HAIR

Students are taught the proper procedure in the removal of superfluous hair by waxing.

CHEMISTRY/CHEMISTRY AS APPLIED TO COSMETICS

Students are taught about chemistry and matter as related to Esthetics: chemical reactions and solution/elements, compounds and mixtures/biochemistry and the pH scale. In addition, they learn about different skin care products, massage creams and oils, ampoules and scrubs. Students are taught the new technologies and the FDA laws governing cosmetics and cosmetic safety.

ELECTRICITY AND MACHINES

Students are taught about the effects on electricity on the skin, how to use the different machines, eclectic mittens, booties and face masks.

FACIAL TREATMENTS

In this section, students are taught about client preparation, skin analysis and consultations, skin types, skin conditions and disorders, facial procedures with or without machines, aromatherapy, wet and dry exfoliators and applications and the use of various products to enhance the appearance of the skin.

MAKE UP TECHNIQUES

Students are taught color analysis, morphology of the face, product knowledge, and eyebrow contouring and make up applications.

BUSINESS PRACTICES

Students are taught how to set up and run a small business. They learn retaining and marketing techniques and customer relations.

JOB SKILLS

Students are introduced to job hunting skills, taught how to write a cover letter and a resume.

PARAMEDICAL ESTHETICS

The students are given an overview of the various dermatological procedures, students learn about topical and oral medications, and are given insight into the plastic, cosmetic and reconstructive surgery of today's market.

CURRICULUM

Program Name: Medical Assistant with Internship

Clock Hours – 960

Instructional Delivery Method - Hybrid

Objective: To train individuals for entry-level employment as Medical Assistant, Medical Office Clerks, Medical Receptionists, Medical Records Clerk in a physician office/or other health care facility.

Admission Requirements: The Medical Assistant with Internship requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).

MEDICAL ASSISTANT WITH INTERNSHIP- HYBRID - 960 Hours

Days	Time	Hours per week	Reg. Completion Time
Monday - Friday	9:00 a.m. - 3:00 p.m.	30	32 Weeks

COURSE DESCRIPTIONS

PHLEBOTOMY - (30 Hours) This course familiarizes students with blood chemistries and the proper specimen collection and laboratory procedures.

BASIC KEYBOARDING FOR MEDICAL ASSISTING I - (60 Hours) This course will give the students the basics of using the computer in the medical office.

BASIC KEYBOARDING FOR MEDICAL ASSISTING II - (30 Hours) This course introduces the student to the various forms used in the medical office.

ELECTROCARDIOGRAPHY - (30 Hours) This course introduces the students to EKG procedures and to be able to alert the physician of the results and with orders of the doctor notify the patient. The student will be able to file the report of the results in the patient's chart.

MEDICAL INSURANCE BILLING - (30 Hours) This course provides the students with the skills needed for entry level medical billing. The students will be able to have the knowledge to diagnose data from medical information and be able to enter patient's information, schedule appointments, bill the patient and print claim forms.

SPECIMEN COLLECTION AND LABORATORY PROCEDURES - (30 Hours) This course introduces the student to the importance of safety to all patients and health providers in regarding collections to specimens. The Medical Assistant must be alert and conscientious in the performance of their duties to avoid disease transmission. The course stresses practicing Standard Precautions with each patient when you collect or handle a specimen.

ANATOMY & PHYSIOLOGY-PART I - (60 Hours) This course introduces the students to the following systems of the body: The Nervous System, The Senses, The Integumentary System, The Skeletal System, The Muscular System and The Respiratory System.

ANATOMY & PHYSIOLOGY-PART II - (60 Hours) This course introduces the students to following systems of the body: The Circulatory System, The Immune System, The Digestive System, The Urinary System, The Endocrine System and The Reproductive System.

MEDICAL TERMINOLOGY - (60 Hours) This course introduces the medical assistant to the language of health care. As a Medical Assistant you need to be able to define medical terms, build medical terms, spell correctly and use proper application of medical terms when working with patients and other health care professions.

CAREER DEVELOPMENT - (30 Hours) This course introduces the student to the different employment opportunities that are available to the medical assistant and the various ways of achieving that goal. Job search techniques, resumes, job applications and are also stressed.

MEDICAL OFFICE MANAGEMENT - (60 Hours) This course introduces the student to the overall operation of the medical office. It stresses the importance of a safe, secure and environmentally friendly workplace. It also reveals the importance of managing the office staff and the finances of the medical office.

MEDICAL ETHICS AND LIABILITY - (30 Hours) This course introduces the student to legal and ethical areas of Medical Assisting. The number of patients bringing lawsuits against physicians has increased dramatically. Medical liability insurance rates have increased so much that physicians have difficulty affording liability insurance. Laws vary from state to state but ethical standards and moral choices are the same.

CLINICAL ASEPSIS MINOR SURGERY IN THE MEDICAL OFFICE - (60 Hours) This course introduces the medical assistant to the variety of sterile procedures including in-office surgery. It stresses that maintaining medical asepsis is vital to prevent the transmission of diseases before, during and following any of the invasive procedures performed in the medical office or clinic.

PHARMACOLOGY - (60 Hours) This course introduces to the student the study of the administration of medications. Emphasis is placed on parental medication with an overview of topical, oral, and rectal medications.

CLINICAL PROCEDURES - (60 Hours) This course introduces the students to areas such as vital signs, height, weight and charting the patient.

COMPUTERIZED MEDICAL BILLING - (30 Hours) This course will allow the student to do administrative functions using the Medical Software program. The student will have the ability to enter new patient information, chart patients, enter new patient insurance on an accident or illness, change information on an established patient, delete records on patients who are not seeing the doctor and be able to enter patients' information from beginning to end and to electronically bill insurance companies.

CURRICULUM

Program Name: Medical Office Assistant with internship.

Clock Hours: 1500

Instructional Delivery Method: HYBRID

Objective: To train individuals for entry-level employment as a Medical Office Assistant, Medical Office Clerks, Medical Office Receptionists, Medical Office Records Clerk in a physician office/or other health care facilities.

Admission Requirements: The Medical Office Assistant with Internship requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).

MEDICAL OFFICE ASSISTANT WITH INTERNSHIP - 1500 Hours

Days	Time	Hours per week	Reg. Completion Time
Monday - Friday	9:00 a.m. - 2:30 p.m.	25	60 Weeks

COURSE DESCRIPTION

BASIC KEYBOARDING, I - (60 Hours) This course will give the students the basics of using the computer in the medical office.

BASIC KEYBOARDING II - (30 Hours) This course introduces the student to the various forms used in the medical office.

ELECTROCARDIOGRAPHY - (60 Hours) This course introduces the students to EKG procedures and to be able to alert the physician of the results and with orders of the doctor notify the patient. The student will be able to file the report of the results in the patient's chart.

MEDICAL INSURANCE BILLING - (60 Hours) This course provides the students with the skills needed for entry level medical billing. The students will be able to have the knowledge to diagnose data from medical information and be able to enter patient's information, schedule appointments, bill the patient and print claim forms.

ANATOMY & PHYSIOLOGY-PART I - (60 Hours) This course introduces the students to the following systems of the body: The Nervous System, The Senses, The Integumentary System, The Skeletal System, The Muscular System and The Respiratory System.

ANATOMY & PHYSIOLOGY-PART II - (60 Hours) This course introduces the students to following systems of the body: The Circulatory System, The Immune System, The Digestive System, The Urinary System, The Endocrine System and The Reproductive System.

MEDICAL TERMINOLOGY - (60 Hours) This course introduces the medical assistant to the language of health care. As a Medical Office Assistant, you need to be able to define medical terms, build medical terms, spell correctly and use proper application of medical terms when working with patients and other health care professions.

CAREER DEVELOPMENT - (30 Hours) This course introduces the student to the different employment opportunities that are available to the medical office assistant and the various ways of achieving that goal. Job search techniques, resumes, job applications and are also stressed.

MEDICAL OFFICE MANAGEMENT - (60 Hours) This course introduces the student to the overall operation of the medical office. It stresses the importance of a safe, secure and environmentally friendly workplace. It also reveals the importance of managing the office staff and the finances of the medical office.

MEDICAL ETHICS AND LIABILITY - (30 Hours) This course introduces the student to legal and ethical areas of Medical Office Assisting. The number of patients bringing lawsuits against physicians has increased dramatically. Medical liability insurance rates have increased so much that physicians have difficulty affording liability insurance. Laws vary from state to state but ethical standards and moral choices are the same.

PHARMACOLOGY - (60 Hours) This course introduces to the student the study of the administration of medications. Emphasis is placed on parental medication with an overview of topical, oral, and rectal medications.

COMPUTERIZED MEDICAL BILLING - (60 Hours) This course will allow the student to do administrative functions using the Medical Software program. The student will have the ability to enter new patient information, chart patients, enter new patient insurance on an accident or illness, change information on an established patient, delete records on patients who are not seeing the doctor and be able to enter patient's information from beginning to end and to electronically bill insurance companies.

BUSINESS MATHEMATICS - (60 Hours) This course covers basic mathematical concepts, commissions, discounts, markup, banking, payroll records, taxes, insurance, simple interest, installment purchases, promissory notes and discounting, compound interest, inventory and turnover, depreciation, financial statements, international business, corporate stocks, corporate and government bonds, annuities and business statistics.

BUSINESS COMMUNICATIONS - (60 Hours) This course is designed to develop effective oral communication skills and practical applications in composing professional business letters and presentations. It explores common listening, verbal, non-verbal communication skills, telephone communications and ethical considerations.

OFFICE PROCEDURES - (60 Hours) Students learn the role and many required procedures of the office professional; develop office skills, including front desk operation, telephone procedures, scheduling meetings, handling incoming and outgoing mail, fax and email communications, copying records, billing and recording payments.

EMERGENCIES, ACUTE ILLNESS, ACCIDENTS, AND RECOVERY - (60 Hours) Students will be able to respond to sudden illnesses or injuries that occur in the doctors' offices.

MICROSOFT EXCEL - (60 Hours) Students are able to acquire and evaluate data, organize and maintain files, interpret and communicate information, apply technology to specific tasks, apply critical thinking and problem solving and work with members of a team.

HUMAN RELATIONS - (30 Hours) Students cover specific activities such as awareness, decision-making, ethics, goal-setting, work quality, team-building, and understanding diversity.

EXAMINATION ROOM PROCEDURES I - (60 Hours) This course introduces the medical office assistant to the variety of sterile procedures including in-office surgery. It stresses that maintaining medical asepsis is vital to prevent the transmission of diseases before, during and following any of the invasive procedures performed in the medical office or clinic.

EXAMINATION ROOM PROCEDURES II - (60 Hours) This course introduces the student to the importance of safety to all patients and health providers in regarding collections of specimens. The Medical Office Assistant must be alert and conscientious in the performance of their duties to avoid disease transmission. The course stresses to practice Standard Precautions with each patient when you collect or handle a specimen.

MEDICAL TRANSCRIPTION - (60 Hours) Students learn medical transcription plus those who may have done medical transcription in the past and want to upgrade or refresh their skills in a variety of medical specialties.

INTERNSHIP - (360 Hours) Students will be able to get real life practical experience in all areas of their previous education.

CURRICULUM

Program Name: Electrical Assistant & HVAC

Clock Hours: 900

Instructional Delivery Method: HYBRID

Objective: To train individuals for entry-level employment as an Electrical Assistant & HVAC.

Admission Requirements: The Electrical Assistant & HVAC Program requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).

Days	Time	Hours per week	Reg. Completion Time
Monday - Friday	9:00 a.m. - 3:00 p.m.	30	24 Weeks
Monday - Thursday	3:00 p.m. - 10:00 p.m.	28	32 Weeks

<u>Contents Outline</u>	<u>Theory</u>	<u>Skills</u>
Introduction to Trades	80	0
Basic Electricity	80	0
Electrical Components and Installation	5	75
Lighting and Service Entrance	80	0
Fundamental of Mathematics	80	0
Introduction to HVAC I and II	80	0
Air Conditioning/Refrigeration	5	75
Gas Heating/Hydronics	5	75
Electrical Safety	5	15
Electrical Fundamentals	5	15
The Simple Circuit	5	15
Ohm's Law	5	15
Types of Circuits	5	15
Alternating and Direct Current	5	15
Electromagnetic Devices	0	20
Capacitors	0	20
Power Distribution	0	20
Introduction to Practical Circuits	5	15
Electric Motors	0	30
Troubleshooting Printed Circuit Board	0	30
Total	450	450

COURSE DESCRIPTION

Introduction to Trade - 80 Hours

This course introduces entry level students to the trades of Electrical Assistant & HVAC. The course gives a basic background to both trades of its history to modern times.

Basic Electricity - 80 Hours

This course introduces students to the fundamental concepts of electricity, electrical conductors and wiring techniques. It also covers types of circuits, network analysis, alternate current, electron theory, electrical symbols and outlets as well as hands-on-wiring.

Electrical Components and Installations - 80 Hours

This course offers topics in hands-on wiring, installation of switches, receptacles, and nail plates. It also covers what an electrician needs to know about pipe bending and installation and how to run and install dryer outlets.

Lighting and Service Entrance - 80 Hours

This course presents the methods measuring lights, installation of services entrance, wiring service entrance and safe grounding system for the service. It also covers how to identify location and wiring of service equipment and understanding limited energy wiring.

Fundamentals of Mathematics - 80 Hours

This course will prepare students to the fundamentals of mathematics that are essential in understanding the concepts and processes of heating, ventilation and air conditioning. This includes the U.S. system vs Metric system, Trade, Mathematics, Geometry, Trigonometry, and Introduction to Thermodynamics.

Introduction to HVAC - 80 Hours

This course is an introduction to the current state of HVAC, theory, technology and safety. Study includes the principles of thermodynamics and energy, matter and how those concepts apply to refrigeration. Students are also trained in copper, plastic and ferrous metal piping practices, soldering and brazing.

Air Conditioning/Refrigeration - 80 Hours

This course introduces the use of water as the heat-transfer medium in heating and cooling systems. It will also present the theory and concepts of electricity and HVAC and automated control systems, including the study of indoor air quality and causes of poor air quality. Using test equipment, students are instructed how to measure voltage, resistance, power, and amperage in electrical circuits. They are also instructed in the use, application, troubleshooting, And repair of automated HVAC controls. Also, the student will be trained on recovery, leak detection, evacuation and charging procedures.

Gas Heating/Hydronics - 80 Hours

This course introduces the students to HVAC basic installation and maintenance. Schematics, diagrams and symbols will be used to assist equipment troubleshooting. It also focuses on troubleshooting cooling and fundamental heat pumps.

CURRICULUM

Program Name: Introduction to Plumbing

Clock Hours – 900

Instructional Delivery Method – HYBRID

Objective: To train individuals for entry-level employment as a Plumber.

Admission Requirements: The Introduction to Plumbing Program requires the applicant to have a High School Diploma or Test Assessing Secondary Completion (GED).

Days	Time	Hours per week	Reg. Completion Time
Monday - Friday	10:00 a.m. - 5:00 p.m.	35	26 Weeks
Monday - Thursday	3:00 p.m. - 10:00 p.m.	28	32 Weeks

COURSE BREAKDOWN FOR – INTRODUCTION TO PLUMBING – 900 HOURS

Course Title	Theory	Skill
Plumbing History, Codes, and Principles	50	0
Tools of The Plumbing Trade	50	0
First Aid and Safety	50	0
Basic Math for Plumbing	50	0
Water Supply, Water Sources, Waste Disposal and Sewage Disposal	30	50
Mechanical Properties and Protection of Building Materials and Structures	0	50
Piping Materials Used in Plumbing Work	20	40
Joining Methods for DWV and Pressure Piping	0	50
Squares, Square Roots, and Basic Geometry	50	0
Plumbing Fixtures	30	50
Faucets and Related Devices	20	60
Valves	20	60
Water Heaters	20	60
Building Plans, Drawing, and Scale Rulers	10	40
Sketching	10	30
Total Hours	410	490

Career School of NY will be closed on the following (2024) Holidays:

Holiday	Date
New Year's Day	January 1, 2026
Martin L. King	January 19, 2026
Memorial Day	May 25, 2026
Juneteenth Day	June 19, 2026
Summer Break	July 29-July 3, 2026
Labor Day	September 7, 2026
Columbus Day	October 12, 2025
Thanksgiving	November 27-28, 2026
Winter Break	December 25-31, 2026

TUITION AND FEES

<u>Business Accounting - 1500 Hours</u>	
Registration Fee	\$ 50
eBooks	\$ 570
Tuition	\$ 16,750
Total Cost of Program	\$ 17,370

<u>Cosmetology - 1000 Hours</u>	
Registration Fee	\$ 100
Books/Kit	\$ 600
Tuition	\$ 14,270
Total Cost of Program	\$ 14,970

<u>Esthetics - 600 Hours</u>	
Registration Fee	\$ 100
Books/Kit	\$ 700
Tuition	\$ 8,170
Total Cost of Program	\$ 8,970

<u>Medical Assistant - 960 Hours</u>	
Registration Fee	\$ 100
Books/Kit	\$ 700
Tuition	\$ 14,170
Total Cost of Program	\$ 14,970

<u>Medical Office Assistant with Internship - 1500 Hours</u>	
Registration Fee	\$ 50
Books/Kit	\$ 1,700
Tuition	\$ 15,620
Total Cost of Program	\$ 17,370

<u>Introduction to Plumbing - 900 Hours</u>	
Registration Fee	\$ 100
Books/Kit	\$ 2,000
Tuition	\$ 22,870
Total Cost of Program	\$ 24,970

<u>Electrical Assistant & HVAC - 900 Hours</u>	
Registration Fee	\$ 100
Books/Kit	\$ 2,120
Tuition	\$ 22,750
Total Cost of Program	\$ 24,970

FINANCIAL AID AVAILABLE (IF QUALIFIED)

PAYMENT PLANS - Normal Completion Time

Payment plans for the programs can be arranged through the Business Office at the time of Registration.

Schedule of Classes

<u>Business Accounting: 1500 Hours</u>			
<u>Days</u>	<u>Time</u>	<u>Hours per week</u>	<u>Normal Completion Time</u>
Monday - Friday	10:00 a.m. - 5:00 p.m.	35 hours	30 weeks
Monday - Friday	3 p.m. – 10 p.m.	35 hours	30 weeks

<u>Cosmetology: 1000 Hours</u>			
<u>Days</u>	<u>Time</u>	<u>Hours per week</u>	<u>Normal Completion Time</u>
Monday - Friday	10:00 a.m. - 5:00 p.m.	35 hours	29 weeks
Monday - Friday	5:00 p.m. - 10:00 p.m.	20 hours	50 weeks

<u>Esthetics: 600 Hours</u>			
<u>Days</u>	<u>Time</u>	<u>Hours per week</u>	<u>Normal Completion Time</u>
Monday - Wednesday	3:00 p.m. - 10:00 p.m.	21 hours	29 weeks

<u>Medical Assistant - Hybrid: 960 Hours</u>			
<u>Days</u>	<u>Time</u>	<u>Hours per week</u>	<u>Normal Completion Time</u>
Monday - Friday	9 a.m.- 3 p.m.	30 hours	32 weeks

<u>Medical Office Assistant with Internship: 1500 Hours</u>			
<u>Days</u>	<u>Time</u>	<u>Hours per week</u>	<u>Normal Completion Time</u>
Monday - Friday	9 a.m. - 2:30 p.m.	25 hours	60 weeks

<u>Electrical Assistant & HVAC: 900 Hours</u>			
<u>Days</u>	<u>Time</u>	<u>Hours per week</u>	<u>Normal Completion Time</u>
Monday - Friday	12:00 a.m. - 7:00 p.m.	35 hours	29 weeks

<u>Introduction to Plumbing: 900 Hours</u>			
<u>Days</u>	<u>Time</u>	<u>Hours per week</u>	<u>Normal Completion Time</u>
Monday - Friday	12:00 a.m. - 7:00 p.m.	35 hours	29 weeks

STUDENT GRIEVANCE PROCEDURE

A student may, at any time, informally discuss with his/her teacher, a matter that may become a grievance. If the results of such a discussion are unsatisfactory, the student may file a written grievance to the school Director. The school Director will meet with concerned parties to resolve the grievance. The decision of the school Director will be made within a reasonable time and shall be final.

Student may also contact the Council on Occupational Education regarding matters unresolved at Council on Occupational Education, 7840 Roswell Rd. Building 300, Suite 325, Atlanta, GA 30350, Phone: (770)-396-3898. Website: mycouncil.org

DRUG FREE CAMPUS ACT

As a student or employee of the school, I acknowledge the receipt of the institution's drug free school and workplace policy, which includes:

- Disciplinary action the school will take against the students or employees who violate the policy.
- A description of health risks associated with the use of illicit drugs and abuse of alcohol.
- A description of federal, state and if applicable, local laws and penalties for unlawful possession or distribution of illicit drugs and alcohol.

CODE OF CONDUCT

Enrollment in the Career School of NY, INC. programs mean a commitment to academic excellence, professionalism, and integrity. The following are unacceptable, will not be tolerated, and are grounds for dismissal:

1. All forms of bias including race ethnicity, gender, disability, national Origin, and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment including hostile environment and forcing an individual to perform sexual favors in return for something.
3. All types of dishonesty including cheating, knowingly furnishing false information to the Institution, and altering institution documents with the intent to defraud.
4. Disruption or obstruction of teaching, administration, disciplinary proceedings, programs any other school activity. This includes the use of profanity or verbal abuse towards faculty, staff, or administration.
5. Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage of school property
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises. This includes but is not limited to the use of alcoholic beverages and/or controlled dangerous substances.

MEDIA CENTER

The Media Center is located in Room 401. It is open to all current and former students for research and job searching purposes only (NO UNAUTHORIZED WEB SURFING) students must sign-in and out of the media center. The sign-in sheet is located at the front desk room 105. The media center is open Monday thru Friday 4:15 PM to 5 PM.

EMERGENCY PROCEDURES

In Case of Emergency

In the event of any type of physical emergency (wound, illness, attack, fire):

Step One - Please report the situation to the appropriate administrator. First to be notified should be your instructor, next the Director.

Step Two - Call 911 if needed or direct the individual to Staten Island University Hospital (718)-226-9000.

Step Three - The proper authority will advise from there.

CAREER SCHOOL OF NY, INC. EMERGENCY RESPONSE AND EVACUATION PROCEDURES

1. Career School of NY, Inc. will immediately notify its students upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of its students or employees that occurs on its campus by the Directors the school announcing the situation and notifying the local law enforcement officials
2. Career School of NY, Inc. will without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, comprise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
3. The Directors will assess the situation to determine if there is a significant emergency. If it is determined that there is a significant emergency, they will contact the local law enforcement officials by telephone
4. The titles of the persons who are responsible for carrying out this process are the school directors.
5. The directors will disseminate emergency information to the larger community by telephone.
6. The institution will test the emergency response and evacuation procedure once a year and have a log of the results that includes the time it took to evacuate the students in a timely manner. In addition, the institution will notify local officials that we are conducting a test of our emergency system beforehand.

ACCOMMODATION FOR STUDENTS WITH SPECIAL NEEDS

Career School of NY facility is readily available to accommodate students with special needs. Two elevators are in operation all throughout the day. There is adequate space to allow mobility for handicap equipment and the bathrooms have wide enough openings to accommodate equipment.

In the event of an emergency, the following services as guidelines to assist students, faculty and staff in executing an emergency evacuation for students with special needs. The school makes sure that faculty and staff at the beginning of their program identifies students with special needs.

GUIDELINES FOR EVACUATING PERSONS WITH DISABILITIES

1. The school has signs that show the emergency exit routes for the building. Be aware of all marked exits from your area and building. In all emergencies, evacuate people with disabilities if possible.
2. Do not use elevators (unless authorized) since they could fail during a fire or other type of emergency.
3. Always ask someone with a disability how you can help before giving assistance. Ask how the person can be best assisted and whether there are any other considerations to take or items that need to come with the person.
4. Do not grasp a visually impaired person's arm; ask if he or she would like to hold on to your arm to exit. Warn the person about steps. Be specific in your verbal instructions (i.e. "to the right," rather than "this way"). Keep guide dogs together with their owners whenever possible.
5. Attempt a rescue evacuation only if you have had rescue training or if the person is in immediate danger and cannot wait for professional assistance. Evacuating a disabled or injured person yourself should be considered a last resort. Evaluate your options and the risks of injuring yourself and others in an evacuation attempt. Do not make an emergency situation worse.
6. Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergencies.

FOR STUDENTS WITH DISABILITIES

1. Tell our instructor or if you will need assistance getting out of a classroom and/or building in case of a fire, earthquake or other disaster. Be aware of the nearest stairwell to our position.
2. In the event of evacuation, inform rescue workers of the safest and most comfortable way to assist you in evacuating. Let rescuers know you prefer to be carried or if you need a wheelchair.
3. If you take prescription medications on a daily basis, carry a three-to five-day supply with you at all times.
4. Keep written information at all times of any medical conditions or drug allergies that emergency personnel should know about. Write also the names and phone numbers of friends or relatives who can be contacted in the event of an emergency.

FOR FACULTY/SUPERVISORS

1. Make it a point to inform all students and employees of the nearest exit to use in case of an emergency. An emergency evacuation floor plan is posted in all classrooms in the school. Faculty can print this information or announce it on the first day of classes.
2. Identify your student who may need assistance in an emergency and inform the school Director.
3. Promote the “buddy system.” Encourage other students to volunteer to assist each person with a disability who requests evacuation assistance.

This report contains policy statements and crime statistics for the school. The policy statements address the school’s policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus.