



ELMONT CAREER CENTER LLC

STUDENT HANDBOOK

VOLUME 1

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GENERAL INFORMATION

MISSION STATEMENT

Elmont Career Center LLC 's mission extends beyond the classroom, aiming to impact the community positively by producing caregivers who are not only technically proficient but also deeply compassionate. Our training programs are crafted to empower students with a passion for healthcare, which we believe is the cornerstone of both staff retention and patient satisfaction. By instilling a genuine love for the profession, we prepare our graduates to make a meaningful difference in the lives of patients and to contribute to the overall wellness and betterment of our community. Through our commitment to excellence in education, we are dedicated to enhancing the quality of healthcare training delivery and fostering a culture of empathy and professionalism within the industry.

EDUCATIONAL GOALS

Elmont Career Center LLC is committed to delivering top-notch healthcare training programs designed to ensure student success. Our goal is to provide flexible training formats and schedules that support effective learning, including time management for classes, homework, and skill mastery. We emphasize practical, hands-on instruction to empower our students with the confidence and competence needed for employment in the healthcare industry. Our graduates are well-prepared to offer compassionate, dedicated, and high-quality patient care. We are dedicated to continuous improvement of our programs through regular evaluation and actively seek feedback from our students to enhance the educational experience.

AUTHORIZATION

Elmont Career Center LLC is licensed by the New York State Department of Education, Bureau of Proprietary School Supervision.

STAFF

Mireille Jumeau - Owner, Agent, Director & Financial Director,

Responsible for all aspects of management of the company including administration, programs, curriculum, instruction, admissions, grievances, and library. All staff and faculty report directly to Mireille Jumeau. Mireille Jumeau has over 7 years of management experience and 14 years of experience as a Registered Professional Nurse.

NURSE ASSISTANCE TRAINING PROGRAM REQUIREMENTS FOR THE STATE OF NEW YORK

State requirements: Students who wish to become candidates for the Nurse Aide New York state exam must complete the state-required 125 minimum hours of training, in which 95 hours must be in the classroom setting (60 theory and 35 skilled) and 30 must be hands-on clinical experience in a long-term care facility. Elmont Career Center LLC meets these requirements set forth by the State Department of Education.

Upon the student's successful completion of the Nurse Assistance Training Program and clinical rotation Elmont Career Center LLC will issue a training program completion certificate and/or the candidate will be submitted to the state of New York as eligible for testing of the Nurse Aide Certification with the written/oral and skills competency examination with the State of New York.

After the completion of the state approved Nurse Assistance Training program the candidate must take and pass the state competency evaluation examination. The examination includes a written/oral and skills competency examination that is evaluated by an approved Registered Nurse with the approved testing

agency. Candidates who successfully pass the written/oral and skills competency examination will be listed on the States Nurse Aide Registry. The student will have 3 attempts at passing the written/oral and skills competency examination within one year of graduating from the Nurse Assistance Training Program. After the 3rd attempt without passing the competency examination, the student must re-take the Nurse Assistance training program.

If for any reason a student completes the Nurse Assistance Training program in the state of New York but wishes to take the state exam in another state, the students should know that the new state may or may not accept New York hours of training as each state has a different requirement for hours of training for nurse aides Elmont Career Center LLC does not guarantee that any state other than New York will accept the hours of education and allow the student to sit as a candidate for the Nurse Aide Training exam.

Once certified as a Nurse Aide, individuals must renew their certification every 2 years in order to stay active on the States Nurse Aide Registry. To remain on the registry and to be eligible to work in a licensed facility, the nurse aide must meet the requirements for re-certification. Federal/ State Regulations require that the nurse aide must be compensated as a Nurse Aide and work a minimum of eight hours within the last 24 consecutive months under the supervision of a Registered Nurse. If the nurse aide is unable to meet these requirements, then the nurse aide may have to take and pass the written/oral and skills competency examination again in order to update their certification or comply with any re-certification requirements set forth by the state of New York.

Students should know that once certified in the state of New York you are only certified to work as a Nurse Aide in New York. If you choose to transfer your certification to another state, the student must apply to that state's reciprocity process. Please know that each state may consider the number of hours of training you have completed in comparison to their state's requirements before allowing your certification to transfer. It is possible that another state may not accept the number of Nurse Assistance training hours completed with Elmont Career Center LLC.

****You must attend every class and finish all the hours in order to obtain a certificate of completion and take the state exam.****

COURSE OBJECTIVES

Upon successful completion of the Nurse Assistance Training Program at Elmont Career Center LLC, students will be equipped with the knowledge and skills required to provide quality care in long-term care settings. They will have a solid understanding of resident rights, ensuring dignity and ethical considerations are upheld in all aspects of care. Students will master basic nursing skills such as measuring vital signs, assisting with mobility, and maintaining infection control protocols, as well as delivering personal care services, including bathing, grooming, and toileting assistance.

The program emphasizes the importance of mental health and social well-being, teaching students how to support residents emotionally and address their social service needs. Students will also learn to care for residents with special needs, such as those with cognitive or physical challenges, and apply restorative care techniques aimed at promoting independence.

A key component of the program is the hands-on clinical experience, where students will complete 30 hours of supervised care in a long-term care facility. This practical experience, combined with classroom instruction, will fully prepare students to take the New York State Nurse Aide Certification exam, which includes both written/oral and skills competency evaluations. Furthermore, students will understand the process of maintaining their certification, including the renewal requirements and the responsibilities of staying active on the New York Nurse Aide Registry.

COURSE DESCRIPTION

This training program adheres to the guidelines established by the New York State Department of Health (NYS DOH) and the Bureau of Proprietary School Supervision (BPSS). It covers a wide range of essential topics, including:

- Understanding the critical role of nurse assistants in enhancing the quality of life for individuals in need of care.
- Delivering high-quality basic care to home health clients.
- Supporting and upholding the rights of clients, with a strong emphasis on legal aspects and confidentiality.
- Communicating and collaborating effectively with staff, residents/patients, and their families.
- Being attentive to the physical and emotional needs of residents/patients.
- Ensuring safety and emergency preparedness.
- Following infection control protocols and prevention measures.
- Addressing the independence, cultural, and activity needs of home health clients.
- Providing care for residents/patients with developmental disabilities, dementia, and Alzheimer's.
- Offering compassionate care for individuals nearing the end of life.
- Understanding body systems and related medical conditions.
- Mastering personal care skills, including grooming, bathing, and toileting.
- Properly positioning and moving residents/patients, and assisting with ambulation.
- Monitoring vital signs such as blood pressure, weight, height, respiration, and pulse.
- Ensuring proper nutrition, including assisting residents/patients with eating and managing their diets.
- Applying rehabilitation and restorative care techniques.
- Preparing students for the certification exam.
- Offering guidance on employment search strategies, resume writing, and general job search resources.

PREREQUISITES FOR ACCEPTANCE INTO THE NURSE ASSISTANCE TRAINING PROGRAM

ENROLLMENT REQUIREMENTS

- NATP application
- Registration fee is \ non-refundable in any event
- Course Deposit
- Government-issued ID
- Social Security Card
- PPD
- GED/High School Diploma OR Ged Completion OR a passing score on the TABE test (The TABE test assesses proficiency in reading, math, and language to ensure students have the foundational skills required for entrance in our training programs, in lieu of a high school diploma/GED. Passing scores for the TABE are as follows: Reading:559, Math:562, Language:545)
- Physical
- Drug Screen
- Hep B Immunization or titers
- Measles, Mumps, Rubella, Varicella (MMRV) Immunization or titers
- Covid-19 complete vaccination

*****No student will be added to the roster after the second day of class*****

CRIMINAL SCREEN AND BACKGROUND REQUIREMENTS

I understand that in accordance with the state Commissioner of Health that if I am to be employed in a nursing home and or home care services agency. I must submit to a criminal background check and routine substance abuse screening. I understand that if I do have a criminal record or am unable to pass a routine substance abuse screening, that it may prevent me from obtaining employment in a nursing home. Criminal background checks will be done by the prospective employer prior to employment.

Students enrolling in this program must be aware that their successful completion of this course does not permit them to take the Nursing Assistant exam, nor does it permit them to work in a long-term care facility. Elmont Career Center LLC cannot be held responsible for a student's inability to obtain employment as it is up to the students to know their criminal history.

If you have worked as Certified Nurse Aide in a prior state and have any allegations that have been reported to the nurse aide registry that are pending, please know this information may also prohibit you from working in a long-term care facility in the state of New York as well as any adverse information on criminal background checks.

NURSE ASSISTANCE TRAINING PROGRAM

Tuition paid for this course provides you with access to the following:

- State Approved Nurse Assistance Training Program
- 5 Weeks Full Time Day Or Evening Course
- Classroom, Lab, and Clinical Experience
- CPR, and AED Certification (Not Included)
- Textbook And Student Workbook
- Student ID Badge
- Student Schedule
- Lab Supplies
- Uniform
- Student Insurance
- Job Placement Assistance

****Your name should be the same on both government-issued documents provided otherwise, the state testing center may refuse your testing application. ****

Should the student lose any tangible items listed above the student will be responsible for replacing the items and the replacement cost associated with that item. In order for the students to be successful in the course, each student must have all of their own equipment.

Replacement costs:

Textbook \$ 60

Student Workbook \$40

Uniform \$ 60

BREAKDOWN OF THEORY, SKILL AND INTERNSHIP HOURS FOR THE NURSE ASSISTANCE (NA) TRAINING PROGRAM

Unit/ Title	Theory Skills Internship	Hours
Unit I Introductory Curriculum and Resident's Rights	Skills	4
Unit I Introductory Curriculum and Resident's Rights	Theory	21
Unit II Basic Nursing Skills	Skills	5
Unit II Basic Nursing Skills	Theory	6
Unit III: Personal Care Skills	Skills	21.5
Unit III: Personal Care Skills	Theory	20
Unit IV Mental Health & Social Service Need	Theory	2.5
Unit V Care of Residents with Special Needs	Theory	7
Unit VI Basic Restorative Services	Skills	5
Unit VI Basic Restorative Services	Theory	3
Internship in a RHCF	Internship	30
Total		125

HOME HEALTH AIDE TRAINING (HHA)

COURSE OBJECTIVE

The objective of our Home Health Aide training course would be to equip participants with the essential skills and knowledge required to deliver high-quality care to patients in home settings. This would include a focus on understanding patient needs, delivering personal care, basic medical monitoring, and supporting the emotional and physical well-being of clients. Additionally, the course would aim to prepare students for certification, ensuring they meet the regulatory requirements to work as Home Health Aides. Emphasizing practical experience, the training would also aim to instill a sense of professionalism and compassion, crucial for success in this role. Ultimately, the goal is to empower students with the capabilities to make a positive impact in the lives of those they care for, while also opening doors to rewarding career opportunities in the healthcare sector.

COURSE DESCRIPTION

This training program adheres to the standards set by the New York State Department of Health and the Bureau of Proprietary School Supervision, encompassing, among others, the following:

- Acknowledge the critical role of home health aides in enhancing the quality of life for those requiring care.
- Deliver comprehensive basic care to home health clients.
- Uphold and protect client rights.
- Understand and respect the significance of legalities and confidentiality.
- Foster effective communication and teamwork with staff, residents/patients, and their families.
- Be attuned to the physical and emotional needs of residents/patients.
- Prioritize safety and prepare for emergencies.
- Adhere to infection control standards and prevention measures.
- Address the independence, cultural, and recreational needs of home health clients.
- Provide care for residents/patients with developmental disabilities, dementia, and Alzheimer's.

- Offer compassionate care for individuals nearing the end of life.
- Understand body systems and conditions associated with them.
- Master personal care skills, such as grooming, bathing, and toileting.
- Execute proper techniques for positioning, moving residents/patients, and assisting with walking.
- Measure and record vital signs, including blood pressure, weight, height, respiration, and pulse.
- Implement nutritional guidelines, including diet and fluid intake, and assist residents/patients with eating.
- Engage in rehabilitation and restorative care practices.
- Prepare for certification tests.
- Equip with job search strategies, resources, resume writing, and general employment information.

Teaching is delivered through a blend of lectures, video and PowerPoint presentations, with a significant focus on practical, hands-on experience. Students will act as patients, allowing their peers to practice and refine their skills.

Tuition paid for this course provides you with access to the following:

- State approved Home Health Aide Training program 4 weeks for the day program, 4 weeks for the evening program
- Classroom, lab, and clinical experience
- CPR, and AED certification (if not already obtained)
- Textbook and Student Workbook
- Student ID badge
- Student Schedule
- Lab supplies
- Uniform
- Student Insurance
- Job placement assistance

**Your name should be the same on both government-issued documents provided otherwise, the state testing center may refuse your testing application. **

Should the student lose any tangible items listed above the student will be responsible for replacing the items and the replacement cost associated with that item. For the students to be successful in the course, each student must have all their own equipment.

PREREQUISITES FOR ACCEPTANCE INTO THE HOME HEALTH AIDE (HHA) TRAINING PROGRAM

CRITERIA FOR ENROLLMENT:

- The registration fee is non-refundable under any circumstances
- Initial course deposit
- A valid government-issued identification
- GED/High School Diploma OR Ged Completion OR a passing score on the TABE test (The TABE test assesses proficiency in reading, math, and language to ensure students have the foundational skills required for entrance in our training programs, in lieu of a high school diploma/GED. Passing scores for the TABE are as follows: Reading:559, Math:562, Language:545)
- Tuberculosis skin test (PPD test)
- Comprehensive physical examination
- Hepatitis B vaccination or antibody titers
- Immunization or antibody titers for Measles, Mumps, Rubella, and Varicella (MMRV)

HHA COURSE CALENDAR AND TUITION LIABILITY CHART

HHA Full Time AM/Morning- : Program Starts on Monday, February 3rd end on Friday February 24 th 2025

HHA Full Time PM/Evening- : Program starts on Monday, February 3rd end on Friday February 24 th 2025

Internship One (1) Day, 8hrs: Clinical hours: start from 7:00 A.M 3:30 PM-Monday ONLY with a 30 minute break.

HHA COURSE

Method of Payment: Plan A □ Payment in full: Tuition \$550. Registration fee \$55.00, Books \$80.00, Uniform \$45.00=\$730.00

Method of Payment: Plan B □ Initial Down Payment of \$330.00 with a weekly payment of \$200.00. All balance should be paid in full before the course completion.

Weekly Tuition Liability Chart

HHA Program Payment Plan	\$730
Down Payment	\$330
Week 1	\$200
Week 2	\$200

***See late payments for further information. ***

BREAKDOWN OF THEORY, SKILL AND INTERNSHIP HOURS FOR THE HOME HEALTH AIDE (HHA) TRAINING PROGRAM

Unit/ Title	Theory Skills Internship	Hours
Module I. Introduction to Home Care	Theory	1.5
Module II. Working Effectively w/ Homecare Clients	Theory	3
Module III. Working with the Elderly	Theory	2
Module IV: Working with Children	Theory	1
Module V. Working w/People who are Mentally Ill	Theory	1
Module VI. Working with People w/Develop. Disabilities	Theory	1
Module VII. Working w/ People w/ Physical Disabilities	Theory	1
Module VIII. Food, Nutrition & Meal Preparation	Theory	4
Module. IX. Family Spending & Budgeting	Theory	0.5
Module. X. Care of the Home & Personal Belongings	Theory	1.5
Module XI: Safety & Injury Prevention	Theory	1.5
Module. XII. Personal Care Skills	Skills	22
Unit A. Orientation to Health-Related Tasks	Skills	1
Unit B. Performing Simple Measurements & Tests	Skills	6.5
Unit C. Complex Modified Diets	Skills	4.5
Unit D. Assisting w/ Prescribed Exercise Program	Skills	3.5
Unit E. Assisting w/ use of Prescribed Medical Equipment, Supplies & Devices	Skills	8
Unit F. Assisting w/ Special Skin Care	Skills	2
Unit G. Assisting w/ a Dressing Change	Skills	1.5
Unit H. Assisting w/ Ostomy Care	Skills	8
Internship	Internship	8
Total		83

RESPECT POLICY

- The code of conduct is the professional standards for conduct, attitude, performance, and ethics while enrolled in a Nurse Assistance training program. They shall be observed during class, lab,

clinical rotation and the testing for the state competency examination. Students must display professionalism and self-control in order to meet the demands of the duties as a nurse aide.

- Disruptive behavior and inappropriate language such as profanity will not be tolerated. Inappropriate discussion of personal problems during any phase of training and testing is not permitted. Failure to follow the code of conduct is an immediate basis for dismissal from the program.

CODE OF CONDUCT

- Appropriate interaction with instructors, coworkers, residents, etc.
- No personal cell phone usage during class, lab, or clinical rotation. Phone use is limited only to emergencies. All other calls must be made and received during breaks. The student must leave the classroom to make and receive calls. Cell phones should never be visible in residents' rooms.
- Disruptive behavior or inappropriate language, such as profanity or inappropriate discussion of personal problems, during any phase of training and testing is not permitted.
- Display of professionalism and self-control is required to meet the demands of the duties
- Student shall not perform a task for which the trainee has not received training.
- Practice all safety precautions taught for each lab skill.
- Reporting appropriate information, such as changes or problems in resident, to instructor and/or appropriate staff member.
- Students must follow and adhere to HIPAA Guidelines.
- Students must respond to emergencies in the clinical area.
- No sleeping or distractive behavior during class.
- Anyone caught cheating will be immediately dismissed from the program. Students have the right to appeal. All appeals must be submitted within 24 business hours of the disciplinary action notification date. The school must respond to the student's appeal within 3 business days of the filing of the appeal.
- No playing/horsing around with lab equipment; utilize equipment for learning purposes only.
- You are responsible for your own activity and are expected to abide by the rules of the Nurse Assistance Training program.
- Students must bring books (note / text / work/pen/pencil) to class every day.
- Maintain proper infection prevention guidelines when caring for residents.

APPEALS PROCESS

Students who believe a disciplinary action is unjustified may appeal the decision. The appeal process will include the following steps:

1. **Informal Resolution:**

- Students should first attempt to resolve the issue informally by discussing the matter with the instructor or program director.

2. **Formal Appeal:**

- If the issue cannot be resolved informally, students may submit a written appeal to the designated Program Director
- The appeal should include:
 - A clear statement of the grievance.
 - Supporting documentation (if applicable).
 - A request for specific remedies.

3. **Review and Decision:**

- The designated school official will review the appeal and supporting documentation.
- The student may be given an opportunity to present their case in person.
- The school will issue a written decision regarding the appeal.

Timeframe in which School Will Respond

The school will strive to respond to student appeals in a timely manner, typically within **3 business days** of receiving the appeal.

DRESS CODE

- Dress Code with name tag identification is to be worn every day. Name tag identification will be provided by Elmont Career Center LLC .
- Students must wear school issued scrubs during class, lab and clinical rotations.
- Students must wear all white, closed toed nursing shoes while in scrubs/uniform.
- Students must maintain adequate personal hygiene, socks and shoes at all times in the classroom, lab and clinical. The uniform must be clean, neat and crisp.
- Your undergarments should not be visible underneath your uniform.
- Hair should be neat, clean, and tied up.
- Fragrance should not be worn when working around patients/residents. People may have allergic reactions or may suffer with respiratory problems causing difficulty breathing.
- Come prepared with a second-hand watch, a small notebook, and a pen.
- Nails are to be kept short to prevent client/resident injury.

COMPLAINT/ GRIEVANCE PROCEDURE

All grievances need to be submitted in writing via the student grievance form to the program coordinator. The program coordinator must follow up on the grievance within 2 days of grievance submission to investigate the problem. The Program coordinator will interview all parties involved and decide regarding

the problem. The student will receive a final answer regarding the grievance within 5 days from the date the grievance was filed.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information? Contact the New York State Education Department at: New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001 Attention: Bureau of Proprietary School Supervision (212) 643-4760 (See Appendix A).

TERMINATION/WITHDRAW

1. In case of termination by the school for inappropriate behavior, unsafe practices, or any other cause for dismissal, the student will receive a refund according to the mini program refund policy below.
2. If termination occurs school may keep
 - 0 - 15% of the program 0%
 - 16 - 30% of the program 25%
 - 31 - 45% of the program 50%
 - 46 - 60% of the program 75%
 - After 60% of the program 100%
3. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.
4. A student who cancels within 7 days of signing the enrollment agreement but before the instruction begins receives all monies returned with the exception of the non-refundable registration fee \$95.00 will be deducted to cover the registration fee.

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

PAYMENT POLICY

Paid in Full- Students may pay for the Nurse Assistance (NA), Home Health Aide (HHA) course in full prior to the start of the course. This is the preferred method. Payments will only be accepted in the following forms: cash, checks, credit card, or debit card.

NURSE ASSISTANCE (NA) TRAINING

Program	NA Day	NA Evening
Hours	125	125
Tuition	\$995	\$995
Books	\$100	\$100
Uniform	\$95	\$95
Registration Fee	\$60	\$60
Total	\$1250	\$1250

NA Full Time AM/Morning -5 Weeks-This curriculum follows the mini refund policy.

125 HOUR NA TUITION

- 5 Weeks of THEORY/SKILLS: Monday-Friday; 9:00AM –2:00PM (5 hours per day, 25 hours per week-Duration of 4 Weeks)
- One (1) Week of Internship 7.5hrs. Per day =30 Hours. *
- Clinical hours: Monday through Thursday starts from 7:00 A.M - 3:00 PM, with 30 minute break

NA Full Time PM/ Evening- 5 Weeks –This curriculum follows the mini refund policy.

125 HOUR NA TUITION

- 5 weeks of THEORY/SKILLS: Monday-Friday; 4:00PM –9:00PM (5 hours per day, 25 hours per week-Duration of 4 Weeks)
- One (1) Week of Internship 7.5hrs. Per day =30 Hours. *
- Clinical hours: Monday through Thursday from 7:00 A.M 3:00 PM, with 30 minute break

NA COURSE CALENDAR

NA Full Time AM/Morning: Program Starts on Monday, February 3rd and ends on Friday March 3rd, 2025

NA Part Time PM/Evening: Program Starts on Monday, February 3rd and ends on Friday March 3rd, 2025

Internship Four (4) Days, 8hrs: Clinical hours: start from 7:00 A.M 3:30 PM-Monday- Friday with a 30-minute break.

NA COURSE PAYMENT PLAN

Method of Payment: Plan A □ Payment in full: Tuition \$995. Registration fee \$60.00, Books \$100.00, Uniform \$95.00=\$1250.00

Method of Payment: Plan B □ Initial Down Payment of \$350.00 with a weekly payment of \$300.00. All balance should be paid in full before the course's completion.

NA Program Payment Plan	\$1250
Down Payment	\$350
Week 1	\$300
Week 2	\$300
Week 3	\$300

*****See late payments for further information. *****

HHA COURSE PAYMENT PLAN

Program	HHA Day	HHA Evening
Hours	83	83
Tuition	\$550	\$550
Books	\$80	\$80
Uniform	\$45	\$45
Registration Fee	\$55	\$55
Total	\$730	\$730

HHA Full Time AM/Morning – 4 Weeks-This curriculum follows the mini refund policy.

83 HOUR HHA TUITION

3 Weeks of THEORY/SKILLS: Schedule Sessions:

Day: Monday thru Friday – 9:00 am - 2:00 pm (5 hours daily, 25 hours/week – 3 weeks).

Internship One (1) Day, 8 hrs with 30-minute break

Please be aware that internship hours may extend beyond regular class times.

HHA Full Time PM/ Evening- 4 Weeks –This curriculum follows the mini refund policy.
83 HOUR HHA TUITION

3 Weeks of THEORY/SKILLS: Schedule Sessions:

Evening: Monday thru Friday – 4:00 PM -9:00 PM (5 hours daily, 25 hours/week – 3 weeks).

Internship One (1) Day, 8 hrs with 30-minute break

Please be aware that internship hours may extend beyond regular class times.

LATE PAYMENTS

If tuition is not paid in full by the clinical start date the student will not be allowed to take the final exam therefore will not receive a certificate of completion. This will prohibit the student from taking the NA state examination.

If payments are not made when scheduled, the student will be charged a late fee. Students may be dropped from the program if fees are not paid as promised. Students will be assessed a late fee penalty of \$30 per week if payments have not been made as promised. Students must pay late fees and balance in order to be eligible for clinical, and school final exams, and obtain a certificate of completion. If a student is delinquent with payments, they may not be able to attend class.

REFUND POLICIES

MINI REFUND POLICY:

Any Curriculum that is 6 weeks or less will follow the mini refund policy see below.

- . A student who cancels within 7 days of signing the enrollment agreement receives all monies returned except for the non-refundable registration fee. The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law.
- . Thereafter, a student will be liable for
 1. The non-refundable registration fee plus
 2. The cost of any textbooks or supplies accepted plus.
 3. Tuition liability as of the student's last date of physical attendance.
Tuition liability is determined by the percentage of the program offered to the student.

As per Education law 5002(3), the school catalog submitted for approval shall indicate the amount of refund due the student in the event of withdrawal. If termination occurs, the school may keep.

Weekly Tuition Liability Chart

Nurse Assistance Training Program

If Termination Occurs	Student's Refund	School Keeps
0-15% of the Program = 0%	\$995.00	\$0
16-30% of the Program = 25%	\$746.25	\$248.75
31-45% of the Program = 50%	\$497.50	\$497.50
46-60% of the Program = 75%	\$248.75	\$746.25
After 60% of the Program = 100%	\$0.00	\$995.00

Home Health Aide Training Program

If Termination Occurs	Student's Refund	School Keeps
0-15% of the Program = 0%	\$550.00	\$0
16-30% of the Program = 25%	\$412.50	\$137.5
31-45% of the Program = 50%	\$275.00	\$275.00
46-60% of the Program = 75%	\$137.50	\$412.50
After 60% of the Program = 100%	\$0.00	\$550.00

Although placement assistance service is provided, the school cannot guarantee a job to any student or graduate.

TUITION REFUND POLICY

Students seeking a tuition refund must follow the steps outlined below:

- 1. Who to Contact:**
To initiate a refund, the student must contact Mireille Jumeau, the designated school representative for refund processing.
- 2. How to Request a Refund:**
The student must submit a written request for a refund via email or mail. Please include the following details in your request:
 - Full Name
 - Program Name
 - Date of Enrollment
 - Reason for Refund Request
 - Method of Payment (e.g., credit card, cash, check)
- 3. Processing Timeline:**
Once the request is received, the refund will be processed on the same day.
- 4. Receiving the Refund:**
Depending on the refund method, the student can expect to receive the refund within 1-3 business days:
 - **Credit Card:** 1-3 business days
 - **Cash or Check:** 1-3 business days

The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law."

ENROLLMENT DATES

NA Full Time AM/Morning: Program Starts on Monday, February 3, 2025 end on Friday March 7th 2025. NA Full Time PM/Evening: Program Starts on Monday, February 3, 2025 end on Friday March 7th 2025

Our Nurse Assistance (NA) Training Program runs for 5 weeks, with classes starting on the first Monday of each month.

Internship Four (4) Days, 8hrs: Clinical hours: Monday through Thursday 7AM-3PM with a 30-minute break

NA Full Time AM/Morning: Our Nurse Assistance (NA) Training Program typically runs for 5 weeks, with classes starting on the first Monday of each month.

Our Home Health Aide (HHA) Training Program typically runs for 4 weeks, with classes also starting on the first Monday of each month.

HOLIDAY CALENDAR

Elmont Career Center LLC will observe the following holidays:

New Year's Day (1st of January)

Martin Luther King (3rd Monday in January) Memorial Day (last Monday in May)

Independence Day (4th of July)

Labor Day (1st Monday in September)

Thanksgiving Day (Thanksgiving is on the fourth Thursday of the month.) The day before Thanksgiving and the Friday after.

Christmas Eve (December 24th) & Christmas Day

EMERGENCIES AND INCLEMENT WEATHER

In the event of an emergency, the school will notify the student of any class/clinical delay or cancellation via (phone, remind app). In the event of inclement weather, such as ice, sleet, flooding or any other natural weather or local disaster, school will close when Nassau County School District is closed or delayed. Evening classes' students will be contacted.

When class/clinical is delayed, the time must be made up prior to the completion of class. Every effort will be made to plan the make-up for a day when a student is available. There will be pre-planned make-up days on the calendar. Please see your schedule to view those dates. However, scheduling conflicts may result in the student finishing class with the next scheduled class.

LEAVE OF ABSENCE POLICY:

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

- medical (including pregnancy), family care (including unexpected loss of childcare and medical care of family), military duty, and jury duty.

- A request for a leave of absence must be submitted to the school Director in writing
- The request must have the date that the student will begin the leave and the expected date to return to class.
- Leave of absences will be honored within the student contract. Should a request take the student beyond this contracted bulletin they may be subject to reentry under a new contract. If the student does not reenter within their contract and has not notified the school, the student's contract will be terminated, and he/she will be granted a refund according to the school's Refund Policy.

*Note that each individual situation will be handled privately. The school will make every effort to help students meet their educational goals. It will be necessary to meet with the school Director before returning to class**

CLASSROOM, LAB, AND CLINICAL POLICIES

- **Sign in/out sheet:** Students must sign in and out every day. Students are responsible for keeping up with their own sign-in sheet for class, lab and clinical.
- **Attendance, absences, and tardiness:** Student must attend class every day and be on time. Due to the critical nature of the program, students may *not* make up more than one classroom day. **Clinical is mandatory and only one day of clinical may be made up on the day set forth by instructor.** Students who miss more than the allowed class time will have to attend a make- up day which will be pre-assigned at the start of the class session. There will be an additional fee for this make-up day of \$100.00. All class make up time must be conducted during the hours in which the state has approved the facility to operate. Excessive tardiness and/or leaving class early will be grounds for dismissal. After two or more days of tardiness, students will be placed on probation and/or terminated from the program.
- **Breaks:** Student must take breaks as scheduled. Students are allotted a 5-minute grace period to return from any break or lunch. A student that is more than 5 minutes late from a break is considered late and it will be counted as tardy. Students that have more than two tardy occurrences from a break will be placed on probation and/or terminated from the program.
- **Late:** If a student knows that he/she is going to be late or absent, the student must call the school to notify a staff member at least 30 minutes prior to class start time. If there is no answer, the student must leave a message. Notification by anyone other than the student will not be accepted and will compromise the student's enrollment status. Any absences must be made up. Extensive absences may result in dismissal from the program. It is the student's responsibility to consult with the instructor for the requirements and date of make-up work. Students must complete all required hours and lessons in order to qualify for graduation.
- **Assignments:** Students must read over the assigned material before and after each class and complete assignments for the next day. Students who have not completed the required reading or assignments will be placed on probation and/ or could be terminated from the course.
- **Evaluations:** Students must undergo an evaluation at the midpoint of their program. At this point, students are required to achieve a minimum grade of 70% and have attended at least 70% of the program. For mini programs, such as the Home Health Aide (HHA) program, SAP reviews

are conducted at 41.5 hours and the Nurse Assistance (NA) program, reviews are conducted at 62.5 hours. Students who do not meet the 70% attendance and GPA requirements at the midpoint will receive a written warning and be placed on Academic Probation. By the end of the program, students must have attended all the required program hours.

- **Passing criteria:** To pass the classroom instruction of the course, the student must maintain an average of 70% or above on all tests. Students below 70% or a 'C' will need remediation. Assistance from an instructor will be available if necessary.

GRADING SCALE

GRADE	%
A	100-90
B	89-80
C	79-70
D	69-60
F	59 OR BELOW

- Lab is based on a pass/fail scale and each student must receive a grade in order to graduate from the program. Students will be given only TWO chances to demonstrate a skill properly. If a student is unable to demonstrate a skill properly after two tries, the student will not be allowed to attend clinical until the skills are mastered in the lab.
- Clinical is based on a pass/fail scale and each student must receive a pass in order to graduate from the program. If a student is unable to demonstrate satisfactory skill mastery in the clinical setting or preforms tasks in an unsafe fashion, the student will be removed from the program.
- Class schedule: Daytime Monday thru Friday 9:00 a.m. –2:00 p.m. Part-time Evening Monday thru Friday 4:00 p.m. – 9:00 p.m. Weekend Saturday and Sunday Part-time 8:30 a.m. - 5:00 p.m.
- **Tests and final exam:** A test may be administered daily. No test or exam will be given unless the student has completed the required assignments. Students must arrive on time in order to take any test or exam. Only one make-up test or exam is allowed per program. It is the student's responsibility to consult with their instructor for the requirements and date of their make-up test or exam. Students must successfully pass a final exam with the school to graduate.
- **Academic dishonesty:** Cheating of any kind during a test or any assignments will be grounds for dismissal from the school, including but not limited to talking during a test, discussing, or reviewing any items on the exam with anyone else during the exam, consulting books or notes during an exam, and/or sharing answers to tests or assignments with a student who has missed a class.
- **Sexual harassment and abuse:** Absolutely no sexual harassment in any form will be tolerated and is ground for immediate dismissal from the program. Verbal or physical abuse will not be tolerated either. Vulgar or suggestive language, reference to racial, sexual, and ethnic, ridiculing or excluding other students, gang attire, and bullying will not be tolerated. All the above behavior will result in the student being removed from the program.

- **Smoking:** Smoking is only allowed outside the school in the designated area and cigarette butts must be disposed of properly. No smoking is allowed on clinical sites at any time.
- **Drug and alcohol:** No drug and/or alcohol is allowed at the school or at the clinical site. Students caught on campus or in clinical with any of these substances will be immediately dismissed from the program. Any student suspected of being under the influence of these substances will be subject to a drug/ toxicology screen and removed from the course pending results. Elmont Career Center LLC retains the right to administer random drug tests to any student attending the Nurse Assistance training program. Refusal to take the drug test/ screening is grounds for immediate dismissal from the program.

CLINICAL GUIDELINES

- Students are required to arrive at the clinical site 15 minutes before start time. Each day before starting clinical a mandatory 10 to 15 minutes pre-clinical conference will be held to inform students of their duties and the status of the instructor evaluation process.
- All students must abide by all guidelines, policies, and procedures mandated by the instructors. Students must report resident abuse to the clinical instructor. If a student does not adhere to the expectations of clinical, the instructor has the right to ask the student to leave the facility.
- Under no circumstances is the student to contact the clinical facility in an attempt to schedule independent clinical days. Make up clinical days should be arranged with the instructor only.

MISCELLANEOUS RULES

- **Physical demands and environmental conditions:** Student should be aware that the following may occur: lifting during patient transfers, pushing wheelchairs up to 300 pounds, visual acuity to monitor and evaluate patients, ability to read and write, and exposure to infectious materials.
- **Visitors:** Students are not allowed to have visitors in the classroom while school is in session or in the clinical or lab setting. Children are not to be in school while students are in class. We will ask anyone who is not a student to leave the school.
- **School property:** In the event that the student damages school property, certificate of completion will not be released until the cost of damage to school property is replaced or paid for. The student may be subject to attorney fees and other filing fees made due to the damage.
- **Job placement:** Elmont Career Center LLC does not guarantee job placement after graduation. Students who graduate from the program in satisfactory standing may consider using the instructor as a point of reference for future jobs. Instructors may become the student's first job reference based upon the skills and behavior demonstrated while enrolled in the Nurse Assistance allowed Training Program.

- **Financial Assistance:** No financial aid assistance is offered at this time.

COLLEGE CREDIT – DISCLAIMER STATEMENT

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

CREDIT FOR PRIOR LEARNING

The Elmont Career Center does not currently grant credit or accept hours for prior education or training towards its Nurse Assistance (NA) or Home Health Aide (HHA) programs.

ADDENDUM TO THE ENROLLMENT AGREEMENT FOR NURSE ASSISTANCE PROGRAMS

- I understand that federal and state law requires any person employed in a Residential Health Care Facility (RHCF) as a Nurse Aide or nurse assistant or orderly to be listed in the Nurse Assistances Registry maintained by each state. Although the law pertains to Nursing homes, most New York City hospitals are also requiring certification of hiring.
- I may obtain placement on the New York State RHCF Nurse Aide Registry by successfully completing a training program approved by the New York State Education Department AND by passing a two-part Nurse Aide competency exam offered by Prometric, the contracting agency for New York State. This exam consists of a clinical skills portion and a written or oral portion.
- I understand that in accordance with rules set forth by Prometric, I will not be able to take the New York State Nurse Aide Competency Exam without my Social Security Card.
- If I am hired to work in a nursing home after graduation, I must pass both parts of the competency exam and be on the registry within four months of graduation.
- If not employed, I must pass both parts of the exam within two years from the date I graduated. If I do not choose to test within two years and later choose to test, I realize I must complete a new training program before I will be able to take the exam.
- I will have three chances to pass each part of the exam. If I do not pass the clinical skills portion of the exam by the third try, I may not take the written or oral exam. If I do not pass either section by the third try, I must repeat the program if I wish to work in a nursing home. I understand that I will have to repeat the program at a school different from where I originally trained.

- The fee for the exam is payable to New York Commissioner of Health not to the school. The fee is \$115.00 for the entire exam (clinical and written). There is an additional fee for repeating either part of the exam. If I fail to appear for the exam, I will have to pay an additional fee of \$115.00 for the exam.
- If I work for a nursing home upon successful graduation, I understand that I may submit receipts to the nursing home from my NA training and exam fee in order to receive partial reimbursement from New York State.
- I understand that in accordance with the state Commissioner of Health that if I am to be employed in a nursing home and or home care services agency, I must submit to a criminal background check.
- **I understand that if I do have a criminal record, it may prevent me from obtaining employment in a nursing home.**

DISCLOSURE & MISSED CLASSES

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

Make up classes: If students miss a class or clinical day that needs to make up, the student is responsible for payment of the missed class of \$100 for each class (clinical/ classroom). The make-up date will be discussed and decided by the Primary Instructor and Director.

Withdrawal from Program: The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law.

SCHOOL DESCRIPTION

Elmont Career Center LLC is a distinguished private educational institution situated at 475-479C Hempstead Turnpike in Elmont, New York, 11003. The facility is comprehensively self-contained, featuring four dedicated rooms—three of which are designated for instructional purposes, and one that houses a practice area equipped for hands-on skill development. The facility is handicap accessible on the first floor. Each classroom is outfitted with all the necessary equipment and elements mandated by the New York State Department of Health (NYSDOH) and the Bureau of Proprietary School Supervision (BPSS), ensuring that

students acquire all the requisite skills. Clinical experiences are conducted at an affiliated long-term care facility, providing students with practical exposure to a real-world healthcare setting.

ELMONT CAREER CENTER LLC EMPLOYEES:

Owner:

Mireille Jumeau, RN-BSN,
CVRN, FNP

Director:

Mireille Jumeau, RN-BSN, CVRN,
FNP

Program Coordinator:

Mireille Jumeau, RN-BSN, CVRN,
FNP

Agent:

Mireille Jumeau, RN-BSN, CVRN,
FNP

Primary and Clinical instructor:

Mireille Jumeau, RN-BSN, CVRN, FNP

Appendix A: INFORMATION FOR STUDENTS RIGHTS

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What is the purpose of this pamphlet?

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

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

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

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

Who can file a complaint?

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

What can a student or employee complain about?

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

Student Policy and Procedures Handbook

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

You should try to resolve your complaint directly with the school unless you believe that the school will penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems

with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

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

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

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the

school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

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

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

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

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

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans.

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information? Contact the New York State Education Department at New York State Education Department 116 West 32nd Street, 5th Floor New York, New York 10001 Attention: Bureau of Proprietary School Supervision (212) 643-4760 This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career schools.