



ACCESS CAREERS

STUDENT HANDBOOK

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MESSAGE FROM THE PRESIDENT



MISSION STATEMENT

Welcome to Access Careers!

Since 1989, Access Careers has been providing hands-on performance-based occupational training to prepare students for entry-level employment which meet the needs of the community. Today Access Careers continues to provide career oriented programs in the fields of allied health and information technology. We know the key to a successful career begins with proper education and training. The staff and faculty at Access Careers are dedicated to providing you with the skills you need and the skills the employers demand. I encourage you to take the next step towards an exciting and rewarding new career.

Sincerely,

Harry Sawhney
President



ACCESS CAREERS

The mission of ACCESS CAREERS is to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning.

ACCESS CAREERS assists the student in developing skills to become independent and self sufficient adults who will succeed and contribute responsibly in a global community. The school was established to serve the educational needs of not only our students but also our community, local businesses, industries and government.

Access Careers offer programs in the field of Business and Trade. The school has been established to serve the educational needs of the community, not only our students, also the businesses, industries and government is going to be benefited as a whole.

It is our mission to keep American people healthy and happy throughout their life by providing quality education and training to students who we do believe shall bring happiness for themselves as well as for fellow citizens.

We expect from our trained graduates that they will prosper in the healthcare and other fields by serving the community, the people.

VISION STATEMENT

In an ever-changing world, everything is taking different shape very often.

It is our goal to keep abreast with new technologies and paradigm. We will provide our students with knowledge and skills that requires keeping them at par with any change in their respective career, hence, they will always be able to cope up with the changes and deliver services according to the current needs.

GENERAL INFORMATION



ACCESS CAREERS offers programs in the field of Healthcare, Management and Technology. The school was established in 1998 to serve the educational needs of the community, not only our students, but also the area of businesses, industries and various government organizations.

LICENSES & ACCREDITATION:

ACCESS CAREERS is a Licensed Private Career School Supervised by New York State Education Department (BPSS) and accredited by the Council on Occupational Education (COE).

HOURS OF OPERATION:

You are cordially invited to visit our facilities. Please telephone or write our admissions department for an appointment. Hours of operation may be adjusted to best meet the needs of students and faculty.

Monday through Thursday from 9am to 9:30pm.

Friday, Saturday & Sunday 9am to 5pm

Current or prospective students wishing further consumer information that is not covered in this catalog should contact the appropriate individual that is listed below between the hours stated in the catalog.

Administrative Policies:	School Director
Admissions Policies:	Director of Admissions
Placement & Retention:	Career Services
Tuition Payments & Refunds	Bursar

SCHOOL CALENDAR

The following holidays are observed by Access Careers

New Years Day	Martin Luther King Day	Easter Sunday	Memorial Day
Independence Day	Labor Day	Thanksgiving Day	Christmas Day

ADMINISTRATION:

All administration staff at ACCESS CAREERS is experienced / well educated and is licensed by the New York State Education Department (BPSS).

FACILITIES:

ACCESS CAREERS is easily accessible from the Long Island Railroad. Students may also come by bus using the N70, N71, N72, N48 or N49. Ample Parking is available for those students who drive. The allied health classrooms are fully equipped with supplies to train students to take the New York State Certified Nursing Exam. Equipment such as sinks, hospital beds, wheelchairs and other miscellaneous supplies are kept to comply with the latest testing requirements. Our computer labs are also fully equipped with the most up to date computers and software. All of the classrooms are well lit and the facilities are both handicap accessible and fully air-conditioned.

FACULTY:

All Faculties at ACCESS CAREERS are experienced in their field of training and are licensed by the NYS Education Department. Please refer to the Faculty listing in for specific details.

CLASS SIZE:

Maximum Theory Classes Ratio: 1 teacher to 20 students
Maximum Laboratory Classes Ratio: 1 teacher to 20 Students

CLASS INSTRUCTIONAL HOUR:

Access Careers courses or programs are defined in Instructional Hours. Each Instructional Hour is fifty minutes (50) in length and 30 minutes lunch time if course or program is equal to/or more than 6 hours. The instructional hour for the Nurse Aide course is sixty (60) minutes.

NON- DISCRIMINATORY POLICY:

ACCESS CAREERS is an equal opportunity education institution. It does not discriminate on the basis of race; color, religion, age, sex, physical handicap, marital status, sexual preference or national origin in administration of its admissions policies, administrative policies and other school administered programs.

GENERAL INFORMATION:

- Students are not permitted to bring children or guests to classes with them. Under special Circumstances, an adult may be permitted to audit a class or a class session. Please see the director for permission.
- Even though you may be enrolled in a program of study, registration for each marking period is required. Students are responsible to contact the Director before the start of their first term to get their class schedule. At the start of each new marking period, class schedules are posted on the bulletin boards. It is the responsibility of the students to assure registration in the correct class. If you require any changes to the posted schedule, see the Director as soon as possible.
- The Director's Office is not responsible for issuing grades or recording attendance of students who attend classes or sections in which they are not officially registered. Please check with your instructor to make sure your name appears on the official class roster.
- Title IV eligible students will be eligible for the textbooks at the beginning of each class. Speak with your Instructor if you miss the distribution.
- Class attendance is taken every class session. If you are more than 15 minutes late, or you leave more than 15 minutes prior to the conclusion of the class, you will lose 1/2 hour of class time. See Attendance Requirements for important information.
- Course outlines are distributed the first day of class. Course requirements are on the outline.

- Instructors will post grades at the completion of each class.
- Tutoring is available to all students free of charge. Please make arrangements with your instructor.
- Vouchers for certification examinations may be obtained through the Bursar's Office.
- Students must adhere to their payment schedule as established by the Financial Aid Office. If you do not know your schedule, or if you have any other questions about your account, please see a Financial Aid Counselor or Bursar
- If an agency or corporation is sponsoring your education need, please maintain a close relation with your case manager or company liaison officer regarding any special arrangements. You may be required to sign daily attendance rosters.
- FAX and COPY services are available for a classes
- LOST and FOUND: The school is not responsible for any personal items left on school premises. minimal fee base. See the admin staff for more information.
- Access Careers reserves the option to cancel or change class schedules to accommodate scheduling issues.

STUDENT RECORDS:

The school will maintain student records for a period of seven years as per Section 126.11(b) of the Commissioners Regulations of BPSS. BPSS schools are required to maintain permanent student records for twenty years. Upon graduation, students will be given a copy of their records. The student should maintain these records indefinitely. The records that the school will maintain are as follows:

- Attendance Records
- Academic Progress and grades (unofficial transcript)
- Financial Records
- Referral record
- The Enrollment Agreement
- Records of meetings, appeals, disciplinary actions and dismissals
- A copy of the graduation certificate
- Medical Records (where applicable)

Student records are maintained by the school administrator and are available for review by the student at any time with prior appointment. Students are encouraged to submit updates to their records, such as address, phone number changes or changes in financial aid, as soon as possible. All records are private and are handled with confidentiality.

Access Careers complies with the Family Educational Rights and Privacy Act (FERPA), which provides guidelines on storage and releasing of student and former student records. Information in student records is considered confidential between the individual and the Institute, and will not be released to a third party without the written consent of the student.

DISCLAIMER:

The student should be aware that some information in the catalog might change. It is recommended that students considering enrolling in the school check with the School Director to determine if there has been any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves a courses offered. Therefore, it is possible that the courses 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, tuition and other fees offered or the teaching and non teaching personnel listed in the catalog. The school reserves the right to make such changes in regulations, curriculums, and charges as it deems necessary without previous notice and with the approval of the appropriate licensing agency. Students should review the school catalog for factual information.

ADMISSIONS

GENERAL ADMISSIONS REQUIREMENTS

You may schedule an appointment by phone or email at Access Careers for personal counseling. Applicants must meet the following requirements to be admitted to the Access Careers:

- If you are under 18 years of age a parent or guardian should be present during the counseling.
- Complete the inquiry form and submit it to the Admission Office.
- Submit an official high school transcript or a high school diploma or a recognized equivalency confirming minimum High School graduation or a GED or a college diploma or a college transcript with a minimum of 24 completed credits.
- Students who have graduated from a foreign high school must fill out a sworn statement indicating they are a foreign high school graduate. They are required to provide a copy of the diploma, translated in English but if this is not possible, the signed sworn statement will suffice. Students who provide the sworn statement of Foreign High School Graduation (Form BPSS-115), may have to take a test approved by the NYSED Commissioner to validate their claim of a foreign diploma and ensure their ability to benefit from the instruction as per Policy Guideline 2-0300.
- Once accepted to the program a student must complete an Enrollment Agreement and present a valid picture ID.
- Student who needs to apply for financial aid must meet to the financial aid advisor and supply all paperwork necessary to support all Financial Aid requirements.

ENGLISH AS A SECOND LANGUAGE (ESL) ADMISSIONS REQUIREMENTS FOR:

ESL is a standalone program that is limited to the person who has occupational competencies in their field of interest but because of lack in proficiency in English they are not able to perform work proficiently. If they could demonstrate adequate English language skills then person can be employable. School admits the students who need instruction in English to be able to use the knowledge and skills that they already acquired in their home country language in order to obtain employment.

- All students must be at least eighteen (18) years of age on or before the first day of admission.
- Proof of education/certification.
- Student needs to take entrance exam (BEST) offered at the school before enrolling to the program.
- Based on student's performance on entrance exam, the student will be admitted to the level of English as a Second language program.
- Based on level of English as a Second language program admission the total program cost will be prorated.

ENROLLMENT AND START DATES:

New Students may enroll at anytime. Classes start at frequent intervals, usually each month. Consult an Admissions Representative for the dates of the next starting class.

ORIENTATION

On the first day of the class 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, regulations and the objectives of their course of study. School will also provide Health, Safety (OSHA) and Fire Prevention training.

INTERNSHIP/EXTERNSHIP POLICY

Several programs at Access Careers require completion of an internship/externship. Students are required to complete 100% of their clinical hours. During the internship/externship, students apply their knowledge and skills in an actual work setting while under the supervision of qualified personnel. Internship/externship hours are arranged according to the needs of the internship/externship sites and students are responsible for adjusting their schedules to the availability of internship/externship hours. Most sites require daytime schedules. Students are required to complete a medical/physical and may be subjected to a background check as a condition of their internship/externship and should have satisfied all of those requirements by the completion of the classroom portion of the program. Although these requirements are covered, in detail, during the Admissions process and in the publication Rules and Regulations, students are encouraged to consult with their instructors or school administrators to double check that they have met all such requirements before being offered an internship/externship. The institution expects students to successfully complete these requirements timely so that these requirements do not impact their ability to accept the internship/externship offer. Students who are accepted into the program but then cannot meet all requirements for any reason will not be eligible for an internship/externship offer and will be withdrawn from the program until they are able to satisfy the requirements. Upon completion of the necessary requirements, the student may appeal for re-entry into their program.

Internship/externship Assignment Students must arrange travel to their internship/externship assignment(s). In addition, based on clinical site availability or program requirements, students may be required to complete their internship/externship at more than one clinical site. Students who studied in the evening session must be prepared to attend internship/externship(s) during the day, and all students must make arrangements to meet site scheduling requirements. Students may petition the school to use a site they have located on their own, but the site will only be approved following a visit from school personnel and the execution of an internship/externship contract. Students are required to submit weekly time sheets signed by the site supervisor reflecting the hours they have completed. All internship/externship hours must be successfully completed before a student can officially graduate from their program in which he/she is enrolled.

Should a student refuse their first internship/externship site offer, for a reason which is acceptable to the School's Internship/externship Coordinator, or Director of Education, a second internship/externship site may be located and offered to the student. If the student refuses the second internship/externship site the student may be dismissed from their program. Should a student abandon a site, or be terminated by their site, Access Careers will not be obligated to locate and offer another internship/externship site for the student, and may result in dismissal from their program. It is expected and required that students will behave professionally and attend as required by their internship/externship site.

RE-ENTRY STUDENTS

Former students who wish to return to school must complete a request for reinstatement and have their record reviewed by the Campus President or Director of Education for approval. Students who previously failed the same course twice are not permitted to re-enter. Placement in class is determined through an evaluation conducted by the program chair or Director of Education. Remaining tuition charges will be determined accordingly. Re-entry is also subject to class space availability. Students who wish to return to school whose last date of attendance is more than 365 days earlier must complete an Admission Application in order to begin the re-entry process.

TRANSFER CREDIT /ADVANCED STANDING

At the discretion of the School Director, advanced standing may be given for prior education. Students will be required to provide an appropriate transcript. Advanced standing approval must be given prior to enrollment. Access Careers does not permit currently enrolled students to transfer between classes. If a student wants to transfer to another program they must enroll as a new student. Any tuition paid to the school is non-transferrable.

Transfer of credit from other institutes:

To ensure that our students graduate with the high quality of training skills necessary to achieve success in the today's workplace we will give recognition for previous training. Student's wishing to receive recognition for previous training must show proof of previous training. The student should hold minimum of "C" grade in the course for which he/she is willing to obtain credit. If below "C" grade student has to repeat the coursework again. Official transcript of any previous education and official catalog with course descriptions must be submitted from the previous school. Applicants must allow sufficient time to process requests in order to get credit for the courses. Note: The use of the word "credit" does not apply to college credits, but rather to recognition for previous course work.

FINANCIAL AID / TUITION INFORMATION

TUITION AND METHOD OF PAYMENT:

Details of the cost of tuition, materials/supplies and fees for each program of study are included in the catalog. Please refer to tuition and fees for details. A Financial Aid Counselor will provide students with complete information on available funding and payment schedules. Access Careers accepts all fees in terms of cash, certified check, private/government voucher, grants, scholarship approval and credit card. The school has other tuition payment plans available for students also.

A plan tailored to meet your needs while attending school can be arranged at the time of registration with the bursar. This payment plan cannot be changed. In case of an emergency situation, you can provide a written request to the school to change your payment plans. The school may at the discretion of the Director, change this plan for you. If any part of a scheduled payment is more than three days late, the applicant will have to pay a late charge \$50 per late payment. If the payment is made by check and that check is returned unpaid for any reason, you will pay a charge of fifty dollars for each check so returned. Such Check Return Fee will be due immediately along with the scheduled payment that the check was issued for.

FINANCIAL AID ELIGIBILITY REQUIREMENTS:

ACCESS CAREERS is an eligible institution under the following student financial programs:

- ❖ FEDERAL PELL GRANT
- ❖ FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT
- ❖ FEDERAL WORK STUDY PROGRAM
- ❖ FEDERAL DIRECT LOAN
- ❖ SUBSIDIZED, UNSUBSIDIZED AND PLUS LOANS

Financial aid is available for selected programs. To be eligible for Federal Title IV aid, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis.
- Be a U.S. citizen, national, or an eligible non-citizen and have financial need determined by the cost of attendance and expected family contribution.
- Maintain satisfactory progress, determined by the grade point average and progress towards program completion.
- Provide a financial aid transcript from any post-secondary institutions previously attended.
- Complete the verification process as required.

OTHER AID PROGRAMS:

A student who has financial need is given full consideration for grants and loans. The Financial Aid Office will assist students in the completion and submission of applications. Access Careers students may be eligible to receive funds from one or more of the following State, Federal or other financial aid programs.

Veterans Benefits (VA):

Access Careers is approved for veterans training from Dependents of Veterans Affairs. Application for Veteran Education benefits may be picked up at the from the Veterans Administration office. Inquiries should be directed to: Veterans Administration, 245 Houston Street, New York, NY 10014, and Tel: 1(888) 442-4551 (GIBILL1). For those veterans who entered the military between January 31, 1955 and January 1, 1977, and served on active duty for a continuous period of at least 180 days, their eligibility extends for ten (10) years beyond the date of discharge. Those who entered the military after January 1, 1977 are eligible if they participated in the Contributory Education Assistance Program. Only the VA can determine eligibility for these benefits.

Federal Family Educational Stafford Loans- Subsidized and Un-subsidized:

Stafford loans are low interest loans made to the student by a lender such as a bank, credit union or savings and loan association to help pay for tuition and other direct educational expenses during enrollment. These loans are insured by a guarantee agency. Students must apply for a Pell grant before qualifying for a Stafford loan.

Subsidized Stafford loans are for students who show financial need for the loan based on the cost of attendance, the amount of your family's contribution, and other aid you are receiving. You may borrow up to \$3,500.

Unsubsidized Stafford loans are not need-based and independent students can borrow an additional \$6000.00.

All loans are disbursed and credited to student accounts in at least two disbursements. Students may apply for a loan by completing the Free Application for Federal Student Aid (FAFSA) and a loan application. Loan applications are available at the school.

Parent Loans (PLUS):

Parents of dependent students may borrow up to the cost of attendance per dependent child each academic year to pay for tuition and other educational expenses. Repayment of principal borrowed plus interest begins within 60 days after the loan is disbursed. Dependence is determined by federal guidelines.

The Financial Aid Office will provide all students with the following information:

- Applicable fees
- Default consequence
- Maximum eligibility
- Applications
- Deferment guidelines
- Repayment schedules
- Current interest rates
- Loan consolidation

Employer/Union Tuition Reimbursement:

Some students may be eligible for tuition reimbursement through an employer or a labor union. Contact your work supervisor, Human Resources Department, or your union representative for details.

Workforce Investment Act Funding:

Access Careers qualifies for the Department of Labor Workforce Investment Act training grant program. For information, you may contact the Workforce New York homepage at www.workforcenewyork.org.

ACCES VR:

Students who have a vocational or educational handicap may qualify for training-related funding from the Office of Adult Career and Continuing Education Services (ACCES). Please contact your local office for current information.

ACADEMIC POLICIES AND PROCEDURES

ATTENDANCE POLICY:

Students are expected to be in class for the prescribed number of hours for which they have enrolled. All students must be present for at least 85% of scheduled hours in order to graduate. Continuous absences, which, in the opinion of the faculty and administration, hinder educational objectives and result in unsatisfactory achievement which 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 have to be revised. Excessive lateness and leaving early will be counted as absences. Access Careers attendance policy is based on a percentage of course hours attended. Poor attendance, tardiness, or early departure can substantially affect the student's ability to master the knowledge and skill objectives for satisfactory completion of the course. Consistent absence will affect the final grade thereby affecting the cumulative grade point average and putting the student at risk of falling below satisfactory progress standards. In addition to affecting the professionalism grade, there are also absolute limits for failing to attend. An absence accompanied by the documentation listed below may be considered excused and is not required to be made up for the course. Excused absences may not exceed 15% of the total course hours. All absences beyond the first 15% are considered unexcused regardless of reason or documentation. Since successful completion of Internship/externship requires completion of all assigned hours, all time absent from the scheduled Internship/externship hours must be made-up.

The following documented absences will be considered on appeal for excused absences in calculating final course "module" attendance:

- Mandated legal appointment
- Court appearance with subpoena provided
- Probation appointment with a letter from probation officer provided
- Jury duty with summons provided
- Military duty with a copy of orders provided
- Illness (self or family) with doctor's note containing an original signature. Students should understand that non-illness appointments (preventive visits, follow-ups, well-baby, etc) are typically expected by employers to be made outside of work hours and therefore Access Careers suggests the student do the same while in school
- Agency caseworker appointment with a letter from caseworker
- Bereavement accompanied with an obituary or death certificate

Permission to make-up the time exceeding the 15% limit is determined in consultation with the instructor with final approval from the Director of Education. Any further incidents of missed class will result in failure of the course. In rare cases, instructors may recommend additional make-up work or passing a student who has failed to meet the attendance requirement if there are extenuating circumstances involved and the student otherwise meets the academic requirements for passing the course. The School Director must agree to the exception. Good attendance and timeliness are important workplace skills and are crucial to educational programs with a strong hands-on, practical component. Students are made aware of these policies at orientation and on the first day of all classes.

Late arrival, early departure and lateness returning from breaks are also incorporated into the cumulative absence and can result in a possible course failure. Tardiness or leaving class prior to dismissal will result in that time being considered absent to the nearest quarter-hour following the lateness or the preceding quarter-hour for leaving early. Continued lack of attendance may result in further disciplinary action including suspension or dismissal as a violation of the school's standards of conduct. The Director of Education and School President will make the dismissal decision based upon recommendations from the instructor and department chair.

Students who are absent 14 consecutive calendar days in any course will be considered to have withdrawn from the course unless the student has contacted the school during this period of absence to indicate their intention to return.

MAKE-UP WORK:

Classroom work missed because of an absence can be made up through arrangement with the Instructor and the School Director. The student is responsible for initiating any request to make up work missed because of class absence. Make-up work, however, does not remove an absence. Absences exceeding more than 15% 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. All makeup hours for a unit must be made up before the end of the unit.

LEAVE OF ABSENCE:

Students requesting a Leave of Absence (LOA), must do so in writing, in advance, using the LOA Request Form available from the Director of Education or Registrar. LOA's may not exceed 180 days in length within any 12-month period for any reason. Each request will be evaluated on an individual basis. Students must be in good academic standing to be eligible to apply for a Leave of Absence. Students must be current on their monthly payment plan, as appropriate, and continue making any regularly scheduled tuition payments during the time that they are on an approved Leave of Absence. In all cases, appropriate documentation justifying the LOA will be required. Students must complete an exit interview with the Financial Aid department prior to starting their approved LOA and will not accrue any additional charges while on LOA. A student returning from LOA must be evaluated by the campus before returning and will only be allowed to return to the program at the beginning of the module. Students who do not return from the LOA on the scheduled return date indicated on the LOA Request Form will be automatically withdrawn from the school effective that date and will be charged as outlined in the refund policy described in the school catalog and Enrollment Agreement.

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

In such an event, Access Careers 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 module ends without appropriate documentation, then all work done during that module is lost. Course credit and grades are given only for completed modules. The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

STUDENT SERVICES

STUDENT SERVICES:

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

LIBRARY:

Students have access to library all the time during normal office hours. The library collection includes books, periodicals, videos; computer based training (CBTs) Microsoft application, CDs, and on-line resources. Wi-Fi Internet access is available through out the premises.

TUTORIAL SERVICES:

Tutorial services are available on an individual basis. Any student interested in attending a tutoring session should contact the School Director to make the necessary arrangements.

PLACEMENT ASSISTANCE:

The school maintains a full time placement assistance service for its graduates during normal office hours. Our placement assistance service provides assistance at the time of graduation such as resume preparation, mock Interview preparation with entry-level positions available in local job market. However, while placement assistance service may be provided, it is understood that the school cannot promise nor guarantee employment to any student or its graduates.

TRANSCRIPTS AND DIPLOMA:

Student is entitled to get first Transcript and Diploma free of cost. Any duplicate documents requested by student will be charged \$8 fee. The school reserves the right to withhold a transcript if the student's financial account is in the arrears.

MARKING PERIODS:

Access Careers conducts classes on going basis, with the exception of the holidays listed in the catalog. The course description section of the catalog gives the length of the program and distinguishes whether a course is a short-term program or is on a term basis. Final grades are given and permanently recorded at the end of a program or at the end of a term of a program. Every student will be given a Grade Report Card showing the final grades for each subject taken.

STUDENT CONDUCT AND RESPONSIBILITIES:

All students are expected to observe acceptable standards of conduct and to behave in a mature manner. Behavior, dress, attitude and attendance must be consistent with the student's career objectives. The school prohibits radios, tape recorders, cell phones or other devices that interfere with the learning environment.

DRESS CODE:

While attending classes at Access Careers, students are required to dress in a proper manner. Students who violate the dress or behavior code will not be permit to attend or remain in the class, laboratory or clinical experience and an absence will be record.

- Healthcare Programs: All students are required to wear seal blue scrubs with the school logo.
- Other Programs: All students are required to wear dress in a proper manner.
- Students are not permitted to wear shorts, torn, dirty or inappropriate clothing.

DEVICE POLICY:

Personal, on-campus use of audio and image recording equipment must have the written authorization of the School Director. In addition, it is required that any authorized person secure the approval of the person they are recording prior to use of the device(s). The equipment/device(s) include, but are not limited to: cell phone cameras/audio recorder, digital and still cameras, motion picture cameras, video cameras, analog and digital tape recorders, solid state digital recording devices or any device capable of recording sound and/or image. Use of audio and image recording devices for personal use without authorization are considered intrusions to academic, management, and student communities. Violation of this policy may be cause for disciplinary action up to and including dismissal from school and/or criminal record.

STUDENT ETHICS:

Students must observe ethical standards both academically and professionally. Cheating, plagiarism or promoting another's work as your own is strictly forbidden. Observation of all copyright laws is required. Unauthorized access to computer information or to private computer systems is unacceptable. Generally accepted rules of Internet etiquette are part of the professional demeanor expected of students at Access Careers. Failure to observe these standards will result in disciplinary action up to and including dismissal from school. Students are expected to conduct themselves with due regard for the rights of others and in particular, that their behavior will not interfere with the ability of Access Careers to carry out its academic functions. Breaches of discipline may result in disciplinary action, including suspension or dismissal.

DRUG ABUSE POLICY:

It is the policy of Access Careers that any person found to be in possession of, under the influence of, using, selling, offering for sale, or trading drugs or alcohol (whether or not for monetary gain) on our campus may be subject to disciplinary action up to and including dismissal from school. Access Careers has a Drug and Alcohol Prevention Program which can be viewed on our website: www.accesscareers.net.

DISMISSAL FROM SCHOOL:

Unlawful possession, use or distribution of firearms, drugs, or alcohol on school property is strictly prohibited and may subject the student to sanctions under local, state, and federal law. The school reserves the right to dismiss a student for any of the following reasons:

- Verbal or physical abuse of faculty, staff, or another student.
- Attendance does not meet school requirements.
- Academic Progress does not meet school standards.
- Financial obligations are not maintained.
- Verbal or physical actions contrary to the objectives of the school including insubordination toward staff, intimidation of students, staff, or others who may be in or near the school, retribution for real or imagined injury, the use of intoxicating liquor or illegal drugs, malicious destruction of school or student property, stealing or any other act of this nature.
- School standards of ethics or dress are not observed.
- Any student who involves a third party in an act of intimidation or retribution will be immediately terminated. Dismissed students who request re-admittance will be considered on a case-by-case basis. Previous attendance, academic performance, financial history, and general attitude will be considered. Please see director for the appeals process.

CAMPUS SECURITY:

To comply with New York State regulations, Access Careers provides students, faculty and staff with information regarding sexual assault prevention, the legal consequences of sex offenses, the availability of counseling and support services, and the school's policies and security procedures.

The entrance to the campus building is always locked and students need to be buzzed in. Students are asked not to stay in the building except during the hours of the school's operation.

These hours are as follows:

Monday through Thursday from 10:00 am to 9:30 pm

Friday through Sunday from 9:00 am to 5:00 pm.

Access Careers has a recorded video surveillance camera system and can be viewed at any time /anywhere by management.

Access to all facilities including offices, classrooms, lounges, and libraries is by key only when classes are not in session. Students are asked to remain in their classrooms or in the lounge areas during class breaks. A member of the administrative staff must accompany prospective students when they tour the school. Strangers are not permitted to loiter in any area of the school. Students, faculty and staff are asked to notify the administration immediately if they see a suspicious person or activity at any time.

ACADEMIC CONDUCT:

A student must conduct themselves in a professional manner at all times. There is absolutely no profanity allowed at any time, or any place on or near the school premises. A student may not verbally or physically threaten, or commit violent act(s) or crime(s) against any person, be they instructor, student, employee, or visitor. Based on the circumstances of the situation of misconduct, a student will either;

- Be asked to leave the school for a day
- Placed on probation for a term or be dismissed permanently by the school.

The following are unacceptable and will not be tolerated:

- All forms of bias including race, religion, ethnicity, gender, disability, national origin and creed as demonstrated through verbal, written communication and physical acts. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
- All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution and forgery alteration or use of institution documents of identification with intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meeting and programs, or other than school activities.
- Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.
- No Smoking / No Drugs / Drinking alcoholic beverages in premises.

In cases of violent acts or crimes committed, The Access Careers has the right to pursue and prosecute the student(s) and or person(s) involved, to the fullest extent of the law. A student/person, who is asked to leave the premises of the school and refuses to do so voluntarily, will be escorted off the premises by Police. The Access Careers will apply these methods to ensure safety for everyone and to create an atmosphere where education is the primary goal. Academic dismissal will be based on student's academic progress and attendance as described under attendance, conduct, and probation policies.

A student who is been dismissed has the right to appeal to the School Director, if they feel that their situation merits individual attention due to unusual circumstances that contributed to their failure of a program/ course.

The student must write to the School Director stating the reason for the appeal. The letter must state;

- The unusual circumstances the student feels caused the failure, and
- What they have done or plan to do to alleviate the problems they have had in academic performance.

The School Director may request additional information or documentation in support of the student's request. The performance of a student appealing an academic dismissal is been reviewed by the Academic Board. The academic Board is composed of the student's instructor, a senior faculty member and the School Director. Every area of the student's performance is been explored, and a decision concerning the request is made at the end of the review. The Academic Board has the final decision on student performance issues and may implement conditions for the student's continuation in the program/course.

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, Staff, Director and/or even Management. If the problem is not resolved in a reasonable time, submit a written statement about it to the School Director/President.

Who can file a complaint? If you are or were a student or an employee of a Licensed 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 (BPSS).

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 agent.

How can a student or employee file a complaint? The steps you must take to file a complaint are:

1. Write to the New York State Education Department (BPSS) at 116 West 32nd Street 14th Floor NYC, NY 10001 or telephone the Department (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Their website is <http://www.acces.nysed.gov/bpss>. Bring all relevant proof of 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. Write to the Council on Occupational Education at 7840 Roswell Road, Bldg 300 / Suite 325, Atlanta, GA 30350 or telephone the COE (800) 917 2081 or (770) 396 3898. Their website is: <http://www.council.org>. Submit all relevant documents with your written complaint.
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 management. 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 Sate Education Department.

SATISFACTORY ACADEMIC PROGRESS (SAP)

PROCESS AND OVERVIEW:

All students enrolled at Access Careers must be in good academic standing and must maintain satisfactory progress toward graduation. A student must maintain a specific grade point average, good attendance, and proceed through his/her program of study in a specified time frame not to exceed 1.5 times the published length of the program. In order to continue as a student at Access Careers and in order to continue receiving financial assistance, it is required that students make SAP toward completion of their program of study. All students must maintain SAP according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

TIME / PACE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP):

The school's satisfactory academic progress policies must contain a Pace measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For clock hour schools, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete.

To calculate pace take the cumulative number of hours the student successfully completed divided by the cumulative number of hours the student attempted. So if we take a clock hour school with a 900 hour program, at the end of each payment period the student is expected to have attempted 450 hours and completed 450 hours to complete the program within the allotted normal time frame of 39 weeks. If the student only completed successfully 300 hours we would divide 300 by 450 or 67%. Based on this, we must determine if a student could complete the program within 150% of the time allotted for the program, or 59 weeks. The student has 20 weeks remaining and could complete the remaining 600 hours within the time frame. So the student is making satisfactory pace progress.

Students who have failed to meet the pace standards are placed on early warning; if there is no improvement over the next payment period, the student will be placed on academic probation. Notification will be given by the School Director.

QUALITATIVE MEASURE OF SATISFACTORY ACADEMIC PROGRESS (SAP):

Access Careers receives quantitative information about all students from the Instructors. The quantitative academic progress is reviewed manually and a copy of the latest transcript is kept on student file.

GRADING SYSTEM

Written examinations (midterm/final), seminars, quizzes, Class participation and practical training will evaluate the competencies taught in the programs offered at Access Careers. Failure is set at 65% for an individual unit, and 70% for a curriculum. Students who have not failed the program/course may participate in private tutoring or independent study in order to increase their grade point average.

Letter Equivalent	Grading Scale
A	91-100%
B	81-90%
C	71-80%
D	70-66%
F	0-65%

GRADES

- Courses with grades of “I” (Incomplete) will be considered as credit or clock hours attempted but not completed. Incomplete courses do not influence the GPA until they are completed. Courses assigned the letter grade of “I” are counted in the maximum timeframe. Incomplete courses must be completed within 7 calendar days of the course end date or the grade posted for the course will be calculated with the incomplete work having zero value grades. The Director of Education may extend this time limit at their discretion upon receipt of a written appeal by the student.
- Repeated Courses Classes for which the student received a failure grade (F, AF, Fail) may be repeated one time. Repeated course work may change a student’s cumulative grade point average since the most recent grade received for a course will be used in this calculation. Repeated course work will be counted toward the number of clock hours attempted by a student for calculating cumulative maximum time frame.
- Withdrawl from a Course. A student who withdraws from a course and receives a “W” in the course will have that course counted in the Pace Component of Academic Progress of the course for a second time will result in dismissal from the program.

ACADEMIC PROBATION

Students who do not maintain satisfactory progress by either failure to maintain an adequate GPA or course completion percentage (cumulative maximum timeframe) at the designated assessment points will be placed on academic probation until the next assessment point. If the student on academic probation achieves the minimum standard of satisfactory progress for the subsequent period the student will be removed from probation. If the student on probation fails to achieve satisfactory progress for the program at the next assessment period, he or she will be dismissed from the program. When a student is placed on academic probation, the student will be required to communicate with the Director of Education prior to returning to class. The Director of Education will inform the student of the date, action taken, and terms of the probation. This information will be indicated on a Student Advisory and placed in the appropriate permanent student’s record.

FINANCIAL AID WARNING FOR TITLE IV STUDENTS ONLY:

The school evaluates Satisfactory Academic Progress at the end of each payment period. If a student falls below a 2.0 GPA or if the student is not completing the required amount of hours/credits 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 aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing their SAP status. If they are still not meeting SAP at the end of the warning period, the student maybe placed on Financial Aid Probation.

If the student does not make SAP at the end of the financial aid warning period, they lose their financial aid eligibility. The student has the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students placed on financial aid suspension may re-establish eligibility as follows: complete one or more terms without financial aid; maintain a cumulative 70% GPA; and successfully complete 67 percent of cumulative hours.

New federal regulations require the institution to establish an Academic Plan-of-Action for students who have failed to meet SAP standards as defined by the Department of Education. Financial Aid SAP eligibility is not the same as Academic probation. Access Careers will work with the student to develop a planned curriculum to ensure that s/he has a realistic academic plan and that the coursework listed is required for the student’s declared program. Once this Academic Plan-Of-Action is developed and agreed upon, it will be signed and dated by both parties. The student cannot receive federal financial assistance for the upcoming academic semester without this document.

SAP EVALUATIONS INCREMENTS:

To ensure that the student is making sufficient progress both quantitatively and qualitatively during a 900 hour Program, the student’s academic progress (SAP) will be evaluated at the 450th scheduled hour.

GRADUATION REQUIREMENTS:

Candidates for graduation must:

- Successfully complete all courses and credits required for the program
- Earn a cumulative grade point average of at least 2.0
- Complete all competency and skill performance testing required for the program
- Attend any required graduation meeting(s) and seminars for Career Services
- Attend exit interview(s) conducted by the Financial Aid Director if the student has utilized student loans
- Attend exit interview with the Career Services office and submit an approved resume and cover letter
- Be current in all payments owed to the School.

Students will earn a diploma upon meeting the graduation requirements.

MITIGATING CIRCUMSTANCES:

If a student on probation fails to achieve satisfactory progress for the program at the next assessment period, the student may appeal for an extension of probation for one additional grading period in order to achieve the minimum standard. The Campus President of the campus may waive the Standards of Satisfactory Progress for circumstances of personal illness, unusual family responsibilities, military service, or other significant occurrence outside the control of the student for an additional period. These circumstances must be documented by the student to demonstrate that the cited circumstances have had an adverse impact on their performance. In order to qualify for extended probation, the student must have less than 50% of their total program (in clock hours or credits) remaining for completion. No waivers will be provided for graduation requirements. Students are advised to refer to the section of the catalog concerning appeals for more information on the process.

If the appeal is granted and the student achieves the standard, the student will be removed from Extended Probation status, if not the student will be dismissed from the program. The student may remain eligible for financial aid during the period of extended probation. In order for the extension to be approved, the conditions of Satisfactory Academic Progress must be possible and must be met at the completion of the additional period. Approval of the extended probation and the student's eligibility to receive aid is dependent upon the submission of an appeal, which describes the reasons for the failure and an explanation as to what has changed in the student's situation that would allow the student to demonstrate SAP at the next evaluation, as well as submission and acceptance of an Academic Plan developed and agreed upon by the student and the relevant departments of the institution (i.e. Education, Internship/externship, Career Services, Financial Aid, Business Office). Should the student not achieve the minimum standards by the end of the extended period, the student will be dismissed without further opportunity for appeal.

STUDENT APPEAL PROCEDURES:

A student, who wished to appeal a disciplinary action and/or decision made in reference to the Satisfactory

Academic Progress policy, must submit a typed letter to the Program Director within five (5) days from the date of the decision was made. This letter must contain information about the student's reason regarding the action and/or decision and reasons why the student is wishing to appeal. Students must provide supportive documentation along with their letter in order to support their position and any mitigating circumstances that may have existed. The Program Director will hear any student who disagrees with a SAP decision, on an appointment basis only. The student will be notified of the Directors decision within fifteen (15) business days following the receipt of the student's appeal letter, additional time may be taken to thoroughly review student's appeal. A student, who wishes to appeal any SAP decision made by the Director, must submit a typed letter to the President with supportive documentation explaining the reason why the student is wishing to appeal the decision. The President will notify the student within fifteen (15) business days of the receipt of the letter, additional time may be taken to thoroughly review student's appeal. The Presidents decision shall be final.

REINSTATEMENT:

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within 5 days for short programs and 30 days for long program following the decision of School Director.

REFUND POLICY AND CANCELLATION POLICY

CANCELLATIONS AND REFUND POLICIES:

The institution's policy on refund is appropriate according to standards. These standards measure equivalent in the state's standards, which we are following. Students must read and sign an agreement prior to registration the Institution's refund policy is published in the catalog and uniformly administered:

- The non-refundable application fee will be refunded in full if the school rejects the applicant. If the applicant cancels his/her application within seven (7) calendar days of signing the application for admissions all monies will be refunded without written request from the candidate except the non-refundable fee that does not exceed more than \$ 100.00.
- Students may cancel the Enrollment Agreement at any time prior to the start of classes,
- All payments made to the school will be refunded in full within 30 days except for the non refundable application fee if written notice has been provided to the school by the student or from the date the institute may terminate the student or determine withdrawal by the students.
- The School reserves the right to reject any applicant for admission. In such cases, all monies received will be returned to the applicant.
- All monies to be refunded shall be returned in the form of a corporate check. If tuition was paid through a Loan Program, monies will be refunded directly to the issuing loan institution. No exceptions will be solicited under any circumstances.
- Access Careers 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.
- Placement assistance is offered to all graduates upon completion. However, while placement assistance services may be provided it is understood that the school cannot promise or guarantee employment to any student or graduate.
- Upon successful completion of the selected course and satisfaction of all monetary obligations, Access Careers will award a Diploma / Certificate of Completion.
- All class time in excess of the 15% allowed absences for the entire course will be charged an hourly rate according to the contract signed.
- All refunds to students will be made without the need for the students to request the refund.
- If tuition and fees are collected prior to the start date of a program and the school cancels the class, 100 % of the tuition and fees collected will be refunded. The refund shall be made within 30 days of the planned start date.

An applicant may cancel this agreement at no penalty by notifying the school in writing within seven (7) calendar days after midnight of the day on which this agreement was signed provided the applicant has not entered into instruction. All moneys will be returned except for the non-refundable fee. The non- refundable registration fee will not exceed \$100.00 for any given program. Thereafter a student will be liable for: Non refundable registration fee plus, the cost of any textbooks or supplies issued and accepted by the student, plus Tuition liability as of the student's last date of physical attendance. Total Tuition liability is limited to the one quarter in which the student withdrew or was terminated

RETURN OF TITLE IV FUNDS

In accordance with the Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) the amount of Title IV Program Assistance earned is based on the amount of time the student spends in academic attendance and bears no relationship to the student's incurred institutional charges.

If a student formally or informally withdraws prior to completion of his or her program of study, federal law requires the school to determine how much Title IV federal financial aid was earned by the student and whether any portion of aid awarded must be returned by the student and the school. If you withdraw or plan to withdraw, you should notify your career advisor.

Access Careers will calculate the amount of Title IV aid that you have earned based on a payment period. Refunds will continue to be calculated by the enrollment period. The student will be obligated for any tuition, fees, books, or equipment not covered by Title IV funds. Whether a student is entitled to a refund of funds paid from sources other than Title IV aid is determined by the point in the enrollment period at which the student withdraws or drops out.

When you withdraw during a payment period, the amount of FA assistance that you have earned up to that point is determined by a specific formula. If you have received (or the school received on your behalf) less assistance than the amount that you earned for the payment period, you will be able to receive those additional funds. If you have received more assistance than you have earned, the excess funds must be returned.

DETERMINATION OF WITHDRAWAL:

Up through the 60% attendance point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment has been attained, a student has earned 100% of the Title IV funds.

Once Access Careers has determined that a student has withdrawn, the last day of recorded attendance or academically related activity, is used to determine the amount of Title IV funds the student has earned. If a student who provides official notification in writing to the Registrar, the date of Access determination would be the same as the student's written notification. For a student who withdraws without providing official notification to the school, Access will determine the withdrawal date no later than after 14 calendar days of non-attendance. The amount of Title IV funds earned by the student will be based on the last day of recorded attendance.

- Access Careers will return the amount of Title IV funds for which it is responsible no later than 45 calendar days after the date of determination of withdrawal. Post-Withdrawal disbursement of Grant Funds disbursed directly to the student ASAP, but no later than 45 calendar days after date of determination.

The change to the law makes clear that Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the financial assistance was awarded. If a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally awarded to receive. Withdrawn student may return to same program within 180 calendar days. Student eligible for any Title IV funds for which eligible prior to withdrawal.

In accordance with Federal regulations, Title IV funds will be returned using the following allocation priority:

- ❖ Unsubsidized Federal Direct Loans
- ❖ Subsidized Federal Direct Loans
- ❖ Federal Direct PLUS Loans
- ❖ Federal Pell Grants
- ❖ Federal Supplement Educational Opportunity Grant
- ❖ Other Title IV assistance
- ❖ State Tuition Assistance Grants (if applicable)
- ❖ Private and institutional aid
- ❖ The student

NEW YORK STATE CANCELLATION AND REFUND POLICIES:

1. A student who cancels after signing the enrollment agreement receives all funds paid with the exception of the non-refundable registration fee which cannot exceed \$100, provided it is done prior to or during the first week of instruction.

2. Thereafter, a student will be liable for:

- a) The non-refundable registration fee plus
- b) The cost of any textbooks or supplies accepted plus
- c) Tuition liability as of the student's last date of physical attendance.

Tuition liability is divided by the number of terms or quarters in the program. Total tuition liability is limited to the term or quarter during which the student withdrew or was terminated and any previous terms completed.

The enrollment agreement will state the exact refund policy for the program enrolled.

Quarter Refund and Cancellation Clause

First Quarter & Second Quarter

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

Term Refund and Cancellation Clause

First Term & Second Term

If Termination Occurs	The School May Keep
Prior to or during the first week	0%
During the Second Week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After the fifth week	100%

Mini Refund Policy (for courses less than 6 weeks)

If Termination/ withdrawal occurs	The school May keep
The 1 st week of instruction or 0-15% of the program	0%
The 2 nd week of instruction or 16-30% of the program	25%
The 3 rd week of instruction or 31-45% of the program	50%
The 4 th week of instruction or 46-60% of the program	75%
The 5 th week of instruction or after 60% of the program	100%

Scope

This plan covers the employees, students, and visitors to Access Careers.

Health & Safety Plan:

The purpose of the Comprehensive Safety and Health Plan is to create and maintain a safe and healthful work place free of recognized hazards that may cause harm to employees. This plan is consistent with the guidelines set by New York State Education Department, Bureau of Proprietary School Supervision (BPSS).

The policy states:

“Effective management of health and safety at Access Careers is fundamental to delivering excellence in teaching and training. Health and safety should be a concern to everyone since our mutual efforts and vigilance are necessary to eliminate incidents that result in personal injury and loss of property. The majority of injuries and property loss are costly and preventable. Through the dedicated efforts of everyone involved, we can maintain a safe and healthy environment while accomplishing the mission of the school. Access Careers will make reasonable efforts to provide a safe and healthful working environment for all employees, students and others who may utilize the school’s facilities. All school departments/units will develop and implement safety policies and procedures that promote an injury free environment. Anyone engaged in School related activities must exercise personal responsibility and care to prevent injury and illness to themselves and others who may be affected by their acts or omissions. No person shall intentionally interfere with or misuse anything provided by the School in the interests of health and safety. Only properly trained individuals are permitted to use tools or operate equipment, vehicles and machines that require specific safety training for safe operation. Faculty and staff administrators will be held accountable for fulfilling their safety responsibilities. Flagrant disregard of the School’s safety policies and procedures may result in the disciplinary actions. Priority should be given to safe working conditions and job safety practices in planning, budgeting, direction, and implementation of school’s activity.”

Responsibilities:

Everyone with supervisory responsibility (faculty and staff) is to help in assuring that safe working conditions exist. Supervisors provide training for accident prevention, as necessary for those under their direction. School Administration staff members will review incident and accident reports and recommend procedures to resolve any other safety issues. All personnel will be encouraged to bring up any safety issues with their supervisor, or by directly contacting the designated Safety Monitor in the Front Office.

The Safety monitor’s responsibility includes:

- Auditing the safety program to assure compliance
- Keeping the accident prevention program up-to-date
- Scheduling health and safety training as required.
- Working with supervisors and employees to resolve safety complaints
- Keeping safety bulletin boards up-to-date
- Maintaining safety records such as copies of accident reports, training records, safety inspection reports, etc.
- Keeping all personnel aware of current safety concerns



Safety and Health Orientation for New Students, Faculty & Staff Members:

All new Students, Faculty & Staff Members must receive instruction on the following:

- Procedures for reporting fire, police, or medical emergencies
- Procedures for evacuation during an emergency
- The locations of fire alarm pull stations and fire extinguishers
- Procedures for reporting all accidents and incidents to supervisors and filling out Accident/Incident Report form which is available from all administrative office
- Procedures for reporting unsafe conditions or acts to supervisors. They are to, when possible, take action to correct unsafe conditions (e.g. wiping up small, non-toxic spills, or remove a tripping hazard)
- Location of first-aid kits
- Identification and explanation of all warning signs and labels used in the work area
- The use and care of any required personal protective equipment
- Description of safety training employees are required to attend

Self Inspection of Work Site:

Supervisors conduct periodic inspections of work areas under their supervision using a self-audit safety form. In addition, supervisors continually check work areas for unsafe conditions and practices so immediate corrective action can be taken. An annual self-audit inspection will be done of all work areas by the Safety Committee. The attached self-audit safety forms will be used and corrective action for problems will be noted on the forms. Files of completed self-audits will be maintained by the Safety Committee in the administrative office's permanent file.

Safety Meetings:

The School's units are encouraged to meet periodically to discuss safety and health issues, and to receive new information that becomes available. Employees should also use this time to express concerns or ask questions about health and safety, although they are encouraged to raise safety concerns at any other time. We are unable to mandate regular meetings due to the varied schedules worked in the areas.

Accident Reporting and Investigation:

All accidents and near accidents (incidents) are to be reported on the Accident/Incident Form and must be submitted to the Safety Monitor for the permanent records.

All accidents and/or near accidents are investigated by the supervisor and the investigation results documented on the Accident/Incident Report. Supervisors may request the assistance of all related personnel to investigate any accident and especially to recommend any corrective action to prevent a recurrence of the accident.

First Aid:

First-aid supplies and first-aid certified individuals are stationed in all work areas. A measure to provide immediate first aid attention to personnel who suffer minor injuries, at least one personnel is trained in first aid and CPR.



Emergency:

In the event of a major emergency, employees are asked not to leave without notifying their supervisor or the designated emergency coordinator first. Employees who have critical emergency duties are asked to remain on campus to address the immediate response before departing. In case of emergency please note the following numbers:

Emergency Number (Fire, Police, Ambulance):	dial 911
Non Emergency Number: (Police):	dial 311
Business Owner:	dial 516.818.9119

Emergency Care for Injury and Sudden Illness:

Although medical emergencies rarely occur in schools, the potential does exist. The school has responsibility for the safety and well-being of students during the hours of school attendance, while on school property, or during school-sponsored activities. Every student will be required to provide the following emergency information at time of enrollment:

- Address and Phone Number of person to be contacted during emergency

This information will be required annually and will be kept on file in an accessible location at each school. In the event of serious injury, student will be taken to nearest hospital. An employee will wait for the ambulance service and direct the Paramedics to the proper department quickly. A school Director or its designee will accompany the student to the hospital and remain with students until the contact person arrives. Efforts to notify the contact person(s) will continue until they are completed.

The School Director will report immediately of any serious injuries suffered by students or teachers while under the jurisdiction of the school. Any staff member who witnesses an injury, or assist with care of an injury/illness will complete the injury report.

The students or staff members who object to the procedures contained in this policy are responsible for submitting to the School Director a written emergency plan for his/her approval.

Personal Protective/Safety Equipment:

Employees and students must wear personal protective/safety equipment when required by regulation or when it is determined that personal protective equipment is required for an extra level of employee protection or comfort.

Employees are informed of the specific personal protective/safety equipment requirements for their position on the following occasions:

- During New Employee Safety Orientation conducted by their supervisor
- When a job procedure changes, requiring a change in personal protective/safety equipment
- During safety meetings
- As a regular part of any written safety procedure or standard operating procedure



Fire and Safety:

The building has an exit procedure to be followed in case of a fire. This procedure is rehearsed in periodic drills which are performed every quarter; however, staff and faculty are requested to discuss them with students so that no one is completely unprepared if there is an emergency.

The facility has posted safety maps denoting first aid stations, exit routes, fire extinguisher locations, and special hazard areas. A copy of the map is displayed at safety bulletin board. The facility is routinely inspected by the City of Hempstead Fire Department for compliance.

In the event of a fire, leave the building by means of the stairways and proceed down to the back of the parking lot. Fire Department regulations require that this area be cleared to facilitate their operations.

**NEVER use the Elevators in a Fire, Storm or Weather
Emergency. ALWAYS use the stairways**

Natural Disasters:

In the event of a ***Natural Disaster***, the following procedures should be followed:

1. **Hurricanes:** Stay away from windows. Stay inside the school building if not instructed to evacuate.
2. **Floods:** Move to the second floor of the building. Do not evacuate unless instructed to do so
3. **Severe Storms:** Stay inside school property and move away from windows, water, faucets, sinks and anything metal. Do not use the telephones. Turn off and unplug computers and any other electrical equipment.
4. **Snow Storms:** To protect all students and faculty, *Access Careers* will cancel all classes and clinical externships when these weather conditions threaten the area. Please tune the radio or television to a local station for current news. When it is announced that Nassau County Public Schools are closed, *Access Careers* will also be closed for all activities. Check the school website to find out when classes will resume. If the school has sustained damages, it will not reopen. A phone recording will relay this information. In the event of a weather emergency or cancellation of school, students are to follow the decisions of the Nassau County School Board.

Safety Bulletin Board:

There is a Safety Bulletin Board located near the administrative office, near the class room and offices of all personnel.

Emergency Evacuation:

In the event that a building must be evacuated for the protection and safety of members of the community, students and employees are asked to move quickly from the premises to a location specified by Public Safety Officer.

1. No one will be permitted to return to his or her office/classroom until Public Safety Officer feels confident the emergency is resolved.
2. Evacuation of a building does not mean employees are permitted to leave work for the remainder of the day or that class is canceled.
3. If it appears the evacuation will be for an extended period of time, the Facilities Coordinator will inform the faculty of other available classroom space and the Director of Human Resources or his/her designee will coordinate administrative personnel to a temporary office location.
4. If the situation takes place in a classroom building during evening hours; the Public Safety staff will work with the faculty to find suitable locations for classes.
5. If a situation arises that calls for evacuation of all buildings, school personnel and students should report to the front of the building.

Chain of Command Call System

1. The School Director will receive all important updates and will then notify faculty to confirm that the school is closed and/or if the school has reopened.
2. Department supervisors are responsible for contacting their department's staff. Instructors will have a class list with students' telephone numbers on it and will be required to call their students.
3. Once a storm has passed and the faculty receives word from the School Director, each faculty member will contact their students to update them with important information. Teachers have a class roster for attendance purposes with every student's phone number available.
4. Administration will contact department supervisors who will then contact their respective team of co-workers.
5. There will be a voicemail recording of the latest data regarding school closure and a posting on the schools website: www.accesscareers.net

In the event of snow, heavy rains, or other unusual weather conditions creating hazardous travel during working hours the School Director will decide if and when the office will be closed early to permit employees to leave. If such weather conditions occur at night or on weekends, you must use your own judgment. We do, however, expect all employees to make every reasonable effort to report to work.

This plan will be reviewed annually by Students and Employees. Necessary amendments will be made, if and when needed.

Skills Room Safety Regulations:

These regulations apply to the all healthcare laboratory/skills rooms. To ensure that a safe and healthful environment is maintained in all the laboratories, all students must read and follow the safety regulations listed below.

1. Lab coats/Scrub must be worn at all times in the laboratory/Skills room.
2. Follow all directions and review with your instructor the safety precautions needed before you begin. Only materials and equipments authorized by your instructor should be used.
3. Everyone should be alert and precede caution at all times in the laboratory/skills room. Take care not to bump another student.
4. Your apparel should be appropriate for lab work. Long hanging necklaces, heavy jewelry, and bulky clothing should not be worn. Do not wear short skirts or bare-midriff shirts. Do not wear scarves or neckties. **Always wear lab coat/scrub.** Do not wear open-toed shoes or sandals.
5. Only lab manuals/notebooks/instruction sheets/ workbooks are permitted in the working area.
6. No food, beverage, gum chewing or smoking is permitted.
7. All needles, syringes should be disposed in proper way after its use. Take guidance of your instructor if needed.
8. Recognize and read all safety symbols and cautions incorporated in the procedures. Never perform any procedure that is not specifically authorized by your instructor.
9. Know the proper fire drill procedures and the locations of fire exits.
10. Common individual work areas should be kept clean and tidy. At the conclusion, make sure all materials are put back in their places and all work areas are clean and dry. If you spill something in a common area, remember that this substance may injure someone else.
11. All accidents should be reported to the teacher immediately, no matter how minor.
12. Hands should be washed thoroughly with soap at the conclusion of each lab period.
13. Never work alone in the laboratory/ skills area. You should only work in the laboratory/ skills area while under supervision of your instructor and with your assigned class.

1. The Scope and Availability of the services

The Media Center is available to student during regular school hours, their lunch breaks and after school. Media Center hour are from 10:00am -8:00pm Mon-Thurs. and 10:00am-4:00pm Fri-Sun. In order to enhance the academic learning received by instructors and facilitate overall academic performance, Access Careers has a Media Center that includes a library and instructional supplies designed for student and faculty use.

2. A variety of current and relevant educational materials reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio visual material and equipment; internet access; and other materials to help fulfill the institution's purposes and support its educational programs.

The library's capacity is approximately 2 students. It contains various computers with Internet access (internet resource list is available), books, magazines, journals, encyclopedias and DVD's that support the institution's purposes and educational programs. Students may review books and magazines on campus, however, no literature may leave school grounds. The library is intended to encourage studies and assist students with research. Videotapes, DVDs and online videos maybe viewed by students, with the use of a projector online training videos, maybe accessed by instructors for instructional purposes. Televisions and VCR/DVD players to accommodate instructional videos/DVD are stored in the instructors' workroom and the library and are available to be checked out by instructors in the mornings before school. Projectors are available in classrooms and computer is located in the library for instructors to utilize for the purpose of showing media during class.

3. The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media center) The Assistant Dean is responsible for the operation and maintenance of the Media Center.

To ensure that students and instructors utilize the resources and services in the process of learning, the Media Serves Coordinator communicates with the instructors to encourage students to utilize the library, especially to aid in completing assignments. Computers with Internet access are also available to accommodate students' research needs. After initial instruction and approval by a member of the faculty or staff, a student is granted access to a computer.

The Media Serves Coordinator receives input from instructors regarding supplies, equipment and learning resources. In addition, she also keeps an inventory of these items. The Media Serves Coordinator is the staff member responsible for the implementation and coordination of the media services. When the Media Serves Coordinator is not available, an instructor is delegated these responsibilities.

4. Roles and responsibilities of designated staff members:

The roles and responsibilities of all staff members are to maintain organization and cleanliness of the library. Faculty and staff must communicate with each other about any issues relating to media services such as lost or damaged references, inventory updates and technical problems. Student and faculty input are used to improve the institution's media services.

5. Orientation for user groups (i.e., Instructors, students and others)

Our media center can be utilized by instructors, students and guests. Orientation for each user groups varies:

a. Instructors

When a new faculty member is hired, he/she receives an orientation packet, a job description form and a tour of the campus. Along with general school policies and procedures, library rules are also explained. Thereafter, it is the instructor's responsibility to reference the Media Center Usage Policy and Procedures.

b. Students

A student is acquainted with media services at the time of his/her enrollment. The Director of Admissions gives every student a complete tour of the campus and provides general information about the library. In addition, our institution's catalog identifies the library under Student Services; all students are provided with a catalog. Instructors give a full media services orientation to all students the first day instruction begins during time allotted for computer learning within their regularly scheduled class time.

c. Guests

During normal school operating hours, invited guests are cordially welcomed to our facility, given a brief tour and made aware of our educational center. Reference materials are accessible to guests but may not be removed from school grounds.

6. Facilities essential for using media.

The institution has the Resource Center located in the Library. This is a facility designed to be utilized for media purposes. Internet access is provided, print publications are accessible for instructor use.

7. Annual budgetary support for the services.

An annual budget is developed to support our institution's media services. This budget outlines the essential materials needed to continue our goal of having proper media available to students. These figures include the purchase of additional periodicals, materials and supplies. See budget for more information.

8. Evaluation of the effectiveness of the media center services and utilization of the results to modify and improve media services.

Evaluation of the effectiveness of media services is achieved through distribution of the *Media Services Evaluation* to students. This survey gives students the opportunity to rate our media services on different criteria. Furthermore, the form invites students to comment on their experience. Faculty members distribute this form to their students typically at the culmination of a program. However, since forms are regularly available in the library, students are free to complete and submit one to his/her instructor at any given time. Evaluation of our media services plan is also expanded to include the faculty, administration and advisory committee. These evaluations are used for the purpose of improving the media services provided for our students.

9. A current inventory of media resources is maintained.

An inventory of media resources is maintained by the Media Serves Coordinator and housed in the office.

10. Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies.

The provision to repair, maintain and or replace equipment or supplies is included in the Plan for the Repair, Replacement and Disposal of Obsolete Equipment. This Plan provides for all equipment and supplies on campus to be repaired, maintained and/or replaced when needed.

11. Services for creating instructional media (both print and non-print) are adequate and appropriate to support all students and faculty in meeting the objectives of the education program.

Adequate services are provided for creating instructional media (both print and non-print) to appropriately meet the educational needs of the students and support the faculty in doing so. Request for supplies and instructional materials are submitted to the campus director for approval.

12. Media Services, facilities and materials are accessible and available for use by students and instructors.

Media Services materials are accessible from Mon. – Thurs. 10:00am-8:00pm and 10:00am -4:00pm on Fri-Sun. Students may request access to the Media Center at any time from the Media Serves Coordinator or an Instructor if the Media Serves Coordinator is not available.

13. The institution has a line item in the annual budget to support the learning resources at the institution.

The institution's annual budget will reflect a line item for learning resources.

PLAN FOR PHYSICAL FACILITIES

In order to be a leader in the community and offer quality educational services to benefit everyone, Access Careers has a plan to improve and maintain the physical facilities.

The facilities are adequate, safe and clean. All utilities for the various areas are appropriate. A Janitorial Service Company has been hired by the school for cleaning the class rooms and the school.

On a daily basis, the person who discovers a physical problem or identifies a maintenance need reports it to the School Director in writing. Appropriate action is taken to insure the safety and well being of students, visitors and staff, as well as providing the optimal environment for learning. All persons involved are advised of appropriate actions to be taken.

Laboratory, and classroom safety policies and procedures are carried out as per OSHA requirements. A professional bio hazardous waste removal company removes disposable waste and sharps.

Technological Infrastructure

All computers have internet access and a computer lab houses 15 computers. These computers are utilized as a part of the media services and for instructional purposes. There is a designated personnel in house to trouble shooting technical issues. In the event the issues cannot be solved, the school contracts a technology company to resolve matters.

The institution has a data protection plan in ensure the privacy, safety and security of data contained within the technical infrastructure of the institution network.

The institution contracts a technology company to ensure the computer system and network reliability and emergency backup for all technical services.

Personnel

All personnel are expected to keep facilities at the institution clean and safe. The institution employees a cleaning person for the purpose of cleaning however, everyone working at the institution is expected to maintain a clean learning environment. Building maintenance is provided by the landlord.

Equipment and Supplies

The institution has an Equipment Plan that provides for the replacement and repair of all instructional equipment and supplies. Safety of equipment and supplies is maintained by the School Director and instructors. The plan includes but is not limited to a section with relation to emergency purchases.

Relevant State Laws

The President and School Director are responsible to monitor the compliance of all relevant state laws.

The current physical facilities are more than adequate to accommodate the programs that are currently offered.

The School class rooms maintenance is managed by a part time maintenance crew that is employed by Access Careers Inc. The Landlord is responsible for exterior maintenance and Access Careers Inc. manages the interior maintenance.

All buildings meet federal codes pertaining to OSHA and American Disability Act. Electrical equipment is checked for frayed wires with every use. A designated instructor for each program keeps an inventory of supplies and is responsible for ordering new supplies and equipment for their specific program.

OSHA requirements pertaining to biohazardous waste are carried out by instruction to students and personnel involved, as well as the utilization of a bio hazardous waste collection company. Improvements/upgrades in equipment and supplies are accomplished through communication and follow up with student, faculty and personnel input.

Our facility consists of the following:

- Lecture rooms equipped with the appropriate classroom furniture.
- The labs and classrooms have all the supplies needed by the students. Sinks with running water are located throughout the building for all clinical procedures.
- A library (Media Center) with books on the programs offered, magazines, trade journals, educational CDs, diskettes and videotapes.
- Media Center housing 1 computer with internet access. This area is easily accessible to the students.
- A pantry offers a refrigerator & microwave. Beverage and snacks vending is available.
- There are handicap accessible restrooms available.
- Administrative offices with computer access, phones, fax machine and copier.
- The exterior of the building is well lit and adequate parking is available.
- Meet all OSHA requirements and are equip with eye wash station in each area.
- Have disposal services for Bio hazardous waste.
- All programs meet all required OSHA regulations.

Evaluation and Availability of Plan

Students are informed prior to orientation how to obtain the plan. The plan is available during operating hours for all students. Employees are given access to all applicable plans upon hire. The plan is evaluated periodically and evaluations results are used for the improvement and revision of future plans.

Summary

The Institution not only provides a safe, clean and adequate environment for students and staff but also the appropriate supplies to support the learning process. Furthermore, the school has a plan for reporting and dealing with incidents. Bio hazardous waste protocol is taught to all students within the curriculum. During orientation, new employees are instructed on Incident Reports and OSHA requirements for health and safety, as well as the school's policies.

Physical facilities at the institution provide adequate safe facilities with appropriate supporting utilities for classrooms, laboratories, offices, rest rooms, lounges, meeting rooms and parking.

- Educational CDs, diskettes and videotapes.
- Media Center with one computer with internet access available for students.
- A designated area utilized as a Pantry with Refrigerator, Microwave and Toaster Oven for the benefit of Faculty, Staff and Students.
- Beverage and Snacks vending is available in the main lobby.
- There are handicap accessible restrooms available.
- Administrative offices with computer access, phones, fax machine and copier.
- The exterior of the building is well lit and adequate parking is available.
- First Aid kits are available in the main Administrative Office and each classroom.
- Have disposal services for Bio hazardous waste.

Challenges and Proposed Solutions

The Administration and the School Director will be instrumental in determining the need for repairs and maintenance of the main school, extended class rooms and branch school locations of Access Careers Inc. Access Careers Inc. has a part time maintenance person on staff.

Summary

The Institution not only provides a safe, clean and adequate environment for students and staff but also the appropriate supplies to support the learning process. Furthermore, the school has a plan for reporting and dealing with incidents. Bio hazardous waste protocol is taught to all students within the curriculum. During orientation, new employees are instructed on Incident Reports and OSHA requirements for health and safety, as well as the school's policies.

Developing a variety of means for program evaluation is vital to the assessment of the effectiveness of an institution's student services. Access Careers has a Student Services Department that is administered by a designated employee. This Department provides assistance and guidance to students planning and completing their occupational education program. The chief components of this department are: Admissions Process, Social Services, Assistance in the Media Center, Data Protection, Physical Resources, Placement Services and Counseling (Academic and Other).

Students are introduced to services during the admissions process and during the campus tour. Students are given introductory information regarding the function of the Student Services Department and its role in facilitating their progress towards program completion. Students are provided a more detailed description of student services and its various functions during their orientation presentation their first week on campus. The designated personnel for student services presents information on each component of student services and the availability and accessibility to these components.

Designated personnel are responsible for overseeing the components of the Student Services Department. Student Services personnel and School Director ensure that all of the components of the program are evaluated by students and staff. This information is provided to the School Director for the purpose of maintaining and improving the Students Services Center.

The Student services process begins with the Admission Process. Admission Representatives familiarize the prospective student with relation to the student services offered at the institution. Although the school has designated personnel for student services, the instructors fulfill most of our students' student service needs. If an instructor is unable to meet the needs of the student the student is referred to the School Director or the designated Student Services Personnel.

Media Services Assistant

The Learning Resources Center (library) is a part of Student Services offered at the college. Designated Personnel oversee the Media Center and the instructors oversee it when designated personnel are not available. The Media Services Library provides both students and staff access to a variety of learning tools for educational purposes.

Materials include a School Library, Computers (with Internet access) and Videos/DVDs for use. The Media Services Library is available to all Students/Instructors before and after school hours and during regularly scheduled breaks.

Students and staff requiring assistance with media materials may ask designated personnel for assistance with their needs. Alternative personnel are available two nights per week to provide assistance for students attending school in the evening. Students attending evening classes may also utilize the Media Center with an instructor's approval in the event alternative personnel are unavailable.

Data Protection and Health and Safety

A Data Protection Plan is in place to ensure the safety of data used at the institution, including but not limited to hackers. A Health and Safety Plan is put in place for the purpose of maintaining a health learning environment and for reporting accidents or illnesses.

Physical Facilities Plan and Equipment Plan

These plans are implements to ensure that the college is maintaining, replacing and equipment and keeping the Physical Facilities in good condition. These plans are services we provide for the student to enhance their learning experience.

Placement and Follow-Up

The institution offers placement services to all graduates and non-graduate completers. Designated personnel are assigned to perform placement services for the students. Follow up on graduates in completed by designated personnel at the college.

Grievance, Financial Aid and Student Records

The grievance policy is published in the school catalog. Personnel are in place to work with students that have a grievance. Financial Aid assistance is available for the the Medical Assistant program. Financial Aid personnel are dedicated to inform and assist students with all Financial Aid questions.

Social Services

Designated personnel shall maintain and make available to all students a directory of community resources and information. A board is also updated weekly with information pertinent students' needs.

Students requesting information regarding social services may utilize the directory of social services at any time that the Social Services Center is available. Students are required to use this service during regularly scheduled times. Times that student services is open are posted on the door of the office.

Students may access the directory independently or request assistance with utilizing the directory. Students may also utilize the student computers to access information as well.

Students are provided anonymity when utilizing the directory and services provided in the Student Services Directory.

Counseling

The Student Services Coordinator is responsible for counseling students and referring them to Social Services. In addition, if a student is struggling academically the coordinator will refer them to our tutoring program and schedule an appointment to meet with the Instructor for academic counseling. Behavioral and attendance related counseling is conducted with the instructor and/or the School Director.

Documentation, Evaluation Methods and Dissemination Results

The designated personnel are responsible for the tracking, evaluation and maintaining of the Student Services Department. An evaluation form is completed by a random sample of students and staff yearly. The evaluation form provides information with regard to the effectiveness of the Student Service Department, services available, and materials available. Individuals completing the evaluation form are encouraged to include any comments and feedback regarding the Student Services Department.

The information from this evaluation form is utilized by the designated personnel and the School Director for the purpose of providing the students and staff with student services, assistance and materials that furthers the education of the student population. The results of the Student Services Evaluations are disseminated at staff and faculty meetings.

Responsibilities of the Intern/Placement Director

Access Careers has a policy and procedure for the systematic continuous follow-up of student completers and employers of completers. The placement statistics by program is reviewed on a regular basis. Coordination of services is all encompassing, Access Careers works diligently to keep open communication between its staff, graduates and employment sites. However, in an effort to ensure that the follow-up process remains systematic and continuous, the office staff equally divides the work. The staff involved is comprised of the Internship, Placement and Administrative support.

Collection of Data

As completers are directed into the workforce, follow up becomes the most important and rewarding fortune for the school. Follow up forms are filed for each student who has graduated from Access Careers. Every effort is made to contact students three times upon graduation from the institution at 3 and 6 month intervals. This follow-up procedure is conducted to be aware of graduates' needs. It not only measures a students' success but also our own.

The collection of information from completers is done with an Exit Interview Form. This form is completed by the student prior to graduation and assists the follow-up staff with locating the student's employment status. The student is required to list his/her current address, phone number and e-mail. Three months after the student graduates, the *Graduate/Placement Follow-Up Report* is updated. This report aids in retrieving the completer's employer information. Once an office staff member is able to contact a completer and receive the necessary employer information, then an *Employment Verification Form* is faxed or mailed to the respective employer.

All information collected from completers and employers of completers are focused on program effectiveness for various modes of delivery and relevance to job requirements. The *Employer Program Verification Form* is used to determine the effectiveness of our graduates' performance on the job, modes of instructional delivery and relevance to job requirements. The employer's input is vital to our follow-up procedure. It allows us to evaluate the effectiveness of our educational programs. Furthermore, we are able to improve the quality of program outcomes based on student's input via telephone and employer's input via telephone and/or survey.

On an annual basis, placement and follow-up information is made available to all instructional personnel and administrative staff. During this meeting, faculty and administration discuss the students' needs and goals. For example, if we see a vast number of students making a similar suggestion about his/her program or employers asking us to repeatedly drill a certain skill in the lab, then we take action to make sure these necessary changes/accommodations are implemented. **Information is utilized to evaluate and improve the quality of program outcomes.**

In summary, the institution uses placement information to evaluate and improve the quality of the courses offered. The information is gathered and then delineated down to the instructional staff members and administration. Placement information is an important tool used to improve the quality of programs offered at Access Careers.