ACCESS CAREERS

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SCHOOL CATALOG

VERSION 6.17

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MESSAGE FROM THE PRESIDENT

ACCESS CAREERS

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

MISSION STATEMENT

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).

FACILITES:

ACCESS CARRERS 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 instuructional 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, martial 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 Regualtions 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 grauduation 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 Guidline 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.

ORIENTATATION

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 submitter 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 Careeers 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 devices(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 consider 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 pri vate 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 viewd 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 orretribution 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 then 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 WITHDRAWL:

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 Tile 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 1st week of instruction or 0-15% of the program	0%
The 2nd week of instruction or 16-30% of the program	25%
The 3rd week of instruction or 31-45% of the program	50%
The 4th week of instruction or 46-60% of the program	75%
The 5th week of instruction or after 60% of the program	100%

School Catalog Appendix A

STATEMENT OF OWNERSHIP

Payless Enterprises Inc. **DBA Access Careers** is a New York State Corporation, located at:
474 Fulton Avenue, Suite 201
Hempstead, NY 11550
Tel: (516) 433-0034
Fax: (516) 433-0341

ADMINISTRATION

Name	Employed Since	Educational Degree	Experience	Work Week	
Sawhney, Mini	1998	BS Management	School Director	40	mini@accesscareers.net
Alvarez, Yolanda	2010	Associates	Admissions Agent, Bursar	40	Yolanda@accesscareers.net
Malik, Kiran	2010	Bacherlor of Arts	Admissions Agent, Bursar	30	kiran@accesscareers.net
Aquino, Josh	2016	High School Diploma	Admissions Agent	40	jaquino@accesscareers.net
Jeannott, Michelle	2015	BA Psychology	Financial Aid Administrator	40	Financial-aid@accesscareers.net
Valentin, Venus	2017	Associates	Registrar	40	registrar@accesscareers.net
Weinstein, Steven	2016	MS Psychology	Director of Recruitment and Career Services	40	sweinstien@accesscareers.net

INSTRUCTORS

Name	Employed Since	Hightest Educational Degree	Experience Since	Courses Taught	Approx Hours taught
Dr. Reza, Z	2015	MD Doctorate University of Almata	Since 1984	Medical Assistant, PCT	24 hrs/wk
Delano, Courtney	2016	Masters Physician Asst NYIT	Since 2002	Medical Assistant, PCT	40 hrs/wk
Khan, Dave	2015	BS Healthcare Admin Briarcliff College	Since 2002	Medical Assistant	30 hrs/wk
Dr. Rehman, Abdul	2016	MD Doctarate University of Punjab	Since 2011	Medical Assistant, Pharm Tech	12 hrs/wk
Augello, L	2017	RN Degree Queensboro College	Since 1979	Nursing Assistant, PCI	12 hrs/wk
Bassey, O	2017	RN Degree Helen Field School of Nursing	Since 2011	Nursing Assistant, PCI	30 hrs/Mth
Hampton, Brenda	2017	RN Degree Nassau Community College	Since 1972	Nursing Assistant, PCI	16 hrs/wk
Hussain, Fauzia	2016	RN Degree	Since 1995	Nursing Assistant, PCI	30 hrs/Mth
Panell, Hester	2008	RN Degree Nassau Community College	Since 1990	Nursing Assistant, PCI	30 hrs/Mth
Piper, Joy	2009	RN & MS/Health Long Island University	Since 2007	Nursing Assistant, PCI	12 hrs/wk
Richardson, Tammy	2017	RN Degree City College of NY	Since 2000	Nursing Assistant, PCI	30 hrs/Mth
Roots, Patricia	2017	LPN Nassau Community College	Since 2003	Nursing Assistant	16 hrs/wk
Sahay, Sarla	2012	RN Degree Nassau Community College	Since 1992	Nursing Assistant, PCI	30 hrs/wk
Frisco, Thomas	2014	MS Pharmacy Long Island University	Since 1999	Pharm Technician	12 hrs/wk
Obasohan, Stanley	2017	MPH Baruch College	Since 1984	MBC, Computer Application	12 hrs/wk
Dr. Louis, Robert	2017	DDS New York University	Since 1986	Dental Assistant	25 hrs/wk

ACCESS CAREERS

SCHOOL CATALOG APPENDIX B

PROGRAM NAME	***Medical Assistant***
DURATION:	900 hrs (600 hours classroom and 300 hours internship/externship)
TOTAL COST:	$12,500 (Registration Fee $100, Tuition $12,400)
PREREQUISITE	High School Diploma or GED
OBJECTIVE	The Medical Assistant program prepares students to perform both administrative and clinical duties under the direction of a physician. Students will be trained in a broad range of skills that are essential to a career in a medical setting - including administrative tasks and clinical duties. This program will focus on medical practices and procedures, medical ethics and law, medical insurance and record keeping and patient preparation for basic laboratory procedures and tests. The program will also prepare students to work as cardiac monitoring technicians. A 300 hour internship is required upon completion of the coursework.
DESCRIPTION:	**INTRODUCTION TO COMPUTERS** **40 hours-Skills** This course is designed to teach keyboarding and to introduce the student to the Microsoft Office Suite and the Internet. This course will also provide the student with knowledge and experience in using Internet Explorer to browse the web and create and the basics of using Microsoft Office. **MEDICAL TYPING AND TRANSCRIPTION** **70 hours- Skills** Emphasis in keyboarding will be placed on accuracy and attaining the highest rate possible. Minimum speed goal of 35 wpm is required. The student will learn formatting procedures for basic business correspondence and for centering tables on an electronic keyboard. In addition, the student will continue to develop speed and proficiency in keyboarding by taking timed writings and practicing assigned drills. **ANATOMY & PHYSIOLOGY** **45 hours-Theory** The course consists of teaching the basic structure and functions of the human body. It also emphasizes on the various systems of the body such as cardiovascular, respiratory, neurology, gastroenterology, nephrology, and others. The course will also describe in detail about the most common diseases and disorders corresponding to each system. **MEDICAL TERMINOLOGY** **50 hours-Theory** This course is designed to familiarize the student with the structure and function of the human body. Medical words, phrases and abbreviations relating to the body in health and disease will be covered. Emphasis will be placed on correct spelling, pronunciation and defining medical terms associated with selected body systems, disease conditions, and treatment modalities. All courses in this program will emphasize age appropriate terminology and care and cultural differences awareness **MEDICAL LAW & ETHICS** **5 hours-Theory** This course is designed to introduce the student to the knowledge of and other laws that a Medical Assistant should be aware off. In this course the student will also focus on medical practices with an emphasis on legal and ethical responsibilities. Students are introduced to HIPAA requirements, Medical Ethics and Medical Law. Topics discussed will be Duty of Care, Reasonable Care, Negligence, Medical Malpractice and Personal Liability. **INTERPERSONAL COMMUNICATION** **0 hours-Theory** This course is designed to introduce the students on how to have effective communication with patients and colleagues. In this course students learn about the 5 C's of communication and communication barriers. **MEDICAL OFFICE PROCEDURES** **40 hours-Skills** Instructors will discuss and role play topics such as professional appearance and attitude, keeping up the general cleanliness of the reception area. Students will also role play on how to greet and communicate with arriving patients, escorting them to the examination rooms and in general how to manage patient flow effectively **COMPUTERIZED MEDICAL BILLING & CODING** **60 hours-Skills** Students will be given an overview of the MediSoft software and its capabilities and OSMA requirements & and standards as well as an introduction to diagnostic coding (ICD-10-CM and procedural coding (CPT). **MEDICAL RECORDS MANAGEMENT** **20 hours-Skills** Students get an overview of medical insurance; learn coding procedures, and insurance billing procedures. Students also learn through computerized billing simulations how to create, save, retrieve, edit, and maintain patient files. In addition, post payments to patient accounts, produce insurance claim forms, correct and resubmit rejected claims, produce insurance claim activity reports and enter electronic claims.

OFFICE CARE AND MANAGEMENT **20 hours-Skills**

Students will discuss criteria for the control of professional, business, expendable and non- expendable, supplies. They will also learn how to maintain a system of inventory control, Separate and store drug samples according to their classification, Care for supplies on delivery from the supplier and order supplies as needed in the medical office

ASEPTIC TECHNIQUES **25 hours-Skills**

This course introduces basic laboratory assisting skills, including the fundamentals of microbiology, urinalysis and clinical asepsis. Students are introduced to the proper techniques in the collecting of bacterial specimens, the collection and analysis of urine samples, strep testing, care of laboratory equipment, methods of sterilization, and the care and use of microscopes and instrument classification. Emphasis will be placed on universal precautions and OSHA guidelines

MEDICAL EXAMINATION PROCEDURES **35 hours-Skills**

The course instructs and demonstrates the proper techniques of various laboratory procedures. The course teaches the basic guidelines for lab safety procedures and the use of personal protective equipments such as hand washing and sterilization of instruments. The course will explain and demonstrate the proper techniques used for examination of each body systems. Examinations includes proper eye examination utilizing Snellen's and Jaeger charts, ear examination with audiometer, blood withdrawal for glucose level with a sterile lancet, and application of dressing and bandages. The course will also teach in the proper techniques of taking vital signs which includes taking various types of body temperatures, measuring of weight and height, measuring blood pressure with sphygmomanometer, taking respiration and pulse rate, and measuring oxygen saturation with a pulse oximetery. In addition, the course also instructs the proper techniques to obtain urine specimen, use of Reagent strips, perform a specific gravity test, perform a pregnancy test and prepare urine specimen for m icroscopic examination. The course will describe in detail the purpose and various methods to obtain a fecal occult blood test, Pap smear, hemoglobinometer, and Accucheck advantage glucose meter. The course will demonstrate the purpose and the proper use of spirometry test and intradermal skin test. The course will review all the universal signs and standard precautions in regard to human blood and body fluids and also discuss the purpose of the regulatory bodies (OSHA, CLIA) regarding disease transmission. The course will teach the proper preparation methods for a treatment room and a minor surgical tray when assisting the physician.

MEDICAL OFFICE EMERGENCIES **30 hours-Skills**

This course introduces the student to basic clinical skills and emphasis is placed on the most frequently performed emergency procedures in a medical office. Also students learn different kind of emergencies and protocol to follow in an emergency procedure.

MEDICAL OFFICE ADMINISTRATION **20 hours-Theory**

Student will learn about the medical environment in the office, the language of medicine, medical specialties, the medical staff, the roles of medical professionals, medical ethics, social policy issues. Students will also learn about medical law, and confidentiality issues, patient relations, scheduling, maintaining, and following up appointments, methods of keeping records. Lastly, Student will learn methods to finding and keeping a job, research employment opportunities, job application process, interviewing for a position, and continuing education.

OFFICE SURGERY PROCEDURES **30 hours-Skills**

This course introduces basic laboratory assisting skills, including the fundamentals of microbiology, urinalysis and clinical asepsis. Students are introduced to the proper techniques in the collecting of bacterial specimens, the collection and analysis of urine samples, strep testing, care of laboratory equipment, methods of sterilization, and the care and use of microscopes and instrument classification. Emphasis will be placed on universal precautions and OSHA guidelines

EKG **30 hours-Skills**

The course begins with a basic description of the major internal and external structures of the heart. It will also describe the major functions of the cardiovascular system, major blood supply of the heart, and electrical conduction pathway of the heart. The instructor will explain the reasons for performing an EKG and also demonstrate the proper method for obtaining a standard EKG rhythm strip. All students will have the opportunity to practice their EKG techniques utilizing a computer based 12 Lead EKG as well as utilizing a 12 Lead EKG machine. It will also emphasize on interpretation of various rhythm abnormalities from EKG strips. The course will describe in detail the EKG characteristics of sinus rhythms, atrial rhythms, ventricular rhythms, atrioventricular blocks, and pacemaker rhythms. The course will teach on how to handle and resolve troubleshooting problems that arise when obtaining an EKG reading.

	PHLEBOTOMY **30 hours-Skills** The course concentrates on the proper techniques of blood drawing. It also demonstrates the various methods utilized for blood drawing such as butterfly syringe, needle syringe, and evacuated tube system. The course also consists of describing the terminology used to order laboratory tests and identifying and labeling the parts of the laboratory equipments. The course will teach proper methods of applying gloves, gowns and masks for laboratory procedures. Each student will have the opportunity to practice their phlebotomy skills on mannequin arms and most importantly the students will have an opportunity to practice their technique under the supervision of their instructor **MEDICAL LABORATORY PROCEDURES** **40 hours-Skills** This course introduces the student to basic clinical skills and emphasis is placed on the most frequently performed laboratory procedures in the physician's office including hematology, blood chemistry, immunology and microbiology. Consideration is given to the fundamentals of vital signs, various methods and equipment used to measure cardinal signs, determining height and weight, patient preparation and positions, methods of examination, assisting the physician with emphasis on routine physical examination obstetric examinations, gynecological examinations, urological examinations and pediatric examinations. Students will also have practical experience in procedures performed in medical specialty facilities. **INTERNSHIP 300 hours** Upon completion of the medical assistant coursework, students will complete 300 hour internship program designed to provide the experience in the competencies necessary for employment in a medical office.

PROGRAM NAME	***Certified Nursing Assistant***
DURATION:	125 hrs
TOTAL COST:	$1,300 (Registration Fee $100, Tuition $1,200)
PREREQUISITE	High School Diploma or GED
OBJECTIVE	The Certified Nurse Assistant program prepares students to perform clinical duties under the direction of a physician or registered nurse. Students will be trained in a broad range of skills that are essential to a career in a medical setting including clinical duties.
EMPLOYMENT REQUIRMENTS:	To become a New York State Certified Nursing Assistant, one is required to complete 125 hours of training which includes 30hrs internship in a Registered Health Care Facility. Upon successful completion of training the student may appear for the New York State Nursing Home Nurse Aide Competency Examination. The exam consists of two parts: 1) a Clinical Skills exam (practical portion); and 2) a Written (oral) exam. A student must pass both parts successfully to become a Certfied Nursing Assistant.
DESCRIPTION:	**Introductory Curriculum and Resident's Rights** **25 hours** This course is designed for students to learn basic levels of hierarchy of residents' needs, effective communication with residents, charting, standard precaution, medical asepsis, safety and emergency procedures. This course introduces the student to basic clinical skills and emphasis is placed on those procedures most frequently performed in hospice or the hospital. **Basic Nursing Skills:** **11 hours** This course is designed for student to learn on taking vital signs, various methods and equipment used to measure cardinal signs, determining height and weight, patient preparation positions, and methods of examination. Also, students learn infection control, PPE and OSHA regulations. **Personal Care Skills:** **41.5 hours** This course is designed for student to learn direct and indirect care of patients. Emphasis will be placed on personal hygiene for resident patients and unconscious patients. **Mental Health & Social Services:** **2.5 hours** This course is designed for students to learn changes in patient's behavior, atypical patients and diverse culture behavior. **Care of Residents with Special Needs:** **7 hours** This course is designed for student to learn various techniques in managing patients with disabilities. **Basic Restorative Services:** **8 hours** This course is designed for students to learn about restoring patients for self-care, the use of assistive devices and the maintenance of ROM. **Internship:** **30 hours** Upon completion of the CNA coursework, students will complete a 30 hour internship program designed to provide experience in the competencies necessary for employment in a hospice or hospital.

PROGRAM NAME	***Patient Care Technician***
DURATION:	**120 hrs**
TOTAL COST:	**$1,500 (Registration Fee $100, Tuition $1,400)**
PREREQUISITE	**High School Diploma or GED or a score of 24 or higher on a PAR's Test**
OBJECTIVE	The Patient Care Technician program prepares students to perform clinical duties under the direction of a physician. Students will be trained in a broad range of skills that are essential to a career in a medical setting. Topics include EKG, Phlebotomy and Body System Disorders.
DESCRIPTION:	**Basic Concepts:** **4 hours** This course introduces basic laboratory assisting skills, including the fundamentals of microbiology, urinalysis and clinical asepsis. In addition student learns student medical practices with an emphasis on legal and ethical responsibilities. Students are introduced to HIPAA and OSHA requirements. **Body System Disorders:** **40 hours** This course is designed to introduce the student to the basic study of the structures and functions of the human body. Emphasis is placed on the major organs in each of the systems presented, their functions and the diseases associated with them. **Special Health Care Situations:** **20 hours** This course is designed to introduce emergency disorders and CPR. Students learn hospital color codes and special care for terminal ill patients. Emphasis will be placed universal precautions and OSHA guidelines. **Infection Control:** **3 hours** This course introduces basic laboratory assisting skills, including the fundamentals of microbiology, urinalysis, and clinical asepsis. Students are introduced to the proper techniques in the collecting of bacterial specimens, the collection and analysis of urine samples, strep testing, care of laboratory equipment, methods of sterilization, and the care and use of microscopes and instrument classification. Emphasis will be placed universal precautions and OSHA guidelines **Electrocardiography:** **28 hours** This course gives an in-depth study of non-invasive electrophysiology of the heart, including theory and practice in electrocardiographic techniques such as holter monitoring, and graded exercise testing, pacemaker evaluation and Doppler vascular blood flow studies. Different types of medications used in cardiac disorders and a brief overview of surgical and advanced intervention are emphasized. This course focuses on the process of evaluating and analyzing ECG tracings and determining the presence of dysrhythmias. **Phlebotomy:** **28 hours** This course is designed for students to learn techniques and procedures given by the CLIA. Students will study order of blood tubes and capillary blood tubes drawn, following CLIA standard procedures. During the course student will master blood drawn and OSHA regulations pertaining to laboratory safety.

PROGRAM NAME	***Pharmacy Technician***
DURATION:	**120 hrs**
TOTAL COST:	**$1,500 (Registration Fee $100, Tuition $1,400)**
PREREQUISITE	**High School Diploma or GED**
OBJECTIVE	Pharmacy technicians work under the supervision of a licensed pharmacist and must be willing to take direction, they must also be able to work independently. Pharmacy technicians must truly care about and find satisfaction in serving the patient. Due to the critical nature of many common pharmacy duties, the pharmacy technician must enjoy performing precise work, where details can be a matter of life or death. Even if a task is repetitive, a pharmacy technician must be able to complete the task accurately every time, as taught in pharmacy technician schools.
DESCRIPTION:	**Introduction to Pharmacy Technician** **6 hours** Students will discuss the role of the Pharmacy Technician and some other topics such as their function, duties, potential places of employment and job outlooks. Other topics such as pharmacy law, standards of practice and codes and ethics and drug controls. **Drug Types, Dosage, Distribution & Routes of Administration** **15 hours** Topics that will be discussed during this topic are distinguishing Drug Types including formulation, types of medications and how they are administrard to patients. Distribution of drugs and how they should be stored. **Drug Information Sources** **9 hours** Students will learn how to use the American Drug Index, the handbook of Injectable Drugs, the handbook of Non-Prescription Drugs. Other pharmacy publications will also be used as reference. **Transcription of Prescriptions & Hospital Orders** **15 hours** How to interrupt prescriptions and abbreviations on prescriptions. Students will also learn how to transcribe, record, and label prescriptions. **Federal Pharmacy Law** **6 hours** Students will discuss the many insurance and federal laws that regulate the distribution on drugs **Controlled Substances Regulations** **6 hours** Instructors will discuss the Drug Enforcement Administration and how the agency controls, defines, and keeps records or order forms and prescriptions. Topics on what mandatory paperwork and forms to fill in compliance with the agency will also be discussed. **Introduction to Pharmacology** **9 hours** Students will be taught about the Receptor Theory. How drugs are absorbed and distributed throughout the body. Students will learn how they are metabolized and finally how they are cleared out through the body through excretion or elimination. **Drug Classifications** **18 hours** The Student will study the action, mechanism, indications, adverse effects and be able to site examples for the several drug Classes. Other classification topics include: Drugs that Affect the Cardiovascular System, Drugs that Act of the Central Nervous System, Drugs that Affect the Endocrine System, Miscellaneous Drug Classifications and also Chemotherapeutic Agents **Pharmaceutical Mathematics** **18 hours** Students will practice and complete several hands on worksheets that will use fractions, decimals, roman numerals, weights and measures, conversion from metric, calculating flow and infusions rates are also other examples of mathematical topics. **Parental Admixtures & Sterile Products** **6 hours** The instruction will discuss and define the term Parenteral products. Students will be able to understand the reason for the use of parenteral products and also discuss the advantage and disadvantages in using parenteral medication. **Clinical Laboratory Skills** **12 hours** This hands on skills portion will demonstrate the proper methods of counting tablets, Demonstrations to perform proper method of reconstituting liquid products, filling of a capsules, the proper method of using forceps to handle weights, using the mortar and pestle and the proper technique of preparing an IV.

PROGRAM NAME	***EKG Technician***
DURATION:	48 hrs
TOTAL COST:	$600 (Registration Fee $50, $550)
OBJECTIVE	To prepare individuals for entry level Electrograph technicians (EKG/ECG)
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	This course is intended to train the students in understanding the techniques and operation of accurate EKG recording. It also teaches the basic principles of electro physiology of heart and recognizing the waveforms of electrocardiograph. The course covers medical terminology and medical law and helps the students to take the national certification exam for electrocardiograph technician.

PROGRAM NAME	***Phlebotomy Technician***
DURATION:	48 hrs
TOTAL COST:	$600 (Registration Fee $50, Tuition $550)
OBJECTIVE	To prepare individuals to perform skin and venipuncture procedures
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	This course is intended to provide the understanding of basic principles of blood drawing, practicing blood draw on artificial arm, identification of color coded tubes common sites of venipuncture and skin puncture; universal precut (Precautions) and isolation techniques and handling the specimens for accurate results

PROGRAM NAME	***Medical Billing***
DURATION:	94 hrs
TOTAL COST:	$1,500 (Registration Fee $100, Tuition $1,400)
OBJECTIVE	To prepare individuals for entry level positions as billing clerks, insurance billers, in a health care facility
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	This course intends to teach students the basic concepts, procedures and applications necessary to perform tasks involved in health insurance and all types of billing, reviewing and filing of insurance claim forms. These topics include: Computer Fundamentals, Understanding the Medical Language, Medical Coding, Computerized Medical billing & Medical Office Simulation.

PROGRAM NAME	***Medical Billing Clerk***
DURATION:	300hrs
TOTAL COST:	$4,000 (Registration Fee $100, Tuition $3,900)
OBJECTIVE	To prepare individuals for entry level positions as billing clerks, insurance billers, in a health care facility
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	This course intends to teach students the basic concepts, procedures and applications necessary to perform tasks involved in health insurance and all types of billing, reviewing and filing of insurance claim forms. These topics include: Computer Fundamentals, Understanding the Medical Language, Medical Coding, Computerized Medical billing & Medical Office Simulation.

PROGRAM NAME	***Microsoft Office Master Pack***
DURATION:	300hrs
TOTAL COST:	$4,000 (Registration Fee $100, Tuition $3,900)
OBJECTIVE	To prepare individuals for entry level positions as office assistant / office administrative assistants
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	This course is intended to delivers the tools to help you get great results with less work. Office Action Pack makes easier to communicate your ideas effectively & achieve more in less time. These topics include: Computer Fundamentals, Microsoft Word, Microsoft Excel, Access Introduction to PowerPoint & Microsoft Outlook

PROGRAM NAME	***Medical Office Administration 900hrs***
DURATION:	900hrs
TOTAL COST:	$10,000 (Registration Fee $100, Tuition $9,900)
OBJECTIVE	To train individuals to work in medical facilities, physicians office, hospitals and other medical professions
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	Topics include: Computer fundamentals, MS Word, MS excel, MS Access, MS PowerPoint, MS Outlook, understanding Medical language, Medical coding, Computerized medical billing, Medical office simulation practice, Internship/externship

PROGRAM NAME	***Network Specialist***
DURATION:	900hrs
TOTAL COST:	$11,000 (Registration Fee $100, Tuition $10,900)
OBJECTIVE	To prepare individuals for entry level positions in the networking field
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	This course teaches students the topics to become a Microsoft Certified Systems Engineer. These topics include: A+, Network +, MCSE, CCNA, CCNP and an Internship/externship

PROGRAM NAME	***Programming Specialist***
DURATION:	900hrs
TOTAL COST:	$11,000 (Registration Fee $100, Tuition $10,900)
OBJECTIVE	To Prepare individuals for entry level positions in programming and web design
PREREQUISITE	High School Diploma or GED
DESCRIPTION:	This course teaches students the topics to become a Computer Programmer. These topics include: Computer Fundamentals, C++, Unix Server Basics, Introduction to Oracle, Oracle Database Administration, E-commerce, Visual Basic, .NET and internship/externship.

PROGRAM NAME	***ESL Full Program***
DURATION:	750 hrs
TOTAL COST:	$4,500 (Registration Fee $100, Tuition $4,400)
OBJECTIVE	To prepare individuals basic American conversation.
PREREQUISITE	BEST Test with a score of 0-41
DESCRIPTION:	This course is intended to develop the student's ability to use the English Language in Contemporary American contexts.

School Catalog Appendix C

COE Data Collection for 2015-2016			
Name Of Program	Completion Rate	Placement Rate	Licensure Exam Pass Rate
Medical Assistant	71%	75%	
Nursing Assistant	82%	85%	83%
Patient Care Technician	85%	79%	
Pharmacy Technician	75%	80%	
COE Data Collection for 2014-2015			
Name Of Program	Completion Rate	Placement Rate	Licensure Exam Pass Rate
Medical Assistant	81%	83%	
Nursing Assistant	93%	89%	85%
Patient Care Technician	90%	95%	
Pharmacy Technician	82%	89%	
Medical Billing	81%	83%	

ACCESS CAREERS

School Catalog Appendix D

Medical Assistant Tuition:$12,400 ($6,200 per Term)		
If Termination occurs during this Term of the Program	Percentage of the First Terms Tuition Refunded to Student Non-Financial Aid If tuition is paid in full	Amount of First Terms Tuition Refunded to Student Non-Financial Aid If tuition is paid in full
Prior or during the first week	100%	$6,200
During the second week	80%	$4,960
During the third week	65%	$4,030
During the fourth week	50%	$3,100
During the fifth week	30%	$1,860
After the fifth week	0%	$0
If Termination occurs during the Second Term of the Program	Percentage of the Second Terms Tuition Refunded to Student If tuition is paid in full	Amount of Second Terms Tuition Refunded to Student If tuition is paid in full
During the second week	80%	$4,960
During the third week	65%	$4,030
During the fourth week	50%	$3,100
During the fifth week	30%	$1,860
After the fifth week	0%	$0

If you attend this program with Financial Aid Assistance through Title IV Funding, the refund policy will be calculated as In accordance with the Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998.
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.

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.

Nurse Aide Tuition: $1,200 for this quarter		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,200
During the second week	75%	$900
During the third week	50%	$600
During the third week	25%	$300
After the fourth week	0%	$0

Patient Care Tuition: $1,400 for this quarter		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,400
During the second week	75%	$1,050
During the third week	50%	$700
During the third week	25%	$350
After the fourth week	0%	$0

Pharmacy Tech Tuition: $1,400 for this quarter		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,400
During the second week	75%	$1,050
During the third week	50%	$700
During the third week	25%	$350
After the fourth week	0%	$0

EKG Technician Tuition: $550 for this course 4 Weeks in Length / 48 hours		
If Termination occurs	Percentage of Tuition Refunded to Student If tuition is paid in full	Amount of Tuition Refunded to Student If tuition is paid in full
0-15% of the program (up to 9 hrs)	100%	$550
16-30% of the program (10 to 15 hrs)	75%	$412
31-45% of the program (16 to 21 hrs)	50%	$275
46-60% of the program (22 to 28 hrs)	25%	$138
After 60% of the program	0%	$0

Phlebotomy Technician Tuition: $550 for this course 4 Weeks in Length / 48 hours		
If Termination occurs	Percentage of Tuition Refunded to Student If tuition is paid in full	Amount of Tuition Refunded to Student If tuition is paid in full
0-15% of the program (up to 9 hrs)	100%	$550
16-30% of the program (10 to 15 hrs)	75%	$412
31-45% of the program (16 to 21 hrs)	50%	$275
46-60% of the program (22 to 28 hrs)	25%	$138
After 60% of the program	0%	$0

Medical Billing Tuition: $1,400 for this quarter		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,400
During the second week	75%	$1,050
During the third week	50%	$700
During the third week	25%	$350
After the fourth week	0%	$0

Medical Billing Clerk Tuition: $3,900 ($1,950 per quarter) if you enroll in the M-Th 6pm-9pm or Sat & Sun 10am-4:30pm		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,950
During the second week	75%	$1,462
During the third week	50%	$975
During the third week	25%	$487
After the fourth week	0%	$0
If Termination occurs during the Second Quarter of the Program	Percentage of the Second Quarter Tuition Refunded to Student If tuition is paid in full	Amount of Second Quarter Tuition Refunded to Student If tuition is paid in full
During the first week	75%	$1,462
During the second week	50%	$975
During the third week	25%	$487
After the third week	0%	$0

Medical Billing Tuition: $3,900 for this quarter if you enroll in the M-Th 10am-2pm or M-Th 10am to 4:30pm		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$3,900
During the second week	75%	$2,925
During the third week	50%	$1,950
During the third week	25%	$975
After the fourth week	0%	$0

MS Office Master Pack Tuition:$3,900 ($1,950 per quarter)if you enroll in the M-Th 6pm-9pm or Sat & Sun 10am-4:30pm		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,950
During the second week	75%	$1,462
During the third week	50%	$975
During the third week	25%	$487
After the fourth week	0%	$0
If Termination occurs during the Second Quarter of the Program	Percentage of the Second Quarter Tuition Refunded to Student If tuition is paid in full	Amount of Second Quarter Tuition Refunded to Student If tuition is paid in full
During the first week	75%	$1,462
During the second week	50%	$975
During the third week	25%	$487
After the third week	0%	$0

Medical Office Admin Tuition:$10,900 ($5,450 per Term)		
If Termination occurs during this Term of the Program	Percentage of the First Terms Tuition Refunded to Student If tuition is paid in full	Amount of First Terms Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$5,450
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0
If Termination occurs during the Second Term of the Program	Percentage of the Second Terms Tuition Refunded to Student If tuition is paid in full	Amount of Second Terms Tuition Refunded to Student If tuition is paid in full
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0

Networking Specialist Tuition:$10,900 ($5,450 per Term)		
If Termination occurs during this Term of the Program	Percentage of the First Terms Tuition Refunded to Student If tuition is paid in full	Amount of First Terms Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$5,450
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0
If Termination occurs during the Second Term of the Program	Percentage of the Second Term Tuition Refunded to Student If tuition is paid in full	Amount of Second Term Tuition Refunded to Student If tuition is paid in full
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0

Programming Specialist Tuition:$10,900 ($5,450 per Term)		
If Termination occurs during this Term of the Program	Percentage of the First Terms Tuition Refunded to Student If tuition is paid in full	Amount of First Terms Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$5,450
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0
If Termination occurs during the Second Term of the Program	Percentage of the Second Terms Tuition Refunded to Student If tuition is paid in full	Amount of Second Terms Tuition Refunded to Student If tuition is paid in full
During the second week	80%	$4,360
During the third week	65%	$3,542
During the fourth week	50%	$2,725
During the fifth week	30%	$1,635
After the fifth week	0%	$0

ESL Full Tuition: $4,400 ($1,467 per quarter for 3 quarters)		
If Termination occurs during this Quarter of the Program	Percentage of this Quarter Tuition Refunded to Student If tuition is paid in full	Amount of First Quarter Tuition Refunded to Student If tuition is paid in full
Prior or during the first week	100%	$1,467
During the second week	75%	$1,100
During the third week	50%	$733
During the third week	25%	$366
After the fourth week	0%	$0
If Termination occurs during the Second Quarter of the Program	Percentage of the Second Quarter Tuition Refunded to Student If tuition is paid in full	Amount of Second Quarter Tuition Refunded to Student If tuition is paid in full
During the first week	75%	$1,100
During the second week	50%	$733
During the third week	25%	$366
After the third week	0%	$0
If Termination occurs during the Second Quarter of the Program	Percentage of the Second Quarter Tuition Refunded to Student If tuition is paid in full	Amount of Second Quarter Tuition Refunded to Student If tuition is paid in full
During the first week	75%	$1,100
During the second week	50%	$733
During the third week	25%	$366
After the third week	0%	$0