



**Manhattan  
Institute**

School Catalog  
2017/18

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## **APPROVED CATALOG**

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

## **MISSION STATEMENT**

**Manhattan Institute is dedicated to empowering individuals with the skills, knowledge, practical training and experience, needed for a successful career in the growing and rewarding careers of allied health.**

## **PHILOSOPHY**

The objective of Manhattan Institute is to provide quality training at competitive tuition prices to individuals seeking short-term, basic skills training in the allied health occupational fields.

## **FACILITIES**

Manhattan Institute is located at 45 West 34<sup>th</sup> Street, between 5<sup>th</sup> and 6<sup>th</sup> Avenue, on the 5<sup>th</sup> floor. Our current space is 8000 square feet; which consists of computer labs, featuring the latest technology, four spacious classrooms, a student lounge, student information area, and four administrative offices. We pride ourselves with having the most up-to-date equipment, which meets and exceeds what is used in the workplace.

## **HOURS OF OPERATION**

The school is open for operation from 9:00 a.m. to 7:00 p.m., Monday through Friday, and from 9:00 a.m. to 3:00 p.m. Saturday and Sunday. The Financial Aid Office is open Monday and Friday from 9:00 a.m. to 6:00 p.m., Monday and Wednesday hours are extended until 7:00 p.m.

## ADMISSIONS REQUIREMENTS

In order to be formally be admitted to the **Medical Assistant and Personal Fitness Trainer Program**, applicants must possess a High school diploma or its equivalent. In addition, applicants must participate in a minimum of one personal interview.

In order to be formally be admitted to **All Other Programs** applicants must possess a high school diploma or its equivalent. Students who do not have a High School diploma or its equivalent, may take what is called an Ability to Benefit Exam (ATB). The ATB exam is designed to measure the entry-level skills of students who want to attend one or more of our programs. Passing the ATB exam helps The Manhattan Institute identify potential students who have not completely High School or its equivalent, but have the academic skills needed, to be successful in our program. The Manhattan Institute currently uses the Cpat exam.

The ATB exam assesses students' current abilities in three basic skill areas: Language usage, reading skills and numerical skills. ATB students must achieve or exceed these minimum scores in all three subtests at one administration.

<u>Subject</u>	<u>Scaled Score</u>
Language Usage	42
Reading Skills	43
Numerical Skills	41

Potential students who fail the ATB exam may retake the exam at a future date, not less than 24 hours from the first exam date. The retake exam is a set of completely differently questions. Potential students who do not pass the retake exam, cannot retake the ATB exam for one year. Any Potential student, who failed the ATB exam, but receives a High School Diploma or its equivalent, will qualify to attend as specified in our admissions policy.

## AVAILABILITY OF HIGH SCHOOL EQUIVALENCY PROGRAMS

At the orientation for new students, the School's Director or his designee will inform all students of the availability to refer anyone interested to an educational institution or agency where the student will be able to attend a high school equivalency program at no cost. This program will be in the general area of the location of the school. If requested, the director will provide a student with another program in a different locale that may be more convenient.

Periodically, any information regarding high school equivalency programs, may be available from the school's Director.

The school will periodically review the availability of any programs which are communicated to the students in order to ensure that the programs are still reasonably able to meet the needs of the student body.

## **ADMINISTRATON**

Edward Schwartz	School Director/President
Kenneth Dipsingh	Admissions Director
Dr. Sanjay Kumar Jan	Compliance Director
John Cornell	IT Director/Education Director
Paula Gregorio	Financial Aid Director
Nusrat Hossain	Financial Aid Advisor
Rosa Gomez	Bursar
Pam Dipsingh	Registrar
Lisa Valdez	Assistant Registrar/Student Services
Renee Keller	Career Services Director
Valentine (Willie) Garcia	Externship Coordinator
Patricia Morrobel	Externship Coordinator
Flortino (Rubin) Bonilla	Operations Director
Hayley Popper	Senior Admissions Representative
Denise Hackworth	Admissions Representative
Guyrmline (Gigi) Viaud	Director of Advance Admissions
Rosesheska Schwartz	Office Assistant

## **CAMPUS SECURITY**

Manhattan Institute prepares an annual campus security report as required by the U.S. Department of Education. This report is available on Manhattan Institute website and receptionist desk.

## **STUDENT RESOURCES**

### Compliance/Educational Director

#### Bursar

Location: Front Desk

Phone: (646) 809-0740

The Bursar bills and collects all tuition and fees associated with Manhattan Institute's programs, disburses all financial aid, and issues timely refunds with necessary. The Bursar is committed to providing excellent service to all students and/or parents



regarding understanding billing statements and other aspects of their financial responsibilities.

### Career Services

Location: Fifth Floor  
Phone: (646) 776-2142

Our Career Services Director assists students with resume, cover letter and job interview preparation, online job searches, schedules interviews and class visits from medical field recruiters and provides general job placement guidance.

### Financial Aid Office

Location: Fifth Floor  
Phone: (646) 809-2114  
(646) 809-0785

The Financial Aid Office supports the educational goals of students by providing quality customer service, knowledge of financial aid programs, and the timely processing and delivery of financial aid. The office helps students bridge the gap between family resources and need, by offering Federal programs. It also works in collaboration with Federal and other departments at Manhattan Institute to maintain compliance with applicable laws, regulations and policies.

### Externship Office

Location: Fifth Floor  
Phone: (646) 809-0749

The Externship Office is in charge of placing students at a medical facility to complete the required 300 externship hours. Students are allowed to complete a minimum of 30 hours a week and a maximum of 35 hours a week. The office coordinates with the site supervisors at each facility to set up interviews for the students. The coordinator visits the sites on a weekly basis to collect attendance and receive feedback from the supervisor regarding the student.

### Registrar/Student Services Office

Location: Front Desk Area  
Phone: (212) 564-1234

The Registrar's Office maintains and assures the accuracy and privacy of students' educational records (see FERPA Notifications). The office creates the student's class schedule, issues select enrollment verifications and transcripts, oversees the administration of grading and attendance, updates changes in student contact information, and sends out class announcements via email. Veterans can contact the

Registrar's Office with Veteran Affairs (VA) questions. Student Services insures that all student have the support that they need to excel in the completion of their program. We also make sure that all students leave our institute ready to work in an environment that promotes self-growth and self-exploration.

## **SHORT COURSES INFORMATION**

### **Pharmacy Technician – 90 Hours**

Pharmacy technicians help licensed pharmacists dispense prescription medication to customers or health professionals. In this course students will learn the most common medications and their interactions and side effects. Other topics covered include pharmacy supplies, inventory techniques, and working in retail pharmacies.

### **Phlebotomy Technician – 60 Hours**

Phlebotomy is a concise, precise blood drawing procedure. Almost every person will have their blood drawn during a routine visit to a medical center. When staying at a hospital, patients may have their blood drawn several times a day. The Phlebotomy Technician course provides students extensive knowledge of blood drawing techniques, safety procedures, and medical equipment used in this field.

### **EKG Technician – 40 Hours**

An EKG technician is trained to use an electrocardiogram (EKG) machine. This machine performs a relatively simple, non-invasive, and low-cost test that can detect dozens of potential heart complications. Despite the simplicity of this test, it is crucial that the EKG Technician is well trained on various machines to ensure accurate test results. At Manhattan Institute you will be trained on the same equipment found in modern medical facilities. The material covered in this course includes tracing interpretation, monitoring, safety procedures, and proper use of EKG equipment.

### **Medical Billing – 60 Hours**

Medical billers categorize and code patient information for insurance reimbursement. Our program will cover the different insurance forms, billing terminology, coding, and computerized MEDISOFT training.

### **Patient Care Technician – 100 Hours**

This course provides the basic skills and training needed to be a Nursing Technician. Emphasis will be placed on upgrading the student's nursing skills. The course is a combination of phlebotomy and electrocardiography.

### **Certified Nursing Assistant – 125 Hours**

Nursing assistants help provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes. This course provides the basic skills such as hand washing, blood pressure monitoring, patient transfer, and bed making needed to be a Nursing Assistant. Upon completion students will qualify to take the Nursing Assistant Certifying examination. After 95 hours of classroom instruction combined with 30 hours of supervised on-site clinical externship training, graduates of this program will be prepared to apply their top-notch skills to any health care setting where Nursing Assistants are employed.

### **Dialysis Technician – 90 hours**

Dialysis technicians work under the supervision of registered nurses and physicians in clinics, dialysis centers, and hospitals, providing quality care to those receiving dialysis treatment. This course provides students with the knowledge and skills required for entry level employment as a Dialysis Technician. Course work will include duties of a technician, an understanding of the kidneys and urinary system, the procedural routine of hemodialysis, and the use of a dialysis machine.

## **FINANCIAL AID PROGRAMS INFORMATION**

### **Medical Assistant – 900 Hours**

Medical assistants complete administrative and clinical tasks in the offices of physicians, chiropractors, and other health practitioners. The Medical Assistant class provides students with the clerical, clinical, and laboratory skills needed to acquire a position within the medical profession.

The material covered will include the handling of office details such as greeting patients, answering telephone calls, making appointments, billing, completing insurance forms, typing, and word processing. In addition, students will develop clinical skills such as performing phlebotomy and electrocardiography, and the ability to perform other routine diagnostic tests. Students will also be trained in the observation and reporting of vital signs.

After receiving 600 hours of classroom instruction, students will then complete 300 hours externship in an off-premise health care facility. Students will be given an opportunity to have a hands-on experience. Graduates of this program are well prepared to apply

their knowledge and learned skills in any health care setting where Medical Assistants are employed.

The following subjects will be covered in the course:

Hours	Course
60	Medical Billing
60	Phlebotomy
60	Electrocardiography
60	Introduction to Medical Laboratory Technician
60	Medical Office Clinical Procedures
60	Anatomy & Physiology
30	Introduction to Computers
30	Keyboarding
60	Microsoft Word
60	Professional Office Practices
60	Effective Office Communications
300	Clinical Externship

### Personal Fitness Trainer – 900 Hours

Fitness trainers and instructors lead, instruct, and motivate individuals or groups in exercise activities, including cardiovascular exercise (exercises for the heart and blood system), strength training, and stretching. They work with people of all ages and skill levels.

After receiving 600 hours of classroom instruction, students will then complete 240 hours externship in a fitness training center. Students will be given an opportunity to have a hands-on experience. Graduates of this program are well prepared to apply their knowledge and learned skills in any fitness training center.

The following subjects will be covered in the course:

Hours	Courses
30	Leadership Business and Sales
60	Exercise Essentials and Fitness Assessment
60	Anatomy and Physiology
30	Kinesiology
30	Professional and Career Development
60	Program Design and Advanced Training Techniques
60	Exercise and Nutrition

60	Fitness Nutrition
60	Exercise Psychology and Life Coaching
30	Special Population Fitness Prescription
30	Sports-Specific Optimum Performance Training
60	Corrective Exercise Training
60	Life Span Fitness
30	Certification Preparation
240	Externship

## **ATTENDANCE**

Regular attendance is necessary for students to achieve academic success. Manhattan Institute students are required to maintain proper attendance to remain in good academic standing. All instructors will record student's attendance at every class session and externship day. Absences are assigned when a student fails to attend a scheduled class period or externship day. Students who are excessively or frequently tardy may be recorded as absent at the discretions of the School Director upon discussion with the instructor.

Students are also required to maintain an attendance rate of 90% per term, 80% for the program or they will be withdrawn. Students with absences exceeding 10% of the schedule 450 hours for the term will be withdrawn from the program and issued a Unofficial Withdrawal (UW) for an active component classes.

## **SHORT COURSES TUITION & FEES**

### Pharmacy Technician Diploma – 90 hours

Tuition:	\$1,299
Registration:	\$100
Book Fees:	\$49
<b>Total Program Cost:</b>	<b>\$1,399</b>

### Phlebotomy Technician Diploma – 60 hours

Tuition:	\$700
Registration:	\$60
Books & Lab Fee:	\$39
<b>Total Program Cost:</b>	<b>\$799</b>

### EKG Technician Diploma – 40 hours

Tuition:	\$700
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Registration: \$60  
Books Fee: \$39  
**Total Program Cost: \$799**

Medical Billing Diploma – 60 hours

Tuition: \$609  
Registration: \$50  
Book Fee \$40  
**Total Program Cost: \$699**

Certified Nursing Assistant Diploma – 125 hours

Tuition: \$850  
Registration: \$85  
Books & Lab Fee: \$64  
**Total Program Cost: \$999**

*\*A criminal background check will be required for employment as a Certified Nurse Assistant*

Patient Care Technician Diploma – 100 hours

Tuition: \$1,219  
Registration: \$80  
Books & Lab Fee: \$100  
**Total Program Cost: \$1,399**

Dialysis Technician Diploma – 90 hours

Tuition: \$1,350  
Registration: \$100  
Books & Lab Fee: \$49  
**Total Program Cost: \$1,499**

*Physical exam, white uniform, State or National Examinations, and any immunizations requested are the responsibility of the student at his/her own expense.*

**FINANCIAL AID PROGRAMS – TUITION & FEES**

Personal Fitness Trainer Diploma – 900 hours

Tuition \$10,724

Registration:	\$100
Books	\$675
NASM Certification	\$500
<b>Total Program Cost:</b>	<b>\$11,999</b>

Medical Assistant Diploma – 900 hours

Tuition:	\$11,224
Registration:	\$100
Books & Lab Fee:	\$675
<b>Total Program Cost:</b>	<b>\$11,999</b>

*Physical exam, white uniform, State or National Examinations, and any immunizations requested are the responsibility of the student at his/her own expense.*

Other Fees

- Replacement Diploma \$50.00 (Per Diploma)
- Official Transcript \$5.00
- Official Transcript forwarded to other Institution \$10.00
- Returned Check \$25.00
- Change of Program Fee: Students may change program once for no charge, but will always be charged or credited any tuition changes. All subsequent changes will be charged a non-refundable fee of \$50 per occurrence.
- Transfer Fee: Students may transfer once for no charge. All subsequent transfers will be charged a non-refundable fee of \$50 per occurrence.
- Other duplicate records - \$5. Director of the School may waive any fee for duplicated record based on a special student financial situation.

Duplicate Records For replacements of duplicates the charges are as follows: replacement photo ID's - \$10; Duplicate certificate - \$10; student transcript (unofficial) - \$10; official transcript to be forwarded to another institution - \$15; other duplicate records - \$5. Director of the School may waive any fee for duplicated record based on a special student financial situation.

**ACADEMIC CALENDAR**

Medical Assistant Day

Term 1		Term 2	
Start Date	End Date	Start Date	End Date
7/31/2017	11/13/2017	11/14/2017	3/1/2018
9/11/2017	12/26/2017	12/27/2017	4/11/2018

10/23/2017	2/7/2018	2/8/2018	5/23/2018
12/4/2017	3/20/2018	3/21/2018	7/5/2018
1/15/2018	4/27/2018	4/30/2018	8/14/2018
2/26/2018	6/11/2018	6/12/2018	9/26/2018
4/9/2018	7/24/2018	7/25/2018	11/7/2018
5/21/2018	9/5/2018	9/6/2018	12/20/2018

Medical Assistant Evening

Term 1 Start Date	End Date	Term 2 Start Date	End Date
7/3/2017	12/11/2017	12/11/2017	5/18/2018
7/24/2017	1/2/2018	1/2/2018	6/8/2018
8/14/2017	1/23/2018	1/23/2018	6/29/2018
9/5/2017	2/13/2018	2/13/2018	7/23/2018
9/25/2017	3/5/2018	3/5/2018	8/10/2018
10/16/2017	3/26/2018	3/26/2018	8/31/2018
11/6/2017	4/16/2018	4/16/2018	9/24/2018
11/27/2017	5/3/2018	5/3/2018	10/11/2018
12/18/2017	5/25/2018	5/25/2018	11/2/2018
1/8/2018	6/14/2018	6/14/2018	11/21/2018
1/29/2018	7/6/2018	7/6/2018	12/13/2018
2/19/2018	7/27/2018	7/27/2018	1/7/2019
3/12/2018	8/17/2018	8/17/2018	1/28/2019
4/2/2018	9/10/2018	9/10/2018	2/18/2019
4/23/2018	10/1/2018	10/1/2018	3/11/2019
6/4/2018	11/9/2018	11/9/2018	4/19/2019

Personal Fitness Trainer

Term 1 Start Date	End Date	Term 2 Start Date	End Date
8/7/2017	11/20/2017	11/21/2017	3/8/2018
10/23/2017	2/7/2018	2/8/2018	5/23/2018
1/8/2018	4/20/2018	4/23/2018	8/7/2018



3/26/2018	7/10/2018	7/11/2018	10/24/2018
6/11/2018	9/25/2018	9/26/2018	1/11/2019

## **SCHOOL HOLIDAYS**

Manhattan Institute will not conduct classes during the following holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Christmas

## **GRADING**

Students will receive grades in accordance with the following scale:

<b>A = 90% – 100% = 4.0</b>	<b>F - less than 65% = 0.0</b>
<b>B = 80% – 89% = 3.0</b>	<b>I - Incomplete</b>
<b>C = 70% – 79% = 2.0</b>	<b>T - Transfer</b>
<b>D = 65% – 69% = 1.0</b>	<b>W - Withdrawal</b>

### **Component Definition**

Pass/Fail Component The clinical component is graded in a pass/fail format. Grades when a Student Discontinues Permanent grades of W (withdrawn) shall be assigned.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Every student should strive for satisfactory academic progress as a point of personal pride, as a concern for future employment, and as a qualification for most forms of student financial assistance. Federal regulation mandates that a recipient of Federal Title IV aid make satisfactory progress toward the completion of a diploma to maintain eligibility for that funding.

The student's program will be divided into two equal evaluation increments; one at the midpoint and one at the end of their program. Students will be evaluated at the end of each increment for satisfactory progress. Students that earn a grade of 69% or below at midpoint will lose all financial aid eligibility. Students will have the option to appeal. If the appeal is approved student will be placed on academic probation. Students are also required to maintain an attendance rate of 90% per term, 80% for the program or they will be dismissed. Students will not be eligible to appeal if they do not meet the required attendance policy.

to students who formally withdraw during a class component. Permanent grades of F (failed) shall be assigned to students who have been terminated under the attendance

policy, as appropriate (see Attendance Policy and Withdrawal Policy). Temporary "Incomplete" Grades

A student is automatically placed on Academic Probation if all assigned make up hours are not completed prior to the end of the module. Although having been placed on Academic Probation remains on the student's permanent record, it may be lifted by completing assigned make up hours. However, if the conditions for Academic Probation are met again, the student will be automatically placed on Academic Dismissal Risk.

### **PROBATION FOR SHORT COURSE PROGRAMS**

Any student who is absent for more than 20% of the total instructional hours offered (not including approved leaves of absences) up to the point of review will be placed on probation. In addition, students who have not achieved a minimum of a 2.0 ("C") average by the midpoint of their program of study will also be placed on probation.

A student's progress will be checked again upon completion of their program. Any student who has not attended a minimum of 80% of the hours offered during a probationary period, or who has not achieved a cumulative average of at least 2.0 ("C"), may be subject to dismissal.

Students may also be placed on probation for inappropriate conduct as described in this catalog.

### **FAILURES/MAKE-UP WORK SHORT PROGRAM**

As necessary, students may make-up classes at no cost, with the approval of the school Director. Make-up classes are subject to scheduling concerns and space availability.

Students that are going to be absent are recommended to schedule makeup hours with the schools Registrar. The Registrar can be reached by phone at (212) 564-1234.

### **GRADUATION REQUIREMENTS**

In order to successfully graduate a student must have a minimum of 2.0 (C) grade average and have fulfilled their tuition obligation to the school. Students must have completed all externships or internships as mentioned under the Program Information section of this booklet.

## **TRANSCRIPTS/PROGRESS RECORDS**

The school will maintain student transcripts, progress report cards, permanent attendance records, personal information, and other records that will chart the progress of the student.

Transcripts will be provided upon request and at no cost to all graduates whose tuition and fees have been paid in full.

## **TARDINESS**

Prompt attendance is expected from all students. Instructors will record students as absent if they do not attend a scheduled class. A student may be marked late if they leave class prior to the first thirty minutes of the scheduled beginning or prior to the last thirty minutes at end of a class.

## **TERMINATION**

A student may be subject to dismissal for any one of the following reasons:

1. Failure to return as agreed upon from an approved leave of absence, as defined.
2. Failure to meet the school's minimum academic *and* attendance requirements by the end of the program.
3. Inappropriate conduct as described in this catalog.
4. Failure to meet payment obligations to the school.

## **REINSTATEMENT**

In order to be considered for a timely reinstatement after termination the student must initiate the appeal process. If a student's appeal is granted, he or she may be unconditionally reinstated.

## **APPEALS**

A student may appeal to the school's director in order to seek recourse for dismissal or other negative actions in accordance with the following guidelines:

- A) The student must appeal within 30 days of any negative action(s) taken by the school.
- B) The appeal must be documented in writing.

The school director will consider the appeal and respond in writing within 30 days. The decision of the school's director is final.

## **MITIGATING CIRCUMSTANCES**

In order to successfully appeal a negative action, the student will have to demonstrate that there were “mitigating circumstances” involved. Mitigating circumstances must fall within the following guidelines:

- A) The circumstances are temporary in nature.
- B) The circumstances are beyond the student’s immediate control.
- C) The circumstances causing the negative action have been appropriately resolved by the time any negative action is to be lifted.
- D) In the judgment of the school's director the student must reasonably be able to satisfactorily complete their program of study despite the mitigating circumstances.

## **CREDIT FOR PREVIOUS TRAINING/ADVANCED STANDING**

Manhattan Institute does not offer its students credit for previous training in any program except Medical Assistant. Advanced Standing is not granted for stand-alone programs.

Students who enroll in our Medical Assistant program, and who have recently taken a class or classes which are deemed to be equal in training and content to our Medical Assistant Program may, on a case by case basis, be considered for Advanced Standing. Consideration of advanced standing is at the discretion of the Education Director.

## **JOB PLACEMENT ASSISTANCE**

The school cannot promise or guarantee employment to any student or graduate. The school will offer all students job placement workshops as well as assistance with resume development. The school will provide references for exceptional students.

## **CANCELLATION & REFUND POLICY**

For the convenience of our students, school programs are organized into different schedules, which divide programs into segments of instruction called “quarters” or “terms”. Course 6 weeks in length or less are referred to as “mini courses”. Refund policies, which are governed by New York State law, will be different depending upon whether your program and schedule is less than six weeks, or it is divided by terms or

quarters, and how many terms or quarters are contained within each program and schedule.

Review your enrollment agreement carefully to determine the policy, which applies to your selected schedule and program.

### **Quarters Refund Policy**

A) A student who cancels the enrollment agreement within seven days after signing it will have all monies paid to the school refunded with the exception of the non-refundable registration fee which is due and payable at the time the student signs the enrollment agreement.

Thereafter, the student will be liable for the non-refundable registration fee, the cost of any books and supplies accepted, and any tuition liability as described below. Tuition liability is calculated according to the student's last day of physical attendance at the school. Tuition liability is divided by the number of "quarters" in the program.

B) If the student withdraws or is discontinued during the first quarter of instruction the school may retain:

0% of the quarter's tuition if termination is prior to or during the first week of instruction; or  
25% of the quarter's tuition if termination is during the second week of instruction; or  
50% of the quarter's tuition if termination is during the third week of instruction; or  
75% of the quarter's tuition if termination is during the fourth week of instruction; or  
100% of the quarter's tuition if termination occurs after the fourth week of instruction.

C) If the student withdraws or is discontinued during the subsequent quarter of instruction the school may retain:

25% of the quarter's tuition if termination is during the first week of instruction; or  
50% of the quarter's tuition if termination is during the second week of instruction; or  
75% of the quarter's tuition if termination is during the third week of instruction; or  
100% of the quarter's tuition if termination occurs after the third week of instruction.

D) For students terminating their instruction during the second quarter of their program, and not with-standing the provisions of paragraph B, the provisions of:

Paragraph A regarding refunds of program charges shall apply *unless* the school demonstrates that there were no significant educational changes in the student's program such as; non-functioning educational equipment adversely affecting the student's program, a material change in the student's schedule as agreed to at the time

of enrollment, substitution of a teacher after instruction has begun, where the teacher does not possess the necessary language skills to effectively communicate the subject matter to the students in the approved language of instruction, or a significant increase in the student to teacher ratio.

**Term Refund Policy**

A) A student who cancels this agreement within seven days after signing it will have all monies paid to the school refunded with the exception of the non-refundable registration fee which is due and payable at the time the student signs this enrollment agreement. Thereafter, the student will be liable for the non-refundable registration fee, the cost of any books and supplies accepted, and any tuition liability as described below, calculated according to the student’s last day of physical attendance at the school. Tuition liability is divided by the number of “terms” in the program and schedule.

B) If the student withdraws or is discontinued during the first and only term of instruction the school may retain:

**First Term**

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%

**Subsequent Terms (Second Term)**

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%

Paragraph A regarding refunds of program charges shall apply *unless* the school demonstrates that there were no significant educational changes in the student’s program such as; non-functioning educational equipment adversely affecting the student’s program, a material change in the student’s schedule as agreed to at the time of enrollment, substitution of a teacher after instruction has begun where the teacher does not possess the necessary language skills to effectively communicate the subject matter to the students in the approved language of instruction, or a significant increase in the student to teacher ratio.

C) Any refund due to a student shall be paid by the school within forty-five days of the date of termination, cancellation, or withdrawal. Such date shall be the earliest of the date upon which the student informs the school in writing that he or she has withdrawn, or the date that the school has determined the student to have withdrawn in accordance with applicable law.

D) The failure of a student to notify the school's Director in writing of withdrawal may delay refund of tuition pursuant to Section 5002 of Educational Law.

### **Refund Policy Language – Short Program**

(6 or less weeks in duration)

A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

Thereafter, a student will be liable for

1. the non-refundable registration fee plus
2. the cost of any textbooks or supplies accepted plus
3. tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If termination occurs school may keep

- 0 - 15% of the program 0%
- 16 - 30% of the program 25%
- 31 - 45% of the program 50%
- 46 - 60% of the program 75%
- After 60% of the program 100%

The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

Paragraph A regarding refunds of program charges shall apply *unless* the school demonstrates that there were no significant educational changes in the student's program such as; non-functioning educational equipment adversely affecting the student's program, a material change in the student's schedule as agreed to at the time of enrollment, substitution of a teacher after instruction has began where the teacher does not possess the necessary language skills to effectively communicate the subject matter to the students in the approved language of instruction, or a significant increase in the student to teacher ratio.

B) Any refund due to a student shall be paid by the school within forty-five days of the date of termination, cancellation, or withdrawal. Such date shall be the earliest of the



date upon which the student informs the school in writing that he or she has withdrawn, or the date that the school has determined the student to have withdrawn in accordance with applicable law.

C) The failure of a student to notify the school director in writing of withdrawal may delay refund of tuition pursuant to Section 5002 of Educational Law.

### **PROCEDURE FOR OBTAINING A REFUND FROM THE TUITION REIMBURSEMENT FUND**

In order to process a refund from The Tuition Reimbursement Fund, the student shall apply to the fund on a claim form developed by the Commissioner of Education.

Claimants who had been enrolled in schools which have not closed or ceased operations shall be required to show in a manner determined by the Commissioner that the student is eligible for a refund, that the student has made a request to the school for a refund, and that the school has failed to make a refund within the time period required by Section 5002 of the Educational Law.

A student who is offered a teach-out plan that was approved by the Department of Education for the curriculum in which the student was enrolled at the time the school closed or ceased operations, , may elect to continue instruction pursuant to the teach-out plan or they may decline to continue instruction and may instead apply for a full refund under Section 5007 of Education Law. The option to apply for a refund shall extend to the end of the first week of instruction at the teach-out school.

A student who was enrolled in a school, which has not closed or ceased operation, is entitled to a refund computed in accordance with the refund computed in accordance with the refund policy established by Section 5002 of the Educational Law.

A student who was enrolled in a school at the time the school closes or ceases operations is entitled to a refund of the full amount of prepaid tuition.

The Commissioner shall act on each refund request within 30 days of such request.

## **FINANCIAL AID**

Financial aid is primarily available to students enrolled in the Medical Assistant Program and the Personal Fitness Trainer Program. Financial aid is money to help pay for school. Financial aid consists of federal and state grants and federal loans. All eligible students requesting financial aid are required to request an FSA ID and to file a Free Application for Federal Student Aid (FAFSA). Parents of dependent students will also be required to request an FSA ID. Once the FAFSA is processed, the Department of Education sends the FAFSA information to Manhattan Institute. Students may be required to submit a copy of their IRS Return Transcript and/or their parents' IRS Return Transcript. The Department of Education sends a Student Aid Report (SAR) within a few days if you filed your FAFSA electronically.

### **Federal Pell Grant**

The Federal Pell Grant usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's or professional degree. The Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances. Awards range from \$598 to \$5,815 per year.

### **Federal Supplement Educational Opportunity Grant (FSEOG)**

This program is funded by the U.S. Department of Education and administered by Manhattan Institute to provide assistance to students with exceptional financial need. These funds are very limited and are awarded on a case-by-case basis. Awards range from \$50 - \$300 per year.

### **Direct Loans**

#### **Direct Subsidized Loans**

Direct Subsidized Loans are available to undergraduate students with financial need. Students enrolled into our program may qualify for first year loans if they meet all financial aid requirements and the amount does not exceed your financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).

Loans first disbursed on or after 7/1/17 and before 7/1/18 have a fixed interest rate of 4.45%. There is a loan fee on all Direct Loans. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. Loans first disbursed on or after October 1, 2017, and before October 1, 2018 are charged a 1.066% loan origination fee.

## **Direct Unsubsidized Loans**

Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Loans first disbursed on or after 7/1/17 and before 7/1/18 have a fixed interest rate of 4.45%. There is a loan fee on all Direct Loans. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. Loans first disbursed on or after October 1, 2017, and before October 1, 2018 are charged a 1.066% loan origination fee.

## **Direct Parent Plus Loan**

The Direct PLUS Loan enables parents of dependent undergraduate students to borrow up to the full amount of an Manhattan Institute education minus other aid. The U.S. Department of Education is your lender. Parent must not have an adverse credit history.

Loans first disbursed on or after 7/1/17 and before 7/1/18 have a fixed interest rate of 7%. There is a loan fee on all Direct Loans. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. Loans first disbursed on or after October 1, 2017, and before October 1, 2018 are charged a 4.264% loan origination fee.

## **Entrance and Exit Counseling**

Federal law requires that all Direct Loan recipients complete entrance counseling and an exit counseling once the student completed or has withdrawn from the program. The purpose of entrance counseling is to provide the student with important information regarding their rights as a student loan borrower. The purpose of the exit counseling is to provide the student with important information regarding loan repayment, forbearance/deferments, grace periods, loan consolidation, and loan default. The entrance and exit counseling's are available on [www.studentloans.gov](http://www.studentloans.gov).

## **LEAVE OF ABSENCE**

A student may request a leave of absence for extenuating circumstances such as medical, financial, personal, etc. by submitting a Request for Leave of Absence Form, which can be obtained by the Registrar's Office. All leave of absences must be approved in advance by the Registrar and may not exceed 180 calendar days in length. Leaves may not be extended or modified after approval. No more than one leave of absence will be granted during the student's program.

There will be no additional tuition charges incurred due to a leave of absence, nor any charge for reentry upon timely return from a leave of absence. Upon return from an approved leave of absence, the student may be required to return at the beginning of the incomplete class, at the discretion of the Registrar.

## **WITHDRAWAL FROM MANHATTAN INSTITUTE**

Any student may officially withdraw from Manhattan Institute. Ceasing to attend classes does not constitute an official withdrawal. There is no withdrawal from individual classes at Manhattan Institute. When a student stops attending classes without notifying Manhattan Institute, several attempts are made to contact the student. After the student has exceeded the allowable 10% of absences, Manhattan Institute can administratively withdraw the student and a WF (withdrawal fail) is recorded for all actively enrolled courses on the student's academic transcript, regardless of performance.

### **Withdrawal Procedure**

All students who wish to officially withdraw must first meet with a representative from the Registrar's Office in person or by phone. The students should complete the Request for Withdrawal Form. The completed form is returned to the Registrar's Office.

Students receiving Federal Student Aid or any other federal or state aid may be subject to a recalculation of funds (R2T4) earned as determined by the aid source (Please see the Financial Aid Return Policy section). Students that have taken out a Direct Stafford Loan will be required to complete an exit counseling online. Students with account balances will be contacted by the Bursar to set up payment arrangements.

## **FINANCIAL AID RETURN POLICY (R2T4)**

Students receiving Federal Student Aid may be subject to a recalculation of funds earned as determined by the aid source. Unearned funds are refunded directly to the proper funding agency by Manhattan Institute. For more information, contact the Financial Aid Office. Students who have received loan monies for the cost of tuition are fully responsible for the repayment of the earned portion of these loans regardless of their successful completion of

the program. Manhattan Institute notifies all financial institutions of a student's withdrawal within 30 days or as required by the financial institution.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS ACCEPTING FEDERAL ASSISTANCE**

### **As a student you have the right to:**

- know what financial assistance is available to you, including all federal programs.
- know the deadlines for submitting applications for applicable financial aid programs and the process required.
- know how your financial need is determined, including how cost of attendance budgets are developed.
- know what resources are considered in the calculation of your financial need, and how much of your need as determined by Manhattan Institute has been met.
- Explanation of the types of aid contained in your financial aid award as well as how to retain eligibility for those funds (if applicable).
- Request a review of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.
- Know what portion of your aid package is grant or gift aid, and what portion must be repaid. In addition, you have the right to know interest rates, total amount to be repaid, procedures for repayment, when repayment begins, and how long you have to repay the loan.
- Know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress as defined by the Department of Education.
- Know the method and frequency of financial aid disbursements.

### **As A Student you have The Responsibility To:**

- Be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.
- Review and understand the terms and conditions of your financial aid award.
- complete all requirements accurately, in a timely manner, and by the appropriate deadlines.
- Inform us if you intend to enroll less than full time for any given term so that your aid can be properly adjusted and disbursed.
- Inform us of any outside scholarships, assistantships, or additional resources that you receive.

- Fill out the FAFSA application completely and accurately. If selected for verification you will provide all requested documents in a timely manner, and ensure that all submitted materials are complete and accurate. Falsification of information on application forms for federal financial assistance is considered a criminal offense, and you may be subject to penalties under the U.S. Criminal Code.
- Read and understand all forms that you are asked to submit or sign, realizing that you are legally responsible for all agreements that you sign.
- Manage your financial aid experience.

## **COLLEGE CREDIT-DISCLAIMER STATEMENT**

**Students need to be aware that Manhattan Institute is a clock hour based Career School. Students do not receive College credits for any or our classes.**

## **CONSUMER INFORMATION**

Manhattan Institute website contains consumer information mandated by numerous governmental agencies. The consumer information webpage can be accessed at [www.manhattaninstitute.edu](http://www.manhattaninstitute.edu) The information available includes:

**Campus Security Report and Policy:** This report contains an itemized listing of crimes and certain other offenses committed on the campus and the adjacent public areas in the past three years. The policy highlights Manhattan Institute's methods for protecting student security, and for informing the students and the campus community of any crimes or patterns of crimes that may pose a threat to safety. The report can be accessed on-line.

The consumer information available includes but is not limited to:

- Protecting Your Personal Information (Privacy Policy)
- Jeanne Clery Campus Security Report and Policy
- Drug and Alcohol Policy
- Student Right to Know Act Disclosures
- Student Loan Counseling Requirements
- Copyright Infringement Policy
- Transfer of Credit Policy
- Satisfactory Academic Progress
- How to Apply for Financial Aid
- Rights and Responsibilities of Students Receiving Financial Aid
- Withdrawal, Refund and Return to Title IV Policies
- Financial Aid Code of Ethics

- Voter Registration
- Cost of Attendance and Net-Price Calculator
- Other Miscellaneous Information

Printed copies of any of the consumer information can be obtained by contacting the Admission Office.

## **GENERAL POLICIES AND PROCEDURES**

### **Changes to Policies, Procedures and Programs**

Manhattan Institute reserves the right to make changes in policies and regulations concerning the academic calendar, academic requirements, course descriptions and other revisions that may be deemed necessary after publication of this catalogue. Because material included in this catalogue may change before the publication of the next printed catalogue, students should refer to Manhattan Institute website for the most current information.

### **Conduct**

Students are expected to treat everyone with due respect and courtesy. Students are to behave as though this were a working environment. Students must maintain proper personal and professional hygiene. At the discretion of the administration, a student may be dismissed for being under the influence, consuming, selling, or possession of drugs or alcohol on school premises, possession of a weapon on school premises, behavior creating a safety hazard to others on school premises, disobedient or disrespectful behavior to another student, administrator, or faculty member, or any violation of local, state, or federal law.

Student must follow school policy that it is unlawful to reproduce copyrighted materials authored by other organizations during training classes at The Manhattan Institute. Student must understand and agree that he/she may face civil/criminal liabilities for unauthorized use/distribution of materials.

### **Reasons for Dismissal**

The Manhattan Institute reserves the right to dismiss a student for any of the following reasons: unsatisfactory conduct or attitude in class or school as detailed under “Conduct” section; nonpayment of tuition due; 14 consecutive calendar days absence without approved Leave of Absence; failure to meet satisfactory academic progress requirements; insufficient attendance (below 80%) or excessive tardiness (see “Attendance Policy” section for more details); or failure to return from a Leave of Absence or session change on the scheduled due date; conduct reflecting unfavorably upon the school or creating an atmosphere not conducive to education

### **Non-Discriminatory Policy**

It is the practice and policy of Manhattan Institute that discrimination against any individual on the basis of race, color, religion, national or ethnic origin, age, disability, sex, or marital status is prohibited. Equal opportunity is available to all people in the recruitment and admissions of students and in the employment of staff and faculty. Manhattan Institute complies with the provisions of Title IX, which prohibits sex discrimination in federally assisted education programs. For further information about these subjects and our procedures, inquiries should be directed to the Office of the Director of the school.

### **Policy Regarding Bias-Related Crimes (Hate Crimes)**

Manhattan Institute complies with Section 6436 of the New York State Education Law relating to bias-related crimes. Inquiries should be directed to the Office of the school's Director.

### **Statement Regarding Sexual Harassment**

Manhattan Institute views students, faculty and staff as responsible individuals who are integral members of the school's community. Manhattan Institute reaffirms the principle that its students, faculty and staff shall be free from sexual discrimination or harassment. Such discrimination or harassment will not be tolerated.

Manhattan Institute has established a committee to deal with all complaints and issues of sexual harassment. For further information concerning this topic and the activity of the committee, inquiries should be made to the Office of the school's Director

### **Students' Rights and Responsibilities**

Students have the right to obtain a copy of the school catalogue, which describes the content of each academic program and course. The catalogue is provided to students in electronic format and is available to the public through Manhattan Institute website. It contains information about the criteria to be used in academic evaluation, the grading system, and important academic policies.

Students are responsible for learning the content of any course of study for which they are enrolled.

Students have the right to receive a grade based upon a fair and just evaluation of academic performance in each course.

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled and for following the Policies & Procedures as outlined in this catalogue.



## **Privacy Policies**

The Manhattan Institute carefully protects all personal information in its possession regarding students and their families. The school employs office procedures and password-protected computer systems to ensure the security of paper and electronic records. The school does not disclose its security procedures to students or the general public to protect the effectiveness of those procedures. Access to social security numbers and other personally identifiable information (PII) is strictly limited to those School Officials (see definition below) with a need-to-know, as determined by the President.

The Family Educational Rights and Privacy Act of 1974 (FERPA) FERPA provides current and former students with the right to inspect and review educational records, the right to seek to amend those records, the right to limit disclosure of information from the records and the right to file a complaint with the U.S. Department of Education. Applicants or students may also waive their rights to inspect confidential letters or statements of recommendation.

### **School Officials**

In accordance with FERPA, the student's consent is not required when a School Official has a legitimate educational interest in the student's educational record; that is, if the official needs to review this information in order to fulfill his/her professional responsibility. However, this does not constitute authorization to share that information with a third party without the student's written consent. A "School Official" is a person employed by the school in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the school has contracted (such as an attorney, auditor or accrediting agency); a person serving on the Board of Directors; or a student serving in an official position/capacity, or assisting a School Official in performing his/ her tasks.

### **Financial Aid Information**

Certain information necessary for the processing of federal financial aid programs may be disclosed to parents of dependent students. In order for a person to be considered a "parent" for this purpose, the individual must be listed as such on the student's FAFSA application.

### **Directory Information**

School Officials may not disclose personally identifiable information about a student nor permit inspection of student records without the student's written permission, unless such action is covered by certain exceptions permitted by FERPA. Under the provisions of the Act, a school may disclose information about a student if it has designated that the information is Directory Information The Manhattan Institute has designated the following as Directory Information:

- Student's name
- Mailing address
- Email address
- Telephone number
- Previous institution(s) attended
- Enrollment status
- Program of study
- Dates of attendance, graduation, or expected date of graduation honors or awards received
- 18 extracurricular activities.

## **Students' Rights Under FERPA**

### **Right to Review Educational Records**

FERPA affords students certain rights with respect to their educational records. Students have the right to review their educational records within 45 days of the day the school receives a written request for access. Students requesting a review should submit a written request to the School Director that identifies the record(s) they wish to inspect. The School Director will notify the student of the time and place where the records may be inspected.

### **Right to Request an Amendment**

Students have the right to request an amendment to educational records that are believed to be inaccurate. Students requesting a change must write to the School Official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School Official decides not to amend the record as requested by the student, The Manhattan Institute will notify the student of the decision and advise the student of his or her right to a hearing with the School Director regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### **Right to Consent to Disclosures**

Students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

### **Right to File Complaint**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by The Manhattan Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education

### **STUDENT GRIEVANCE PROCEDURE:**

1. Should students encounter an academic or non-academic problem, they are encouraged to first request a private meeting with their instructor.
2. If after meeting with the instructor the student does not feel the problem has been satisfactorily resolved, the student should request a meeting with the Education Director. This can be done via email by emailing [Grievance@ManhattanInstitute.edu](mailto:Grievance@ManhattanInstitute.edu), by calling the school, or by asking in person to speak with the Education Director. If students are comfortable, they may request a student complaint form at the front desk. All complaints will be addressed within 48 hours. If you have not already filled out a form, the Education Director of student will have a complaint form available for you. Please keep in mind the date, time, parties involved, and nature of complaint. The Education Director will do all they can to resolve the issue, including meeting with the School Director if necessary.
3. If the student is not satisfied with the outcome after meeting with the Education Director, he or she should contact the School Director. Student's may contact him directly at his private email [Edlearn1234@aol.com](mailto:Edlearn1234@aol.com) or by asking the receptionist to speak with him directly. If the School Director is not present, you will be encouraged to leave your name and number, and he will contact you upon his return.
4. Although the above is the best way to resolve a complaint, we understand that it may be necessary for students to contact the school director immediately. If the director is in and not busy, he will speak to the student immediately. If not, he can be contacted by above method and will arrange a meeting within 48 hours.
5. The above applies to academic and non-academic issues in the school. Matters of safety, bullying, and harassment (sexual or other) should be immediately reported to the School Director. We will work to resolve those issues immediately.
6. If as a student you feel that a grievance has not been handled to your satisfaction, you have the right to contact our accrediting body listed below, for further mediation., and The New York State Education Department.

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta Georgia 30350  
770-396-3898

New York State Education Department  
 116 West 32nd Street, 5th Floor  
 New York, New York 10001  
 (212) 643-4760

## **WEEKLY STUDENT TUITION LIABILITY CHART FOR SHORT PROGRAMS**

Tuition liability is the amount of money a student owes Manhattan Institute for tuition and books based on your expected presence or participation in the school:

- Zero liability results when a student properly drops or officially withdraws from classes in accordance with Manhattan Institute’s policy prior to the start of the course. During zero liability, refunds will be processed and charges removed for tuition.
- Partial liability results when a student properly drops the course after the course has already started and the student has attended. The amount due to Manhattan Institute will be prorated according to the published session liability schedule, and partial refunds will be processed.
- 100% liability results when a student is liable in full to Manhattan Institute for all tuition and book fees. During 100% liability, no refunds will be processed and payment is due in full at the time of withdrawal.

<b>CNA day-\$1370</b>	Liability	Refund
0-15% of the program	0%	\$1370
16-30% of the program	25%	\$1,027.50
31-45% of the program	50%	\$685
46-60% of the program	75%	\$342.50
After 60% of the program	100%	\$0

<b>CNA evening-\$1370</b>	Liability	Refund
Prior to or during the first week	0%	\$1370
During the second week	25%	\$1,027.50
During the third week	50%	\$685
During the fourth week	75%	\$342.50
After the fourth week	100%	\$0

<b>CNA weekend-\$1370</b>	Liability	Refund
Prior to or during the first week	0%	\$1370
During the second week	25%	\$1,027.50
During the third week	50%	\$685
During the fourth week	75%	\$342.50
After the fourth week	100%	\$0

<b>EKG day-\$700</b>	Liability	Refund
0-15% of the program	0%	\$700
16-30% of the program	25%	\$525
31-45% of the program	50%	\$350
46-60% of the program	75%	\$175
After 60% of the program	100%	\$0

<b>EKG evening-\$700</b>	Liability	Refund
0-15% of the program	0%	\$700
16-30% of the program	25%	\$525
31-45% of the program	50%	\$350
46-60% of the program	75%	\$175
After 60% of the program	100%	\$0

<b>EKG weekend-\$700</b>	Liability	Refund
0-15% of the program	0%	\$700
16-30% of the program	25%	\$525
31-45% of the program	50%	\$350
46-60% of the program	75%	\$175
After 60% of the program	100%	\$0

<b>Medical Biller day-\$609</b>	Liability	Refund
0-15% of the program	0%	\$609
16-30% of the program	25%	\$456.75
31-45% of the program	50%	\$304.50
46-60% of the program	75%	\$152.25
After 60% of the program	100%	\$0

<b>Medical Biller evening-\$609</b>	Liability	Refund
0-15% of the program	0%	\$609
16-30% of the program	25%	\$456.75

31-45% of the program	50%	\$304.50
46-60% of the program	75%	\$152.25
After 60% of the program	100%	\$0

<b>Medical Biller weekend-\$609</b>	Liability	Refund
0-15% of the program	0%	\$609
16-30% of the program	25%	\$456.75
31-45% of the program	50%	\$304.50
46-60% of the program	75%	\$152.25
After 60% of the program	100%	\$0

<b>Phlebotomy Day-\$700</b>	Liability	Refund
0-15% of the program	0%	\$700
16-30% of the program	25%	\$525
31-45% of the program	50%	\$350
46-60% of the program	75%	\$175
After 60% of the program	100%	\$0

<b>Phlebotomy evening-\$700</b>	Liability	Refund
0-15% of the program	0%	\$700
16-30% of the program	25%	\$525
31-45% of the program	50%	\$350
46-60% of the program	75%	\$175
After 60% of the program	100%	\$0

<b>Phlebotomy weekend-\$700</b>	Liability	Refund
0-15% of the program	0%	\$700
16-30% of the program	25%	\$525
31-45% of the program	50%	\$350
46-60% of the program	75%	\$175
After 60% of the program	100%	\$0

<b>Dialysis Day-\$1350</b>	Liability	Refund
0-15% of the program	0%	\$1350
16-30% of the program	25%	\$1,012.50
31-45% of the program	50%	\$675
46-60% of the program	75%	\$337.50
After 60% of the program	100%	\$0

<b>Dialysis evening-\$1350</b>	Liability	Refund
Prior to or during the first week	0%	\$1350
During the second week	25%	\$1,012.50
During the third week	50%	\$675
During the fourth week	75%	\$337.50
After the fourth week	100%	\$0

<b>Dialysis weekend-\$1350</b>	Liability	Refund
Prior to or during the first week	0%	\$1350
During the second week	25%	\$1,021.50
During the third week	50%	\$675
During the fourth week	75%	\$337.50
After the fourth week	100%	\$0

<b>Patient Care Technician day-\$1219</b>	Liability	Refund
0-15% of the program	0%	\$1219
16-30% of the program	25%	\$914.25
31-45% of the program	50%	\$609.50
46-60% of the program	75%	\$304.75
After 60% of the program	100%	\$0

<b>Patient Care Technician evening-\$1219</b>	Liability	Refund
Prior to or during the first week	0%	\$1219
During the second week	25%	\$914.25
During the third week	50%	\$609.50
During the fourth week	75%	\$304.75
After the fourth week	100%	\$0

<b>Patient Care Technician weekend-\$1219</b>	Liability	Refund
Prior to or during the first week	0%	\$1219
During the second week	25%	\$914.25
During the third week	50%	\$609.50

During the fourth week	75%	\$304.75
After the fourth week	100%	\$0

<b>Pharmacy weekend-</b> \$1250	Liability	Refund
Prior to or during the first week	0%	\$1250
During the second week	25%	\$937.50
During the third week	50%	\$625
During the fourth week	75%	\$312.50
After the fourth week	100%	\$0

### **TUITION LIABILITY CHART FOR FINANCIAL AID PROGRAMS**

<b>Medical Assistant day</b> \$11,224	Liability	Refund
<b>First Term</b>		
Prior to or during the first week	0%	\$11,224
During the second week	20%	\$8,979.20
During the third week	35%	\$7,295.60
During the fourth week	50%	\$5,612
During the fifth week	70%	\$3,367.20
After the fifth week	100%	\$11,224
<b>Subsequent terms-</b> \$5,612		
During the second week	20%	\$4,489.60
During the third week	35%	\$3,647.50
During the fourth week	50%	\$2,806
During the fifth week	70%	\$1,683.60
After the fifth week	100%	\$0

<b>Medical Assistant evening-</b> \$11,224	Liability	Refund
<b>First Term</b>		
Prior to or during the first week	0%	\$11,224
During the second week	20%	\$8,979.20
During the third week	35%	\$7,295.60
During the fourth week	50%	\$5,612
During the fifth week	70%	\$3,367.20
After the fifth week	100%	\$0



<b>Subsequent terms-\$5,612</b>		
During the second week	20%	\$4,489.60
During the third week	35%	\$3,647.80
During the fourth week	50%	\$2,806
During the fifth week	70%	\$1,683.60
After the fifth week	100%	\$0

<b>Personal Fitness Trainer day-\$10,674</b>	Liability	Refund
<b>First Term</b>		
Prior to or during the first week	0%	\$10,674
During the second week	20%	\$8,539.20
During the third week	35%	\$6,939.10
During the fourth week	50%	\$5,337
During the fifth week	70%	\$3,202.20
After the fifth week	100%	\$0
<b>Subsequent terms-\$5,337</b>		
During the second week	20%	\$4,269.60
During the third week	35%	\$3,469.05
During the fourth week	50%	\$2,669.50
During the fifth week	70%	\$1,601.10
After the fifth week	100%	\$0

### **CNA PASSING RATE**

#### **Clinical:**

Pass: 128

Fail: 29

Total: 158

**81% passing rate**

#### **Written:**

Pass: 132

Fail: 21

Total: 153

**86% passing rate**

#### **Combined Clinical and Written passing rate:**

128 + 132 = 260

+ Totals = 311

Of both

260/311 = **84% combined passing rate**

## **FACULTY**

### Full Time

Kechira Etoty Morgan State University BS	Instructor
Dr. Neville Drozario Dhaka Medical College, MD	Instructor
Dr. Ashan Habib, Daca Medical College, MD	Instructor
Debra Pritchett University of Colorado, BA	Instructor
Jessica Reidy The College at Brockport State University, BA	Instructor
Azary Tamarov, RN Molloy College, BSN	Instructor
Dr. Shah Ferdous University of Rajshahi MD	Instructor
Matio Pena Universidad Del Rosario BS	Instructor
Dr. Sanjay Kumar Jan Moscow University of Moscow Ph.D North Eastern Regional Medical College MD	Instructor

### Part Time

Cuba Bryant, RN Bronx Community College AA BOCES, LPN City College, CUNY, BSN	Instructor
Maria Fernandez, RN Marymount College BA Misericordia School of Nursing, BSN	Instructor
Dr. Mohannad Haque Chittagong Medical College, MD	Instructor

Lewis Webb,  
New York University, BS, MS  
Brooklyn Law School, JD

Instructor

Paul Wu, LPN  
Saint Francis College BS  
Long Island University, LPN

Instructor

Albert Andrade  
Karnataka University MD

Instructor