



**Manhattan  
Institute**

**School Catalog**  
2019–2020

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[ManhattanInstitute.edu](http://ManhattanInstitute.edu)

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### **Section 1. Approved Catalog**

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

### **Section 2. 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.

### **Section 3. 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.

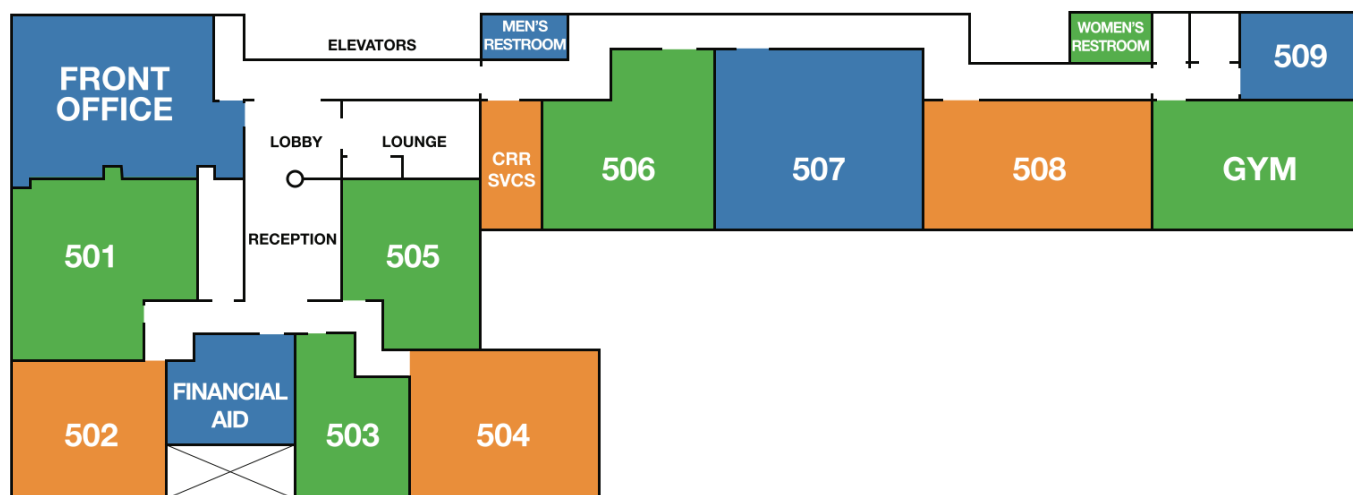
## Section 4. Facilities

Manhattan Institute is located at 45 West 34th Street, between 5th and 6th Avenue, on the 5th floor.

Our Herald Square campus is a 12,000 square foot facility consisting of: nine classrooms, a gym, student lounge, lobby, reception area, and three main administrative offices.

Two of our classrooms are permanent computer labs powered by a central server. Classrooms include various equipment including machines for measuring vitals, EKG machines, anatomy models, and more.

The map below provides an overview:



## Section 5. Hours of Operation

The school is open for operation from 9:00 AM to 9:30 PM, Monday through Friday, and from 9:00 AM to 4:30 PM Saturday and Sunday.

The Financial Aid Office hours are subject to change but are regularly open Monday, Tuesday, and Friday from 9:00 AM to 6:00 PM, with Monday and Wednesday hours extended until 7:00 PM.

## Section 6. Admissions

### 6.1 Admissions Requirements and Procedures

In order to be formally admitted to the Medical Assistant or Personal Fitness Training programs, applicants must possess a valid high school diploma or its equivalent. In addition, applicants must participate in a minimum of one personal interview.



### 6.1 Admissions Requirements and Procedures (Part 2)

To apply for admission, prospective students should contact the Admissions department by calling (212) 564-1234. Admissions Representatives will then guide the student through the enrollment process.

### **6.2 Diploma Requirements for International Students**

A student from any nation where it can be reasonably documented that the person completed the accepted secondary school requirement for that nation, as defined by the chief educational entity of that nation, will be deemed as having met the high school diploma requirement.

### **6.3 Short Course Program Admissions Requirements**

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 an Ability to Benefit (ATB) test.

The ATB test is designed to measure the entry-level skills of students who want to attend one or more of our programs. Passing the ATB test helps Manhattan Institute identify potential students who have not completed high school or its equivalent, but have the academic skills needed to be successful in our program. Manhattan Institute currently uses the CPAT test.

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

## 6.4 Transfer of Credit

Manhattan Institute generally does not offer its students credit for previous training. “Advanced Standing” is not granted for short course 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 School Director.

## 6.5 Enrollment Dates

Students may enroll in a program up to one week after the scheduled start date.

## Section 7. Academic Calendar

### 7.1 Financial Aid Program Calendar

The following table lists the scheduled dates for our financial aid programs, including the start and end dates of each term and externship start dates.

<b>Medical Assistant Weekdays</b> M–R, 24 hours per week, 6 hours per day, 9:00 AM to 3:30 PM			
<b>Term 1</b>		<b>Term 2</b>	
<b>Start Date</b>	<b>End Date</b>	<b>Start Date</b>	<b>End Date*</b>
06/23/2019	10/14/2019	10/15/2019	02/11/2020
07/09/2019	11/18/2019	11/19/2019	03/18/2020
08/13/2019	01/07/2020	01/08/2020	04/20/2020
09/18/2019	02/11/2020	02/12/2020	05/26/2020
10/23/2019	03/17/2020	03/18/2020	06/30/2020
11/27/2019	04/21/2020	04/22/2020	08/07/2020
01/16/2020	05/27/2020	05/28/2020	09/11/2020
02/20/2020	07/01/2020	07/02/2020	10/16/2020
03/26/2020	08/05/2020	08/06/2020	11/20/2020
05/04/2020	09/14/2020	09/15/2020	01/06/2021

7.1 Financial Aid Program Calendar (Part 2)

**Medical Assistant Evenings**  
M–R, 12 hours per week, 3 hours per day, 6:30 PM to 9:30 PM

<b>Term 1</b>		<b>Term 2</b>	
<b>Start Date</b>	<b>End Date</b>	<b>Start Date</b>	<b>End Date*</b>
07/29/2019	04/30/2020	05/04/2020	11/17/2020
09/03/2019	06/08/2020	06/09/2020	12/23/2020
10/08/2019	07/13/2020	07/14/2020	02/08/2021
11/13/2019	08/18/2020	08/19/2020	03/15/2021
01/06/2020	09/24/2020	09/28/2020	07/19/2021
02/10/2020	10/29/2020	11/02/2020	05/21/2021
03/16/2020	12/07/2020	12/08/2020	06/28/2021
04/20/2020	01/19/2021	01/20/2021	11/02/2021
05/26/2020	02/23/2021	02/24/2021	12/09/2021

**Personal Fitness Training Weekdays**  
M–R, 24 hours per week, 6 hours per day, 9:00 AM to 3:30 PM

<b>Term 1</b>		<b>Term 2</b>	
<b>Start Date</b>	<b>End Date</b>	<b>Start Date</b>	<b>End Date*</b>
07/01/2019	11/10/2019	11/11/2019	03/20/2020
10/08/2019	03/02/2020	03/03/2020	06/26/2020
01/28/2020	06/08/2020	06/09/2020	10/01/2020
05/04/2020	09/14/2020	09/15/2020	01/19/2021

7.1 Financial Aid Program Calendar (Part 3)

**Personal Fitness Training Evenings**  
M–R, 24 hours per week, 6 hours per day, 9:00 AM to 3:30 PM

Term 1		Term 2	
Start Date	End Date	Start Date	End Date*
01/28/2019	07/05/2019	07/05/2019	12/12/2019

\* Program end dates are estimated and may vary according to student externship schedules

**7.2 Short Course Program Calendar**

Our short course program calendar is published online and updated seasonally, it can be found at [www.manhattaninstitute.edu/class-schedule](http://www.manhattaninstitute.edu/class-schedule)

**7.3 School Holidays**

Manhattan Institute will not conduct classes during the following holidays:

**School Closed 2019**

July 4	Independence Day
Sept 2	Labor Day
Nov 28 – 29	Thanksgiving
Dec 23 – Jan 3	Winter Break

**Scheduled Breaks for 2019**

Nov 27 – 29	Thanksgiving Break
Dec 23 – Jan 3	Winter Break

**School Closed 2020**

Jan 1	New Years Day
May 25	Memorial Day
July 3	Independence Day (Observed)
Sept 7	Labor Day
Nov 26 – 27	Thanksgiving
Dec 24 – Jan 1	Winter Break

**Scheduled Breaks for 2020**

Dec 24 – Jan 1	Winter Break
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## Section 8. Availability of High School Equivalency Programs

At the orientation for new students, the School 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.

Information regarding high school equivalency programs is available from the School 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.

## Section 9. Administration (Staff)

Edward Schwartz	School Director, President, Owner
Rosesheska Schwartz	Assistant Director
Marquise Martin	Admissions Director
Paula Gregorio	Financial Aid Director
Nusrat Cornell	Financial Aid Officer
Rosa Gomez	Bursar
Brenda Paulino	Registrar
Desiree Taveras	Assistant Records Administrator
Melizabeth Garcia	Assistant Records Administrator
Renée Keller	Career Services Director
Sarah Saleh	Externship Placement Coordinator
Mercedes Howell	Externship Field Coordinator
Flortino Martinez	Facilities Manager
Hayley Popper	Admissions Representative
Denise Hackworth	Admissions Representative

## Section 10. Student Resources

### 10.1 Bursar Department

Location: Front Desk  
Phone: (646) 809-0740

The Bursar department bills and collects all tuition and fees associated with Manhattan Institute’s programs, disburses all financial aid, and issues timely refunds with necessary. It is committed to providing excellent service and is available to help all students understand their billing statements and other aspects of their financial responsibilities.

## **10.2 Career Services Department**

Location: Career Services Office  
Phone: (646) 809-0743

Career Services 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.

## **10.3 Financial Aid Department**

Location: Financial Aid Office  
Phone: (646) 809-2114

The Financial Aid department 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.

## **10.4 Externship Department**

Location: Career Services Office  
Phone: (646) 809-0749

The Externship department is tasked with placing students at facilities to complete their required externship hours. Students are allowed to complete a minimum of 30 hours a week and a maximum of 35 hours a week. When required, the department coordinates with site supervisors to set up interviews for the students. The Externship Field Coordinator visits the sites regularly to collect attendance and receive feedback from site supervisors regarding student performance.

## **10.5 Registrar Department**

Location: Front Office  
Phone: (646) 809-0798

The Registrar department maintains and ensures the accuracy and privacy of students' educational records (see FERPA Notifications). The department creates the students' 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.

Veterans can contact the Registrar department with Veterans Affairs (VA) questions.

## 10.6 Student Services Department

Location: Front Office  
Phone: (646) 809-0142

Student Services ensures that all students 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.

## Section 11. Short Course Program Information

### 11.1 Pharmacy Technician (90 hours)

Frequency: Every 6 weeks

Pharmacy technicians help licensed pharmacists dispense prescription medication to customers or health professionals. In this program 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.

### 11.2 Phlebotomy (60 hours)

Frequency: Every 4 weeks

Phlebotomy is a 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 program provides students with extensive knowledge of blood drawing techniques, safety procedures, and medical equipment used in this field.

### 11.3 EKG Technician (40 hours)

Frequency: Every 4 weeks (weekdays), every 3 weeks (evenings and weekends)

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. Manhattan Institute trains EKG Technician students on the same equipment found in modern medical facilities. The material covered in this program includes tracing interpretation, monitoring, safety procedures, and proper use of EKG equipment.

**11.4 Medical Biller (60 hours)**

Frequency: Every 4 weeks

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

**11.5 Patient Care Technician (100 hours)**

Frequency: Every 4 weeks (weekdays), every 7 weeks (evenings and weekends)

This program 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.

**11.6 Certified Nurse Assistant (125 hours)**

Frequency: Every 4 weeks (weekdays), every 8 weeks (evenings and weekends)

Nurse Assistants help provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes. This program provides the basic skills needed to be a Nurse Assistant such as hand washing, blood pressure monitoring, patient transfer, and bed making.

Upon completion students qualify to take the New York Nurse Aide Exam. 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 Nurse Assistants are employed.

**11.7 Dialysis Technician (90 hours)**

Frequency: Every 6 weeks

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 program provides students with the knowledge and skills required for entry-level employment as a Dialysis Technician. Coursework includes duties of a technician, an understanding of the kidneys and urinary system, the procedural routine of hemodialysis, and the use of a dialysis machine.



## Section 12. Financial Aid Program Information

### 12.1 Medical Assistant (900 hours)

Frequency: Every 5 weeks

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

The material covered includes 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 develop clinical skills such as performing phlebotomy and electrocardiography and the ability to perform other routine diagnostic tests. Students are also trained in the observation and reporting of vital signs.

After receiving 600 hours of classroom instruction, students then complete 300 hours of internship (externship) in an off-premise healthcare facility. Students are 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 healthcare setting where Medical Assistants are employed.

The following subjects are covered in the program:

<u>Hours</u>	<u>Course</u>
60	Medical Billing
60	Phlebotomy Technician
60	EKG Technician
60	Intro. to Medical Laboratory Techniques
60	Medical Office Clinical Procedures
60	Anatomy & Physiology
30	Introduction to Computers
30	Keyboarding
60	Microsoft Word
60	Professional Office Practices
60	Effective Office Communication
300	Internship (Externship)

**12.2 Personal Fitness Training (900 hours)**

Frequency: Every 14 weeks

Personal fitness trainers 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 660 hours of classroom instruction, students then complete 240 hours internship (externship) in a fitness training center. Students will be given an opportunity to gain hands-on experience. Graduates of this program are well prepared to apply their knowledge and learned skills in any fitness training center.

The following courses will be covered in the program:

<u>Hours</u>	<u>Course</u>
30	Leadership Business and Sales
60	Exercise Essentials and Fitness Assessment
60	Anatomy & 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	Internship (Externship)

**Section 13. Short Course Program Tuition & Fees****Pharmacy Technician Diploma (90 hours)**

Tuition	\$1,324
Registration Fee	\$100
Books & Lab Fee	\$75
<hr/>	
Total Program Cost	\$1,499

**Phlebotomy Diploma (60 hours)**

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

**EKG Technician Diploma (40 hours)**

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

**Medical Biller Diploma (60 hours)**

Tuition	\$609
Registration Fee	\$50
Books & Lab Fee	\$40
<hr/>	
Total Program Cost	\$699

**Certified Nurse Assistant Diploma\* (125 hours)**

Tuition	\$950
Registration Fee	\$85
Books & Lab Fee	\$64
<hr/>	
Total Program Cost	\$1099

**Dialysis Technician Diploma (90 hours)**

Tuition	\$1,699
Registration Fee	\$100
Books & Lab Fee	\$49
<hr/>	
Total Program Cost	\$1,699

**Patient Care Technician Diploma (100 hours)**

Tuition	\$1,219
Registration Fee	\$80
Books & Lab Fee	\$100
<hr/>	
Total Program Cost	\$1,399

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

Physical exam, white uniform, state or national examinations, and any immunizations requested are the responsibility of the student at his or her own expense.

## Section 14. Financial Aid Program Tuition & Fees

### 14.1 Medical Assistant and Personal Fitness Training

Medical Assistant Diploma (900 hours)	
Tuition	\$13,224
Registration	\$100
Books & Lab Fee	\$675
<hr/>	
Total Program Cost	\$13,999

Personal Fitness Training Diploma (900 hours)	
Tuition	\$11,224
Registration	\$100
Books	\$675
<hr/>	
Total Program Cost	\$11,999

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

### 14.2 Other Fees

14.2.1 Replacement Diploma  
\$50.00 per diploma

14.2.2 Official Transcript  
\$10.00

14.2.3 Returned Check  
\$25.00

14.2.4 Other duplicate records  
\$10.00

School Director may waive any fee for duplicated record based on a special student financial situation.

14.2.5 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 \$50.00 per occurrence.

**14.2.6 Transfer Fee**

Students may transfer once for no charge. All subsequent transfers will be charged a non-refundable fee of \$50.00 per occurrence.

**Section 15. Standards of Progress**

**15.1 Marking Periods**

Students enrolled in the Medical Assistant or Personal Fitness Training programs are graded at the end of their marking period as defined by the date on which their individual courses are scheduled to complete.

Short course program marking periods coincide with the start and end of the program.

**15.2 Grading System**

Students will receive grades in accordance with the following scale:

A = 90% – 100%	= 4.0	I - Incomplete
B = 80% – 89%	= 3.0	T - Transfer
C = 70% – 79%	= 2.0	W - Withdrawn
D = 60% – 69%	= 1.0	
F = less than 60%	= 0.0	

**15.3 Minimum Satisfactory Grade**

Each student must achieve a minimum cumulative average of 2.0 (“C”) to graduate from their program.

**15.4 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 catalog.

**15.4 Component Definition**

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

## **15.5. Probation for Short Course Programs**

### **15.5.1 Minimum 2.0**

Students who have not achieved a minimum of a 2.0 (“C”) average by the midpoint of their program of study will be placed on academic probation.

### **15.5.2 Completion Progress**

A student’s progress will be checked again upon completion of their program. Any student who has not achieved a cumulative average of at least 2.0 (“C”), may be subject to dismissal.

### **15.5.3 Inappropriate Conduct**

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

## **Section 16. Attendance and Tardiness**

### **16.1 Attendance**

#### **16.1.1 Completion Requirement for Graduation**

Manhattan Institute requires all students of all programs to attend 100% of their scheduled program hours in order to graduate.

#### **16.1.2 No Excused Absence**

All absence from scheduled program hours is considered unexcused unless the student has requested, and been approved for, official Leave of Absence status. This includes, but is not limited to, cutting class.

#### **16.1.3 Interruption for Unsatisfactory Attendance**

Unexcused absences totaling more than 20% of the program will be considered excessive and result in program interruption, withdrawal, and termination of the student’s enrollment.

#### **16.1.4 Make-up Classes and Minimum Attendance**

Make-up classes may be available to students which provide the opportunity to make-up time and coursework missed from lessons for which the student was absent. Availability of make-up classes is not guaranteed.

## 16.2 Tardiness

Students who arrive to class 1 to 15 minutes after the scheduled start time will be marked late. Students who arrive over 15 minutes late, or leave early, will be required to make up the missed class time in half-hour increments, as calculated by rounding attended time down to the half hour.

For example:

Minutes late	Make-up Hours	Minutes left early	Make-up Hours
0 – 15	0		
16 – 30	0.5	1 – 30	0.5
31 – 60	1	31 – 60	1
61 – 90	1.5	61 – 90	1.5
91 – 120	2	91 – 120	2
121 – 150	2.5	121 – 150	2.5
151 – 180	3	151 – 180	3

## Section 17. Satisfactory Academic Progress (SAP)

### 17.1 Overview

- 17.1.1 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.
- 17.1.2 Federal regulation mandates that any recipient of Federal Title IV funds make satisfactory progress toward the completion of their academic program to maintain eligibility for that funding.
- 17.1.3 Each program greater than 300 clock hours 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.

### 17.2 Policy

- 17.2.1 All students must maintain satisfactory academic progress throughout their program.
- 17.2.2 Manhattan Institute defines an academic year as 900 clock hours and 37.5 weeks. A student's academic performance within the program is evaluated when grades are posted, and, should students be struggling with their academics, they will have a consultation with their faculty or the School Director. An academic plan may be created based on the consultation review.





- b. Students who have not satisfied the academic progress requirements in the period being evaluated are placed on Probation and will have their disbursement delayed until they successfully complete the scheduled hours or complete all work for grades required of the period.
- c. If the student fails to successfully complete the probation requirements to return to Satisfactory Academic Progress within the probation period, the student would no longer be eligible for federal financial aid.
  - i. Students who fail a Satisfactory Academic Progress evaluation a second time are considered to be performing at an unsatisfactory rate;
  - ii. All future financial aid disbursements would be suspended, and;
  - iii. The student may be dismissed from school.
- d. Students are permitted to appeal a decision rendered by the school regarding Satisfactory Academic Progress.
  - i. Reasons considered for an appeal are of extreme in nature and include circumstances such as death of a family member or relative, injury or illness that prevents attendance, or other documentable situations that can be documented and are legitimate hindrance to completion of their program for a period of time.
- e. Students who, by evidence provided and reviewed as being legitimate, are successful in their appeal of a Satisfactory Academic Progress decision may continue with their studies.
- f. Students who are capable of meeting progress requirements with an approved appeal are provided an academic plan which is developed to ensure completion of the program can be done in the remaining available time.
- g. Any student who is permitted to continue in their program of study, may regain eligibility for financial aid only after they have satisfied the published attendance requirements and maintained a cumulative GPA of 70% or higher for the program.

17.3.5. Students must also be able to complete the program within 111% of the published hours for the program. If it becomes apparent that the student cannot graduate within 111% of the normal timeframe, the student will no longer be eligible for financial aid.

17.3.6. Students must earn a minimum of 90% of the scheduled hours to be considered maintaining satisfactory progress. At the end of each period, the school will determine if the student has maintained at least 90% Cumulative Completion Rate.

- a. Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

- 17.3.7. Students who, upon approval to re-enter academic study, and, who, at the time of withdrawal, have not satisfied the progress requirements, must re-enter in the same progress status defined upon their withdrawal. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal and will continue in that status until the next evaluation.

#### **17.4 Determination of Progress Status**

- 17.4.1 Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.
- 17.4.2 Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on probation.
- 17.4.3 Students receive a numeric grade in both their theory and clinical/practical work. Students who do not achieve a 70% cumulative academic average and 90% cumulative attendance average at the end of each period will be placed on probation. During a period of probation, a student may receive any financial aid, but if the cumulative average or cumulative attendance at the end of the probationary period is less than satisfactory, a student may be terminated from their program of study. An overall academic average of seventy percent (70%) is required for graduation.
- 17.4.4 Students are permitted to retake any failed exam. Practical performance grades are accumulated according to the practical requirements.

#### **17.5 Academic Policy**

- 17.5.1 To maintain Academic Progress, students are required to keep a cumulative average of 70%
- 17.5.2 The following factors will be measured to determine Academic Progress:
- Theory work (test/examination grades, papers, homework, etc.)
  - Practical and clinical work
  - Internship (externship) work
- 17.5.3 A passing grade, when taking a school exam, is 70% or higher
- 17.5.4 Any student may make up a missed exam or retake a failed exam by scheduling a make-up date with the teacher

## 17.6 Academic Progress Evaluations

- 17.6.1 Satisfactory Progress is a cumulative average of 70% or more of grades on theory and practical exams, clinical expectations, projects, papers, and practicum. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning.
- 17.6.2 Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. If the performance does not meet satisfactory requirements, it is not counted, and the course must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.
- 17.6.3 Students must maintain a grade average of 70% and pass a FINAL written exam prior to completion of each course. Students must make up missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90% – 100%	A = Excellent
80% – 89%	B = Good
70% – 79%	C = Satisfactory
60% – 69%	D = Unsatisfactory
less than 60%	F = Failing

## 17.7 Attendance Progress Evaluations

- 17.7.1 Students are required to attend a minimum rate of 90% of the scheduled hours possible based on the applicable attendance schedule in order to be considered attending at a satisfactory rate. Attendance is a cumulative evaluation. All scheduled hours of the academic program must be completed prior to graduation.
- 17.7.2 Satisfactory Academic Progress Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled.
- 17.7.3 At the end of each evaluation period, the school will determine if the student has maintained at least 90% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**17.7.4 Attendance Policy**

In order to make Attendance Progress, a student must maintain attendance at 90%.

All students must maintain Attendance Progress in a manner that will lead to graduation in a maximum time frame of 111% of the originally scheduled time allotted for completion of the course.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled.

To graduate, a student must complete the scheduled contracted hours stated in the Enrollment Agreement for the program for which they have enrolled.

**17.8 Maximum Time Frame**

17.8.1 The maximum time (which does not exceed 111% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<u>Course</u>	<u>Maximum Time Allowed</u>	
	Weeks	Hours
900-Hours Medical Assistant & Personal Fitness Training		
• Medical Assistant (Daytime, 37.5 wks, 24 hrs/wk)	41 Weeks	999 clock hours
• Personal Fitness Training (Daytime, 37.5 wks, 24 hrs/wk)	41 Weeks	999 clock hours

17.8.2 The maximum time allowed for transfer students who need less than the full course requirements will be determined based on number of the scheduled contracted hours. A student on Academic Probation is eligible to receive aid during the probationary period. If at the end of the probationary period the student has not achieved satisfactory academic progress, he or she will be ineligible to participate in Federal Aid programs. Students must maintain progress in both completion of the scheduled hours and academic grading requirements.

17.8.3 Students that earn a grade of 69% or below at midpoint will lose all financial aid eligibility.

17.8.4 Students will not be eligible to appeal if they do not meet the required attendance policy.

**Section 18. Failures/Make-up Work for Short Course Programs**

18.1 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.

18.2 Students that are going to be absent are recommended to schedule makeup hours with the school’s Registrar. The Registrar can be reached by phone at (212) 564-1234 or via email at registrar@manhattaninstitute.edu.

## **Section 19. Transcripts/Progress Records**

### **19.1 Maintenance**

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.

### **19.2 Transcript Availability**

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

### **19.3 Records Maintained for 20 Years**

The following student records will be maintained by the school for a minimum of 20 years:

- 19.3.1. Name, address, and date of birth
- 19.3.2. Date of enrollment
- 19.3.3. Date of completion or discontinuance
- 19.3.4. Name of curriculum
- 19.3.5. Course or courses taken
- 19.3.6. Record of all final tests and grades earned for each course or curriculum
- 19.3.7. A notation whether a certificate or diploma was issued and the date issued

### **19.4 Records Maintained for 7 Years**

The following student records will be maintained by the school for a minimum of 7 years:

- 19.4.1. Records of all tuition and fees owed and paid by the student
- 19.4.2. All loans and grants from public sources received by the student or the school on behalf of the student
- 19.4.3. The complete record of the disbursement of such public funds

## Section 20. Termination

### 20.1 Reasons for Dismissal

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

- 20.1.1. Failure to return as agreed upon from an approved Leave of Absence.
- 20.1.2. Failure to meet the school’s minimum academic *and* attendance requirements by the end of the program.
- 20.1.3. Inappropriate conduct as described in this catalog.
- 20.1.4. Failure to meet payment obligations to the school.

### 20.2. 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.

## Section 21. Appeals

### 21.1 Guidelines

A student may appeal to the School Director in order to seek recourse for dismissal or other negative actions in accordance with the following guidelines:

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

### 21.2 Decision

The School Director will consider the appeal and respond in writing within 30 days. The decision of the School Director is final.

### 21.3. 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:

- 21.3.1. The circumstances are temporary in nature.

21.3.2. The circumstances are beyond the student’s immediate control.

21.3.3. The circumstances causing the negative action have been appropriately resolved by the time any negative action is to be lifted.

21.3.4. In the judgment of the School Director, the student must reasonably be able to satisfactorily complete their program of study despite the mitigating circumstances.

## Section 22. Credit for Previous Training/Advanced Standing

22.1 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.

22.2 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 School Director.

## Section 23. Student Completion and Job Placement

### 23.1 No Guarantee of Employment

The school cannot promise or guarantee employment to any student or graduate.

### 23.2 Job Placement Assistance

The school offers all students job placement and resume development assistance through the Career Services department and will provide references for exceptional students upon request.

### 23.3 Student Completion and Job Placement Data (OEDS)

Certified Nurse Assistant, OEDS 2017–2018

Enrollment	Total Enrollment: 142	Full-time: 125	Part-time: 47
	Continuing from previous year: 50		Total students enrolled: 192
Completion	Still enrolled: 41	Noncompleters: 43	Graduates: 141
Employment	Related field: 127	Slightly related field: 14	Unrelated field: 4 Military: 0
	Seeking Employment: 14	Pursuing Additional Education: 3	
	Other, Unavailable for Employment: 7	Status Unknown: 3	

Certified Nurse Assistant, OEDS 2016–2017

Enrollment	Total Enrollment: 172	Full-time: 125	Part-time: 47
	Continuing from previous year: 49		Total students enrolled: 225
Completion	Still enrolled: 41	Noncompleters: 43	Graduates: 141
Employment	Related field: 112	Slightly related field: 8	Unrelated field: 3 Military: 0

Seeking Employment: 10      Pursuing Additional Education: 1  
 Other, Unavailable for Employment: 5      Status Unknown: 2

Medical Assistant, OEDS 2017–2018

Enrollment    Total Enrollment: 143      Full-time: 143      Part-time: 0  
                   Continuing from previous year: 28      Total students enrolled: 162  
 Completion   Still enrolled: 36      Noncompleters: 33      Graduates: 95  
 Employment   Related field: 69      Slightly related field: 0      Unrelated field: 19      Military: 0  
                   Seeking Employment: 0      Pursuing Additional Education: 0  
                   Other, Unavailable for Employment: 0      Status Unknown: 0

Medical Assistant, OEDS 2016–2017

Enrollment    Total Enrollment: 134      Full-time: 134      Part-time: 0  
                   Continuing from previous year: 23      Total students enrolled: 157  
 Completion   Still enrolled: 36      Noncompleters: 33      Graduates: 88  
 Employment   Related field: 69      Slightly related field: 0      Unrelated field: 19      Military: 0  
                   Seeking Employment: 0      Pursuing Additional Education: 0  
                   Other, Unavailable for Employment: 0      Status Unknown: 0

Personal Fitness Training, OEDS 2017–2018

Enrollment    Total Enrollment: 32      Full-time: 32      Part-time: 0  
                   Continuing from previous year: 11      Total students enrolled: 44  
 Completion   Still enrolled: 9      Noncompleters: 6      Graduates: 33  
 Employment   Related field: 26      Slightly related field: 0      Unrelated field: 8      Military: 0  
                   Seeking Employment: 0      Pursuing Additional Education: 0  
                   Other, Unavailable for Employment: 0      Status Unknown: 2

Personal Fitness Training, OEDS 2016–2017

Enrollment    Total Enrollment: 30      Full-time: 30      Part-time: 0  
                   Continuing from previous year: 9      Total students enrolled: 39  
 Completion   Still enrolled: 7      Noncompleters: 4      Graduates: 28  
 Employment   Related field: 21      Slightly related field: 0      Unrelated field: 6      Military: 0  
                   Seeking Employment: 0      Pursuing Additional Education: 0  
                   Other, Unavailable for Employment: 0      Status Unknown: 1

Short Course Programs Less Than 100 Hours, OEDS 2017–2018

Course	Students from Previous Period	New Students	Noncompleters	Graduates	Students Continuing to Next Period
Medical Biller	18	76	24	61	9
EKG Tech	4	69	7	62	4
Phlebotomy Tech	72	170	47	177	18
Dialysis Tech	25	142	37	102	28
Pharmacy Tech	14	104	10	97	11

Short Course Programs Less Than 100 Hours, OEDS 2016–2017



Course	Students from Previous Period	New Students	Noncompleters	Graduates	Students Continuing to Next Period
Medical Biller	18	76	24	61	9
EKG Tech	4	69	7	62	4
Phlebotomy Tech	72	170	47	177	18
Dialysis Tech	25	142	37	102	28
Pharmacy Tech	14	104	10	97	11

## Section 24. Cancellation & Refund Policy

### 24.1 Overview

- 24.1.1 For the convenience of our students, school programs are organized into different schedules, which divide programs into segments of instruction called “quarters” or “terms”.
- 24.1.2 Course 6 weeks in length or less are referred to as “mini courses”.
- 24.1.3 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.
- 24.1.4 Review your enrollment agreement carefully to determine which policy applies to your selected schedule and program.

### 24.2 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 the termination is prior to or during the first week of instruction; or

25% of the quarter’s tuition if the termination is during the second week of instruction; or

50% of the quarter’s tuition if the termination is during the third week of instruction; or

75% of the quarter’s tuition if the termination is during the fourth week of instruction; or

100% of the quarter’s tuition if the 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 the termination occurs after the third week of instruction.

- D. For students terminating their instruction during the second quarter of their program, and notwithstanding 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.

### 24.3 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%

24.3 Term Refund Policy (Part 2)

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

**24.4 Refund Policy – Short Course Programs (6 or less weeks in duration)**

- A. 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:

The non-refundable registration fee, plus  
 The cost of any textbooks or supplies accepted, plus  
 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

24.4 Refund Policy – Short Course Programs (Part 2)

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.

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

**Section 25. Procedure for Obtaining a Refund from the Tuition Reimbursement Fund**

- 25.1 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.
- 25.2 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.
- 25.3 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.
- 25.4 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.
- 25.5 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.
- 25.6 The Commissioner shall act on each refund request within 30 days of such request.

## Section 27. Financial Aid

### 27.1 Overview

Financial aid is primarily available to students enrolled in the Medical Assistant and the Personal Fitness Training programs. 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.

### 27.2 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.

### 27.3 Federal Supplemental 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 to \$300 per year.

### 27.4 Direct Loans

#### 27.4.1 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 7/1/19 and before 7/1/20 have a fixed interest rate of 4.53%. 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, 2019, and before October 1, 2020 are charged a 1.059% loan origination fee.

### 27.4.2 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 7/1/19 and before 7/1/20 have a fixed interest rate of 4.53%. 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, 2019, and before October 1, 2020 are charged a 1.059% loan origination fee.

### 27.4.3 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. The parent must not have an adverse credit history.

Loans first disbursed on or after 7/1/19 and before 7/1/20 have a fixed interest rate of 7.08%. 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, 2019, and before October 1, 2020 are charged a 4.236% loan origination fee.

## **27.5 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 are available on [www.studentloans.gov](http://www.studentloans.gov).

## **Section 28. Veterans**

### **28.1 Overview**

Students applying for Veterans' educational benefits must contact the School Certifying Official in the Registrar's Office so that proper enrollment certification procedures are followed. Any student who is deployed for active duty by the Armed Forces can speak to the School Certifying Officer for more information on Veterans Readmission.

## 28.2 Veterans Affairs Pending Payment Policy

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

## Section 29. Leave of Absence

### 29.1 Overview

Students may request a Leave of Absence for extenuating circumstances such as medical, financial, personal, etc. To be placed on Leave of Absence students must adhere to the following procedure.

### 29.2 Foreseen Leave of Absence

29.2.1. Contact the Registrar department as soon as possible by calling the main number (212-564-1234) or emailing registrar@manhattaninstitute.edu and communicate the request to be put on Leave of Absence status.

29.2.2. If the student can receive and complete the form electronically (via email)

The Registrar's office will confirm the student's email address and email an electronic *Request for Leave of Absence or Withdrawal (DEPT-REG-RLW-060119)* form which includes the student's name, ID number, and address.

If the student cannot receive or complete the form electronically (via email)

The student should contact the school by phone and request an appointment with the Registrar's office to process your Leave of Absence request. At the time of your appointment the student will be provided with the form in hard copy.

- 29.2.3. The student is to confirm that the name, address, and phone number(s) on the form are correct, then complete, sign, and date the form.
- 29.2.4. Upon receipt of the form, the Registrar will review and either approve or deny the request. If the request is approved:
  - 29.2.4.a. The student must return to school on a program start date. At the latest, the student must return at the latest start date for their program which occurs prior to 180 days from the Leave Start Date specified on the form.
  - 29.2.4.b. Students whose Planned Return Date changes should contact the Registrar department as soon as possible to inform the department of the change.
  - 29.2.4.c. Students on Leave of Absence should contact the Registrar department at least one week prior to their Planned Return Date to confirm their return and be added to the roster.

### **29.3 Unforeseen Leave of Absence**

Students who are unable to attend school and unable to request a Leave of Absence status in advance due to documented circumstances that prevented their request for Leave of Absence may request the status later. In these cases, if approved, the beginning date of the Leave of Absence will be determined based on the circumstances.

### **29.4 No Charge for Leave of Absence**

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.

## **Section 30. Withdrawal**

### **30.1 Overview**

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 been absent for two consecutive weeks, Manhattan Institute can administratively withdraw the student and a W (withdrawal) is recorded for all actively enrolled courses on the student's academic transcript, regardless of performance.



## 30.2 Withdrawal Procedure

- 30.2.1 All students who wish to officially withdraw must first meet with the Registrar in person or by phone. The students should complete the *Request for Leave of Absence or Withdrawal (DEPT-REG-RLW-060119)* form. The completed form is returned to the Registrar department.
- 30.2.2 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 Return of Title IV 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.

## Section 31. Return to Title IV 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.

## Section 32. Rights and Responsibilities of Students Accepting Federal Assistance

32.1 As a student you have the right to:

- 32.1.1. Know what financial assistance is available to you, including all federal programs.
- 32.1.2. Know the deadline for submitting applications for applicable financial aid programs and the process required.
- 32.1.3. Know how your financial need is determined, including how cost of attendance budgets are developed.
- 32.1.4. 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.
- 32.1.5. Explanation of the types of aid contained in your financial aid award as well as how to retain eligibility for those funds (if applicable).
- 32.1.6. Request a review of your current financial situation if you meet certain criteria based on changes since filing the current aid year FAFSA application.
- 32.1.7. 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.

32.1.8. Know the criteria for continued financial aid eligibility, including guidelines for the determination of Satisfactory Academic Progress as defined by the Department of Education.

32.1.9. Know the method and frequency of financial aid disbursements.

32.2 As a student you have the responsibility to:

32.2.1. Be aware of your ability to pay any institutional charges based on your available financial aid and personal resources.

32.2.2. Review and understand the terms and conditions of your financial aid award.

32.2.3. Complete all requirements accurately, in a timely manner, and by the appropriate deadlines.

32.2.4. 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.

32.2.5. Inform us of any outside scholarships, assistantships, or additional resources that you receive.

32.2.6. 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.

32.2.7. 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.

32.2.8. Manage your financial aid experience.

### **Section 33. College Credit – Disclaimer Statement**

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

## Section 34. Consumer Information

### 34.1 Website

Manhattan Institute website contains consumer information mandated by numerous governmental agencies. The consumer information webpage can be accessed at [www.manhattaninstitute.edu/consumer-information](http://www.manhattaninstitute.edu/consumer-information). The information available includes the following as listed in this section.

### 34.2 Campus Security Report and Policy

Manhattan Institute prepares an annual campus security report as required by the U.S. Department of Education. 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. This report is available on Manhattan Institute's website at [www.manhattaninstitute.edu/campus-security-report](http://www.manhattaninstitute.edu/campus-security-report) and per request at the Front Desk.

### 34.3 List of Available Information

The consumer information available includes but is not limited to:

1. Protecting Your Personal Information (Privacy Policy)
2. Jeanne Clery Campus Security Report And Policy
3. Drug and Alcohol Policy
4. Student Right to Know Act Disclosures
5. Student Loan Counseling Requirements
6. Copyright Infringement Policy
7. Transfer of Credit Policy
8. How to Apply for Financial Aid
9. Rights and Responsibilities of Students Receiving Financial Aid
10. Withdrawal, Refund and Return to Title IV Policies
11. Financial Aid Code of Ethics
12. Voter Registration
13. Estimated Cost of Attendance
14. Accommodations and Services
15. Constitution Day
16. Diversity
17. Fire Safety
18. Satisfactory Academic Progress (SAP)
19. Vaccinations and Immunization
20. Gainful Employment
21. Net Price Calculator
22. Misrepresentation
23. Emergency Response and Evacuation Procedures

**34.3 List of Available Information (Part 2)**

- 24. Daily Crime Log
- 25. Health and Safety Exemption
- 26. Other Miscellaneous Information

Printed copies of any of the consumer information can be obtained by contacting the Admissions department.

**Section 35. General Policies And Procedures****35.1 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 catalog. Because material included in this catalog may change before the publication of the next printed catalog, students should refer to Manhattan Institute website for the most current information.

**35.2 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.

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

**35.3 Reasons for Dismissal**

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” 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.

#### **35.4 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 admission 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 School Director.

#### **35.5 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 School Director.

#### **35.6 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 Director.

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

Students have the right to obtain a copy of the school catalog, which describes the content of each academic program and course. The catalog is provided to students in electronic format and is available to the public through Manhattan Institute's 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 catalog.

### **35.8 Privacy Policy**

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 School Director.

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.

### **35.9 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 or her tasks.

### **35.10 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.

### **35.11 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 Manhattan Institute has designated the following as Directory Information:

- Student’s name
- Mailing address
- Email address

### 35.11 Directory Information (Part 2)

- Telephone number
- Previous institution(s) attended
- Enrollment status
- Program of study
- Dates of attendance, graduation, or expected date of graduation
- Honors or awards received
- Extracurricular activities

## **Section 36. Students' Rights Under FERPA**

### **36.1 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.

### **36.2 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, 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.

### **36.3 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.

### **36.4 Right to File Complaint**

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by 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  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Section 37. Student Grievance Procedure**

- 37.1. Should students encounter an academic or non-academic problem, they are encouraged to first request a private meeting with their teacher.
- 37.2. If after meeting with the teacher the student does not feel the problem has been satisfactorily resolved, the student should request a meeting with the School 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 School Director. If students are comfortable, they may request a student complaint form at the front desk. All complaints will be addressed within 48 hours. Please keep in mind the date, time, parties involved, and nature of complaint. The School Director will do all they can to resolve the issue, including meeting with the School Director if necessary.
- 37.3. If the student is not satisfied with the outcome after meeting with the School Director, he or she should contact the School Director. Students may contact him directly at his private email [e@manhattaninstitute.edu](mailto:e@manhattaninstitute.edu) or by asking the receptionist to speak with him directly. If the School Director is available, he will speak to the student immediately. If the School Director is not available, you will be encouraged to leave your name and number, and he will contact you and arrange a meeting within 48 hours.
- 37.4. The foregoing applies to academic and non-academic issues in the school. Matters of safety, bullying, and harassment (sexual or otherwise) should be immediately reported to the School Director. We will work to resolve those issues immediately.
- 37.5. Students have the right to contact our accrediting body or the New York State Education Department as listed below for further mediation if they feel that a grievance has not been handled satisfactorily.

Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta Georgia 30350  
(770) 396-3898  
[www.council.org](http://www.council.org)

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



### Section 38. Weekly Student Tuition Liability Chart for Short Course 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 a 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.

Certified Nurse Assistant Weekdays (\$950)	Liability	Refund
0–15% of the program	0%	\$950.00
16–30% of the program	25%	\$712.50
31–45% of the program	50%	\$475.00
46–60% of the program	75%	\$237.50
After 60% of the program	100%	\$0.00

Certified Nurse Assistant Evenings (\$950)	Liability	Refund
Prior to or during the first week	0%	\$950.00
During the second week	25%	\$712.50
During the third week	50%	\$475.00
During the fourth week	75%	\$237.50
After the fourth week	100%	\$0.00

**38. Weekly Student Tuition Liability Chart for Short Course Programs (Part 2)**

Certified Nurse Assistant Weekends (\$950)	Liability	Refund
Prior to or during the first week	0%	\$950.00
During the second week	25%	\$712.50
During the third week	50%	\$475.00
During the fourth week	75%	\$237.50
After the fourth week	100%	\$0.00

EKG Technician Weekdays (\$700)	Liability	Refund
0–15% of the program	0%	\$700.00
16–30% of the program	25%	\$525.00
31–45% of the program	50%	\$350.00
46–60% of the program	75%	\$175.00
After 60% of the program	100%	\$0.00

EKG Technician Evenings (\$700)	Liability	Refund
0–15% of the program	0%	\$700.00
16–30% of the program	25%	\$525.00
31–45% of the program	50%	\$350.00
46–60% of the program	75%	\$175.00
After 60% of the program	100%	\$0.00

EKG Technician Weekends (\$700)	Liability	Refund
0–15% of the program	0%	\$700.00
16–30% of the program	25%	\$525.00
31–45% of the program	50%	\$350.00
46–60% of the program	75%	\$175.00
After 60% of the program	100%	\$0.00

**38. Weekly Student Tuition Liability Chart for Short Course Programs (Part 3)**

Medical Biller Weekdays (\$609)	Liability	Refund
0–15% of the program	0%	\$609.00
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%	\$0.00

Medical Biller Evenings (\$609)	Liability	Refund
0–15% of the program	0%	\$609.00
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%	\$0.00

Medical Biller Weekends (\$609)	Liability	Refund
0–15% of the program	0%	\$609.00
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%	\$0.00

Phlebotomy Weekdays (\$700)	Liability	Refund
0–15% of the program	0%	\$700.00
16–30% of the program	25%	\$525.00
31–45% of the program	50%	\$350.00
46–60% of the program	75%	\$175.00
After 60% of the program	100%	\$0.00

**38. Weekly Student Tuition Liability Chart for Short Course Programs (Part 4)**

Phlebotomy Evenings (\$700)	Liability	Refund
0–15% of the program	0%	\$700.00
16–30% of the program	25%	\$525.00
31–45% of the program	50%	\$350.00
46–60% of the program	75%	\$175.00
After 60% of the program	100%	\$0.00

Phlebotomy Weekends (\$700)	Liability	Refund
0–15% of the program	0%	\$700.00
16–30% of the program	25%	\$525.00
31–45% of the program	50%	\$350.00
46–60% of the program	75%	\$175.00
After 60% of the program	100%	\$0.00

Dialysis Technician Weekdays (\$1,550)	Liability	Refund
0–15% of the program	0%	\$1,550.00
16–30% of the program	25%	\$1,162.50
31–45% of the program	50%	\$775.00
46–60% of the program	75%	\$387.50
After 60% of the program	100%	\$0.00

Dialysis Technician Evenings (\$1,550)	Liability	Refund
Prior to or during the first week	0%	\$1,550.00
During the second week	25%	\$1,162.50
During the third week	50%	\$775.00
During the fourth week	75%	\$387.50
After the fourth week	100%	\$0.00

**38. Weekly Student Tuition Liability Chart for Short Course Programs (Part 5)**

Dialysis Technician Weekends (\$1,550)	Liability	Refund
Prior to or during the first week	0%	\$1,550.00
During the second week	25%	\$1,162.50
During the third week	50%	\$775.00
During the fourth week	75%	\$387.50
After the fourth week	100%	\$0.00

Patient Care Technician Weekdays (\$1,219)	Liability	Refund
0–15% of the program	0%	\$1,219.00
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%	\$0.00

Patient Care Technician Evenings (\$1,219)	Liability	Refund
Prior to or during the first week	0%	\$1,219.00
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%	\$0.00

Patient Care Technician Weekends (\$1,219)	Liability	Refund
Prior to or during the first week	0%	\$1,219.00
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

**38. Weekly Student Tuition Liability Chart for Short Course Programs (Part 6)**

Pharmacy Technician Weekends (\$1,324)	Liability	Refund
Prior to or during the first week	0%	\$1,324.00
During the second week	25%	\$993.50
During the third week	50%	\$662.00
During the fourth week	75%	\$331.50
After the fourth week	100%	\$0.00

**Section 39. Tuition Liability Chart for Financial Aid Programs**

Medical Assistant Weekdays (\$11,224)	Liability	Refund
First Term		
Prior to or during the first week	0%	\$11,224.00
During the second week	20%	\$8,979.20
During the third week	35%	\$7,295.60
During the fourth week	50%	\$5,612.00
During the fifth week	70%	\$3,367.20
After the fifth week	100%	\$11,224.00
Subsequent terms (\$5,612)		
During the second week	20%	\$4,489.60
During the third week	35%	\$3,647.50
During the fourth week	50%	\$2,806.00
During the fifth week	70%	\$1,683.60
After the fifth week	100%	\$0.00

**39. Tuition Liability Chart for Financial Aid Programs (Part 2)**

Medical Assistant Evenings (\$11,224)	Liability	Refund
First Term		
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%	\$0.00
Subsequent terms (\$5,612)		
During the second week	20%	\$4,489.60
During the third week	35%	\$3,647.80
During the fourth week	50%	\$2,806.00
During the fifth week	70%	\$1,683.60
After the fifth week	100%	\$0.00

Personal Fitness Training Weekdays (\$11,224)	Liability	Refund
First Term		
Prior to or during the first week	0%	\$11,224.00
During the second week	20%	\$8,979.20
During the third week	35%	\$7,295.60
During the fourth week	50%	\$5,612.00
During the fifth week	70%	\$3,367.20
After the fifth week	100%	\$0.00
Subsequent terms (\$5,337)		
During the second week	20%	\$4,489.60
During the third week	35%	\$3,647.80
During the fourth week	50%	\$2,806.00
During the fifth week	70%	\$1,683.60
After the fifth week	100%	\$0.00

### 39. Tuition Liability Chart for Financial Aid Programs (Part 3)

Personal Fitness Training Evenings (\$11,224)	Liability	Refund
<b>First Term</b>		
Prior to or during the first week	0%	\$11,224.00
During the second week	20%	\$8,979.20
During the third week	35%	\$7,295.60
During the fourth week	50%	\$5,612.00
During the fifth week	70%	\$3,367.20
After the fifth week	100%	\$0.00
<b>Subsequent terms (\$5,337)</b>		
During the second week	20%	\$4,489.60
During the third week	35%	\$3,647.80
During the fourth week	50%	\$2,806.00
During the fifth week	70%	\$1,683.60
After the fifth week	100%	\$0.00

### Section 40. Certified Nurse Assistant Pass Rate

Clinical	Written	Combined Clinical and Written Pass Rate
Pass 128	Pass 132	
Fail 29	Fail 21	$128 + 132 = 260$
Total 158	Total 153	$+ \text{Totals} = 311$
<hr/>	<hr/>	<hr/>
81% Pass Rate	86% Pass Rate	$260/311 = 84\% \text{ Combined Pass Rate}$



**Section 41. Faculty****41.1 Full-time Faculty**

Pablo Santiago Herbert H. Lehman College, BS	Teacher
Kamini Vadhan CMP Medical College, BS	Teacher
Elizabeth Way Grand Canyon University, BS	Teacher
Dr. Mainul Hossain Khan Mymensingh Medical College, MD	Teacher
Debra Pritchett University of Colorado, BA	Teacher
Garth Nelson Long Island University, BS, MS Coppin State University, BS	Teacher
Luis Ayala NYC College of Technology, BS	Teacher
Azary Tamarov, RN Molloy College, BSN	Teacher
Dr. Sanjay Kumar Jain University of Moscow, Ph.D NE Regional Medical College, MD	Teacher

**42.2 Part-time Faculty**

Lewis Webb New York University, BS, MS Brooklyn Law School, JD	Teacher
Paul Wu, LPN Saint Francis College, BS Long Island University, LPN	Teacher
Albert Andrade Karnataka University, MD	Teacher
Bolagi Oladiran, RN University of Ibadan, BS	Teacher
Jeffrey Arcilla Monroe College, BS	Teacher