



School Catalog
2017-2018



This catalog is true and correct in content and policy.

A LETTER FROM THE CAMPUS CO-DIRECTOR

Dear Student,

Welcome to The New York School for Medical and Dental Assistants!

The decision you have made to continue your education with the hope of preparing yourself for employment and promotion in the healthcare world is a wise and realistic one. Our school exists to equip you with the necessary knowledge, skills and opportunity for personal growth.

The school's administration, faculty and staff will help you in every way possible to make your school experience pleasant and enriching. We will prepare you to experience success in your endeavors. However, the burden of responsibility is yours. Accept it with enthusiasm; approach it with all of your talents and effort; work at it with perseverance.

Take advantage of all the facilities and resources the school has to offer. Make the most of this opportunity and you will be making the most of yourself.

Sincerely,

D. Clinton Arnaboldi

D. Clinton Arnaboldi

Douglas K. Jordan

Douglas K. Jordan

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HISTORY

The New York School for Medical and Dental Assistants (NYSMDA) was incorporated on November 25, 1966 and opened its doors to training students at its facility in Forest Hills, New York in April of 1967.

NYSMDA first earned accreditation in 1973 from the National Association of Trade and Technical Schools, since renamed The Accrediting Commission of Career Schools and Colleges (ACCSC). Since 1993, the school has been managed by CLIDO, Inc., which is owned by D. Clinton Arnaboldi and Douglas K. Jordan. In addition to their roles as Co-Chairmen, Mr. Arnaboldi and Mr. Jordan are actively involved in the day-to-day operations as the school's directors.

In January of 2005, the school moved from its Forest Hills location to its present location. In moving to a much larger and more modern facility, the school was able to provide its students with much quieter and spacious classrooms. The new facility also enabled the school to provide a private work area for each of its instructors away from the classroom. The school was also able to provide each student with his or her own locker.

In May of 2012, NYSMDA acquired the assets of the American Institute of Clinical Massage in Post Falls, Idaho. In August of 2012 ACCSC recognized the American Institute of Clinical Massage as a branch campus of NYSMDA.

In August of 2015, the Office of the Professions (OP) approved NYSMDA's Dental Assisting Program as a New York State licensure qualifying program. The first licensure qualifying class started in January of 2016.

ACCREDITATION

NYSMDA is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). The accrediting commission’s address is:

ACCSC
2101 Wilson Blvd. Suite 302
Arlington, VA 22201
Phone: (703) 247-4212
www.accsc.org



Comparable program information related to tuition, fees and program lengths may be obtained by contacting the accrediting commission listed above.

Approvals

NYSMDA is licensed by the New York State Education Department, Bureau of Proprietary School Supervision:

New York State Education Department
The Office of Adult Career and Continuing Education Services
Bureau of Proprietary School Supervision
99 Washington Avenue, Room 1613 OCP Albany, New York 12234
Phone: (518) 474-3969
www.acces.nysed.gov/bpss



The NYSMDA Dental Assisting Program is a licensure qualifying program approved by the New York State Department of Education (NYSED), under the provisions of Office of the Professions (OP).



Branch Campus

American Institute of Clinical Massage
4365 Inverness Drive
Post Falls, Idaho 83854
Phone: (208)773-5890
www.aicm.edu

MISSION, GOALS, AND OBJECTIVES

Mission Statement

NYSMDA is a career-oriented, co-educational institution that believes the basic purpose of education is to prepare one for the highest degree of self-realization through quality education and training necessary to face the complexities of today's society. The mission of the institution lies in its responsibility, to both the students and the community, to provide educational opportunities through short-term programs designed to prepare a student for immediate employment in a chosen field of study upon graduation with an emphasis on serving the needs of the community.

The New York School for Medical and Dental Assistants and You

If you want a successful career in the healthcare world with a secure future, our aim is to provide the opportunity for you to obtain your goals. Our concern for your future has determined the kind of institution we are, and is the basis of our unique design of practical education. This includes:

- Teaching those essential subjects which one needs for personal advancement and a successful future.
- Providing day and evening classes which enable students to attend during the hours most convenient to their needs.
- Providing faculty and administrators who are experts in their fields and who are especially sensitive to the needs and desires of each student.
- Providing modern, effective, and efficient equipment, teaching aids and methods, all geared to the realities of the healthcare/business world.
- Providing effective Career Services Assistance to aid students and alumni in their job seeking endeavors.
- Providing support and academic advisement to assist students in coping with educational, vocational and personal concerns.

At NYSMDA, our interest in you is personal. We recognize and encourage each student's ambitions and interests. We are a committed and dedicated institution.

Goals

The primary goal of NYSMDA is to provide, within the limits of its resources, full educational access to its career oriented curricula to any and all applicants who demonstrate not only interest, but also the potential for academic success. We are further committed to assisting all entering students in fulfilling their career objectives within the limits of their ability and motivation to attain these objectives and provide those critical supportive services essential to the development of those personal and academic skills necessary to compete successfully in the world of work. Finally, we strive to provide the opportunity for placement in full or part time positions. However, job placement cannot be guaranteed.

In this regard, in order to provide its student population with the best preparation for their chosen careers, NYSMDA has established a commitment to excellence in academic and support services in its educational delivery system.

Objectives

NYSMDA has established the following objectives in order to fully implement its goal and to fulfill its commitment to serve not only the student, but the community at large. Our aim is to enrich the student's education through high level training which is essential to meet the demands of modern medical offices, dental offices and clinics in order to achieve the following specific objectives:

1. To provide intensive training in the fields of: Dental Assistant and Medical Assistant.
2. To educate and thoroughly train students for positions as successful employees in the healthcare field.
3. To provide instruction in relevant allied health skills that reflects current techniques.
4. To provide identical academic and support services to both day and evening students.
5. To insure adequate financial support for students with demonstrated need necessary to meet all educationally related expenses within the limits of the school's resources.
6. To provide an environment that is conducive to students' personal and academic development.
7. To assist in the placement of all graduates in satisfying, productive and growth-oriented jobs.

Hours of Operation

NYSMDA is open Monday through Thursday from 8:00 AM -10:00 PM and Fridays from 8:00 AM-6:00PM. Please refer to the Academic Calendar for official dates, holidays, school closings, and other scheduling information.

Faculty and Student Body

NYSMDA'S education starts with its faculty. Our instructors are highly qualified, dedicated and respected educators who are committed to excellence in teaching and servicing our students. Most faculty have advanced degrees and all have relevant work experience. A comprehensive faculty development program ensures that all instructors remain current in their field of expertise and utilize advanced technology and teaching methodologies.

Students who attend NYSMDA are from the five boroughs of New York City and Long Island. The depth of racial, ethnic and socioeconomic backgrounds represented in the student body make NYSMDA a genuinely diverse institution. As a student-centered institution, we have a history of providing students with the support and encouragement needed to succeed in their chosen careers.

CERTIFICATIONS AND MEMBERSHIPS

Our programs can lead to membership and certification with the following organizations:

New York State Office of Licensed Professions

- New York State Certified Dental Assistant (NYS-CDA)

The American Medical Technologists (AMT)

- Registered Medical Assistant (RMA)
- Registered Dental Assistant (RDA)

National Phlebotomy Association (NPA)

- Phlebotomy Technician (PT)

National Center for Competency Testing

- ECG Technician (NCET)
- Medical Assistant (NCMA)
- Phlebotomy Technician (NCPT)

National Healthcare Association

- Clinical Medical Assistant

LOCATION AND FACILITIES

The school is located at the following address:

**The New York School for Medical and Dental Assistants
33-10 Queens Boulevard
Long Island City, New York 11101
Tel: (718) 793 2330**

On Queens Boulevard in Long Island City, the school is situated in a busy, well-travelled area that is easily reachable by subway, bus and car, and is surrounded by many businesses and restaurants. The school's premises consist of ten (10) classrooms and totals approximately 20,500 sq. feet. Classrooms are large, light and airy providing an enjoyable learning environment. The school is air-conditioned to ensure comfort during the hot summer months. Our lecture rooms are equipped with multimedia equipment and have appropriate space and area of study. Our laboratories are complete with work stations, clinical equipment, instruments, and supplies. A maximum number of 30 students are typical for a lecture room and 22 students for a laboratory room. Our student library provides a quiet space to study offering individual student cubicles, internet access, reference books, and periodicals. Individual lockers are also provided to help students store their belongings. In addition, our spacious student lounge allows for students to gather and meet.

Directions

The school is located between 33rd and 34th Street on the South Side of Queens Boulevard in Long Island City, New York. The number 7 train stops in front of the school's door at the Rawson and 33rd Street subway stop. The Q60 bus also stops in front of the school's door at 33rd Street. The institution is also within walking distance of the E, G, N, V and W subway trains.

SCHOOL HOURS

The NYSMDA day begins at 8:00 a.m. and ends at 10:00 p.m. Administrative Office hours are as follows:

Office of Admission	8:30 a.m. – 6:30 p.m.
Office of Financial Aid	9:00 a.m. – 7:00 p.m.
Office of the Registrar	8:30 a.m. – 5:00 p.m.
Office of the Bursar	9:00 a.m. – 5:00 p.m.
Office of Academic Affairs	8:00 a.m. – 8:00 p.m.
Library	10:00 a.m. – 7:00 p.m.
Office of Student Services	10:00 a.m. – 6:00 p.m.
Office of Career Services	9:00 a.m. – 7:00 p.m.

CAREER PLACEMENT AND PRODECURES

Career Placement

NYSMDA recognizes its responsibilities to assist students in finding gainful employment upon graduation. The Career Services Department will assist students in preparing themselves for entry into the job market. Although employment cannot be guaranteed, the opportunities for qualified, serious students to find jobs are numerous.

Students seeking post-graduation career employment are invited to visit the Career Services Department. All students should become familiar with the office during their enrollment at NYSMDA so they may begin preparing themselves for entry into the job market. The services of the Career Services Department include:

- Interview Techniques and Procedures
- Employment Assistance

The facilities of the NYSMDA Career Services Department are available without charge to students who:

1. Are in good academic standing.
2. Comply with rules, regulations, and procedures of the office and the school.
3. Maintain a satisfactory attendance record.
4. Have satisfied all of their financial obligations with the school.
5. Have proper working papers.

All NYSMDA graduates are invited to return to the school any time they are in need of assistance.

Career Placement Procedures

Students seeking employment should contact the Career Services Department to schedule a conference during which aptitudes, abilities, qualifications, and interests are discussed and assessed. Assistance will be given in arranging for appropriate job interviews as they become available. Special attention is given to matching student skills and interests to job opportunities.

Students who wish to use the Career Services Department should keep in mind that professionalism, personal grooming and neatness, a pleasant cooperative attitude, and the skills and knowledge acquired at NYSMDA contribute to finding and keeping suitable employment. However, please remember that the school cannot guarantee employment to any student or graduate.

Program Enrollment, Completion Rates, and Placement Rates

On the following four pages NYSMDA lists enrollments, completion rates and placement rates for its programs.

New York State Placement *and* Retention Report

ENROLLMENT, COMPLETION RATE, AND PLACEMENT THE NEW YORK SCHOOL FOR MEDICAL AND DENTAL ASSISTANTS

July 1, 2015 – June 30, 2016

Program Name: DENTAL ASSISTING

A. Program Enrollment

Full Time	262
Part Time	58
Total	320

B. Program Completion Rate

Enrolled	320
Graduated	147
Non-Completers	44
Continuing Students	129
Completion Rate	76.9%

C. Placement of Program Completers

Number of Graduates **147**

Percent of Graduates Who Are:

1.	Employed Related Field	121	82.3%
2.	Employed Slightly Related Field	0	0.0%
3.	Employed Unrelated Field	5	3.4%
4.	In Military	0	0.0%
5.	Seeking Employment	9	6.1%
6.	Pursuing Additional Education	0	0.0%
7.	Unavailable for Employment	0	0.0%
8.	Status Unknown	12	8.2%

New York State Placement *and* Retention Report

ENROLLMENT, COMPLETION RATE, AND PLACEMENT THE NEW YORK SCHOOL FOR MEDICAL AND DENTAL ASSISTANTS

July 1, 2014 – June 30, 2015

Program Name: DENTAL ASSISTING

D. Program Enrollment

Full Time	245
Part Time	62
Total	307

E. Program Completion Rate

Enrolled	307
Graduated	101
Non-Completers	39
Continuing Students	167
Completion Rate	72%

F. Placement of Program Completers

Number of Graduates **101**

Percent of Graduates Who Are:

9.	Employed Related Field	82	81%
10.	Employed Slightly Related Field	0	0%
11.	Employed Unrelated Field	4	4%
12.	In Military	0	0%
13.	Seeking Employment	8	8%
14.	Pursuing Additional Education	2	2%
15.	Unavailable for Employment	0	0%
16.	Status Unknown	5	5%

New York State Placement *and* Retention Report

ENROLLMENT, COMPLETION RATE, AND PLACEMENT THE NEW YORK SCHOOL FOR MEDICAL AND DENTAL ASSISTANTS

July 1, 2015 – June 30, 2016

Program Name: MEDICAL ASSISTANT

G. Program Enrollment

Full Time	271
Part Time	54
Total	325

H. Program Completion Rate

Enrolled	325
Graduated	134
Non-Completers	40
Continuing Students	151
Completion Rate	77.0%

I. Placement of Program Completers

Number of Graduates **134**

Percent of Graduates Who Are:

17.	Employed Related Field	109	81.3%
18.	Employed Slightly Related Field	0	0.0%
19.	Employed Unrelated Field	6	4.5%
20.	In Military	0	0.0%
21.	Seeking Employment	15	11.2%
22.	Pursuing Additional Education	0	0.0%
23.	Unavailable for Employment	0	0.0%
24.	Status Unknown	4	3.0%

New York State Placement *and* Retention Report

ENROLLMENT, COMPLETION RATE, AND PLACEMENT THE NEW YORK SCHOOL FOR MEDICAL AND DENTAL ASSISTANTS

July 1, 2014 – June 30, 2015

Program Name: MEDICAL ASSISTANT

A. Program Enrollment

Full Time	232
Part Time	58
Total	290

B. Program Completion Rate

Enrolled	290
Graduated	121
Non-Completers	38
Continuing Students	131
Completion Rate	76%

C. Placement of Program Completers

Number of Graduates **121**

Percent of Graduates Who Are:

1. Employed Related Field	96	79%
2. Employed Slightly Related Field	0	0%
3. Employed Unrelated Field	4	3%
4. In Military	0	0%
5. Seeking Employment	18	15%
6. Pursuing Additional Education	0	0%
7. Unavailable for Employment	0	0%
8. Status Unknown	3	3%

Based on Student-Right-to Know Disclosures

Of the 382 first time students enrolled during the period 7/01/14 – 6/30/15, 295 (or 77.2%) successfully completed the program.



GRADUATION AND GRADUATE EMPLOYMENT RATES TO ACCSC

Graduation and Graduate Employment Rates Reported to the Accrediting Commission of Career Schools and Colleges (ACCSC) for the 2015/2016 Annual Report

Medical Assistant 10 Month Program

The rates listed below are for 144 students who started the program from January of 2014 through December of 2014.

- Of the 144 students who started 113 graduated for a 78% graduation rate.
- Of the 113 graduates 103 found employment in the field of study for a 91% employment rate.

Medical Assistant 12 Month Program

The rates listed below are for 33 students who started the program between October 2013 and September 2014.

- Of the 33 students who started the program 30 graduated for a 91% graduation rate.
- Of the 30 graduates 24 found employment in the field of study for a 80% employment rate.

Dental Assisting 10 Month Program

The rates listed below are for 171 students who started the program from January of 2014 through December of 2014.

- Of the 171 students who started 135 graduated for a 79% graduation rate.
- Of the 135 graduates 104 found employment in the field of study for a 78% employment rate.

Dental Assisting 12 Month Program

The rates listed below are for 39 students who started the program between October 2013 and September 2014.

- Of the 39 students who started 29 graduated for a 74% graduation rate.
- Of the 29 graduates 25 found employment in the field of study for a 86% employment rate.

GAINFUL EMPLOYMENT DISCLOSURES

Undergraduate Certificate in Dental Assisting

Program Length: 10 months¹

Students graduating on time - 65% of Title IV students complete the program within 10 months*

Program Costs* - \$14,465 for tuition and fees

\$435 for books and supplies

\$11,860 for off-campus room and board

Other Costs: No other costs provided.

Visit website for more program costs information:

<http://static1.squarespace.com/static/56ad4a1ce321400276088dcf/t/5845f18120099ec07a0b4cf8/1480978822136/NYSMDA+Catalog+December+2016.pdf>

*This amount shown above includes costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money - 83% of students who attend this program borrow money to pay for it²

The typical graduate leaves with - \$8,672 in debt³

The typical monthly loan payment - \$99 per month in student loans with 6.8% interest rate⁴

The typical graduate earns - \$21,096 per year after leaving this program⁵

Graduates who got jobs – 81% of program graduates got jobs according to the state job placement rate⁷

78% of program graduates got job according to the accreditor job placement rate⁸

Program graduates are employed in the following fields: Dental Assistants

<http://onetonline.org/link/summary/31-9091.00>

Licensure Requirements⁶ – This program meets licensure requirements in **New York***

*State requires students to sit for licensure EXAM

Additional Information: No additional notes provided.

Date created: 3/03/2017

These disclosures are required by the U.S. Department of Education.

Undergraduate Certificate in Dental Assisting

Program Length: 12 months¹

Students graduating on time - 42% of Title IV students complete the program within 12 months*

Program Costs* - \$14,465 for tuition and fees

\$435 for books and supplies

\$14,232 for off-campus room and board

Other Costs: No other costs provided.

Visit website for more program costs information:

<http://static1.squarespace.com/static/56ad4a1ce321400276088dcf/t/5845f18120099ec07a0b4cf8/1480978822136/NYSMDA+Catalog+December+2016.pdf>

*This amount shown above includes costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money - 97% of students who attend this program borrow money to pay for it²

The typical graduate leaves with - \$8,675 in debt³

The typical monthly loan payment - \$99 per month in student loans with 6.8% interest rate⁴

The typical graduate earns - \$21,096 per year after leaving this program⁵

Graduates who got jobs – 87% of program graduates got jobs according to the state job placement rate⁷

86% of program graduates got job according to the accreditor job placement rate⁸

Program graduates are employed in the following fields: Dental Assistants

<http://onetonline.org/link/summary/31-9091.00>

Licensure Requirements⁶ – This program meets licensure requirements in **New York***

*State requires students to sit for licensure EXAM

Additional Information: No additional notes provided.

Date created: 3/03/2017

These disclosures are required by the U.S. Department of Education.

Footnotes for Undergraduate Certificate in Dental Assisting

¹The Share of students who completed the program within 100% of normal time.

²The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

³The median debt of borrowers who completed this program. The debt includes federal, private, and institutional loans.

⁴The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.

⁵The median earnings of program graduates who received Federal aid.

⁶Some States require students to graduate from a state approved program in order to obtain a license to practice a professional in those States.

⁷State Job Placement Rate:

Name of the state this placement rate is calculated for:

New York

Follow the link below to find out who is included in the calculation of this rate:

http://www.acces.nysed.gov/common/acces/files/bpss/oeds_instructions2015_16.pdf

What types of jobs were these students placed in?

The job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: Dental Assistants

When were the former students employed?

The rate is based on program completers who finished the program between July 1, 2015 and June 30, 2016. Completers are counted as employed if they found employment prior to February 7, 2017.

How were completers tracked?

Each employment is independently verified in writing by either the graduate or the employer.

⁸Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

Accrediting Commissions for Career School and Colleges

Follow the link below to find out who is included in the calculation of this rate:

<http://www.accsc.org/UploadedDocuments/2016%20August/Blueprint%20%20Graduation%20and%20Employment%20Chart.pdf>

What types of jobs were these students placed in?

This job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: Dental Assistants

When were the former student employed?

The rate is based on completers who were employed within 20 months of graduating and must have been Employed at least 1 week.

How were they tracked?

Each employment is independently verified by either the graduate or the employer.

Undergraduate Certificate in Medical Assistant

Program Length: 10 months¹

Students graduating on time - 70% of Title IV students complete the program within 10 months*

Program Costs* - \$14,065 for tuition and fees

\$435 for books and supplies

\$11,860 for off-campus room and board

Other Costs: No other costs provided.

Visit website for more program costs information:

<http://static1.squarespace.com/static/56ad4a1ce321400276088dcf/t/5845f18120099ec07a0b4cf8/1480978822136/NYSMDA+Catalog+December+2016.pdf>

*This amount shown above includes costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money - 85% of students who attend this program borrow money to pay for it²

The typical graduate leaves with - \$8,826 in debt³

The typical monthly loan payment - \$101 per month in student loans with 6.8% interest rate⁴

The typical graduate earns - \$21,299 per year after leaving this program⁵

Graduates who got jobs – 82% of program graduates got jobs according to the state job placement rate⁷

91% of program graduates got job according to the accreditor job placement rate⁸

Program graduates are employed in the following fields: Medical Assistants

<http://onetonline.org/link/summary/31-9092.00>

Licensure Requirements⁶ – This program meets licensure requirements in **New York, New Jersey**

Additional Information: No additional notes provided.

Date created: 3/02/2017

These disclosures are required by the U.S. Department of Education.

Undergraduate Certificate in Medical Assistant

Program Length: 12 months¹

Students graduating on time - 58% of Title IV students complete the program within 12 months*

Program Costs* - \$14,065 for tuition and fees

\$435 for books and supplies

\$14,232 for off-campus room and board

Other Costs: No other costs provided.

Visit website for more program costs information:

<http://static1.squarespace.com/static/56ad4a1ce321400276088dcf/t/5845f18120099ec07a0b4cf8/1480978822136/NYSMDA+Catalog+December+2016.pdf>

*This amount shown above includes costs for the entire program, assuming normal time to completion.

Note that this information is subject to change.

Students Borrowing Money - 74% of students who attend this program borrow money to pay for it²

The typical graduate leaves with - \$9,500 in debt³

The typical monthly loan payment - \$109 per month in student loans with 6.8% interest rate⁴

The typical graduate earns - \$21,299 per year after leaving this program⁵

Graduates who got jobs – 78% of program graduates got jobs according to the state job placement rate⁷

80% of program graduates got job according to the accreditor job placement rate⁸

Program graduates are employed in the following fields: Medical Assistants

<http://onetonline.org/link/summary/31-9092.00>

Licensure Requirements⁶ – This program meets licensure requirements in **New York, New Jersey**

Additional Information: No additional notes provided.

Date created: 3/06/2017

These disclosures are required by the U.S. Department of Education.

Footnotes for Undergraduate Certificate in Medical Assistant

¹The Share of students who completed the program within 100% of normal time.

²The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

³The median debt of borrowers who completed this program. The debt includes federal, private, and institutional loans.

⁴The median monthly loan payment for students who completed this program if it were repaid over ten years at a 6.8% interest rate.

⁵The median earnings of program graduates who received Federal aid.⁶Some States require students to graduate from a state approved program in order to obtain a license to practice a professional in those States.

⁷State Job Placement Rate:

Name of the state this placement rate is calculated for:

New York

Follow the link below to find out who is included in the calculation of this rate:

http://www.acces.nysed.gov/common/acces/files/bpss/oeds_instructions2015_16.pdf

What types of jobs were these students placed in?

The job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: Medical Assistants and Medical Secretaries

When were the former students employed?

The rate is based on program completers who finished the program between July 1, 2015 and June 30, 2016. Completers are counted as employed if they found employment prior to February 7, 2017.

How were completers tracked?

Each employment is independently verified in writing by either the graduate or the employer.

⁸Accreditor Job Placement Rate:

Name of the accrediting agency this placement rate is calculated for:

Accrediting Commissions for Career School and Colleges

Follow the link below to find out who is included in the calculation of this rate:

<http://www.accsc.org/UploadedDocuments/2016%20August/Blueprint%20%20Graduation%20and%20Employment%20Chart.pdf>

What types of jobs were these students placed in?

This job placement rate includes completers hired for: Jobs within the field

Positions that recent completers were hired for include: Medical Assistants and Medical Secretaries

When were the former student employed?

The rate is based on completers who were employed within 20 months of graduating and must have been Employed at least 1 week.

How were they tracked?

Each employment is independently verified by either the graduate or the employer.

ACADEMIC CALENDAR

Winter 2017

January 2 New Year's Day Observed – No Classes

January 5 Winter Session - Day Classes Begin

Spring 2017

January 16 Martin Luther King Jr. Day - No Classes

February 20 President's Day - No Classes

February 27 Spring Session I – Day Classes Begin

March 7 Spring Session I – Evening Classes Begin

April 10 - 14 Spring Break - No Classes

April 24 Spring Session II - Day Classes Begin

May 29 Memorial Day – No Classes

Summer 2017

June 12 Summer Session I – Day Classes Begin

July 4 Independence Day – No Classes

July 5 Summer Session II – Evening Classes Begin

July 28 Summer Session II – Day Classes Begin

Fall 2017

September 4 Labor Day - No Classes

September 14 Fall Session I – Day Classes Begin

September 21 Rosh Hashanah - No Classes

October 9 Columbus Day - No Classes

October 11 Fall Session II – Day Classes Begin

October 30 Fall Session II – Evening Classes Begin

November 29 Fall Session II – Day Classes Begin

November 23 - 24 Thanksgiving – No Classes

December 22 – 31 Winter Holiday Break – No Classes

SCHEDULES

Dental Assisting Program

START DATE	GRADUATION DATE		
	<u>Day</u> 8am-1pm / 10am-3pm	<u>Afternoon</u> 1pm-6pm	<u>Evening</u> 6pm-10pm
1/05/2017	11/01/2017		
2/27/2017	12/20/2017		
2/27/2017		12/20/2017	
3/07/2017			3/01/2018
4/24/2017	2/21/2018		
6/12/2017		4/11/2018	
7/05/2017			6/28/2018
7/28/2017	6/07/2018		
9/14/2017	7/25/2018	7/25/2018	
10/11/2017	8/08/2018		
10/30/2017			10/23/2018
11/29/2017	9/25/2018		

Medical Assistant Program

START DATE	GRADUATION DATE		
	<u>Day</u> 8am – 1pm / 10am-3pm	<u>Afternoon</u> 1pm-6pm	<u>Evening</u> 6pm-10pm
1/05/2017	11/01/2017		
2/27/2017	12/20/2017	12/20/2017	
3/07/2017			3/01/2018
4/24/2017	2/21/2018		
6/12/2017	4/11/2018		
7/05/2017			6/28/2018
7/28/2017	6/07/2018		
9/14/2017	7/25/2018	7/25/2018	
10/11/2017	8/08/2018		
10/30/2017			10/23/2018
11/02/2017	9/25/2018		

2017 Academic School Calendar

Classes will not be held on the following holidays

New Year's Day Observed	January 2 nd
Martin Luther King Jr. Day	January 16 th
President's Day	February 20 th
Spring Break	April 10 th - April 14 th
Memorial Day	May 29 th
Independence Day	July 4 th
Labor Day	September 4 th
Rosh Hashanah	September 21 st
Columbus Day	October 9 th
Thanksgiving	November 23 rd – November 24 th
Winter Holiday Break	December 22 nd – December 31 st



**DENTAL ASSISTING
CERTIFICATE PROGRAM
(NEW YORK STATE LICENSURE QUALIFYING)
(900 HOURS)**

Theory Hours.....	435
Skill Development Hours	165
Clinical Externship	300

PROGRAM OBJECTIVES:

The NYSMDA Dental Assisting licensure-qualifying program includes patient care, experiences in a fully-equipped, on-site facility and externship experiences in clinics and dental offices. This program trains you in all aspects of working with a dentist, including patient care, office and laboratory duties. Our balance of hands-on experience with classroom instruction covers all aspects of dental assisting skills and related theory. Whether you use your dental assistant training for a career in back office patient care or in an administrative capacity, you are well prepared at the program’s completion. As a dental assistant, you will prepare patients to see the dentist, assist the dentist with back office patient care and care for the treatment room and instruments, including all infection control procedures. You will be responsible for taking and processing dental x-rays, performing basic laboratory procedures and providing patient education.

Dental Assistants are employed in fulfilling careers at places such as: dental offices, dental clinics, private and government hospitals, state and local public health departments, dental schools, and dental laboratories. This program offers modern, hands-on training with our well-equipped dental labs. You will learn skills such as patient education, back office patient care assisting, laboratory procedures and front office management. Dental Assistants are highly valued by the dental profession and have a choice of work environments from private offices to hospitals and clinics. They are involved in a variety of duties including managing the front office, preparing the patient, taking radiographs, and mixing dental materials. Now with expanded functions, they not only assist Chairside, but perform certain procedures in the mouth.

DENTAL ASSISTING

CURRICULAR COMPONENTS AND HOURS

General Requirements

CS 108 Computer Applications.....	45 clock hours
GS 100 Career Counseling Seminar.....	30 clock hours
PSY 101 Introduction to Psychology.....	45 clock hours
HS 105 Nutrition and Health Education.....	45 clock hours

Major Requirements

DA 110 Oral Anatomy and Physiology.....	45 clock hours
DA 115 Dental Materials.....	45 clock hours
DA 120 Microbiology/Infection Control.....	30 clock hours
DA 125 Introduction to Chairside Assisting.....	60 clock hours
DA 130 Dental Practice Management.....	45 clock hours
DA 140 Pharmacology and Dental Emergencies.....	45 clock hours
DA 180 Dental Radiology I.....	60 clock hours
DA 200 Dental Radiology II.....	45 clock hours
DA 220 Dental Specialties Procedures.....	60 clock hours
DA 240 Clinical Externship.....	300 clock hours

Academic continuation in the Dental Assisting program requires:

1. Training in Cardiopulmonary Resuscitation (CPR) is required before DA240. If student does not pass CPR training, he/she will not attend DA240.
2. A grade of "C+" or better is required to pass DA120, DA125, DA180, DA200 and DA220. If student obtains a grade lower than 'C+', he/she must retake the course.
3. Students must retake any major requirement Dental Assisting courses in which he/she received a grade lower than "C".

DENTAL ASSISTING COURSE DESCRIPTIONS

- CS108 COMPUTER APPLICATIONS**.....45
This course focuses on the basic overview of computer concepts, including hardware and software. The students will learn Microsoft Office, and its components: Microsoft Word, Excel, PowerPoint, Access, and Outlook. In addition, students will learn how to effectively navigate through the internet to construct complex searches to find specific information.
- DA110 ORAL ANATOMY & PHYSIOLOGY**.....45
In this course, the student will have the opportunity to learn about body planes and body directions, body cavities, body regions, and structural units of the human body as well as learning about the body systems and related diseases. In addition, the student will learn about teeth histology and its development during embryonic and fetal periods. Also, the students will learn about head and neck anatomy including anatomical parts of the upper and lower jaws. The students will learn about tooth morphology and its anomalies.
- DA115 DENTAL MATERIALS**.....45
This course focuses on the nature, qualities, and composition of modern dental materials, their manipulation, and how this assists the dental assistant in professional duties. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials, based on how they react in the oral environment. Topics include: dental material standards; dental material properties; direct and indirect restorative dental materials; preventive dental agents; impression materials; gypsum products; mouth guards and whitening systems; dental bases, cements, and liners; temporary restorations; polishing procedures for dental restorations; fixed and removable dental prostheses; sealants; implants; adjunct dental materials; and quality assurance for dental materials.
- DA120 MICROBIOLOGY AND INFECTION CONTROL**.....30
This course is designed to prepare the student in all aspects of preventing disease transmission in the work environment. Emphasis is placed on knowledge of the infectious process, the use of barrier, sterilization techniques and disinfection. The students will learn the different characteristics of bacteria, protozoa, yeasts, molds and viruses. The students will also learn the different routes of disease transmission, infection control procedures, disinfection techniques and sterilization techniques, as well as proper personal protective equipment (PPE). In addition, students will also learn about OSHA guidelines and standards and policies on the bloodborne pathogens and the hazardous materials guidelines.
- DA125 INTRODUCTION TO CHAIRSIDE ASSISTING**.....60
PREREQ: DA110, DA115 and DA120
This course provides didactic and laboratory instruction in all aspects of Chairside assisting, including pre-clinical knowledge and entry level skills, advancing to the application of theoretical knowledge and principles of restorative dentistry. Content and skills will progress in relation to the complexity of the procedures and, accordingly, the student gains practical experience. The theoretical and practical content of this course includes: four-handed techniques; use and care of dental equipment; practical application of sterilization and disinfection techniques; basic hand and rotary instruments; and assisting with preliminary and restorative procedures.
- DA130 DENTAL PRACTICE MANAGEMENT**.....45
PREREQ: CS108
This course provides instruction both in didactic and practical application of the skills and responsibilities of a dental office administrative assistant. This course helps to prepare students for the job market and emphasizes dental office practice management, financial management and accounting. Students will also be introduced to computerized office management through Dentrix. Students will also learn the importance of law and ethics. Classroom discussion topics will include: laws for health professionals, the requirements to practice medicine, legal liabilities of the profession, importance of medico-legal consent forms, medical records, documentation/record keeping and cultural differences.

DA140 PHARMACOLOGY AND DENTAL EMERGENCIES.....	45
<i>PREREQ: DA110 and CPR</i>	
This course is designed to teach students to identify medical and dental emergencies in the dental office. The focus is on pharmacology and its mechanics of how drugs work within the body and the DA's responsibility to obtain an accurate medical history from patients and carefully document both prescription drugs and those purchased over the counter. Students will also learn about treatments of local and topical anesthesia, indications and contraindications and anesthetic agents.	
DA180 DENTAL RADIOLOGY I.....	60
<i>PREREQ: DA110 and DA120</i>	
This course encompasses the didactic, preclinical and clinical instruction in radiation. The instruction progresses from a practical explanation of the physics of radiation production to the technique, focusing on paralleling and bisecting techniques. All aspects of developing and mounting x-rays are thoroughly covered. Manikins are utilized to allow students to achieve consistent proficiency prior to accepting outpatients. In addition, the students will have the opportunity to learn about dental radiography and equipment, as well as safety and infection prevention related to taking and processing dental x-rays. The students will learn about digital and manual radiology and processing and developing dental images, as well as mounting and evaluating radiographs. The final portion of this course will be dedicated to clinical radiography on simulated manikins.	
DA200 DENTAL RADIOLOGY II.....	45
<i>PREREQ: DA180</i>	
In this continuation course of Radiology I, the students will be able to take, process, and develop radiographs on simulated manikins utilizing all techniques of dental radiology including: Parallel, Bitewing, Bisecting, and Occlusal techniques. They will also learn to identify imaging errors. The students will be able to apply their skills and knowledge by practicing on one another.	
DA220 DENTAL SPECIALTIES PROCEDURES.....	60
<i>PREREQ: DA125</i>	
This course focuses on Chairside assisting with dental specialty procedures. Topics include: prosthodontic procedures (fixed and removable); orthodontics; pediatric dentistry; periodontic procedures; oral and maxillofacial surgery procedures; endodontic procedures; management of dental office emergencies; and medically compromised patients.	
DA240 CLINICAL EXTERNSHIP.....	300
Field experience under the supervision of a cooperating employer and the school. Students will be able to apply the knowledge and skills they have gained within the classroom.	
GS100 CAREER COUNSELING SEMINAR.....	30
This course focuses on refining interpersonal communication skills, resume techniques, proper dialogue, interview attire and developing job search skills. This course will prepare the student to enter the job market and achieve a rewarding dental assisting career.	
HS105 (ALH105) NUTRITION AND HEALTH EDUCATION	45
This course focuses on diet related health problems due to improper nutrition among diverse populations. Other topics include: the human digestive system and its functionality; each level of the food pyramid; diet planning, macronutrients, vitamins and minerals, health-fitness, life span nutrition and food safety. Further, students will learn to communicate the importance of developing effective strategies for improving nutrition and physical activity.	
PSY101 INTRODUCTION TO PSYCHOLOGY.....	45
This course focuses on the fundamentals of animal and human behavior, with an emphasis placed on human behavior. Topics include concepts of learning, perception, intelligence measurement, personality structure, behavioral disorders, human development, social pressures and research methods.	

**MEDICAL ASSISTANT
CERTIFICATE PROGRAM
(900 HOURS)**

Theory Hours.....	405
Skill Development Hours.....	220
Clinical Externship.....	275

PROGRAM OBJECTIVES:

This program provides our students with the knowledge and clinical skills necessary to become a Certified Medical Assistant and to enter the allied health field prepared for many opportunities.

In addition to their clinical skills, students learn psychology, healthcare law, healthcare ethics, medical office administration, medical billing and coding and career skills to advance their professional development.

Skills are learned and practiced under supervision of seasoned instructors leading to their last course, the supervised clinical externship. In externship, students are placed in medical practices, hospitals or clinical facilities to demonstrate their skills and professionalism with patients.

**MEDICAL ASSISTANT
CURRICULAR COMPONENTS AND HOURS**

Major Core Requirements

ALH 110 Healthcare Law and Ethics.....	45 clock hours
BIO 110 Anatomy & Physiology I.....	60 clock hours
BIO 210 Anatomy & Physiology II.....	60 clock hours
BIO 220 Introduction to Pharmacology.....	45 clock hours
CS 108 Computer Applications.....	45 clock hours
GS 100 Career Counseling Seminar.....	15 clock hours
MA 100 Treatment Room Procedures I.....	45 clock hours
MA 105 Medical Terminology.....	15 clock hours
MA 110 Treatment Room Procedures II.....	50 clock hours
MA 115 Medical Office Administration.....	30 clock hours
MA 118 Principles of Health Insurance and Electronic Health Records (EHR).....	45 clock hours
MA 125 Electrocardiography (EKG).....	55 clock hours
MA 215 Laboratory Techniques.....	70 clock hours
PSY 101 Introduction to Psychology.....	45 clock hours
MA 220 Clinical Externship.....	275 clock hours

MEDICAL ASSISTANT COURSE DESCRIPTION

ALH110 HEALTHCARE LAW AND ETHICS	45
This course focuses on the basic principles and applications of law, ethics and bioethics as they relate to the healthcare field. Topics include: legal terminology, consent forms, contracts, physician/patient relationships, professional liability and various medical issues. Professional, legal and ethical responsibilities are also emphasized.	
BIO110/210 ANATOMY & PHYSIOLOGY I & II	120
These courses thoroughly instruct students on the structure and function of the human body. Cells, tissues, organs, and organ systems are discussed in health and disease. Each organ system is discussed in depth focusing on the practice of medical assisting. Health and medical problems common to each organ or system which may be encountered in the medical setting are introduced.	
BIO220 INTRODUCTION TO PHARMACOLOGY	45
This course covers the medicines most commonly encountered in the healthcare setting. The science of each drug's action is instructed, including the indications, contraindications, half-life, administration and dosages. Topics include the roles and responsibilities of the medical assistant in safely administering medications within a legal/ethical framework.	
CS108 COMPUTER APPLICATIONS	45
This course focuses on the basic overview of computer concepts, including hardware and software. The students will learn Microsoft Office, and its components: Microsoft Word, Excel, PowerPoint, Access, and Outlook. In addition, students will learn how to effectively navigate the internet to construct complex searches to find specific information.	
GS100 CAREER COUNSELING	15
This course focuses on developing the student's career success skills. The students will learn interpersonal communication skills, résumé techniques, networking, interview attire and developing job search skills for professional advancement.	
MA100/110 TREATMENT ROOM PROCEDURES I & II	95
Both lecture and hands-on clinical exercises allow the student to gain expertise in clinical medical assisting skills such as vital signs, emergency procedures, sterilization techniques, and specialized office procedures. Common medical instruments and equipment are introduced and used and care of these items is demonstrated.	
MA105 MEDICAL TERMINOLOGY	15
This course goes through the body systems instructing students in the language used in medical settings. Anatomy, medical specialists, medical tests, procedures and other common terms are instructed.	
MA115 MEDICAL OFFICE ADMINISTRATION	30
This course instructs the students on the many laws, statutes, and normal business practices which apply to the medical office setting. This includes medical law and ethics, medical records laws, effective communication skills, appointment scheduling, financial and supplies management and organizing the office.	
MA118 PRINCIPLES OF HEALTH INSURANCE and EHR	45
This course covers the principles of health insurance and Electronic Health Records necessary to perform the duties of the Medical Assistant. Students learn the basics of the United States health insurance system, including Medicaid, Medicare, Affordable Care Act, and third party insurers. The International Classification of Diseases and Disorders (ICD) and Current Procedural Techniques (CPT) for reimbursement are covered. Patient confidentiality and the Electronic Health Record are covered in detail.	

MA215 LABORATORY TECHNIQUES.....	70
This course focuses on accessing patient specimens to perform needed tests. Intravenous access for blood drawing (phlebotomy) and the tests that are performed on venous blood are instructed, as are capillary blood tests. Urinalysis tests are also performed.	
MA220 SUPERVISED CLINICAL EXTERNSHIP.....	275
This course is the culmination of education and training and includes the student being placed in an off-campus clinical medical facility. Working under the direct supervision of a physician, clinic supervisor, or office manager, the student demonstrates their proficiency in clinical skills, as well as professional conduct and communications.	
PSY101 INTRODUCTION TO PSYCHOLOGY.....	45
This course focuses on the fundamentals of human behavior. The major psychological theories of behavior, education, and interaction are discussed in detail, as well as common psychological disorders seen in medical practice.	

ADMISSIONS POLICIES

Within the limits of its ability and resources, it is the policy of The New York School for Medical and Dental Assistants (*NYSMDA*) to accept all qualified applicants for admission, whose credentials demonstrate that they have the interest, ability, and potential to successfully complete appropriate requirements for the course of study selected and have a reasonable likelihood of finding employment in their chosen field. The school does not discriminate based on ethnicity, creed, gender, sexual orientation, age, political affiliation, national origin or disability.

NYSMDA is dedicated to ensuring that students with disabilities receive equal access to curricular and co-curricular opportunities in the academic community, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The facility can accommodate the disabled with its street level entry. There is an elevator inside the building, handicapped accessible bathrooms and all corridors are wide enough to accommodate the disabled.

All applicants must visit the Office of Admissions to meet with an admissions representative to complete an Application for Admission. Admissions interviews will be scheduled to discuss the various options which are available. In order to provide each applicant with the best information possible with which to make a well informed decision to attend NYSMDA, the applicant will be fully apprised of program requirements, supportive services, class schedules and the registration procedures.

Admissions Principles of Good Practice

The New York School for Medical and Dental Assistants and its employees are dedicated to the pursuit of higher education and believe in the dignity, worth, and potential of each student. The school and its admissions staff subscribe to the following Admissions Principles of Good Practice:

- Admissions personnel will make protecting the best interests of all students a primary concern in the admission process by subscribing to and practicing ethical behavior.
- Admissions personnel will evaluate students on the basis of their individual qualifications and strive for inclusion of all members of society in the admissions process.
- Admissions personnel will provide accurate information to students, encouraging all students to participate in the process and act responsibly.
- Admissions personnel will honor students' decisions regarding where they apply and choose to enroll.
- Admissions personnel will be ethical and respectful in their counseling, recruiting and enrollment practices.
- Admissions personnel, through their interactions with the Financial Aid Office, will strive to provide equal access for qualified students through education about the financial aid process.
- Admissions personnel will abide by local, state and federal laws regarding the treatment of students and confidential information.
- Admissions personnel will develop a set of admissions-related definitions and deadlines.
- Admissions personnel believe our profession is based upon trust, mutual respect, and honesty with one another and with students.
- Admissions personnel are committed to educating students and their families about the transition to and within postsecondary education.

In addition, the Admissions staff will:

- Accurately represent and promote our school.
- Not disparage competitors.
- Not offer or accept any rewards or remuneration from a secondary school, agency or organization for recruitment or placement of students.
- Be responsible for compliance with applicable laws and regulations with respect to the students' rights to privacy.
- Not publicly announce the amount of need-based aid awarded to any student without his/her permission.
- Not guarantee admission or financial aid prior to an application being submitted.

- Send and receive information about candidates in confidence.
- Be responsible for ensuring the accurate representation and promotion of the institution in recruitment materials, presentations, and scholarship materials.

Admissions Requirements

The qualified applicant must document that they possess a high school diploma or G.E.D. Applicants must be 17 years of age or older. The school will not accept applicants who do not have the basic aptitude to do well.

Late Starts

Students are allowed to start a course late only if they receive special permission from the Director of Admissions, the Campus Director or one of the school's Directors. Under no circumstances will a student be allowed to start after the first day of the second week.

Admissions Procedures

- Applicants must complete and submit an Application for Admissions.
- Applicants must document proof of a high school diploma or GED.
- The applicant must have a personal interview with a representative of the Admissions Department.
- All necessary forms must be completed.
- The Registration Fee is to be paid by the applicant. The fee is refundable according to guidelines in the Enrollment Agreement.
- Each time a student enrolls they are charged the registration fee. A student will be charged a registration fee for each unique enrollment.

Policy for Granting Credit for Previous Education and Training

NYSMDA does not grant any credit towards a certificate for previous education or training, unless specifically approved at the sole discretion of the Campus Director and the Directors of the school.

Foreign Students

Applicants with a foreign diploma will be required to submit to the Admissions Department their original academic credential for evaluation and translation along with a non-refundable fee of \$135. To be accepted into the program, the evaluation has to be at least equivalent to a United States High School Diploma. Such applicants must also be proficient in English.

Readmissions

Students who are withdrawn or terminated from school are entitled to apply for readmission. Students who apply for readmission must fill out a Readmission Application. A Readmission Application may be obtained by contacting the Campus Director. In this application the student must explain the reasons they were unable to complete the program on their first attempt and also explain why their circumstances have changed so that they will be able to successfully complete the program. Readmission Applications must be submitted to either the Campus Director or the Director of Admissions, unless the readmission is only for the clinical externship portion of the program; in this case, the Director of Career Services may also accept the application. For a Readmission Application to be approved, the school must be convinced that the student's circumstances that led to withdrawal from school have changed and that they will be able to successfully complete the program. The student is encouraged to submit whatever documentation he or she has to support the application. The timing of readmission may affect financial aid awards.

- Students in good academic and financial standing who officially withdrew are required to apply for readmission prior to registration.
- Students who were not in good financial standing at the time of the withdrawal may apply for readmission only after the money due to the School has been paid.
- Students who failed to notify the School officially of the intent to withdraw must petition the Campus director in writing for readmission and receive approval from the Director of Financial Aid.

IMMUNIZATIONS/VACCINATIONS/HEALTH RECORDS

MMR - Measles, Mumps and Rubella

Students born on or after January 1, 1957 must submit proof of receiving vaccination, or immunity, to mumps, measles and rubella no later than thirty (30) days from the start of the program. Students may be dismissed from class if they fail to provide this proof vaccination or immunity in a timely manner.

Measles

The student must submit proof of receiving two doses of live measles vaccine: the first dose given no more than four (4) days prior to the student's first birthday and the second at least 28 days after the first dose; **or**

The student must submit serological proof of immunity to measles. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory; **or**

The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had the measles disease.

Mumps

The student must submit proof of receiving one dose of live mumps vaccine given no more than four (4) days prior to the student's first birthday; **or**

The student must submit serological proof of immunity to mumps. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory; **or**

The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had mumps disease.

Rubella

The student must submit proof of receiving one dose of live rubella vaccine given no more than four (4) days prior to the student's first birthday; **or**

The student must submit serological proof of immunity to rubella. This means the demonstration of rubella antibodies through a blood test performed by an approved medical laboratory.

Meningococcal Disease

If the student has been immunized for meningitis, then evidence must be provided to the school. If a student has not been vaccinated for meningitis, and will not undergo such a vaccination, the student must sign documentation stating that they have been provided information regarding the disease and have elected not to be immunized.

Students may be dismissed from class if they fail to provide this documentation within thirty (30) days of the start of the program.

Purified Protein Derivative (PPD) - Current with Negative result

Within thirty (30) days of starting the program students must have either a negative result on a PPD test done within one year; **or**

Have a chest x-ray and a current physician's note attesting that the student's chest x-ray demonstrates that he/she does not have tuberculosis; **or**

In cases where the student has a history of testing positive for tuberculosis, the physician must provide a current note about your positive history, any treatment you received and that you are clear of a tuberculosis (TB) infection; **or**

Have a QuantiFERON - TB Gold Blood test performed, within one year, with a negative result.

The PPD test is implanted into your arm and you must return 48 hours after implantation for a professional reading of the PPD skin test. The PPD skin test is a method used to diagnose silent (latent) tuberculosis (TB) infection or exposure to the infection.

Failure to submit this documentation in a timely manner may result in dismissal from class.

***Immunization/Vaccinations/Health Records requirements continued on this page.**

Hepatitis B Inoculations

A student who has received Hepatitis B vaccinations within the previous ten years must provide the school with proof that three (3) doses of Hepatitis B Vaccine were administered.

A student who has received Hepatitis B vaccinations greater than ten years ago must submit serological proof of continued immunity to Hepatitis B, with a lab report indicating that the student is immune to Hepatitis B infection.

A student who has never received the Hepatitis B vaccination must submit proof of receiving the first vaccination dose within the first thirty days of enrollment, and the last dose must be administered prior to the start of the externship.

Failure to submit this documentation in a timely manner may result in dismissal from class.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in his/her educational Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward completion of his/her program.

Process Overview

Federal regulations require all schools participating in federal financial aid, Title IV HEA programs to properly monitor and document SAP. These standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students

New SAP definitions went into effect on July 1, 2011. Policies were developed to determine the academic standards that students must meet. A schedule of measuring the achievement of Quantitative (Pace), Qualitative (GPA) standards as well as the maximum time frame allowance to achieve SAP.

SAP standards are established by the faculty in consultation with the Director of Education. Students must maintain SAP according to the set standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

Same As, or Stricter Than

The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid.

The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all federal requirements. The Director of Education notifies the Financial Aid Office if the school changes academic policies.

Evaluation Periods

At each formal SAP evaluation point (end of each payment period), the school checks:

- Qualitative Measure (grade based)
- Quantitative Measure (pace)
- Maximum time frame

Formal evaluations for SAP must coincide with the end of a payment period. The formal evaluations must be placed in each student's file. Evaluations determine if students have met the minimum requirements for SAP. The school's programs are 900 clock hours. Evaluations will be conducted at the following evaluation points:

450 Clock hours completed (after first payment period)

900 Clock hours completed (end of second payment period)

Academic Year Definition

900 CLOCK HOURS AND 40 WEEKS

Quantitative Measure

To be considered making SAP, Students are required to attend a minimum of 90% of his/her educational program in no longer than 100% of the published length of the program as measured in clock hours and determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period.

Pace is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 90% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Remedial coursework may be included at the school's option.

Full-time students are scheduled to attend (25) clock hours weekly and part-time students are scheduled to attend (17) clock hours weekly.

Maximum Time Frame

A Student can attend less than 90% in the first payment period but would have to eventually “catch up” to complete the program in the required 150% of the time.

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the school’s 10 month programs are as follows:

Normal Clock Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
900	40 weeks	1350	60 weeks

The maximum time for students to complete the school’s 12 month programs are as follows:

Normal Clock Hours	Normal Timeframe	Maximum Clock Hours	Maximum Timeframe
900	52 weeks	1350	78 weeks

To calculate the pace at which the student is progressing:

- Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.

$$\frac{\text{Cumulative hours completed}}{\text{Cumulative hours attempted}}$$

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

If a student is meeting satisfactory academic progress before the beginning of a payment period, but will exceed the maximum time frame before the end of the payment period, the student must submit a successful appeal to extend the maximum time frame to at least the end of the payment period.

Qualitative Measures

The qualitative measure, used to determine SAP, is based on grades. At the end of both evaluation periods the students cumulative grade point average will be evaluated. A 2.0 GPA must be achieved for a student to be making SAP.

Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-payment period evaluation.

GRADING

Grade	Points	Percentage	Description
A	4	94-100%	Superior: Mastery of subject matter
A-	3.75	90-93%	
B+	3.5	87-89%	Good: Above average of mastery of subject matter
B	3	84-86%	
B-	2.75	80-83%	
C+	2.5	77-79%	Satisfactory: Acceptable mastery of subject matter
C	2	74-76%	
C-	1.75	70-73%	
D	1	65-69%	Low pass: Limited mastery of subject matter
F	0	Below 65%	Failure: Deficiency in subject matter

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. The Director of Education monitors qualitative progress.

Checking SAP

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion to complete within the maximum time frame.

Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

Financial Aid Warning

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. Students who are placed on Financial Aid Warning continue to receive Title IV aid for the next payment period after they are placed on Financial Aid Warning. The student's academic progress will be evaluated at the end of the Warning period.

The Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

Reinstatement of Title IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning period will be removed from the warning status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee. A student re-enters in the same SAP status in which they left. There is no SAP amnesty.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

Leave of Absence, Interruptions, and Withdrawals

In some cases, a student may arrange to leave school temporarily with the intention of resuming the program at a later date. The student must fill out and sign a Leave of Absence Request Form. This form should be presented to the Director of Education. The Director of Education will either accept or reject the student's request. Under no circumstances will a Leave of Absence be granted for a period in excess of 180 days. If a student is granted more than one leave of absence then the total number of days in all of the leaves of absences will not exceed 180 days.

If enrollment is temporarily interrupted for a Leave of Absence, students return to school in the same SAP status as prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students' contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation.

Students who do not return from a Leave of Absence will be unofficially withdrawn from the school within 14 days after the expected return date and will have their last date of attendance as the last day they attended before the start of the leave.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal.

Official Withdrawal From School

In the event a student must withdraw, she/he must consult with the Executive Director and/or Director of Education and notify in writing of his/her official last day.

Unofficial Withdrawal From School

If the school unofficially withdraws a student from the school, the Executive Director and/or Director of Education will record the circumstances and last day in writing and include the information in the student's official file.

NON-TITLE IV SATISFACTORY PROGRESS REQUIREMENTS

In order to make satisfactory progress towards a certificate, a student must both maintain specified grade averages and proceed through the program at a specified minimum pace. Every student's non-Title IV satisfactory progress will be evaluated at the intervals listed below:

Evaluation Periods

- ¼ point of the in-school portion of the program
- Midpoint of the in-school portion of the program
- Midpoint of the program
- Completion of the in-school portion of the program

Required Grades

At the end of each evaluation period every student's cumulative grade point average will be evaluated. If the student has less than a 1.5 average, he/she will be deemed to not be making non-Title IV satisfactory progress. Students must achieve a cumulative average of 2.0 to graduate, unless otherwise specified in their individual program's handbook.

ATTENDANCE REQUIREMENTS

In addition to maintaining the grades specified above, students must have attended ninety (90) percent of the scheduled class hours at each evaluation point. If a student has not attended ninety (90) percent of the class hours at one of the evaluation points listed above, then the student will not be deemed to have been making non-Title IV satisfactory progress. However, the student may achieve compliance by attending future regularly scheduled classes so that their attendance meets or exceeds the ninety (90) percent at the evaluation point. For example, if a student in a 900-hour program reaches midpoint (450 hours) the student would have to have attended ninety (90) percent of the class hours or 405 (450*90%) hours to achieve satisfactory progress. If a student were only in attendance for 395 hours then the student would not be deemed to have achieved satisfactory progress. However, if this student attends an additional 10 hours of regularly scheduled class time then the student would be deemed to have achieved satisfactory progress. Make-up time is also an acceptable way for students to achieve compliance.

Attendance Requirements

A student who is more than ten minutes late to a class will be considered absent for the first hour of the class. Students must make up class work for all absences of 10% or more of scheduled class hours. Students failing to make up such class work will not be awarded a Certificate. Repeated absenteeism (a total of 10% or more from scheduled class hours) is considered unsatisfactory attendance and may be cause for a student's dismissal.

ACADEMIC PROBATION AND ACADEMIC DISMISSAL

Any student who has missed more than twenty percent (20%) of the regularly scheduled class hours (irrespective of make-up time) at any of the four (4) evaluation points will be automatically dismissed. Students must maintain a minimum grade point average of 1.5 after the first 25 percent of the in-school portion of the program. If a student fails to meet this standard then the student must be dismissed unless conditions exist, which in the opinion of the Campus Director, warrant placing the student on academic probation. The term of an academic probation will last for a period of up to one month. The school will dismiss any student who at the end of such academic probation fails to raise his or her average above the required level unless extenuating circumstances exist, which in the opinion of the Campus Director, warrant extending the probation period one additional month. By the end of the in-school portion of the program, the student must have a 2.0 average or the student will be dismissed from the program. Repeated absenteeism (a total of 10% or more of the scheduled class hours) may also be grounds for dismissal. Any student who is absent for more than fourteen (14) consecutive calendar days without contacting the school will be automatically dismissed.

Incomplete Grades

The school does not give incomplete grades.

Make-up Time

All students wishing to make up missed hours must schedule time with their primary instructor. Students are required to make-up all work missed within the maximum time frame.

Graduation Requirements

To graduate, each student must attend or make-up at least ninety (90) percent of the scheduled hours in his/her program. Students must also achieve a cumulative average of 2.0 and satisfy their financial obligations to the school.

Tutorial Sessions

Tutorial sessions are available to all students. Arrangements are made through the individual instructors.

Clock Hours

The unit of credit used by the school is clock hours. A clock hour is 50 minutes of instructional time.

Uniform

On the first day of the second week after a class starts, day students will be issued two (2) uniforms. Both day and evening students will be issued Croc footwear. Students must wear their uniforms and Crocs when in school.

Lockers

Students will be issued lockers on the first day of the second week after a class starts, unless the school does not have any available lockers. In this situation the school will issue the lockers as soon as they become available. Students are not permitted to deface their lockers in any way with writing or stickers.

Certificate Award

The school will award the official certificate specified for each program or course of study when the student has successfully completed the requirements for graduation and all financial obligations have been met.

Housing

The NYSMDA does not have dormitory or housing facilities. Students in need of housing should contact the Student Life Coordinator who will give them a recommendation on housing.

STUDENT SERVICES

Student Services is comprised of four main divisions: Academic Support & Advising, Learning Resource Center, Career Services, and Student Activities.

Academic Support & Advising

Academic Support and Advising (ASA) is committed to empower NYSMDA students with the skills needed to achieve their academic goals and develop lifelong learning skills. ASA is dedicated to providing quality guidance, counseling and advocacy services to the students.

Goals of the ASA are:

- To have an open, clear and concise communication between the ASA and faculty to better serve the needs of the student.
- To monitor students' progress and assist them in achieving academic success.
- To provide students with resources and strategies that will assist them in their studies.
- To develop a sense of community amongst the students and faculty.

Learning Resource Center

In collaboration with the Library, the Learning Resource Center (LRC) provides the materials for students to succeed in their programs by helping with tutoring, writing workshops, research assistance, and reference sources. Faculty may refer a student to the LRC for tutorial sessions in the event that a student requires additional academic assistance outside the classroom.

Library Services are delivered through:

- Main Library
- ProQuest and METRO Databases
- NYSMDA Library website

Career Services

The faculty and staff of NYSMDA are committed to assisting students in externship placements and securing the best possible employment opportunities available in their chosen professional career fields. The Office of Career Services develops and maintains close relationships with local employers, many of whom collaborate with NYSMDA.

Students are well prepared for their externship and job search through the variety of completed courses and the Career Counseling Seminar. In the seminar, students learn interviewing skills and specific career-related strategies, and receive peer review.

Thereafter, the Career Services Advisors counsel and advise students through the placement process, record all job leads, develop new employment opportunities, and maintain placement records. In addition, they assist with resume writing, and cover letters.

Recent graduates and alumni are always welcome to return to the Career Services for job search assistance in the future.

Student Activities

The Student Activities program is planned and implemented, in large part, by students being involved in social, cultural, and recreational activities. Those participating have the opportunity to lead, volunteer, and help plan and organize activities outside of the classroom environment.

This responsibility helps students build character, develop greater understanding of others, learn leadership skills, and have a greater sense of their own abilities.

Students who have an interest in becoming student leaders and volunteers to assist in these activities may contact the Student Services Specialist.

Student organized activities include:

- Student Appreciation Picnic
- Fund Raising Events
- Breast Cancer Walk
- Blood Drive
- Graduation
- And More...

STUDENT CONDUCT

All students are expected to act with the dignity, decorum, and professionalism appropriate to the health care community. Without limiting the generality of the foregoing, the following specific rules apply:

1. There shall be no loud, disorderly, violent, indecent behavior or conduct violating any law or regulation.
2. Student dress shall be neat, conservative, and adhere to acceptable standards of cleanliness and uniform code.
3. No student shall use or possess any weapon, alcoholic beverage, or controlled substance (including, narcotics, marijuana, or drugs, unless prescribed by a physician).
4. Students shall use socially acceptable language and conduct themselves in a socially acceptable manner at all times.
5. Students shall give due consideration to the persons and property of their fellow students, the faculty, and the administration at all times.
6. No student shall interfere with the conduct of the affairs of the institution or the educational process.
7. Students shall obey all instructions of faculty and administrative personnel, even if they may disagree with them.
8. Students shall not occupy any facilities without prior permission and shall not block any entrance or exit.
9. Students shall comply with the usual standards of academic conduct. Cheating and plagiarism will not be tolerated.
10. Smoking is not permitted anywhere in the school.
11. Visitors and guests are not permitted without prior permission.
12. Children are not permitted in school.
13. The school reserves the right to take appropriate action with respect to any student who, in its sole judgment, appears to be suffering from an illness or ailment.

Disciplinary Procedures

Any student in violation of any of the rules of student conduct is subject to any or all of the following sanctions:

1. Warning
2. Probation
3. Suspension
4. Expulsion

In all instances where it is practicable and there is no immediate need for imposition of the sanction, no sanction shall be imposed unless the following procedures have been followed:

- The student will receive written notice of the charges against him or her.
- A hearing is held before the Academic Affairs Committee consisting of faculty, students and administrative personnel chosen by the school.
- At the hearing the student may present a written statement or state his or her case orally. The student is entitled to the aid and assistance of a faculty member or administrative person of his or her choosing. The parent or guardian of a minor student may also be present.

The determination of the Academic Affairs Committee shall be final. Any penalty imposed (after a hearing) shall be noted on all appropriate student records. Any disciplinary procedure taken without following the procedures outlined above shall, at the written request of the student, be reviewed in accordance with those procedures. Any student refusing to obey any instruction given as to conduct and/or behavior may be instructed to leave the premises forthwith. Failure to do so shall be grounds for immediate disciplinary action.

If, in the judgment of the administration of the school, continued attendance by the individual charged with misconduct will endanger the safety and well being of the individual and /or members of the school, the above procedures shall be set aside.

INTERNAL COMPLAINT PROCEDURES

Current or former NYSMDA students that have a complaint about any aspect of the school have the right to file a written complaint. The complaint should be addressed in writing to the Campus Director. The Director will investigate the complaint and within one week provide a written response to the complainant of any action taken as a result of the complaint. If the complaint involves the Director, then another school administrator shall investigate and resolve the complaint.

No adverse action will be taken against the student for filing a complaint. If the student is not satisfied with his or her response, then he or she is entitled to file a complaint with either of the following: New York State Education Department or the Accrediting Commission of Career Schools and Colleges.

How to File a Complaint with the Accrediting Commission

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact the Accrediting Commission. All complaints considered by the Commission must be in writing and should grant permission for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career
Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703)247-4212 or www.accsc.org**

A copy of the Commission's Complaint form is available at the school and may be obtained by the director, Clinton Arnaboldi, or online at www.accsc.org.

The New York State Education Department Complaint Procedure Content of Notice to Be Published by Institutions of Higher Education

Section 494C(j) of the Higher Education Act of 1965, as amended, provides that a student, faculty member, or any other person who believes he or she has been aggrieved by an institution of higher education has the right to file a written complaint.

In New York State, a complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students. Any person who believes he or she has been aggrieved by an institution may file a written complaint with the Department within three years of the alleged incident.

How to file a Complaint

1. The person should first try to resolve the complaint directly with the institution by following the internal complaint procedures provided by the institution. An institution of higher education is required to publish its internal complaint procedure in a primary information document such as the catalog or student handbook. The Department suggests that the complainant keep copies of all correspondence with the institution.
2. If a person is unable to resolve the complaint with the institution or believes that the institution has not properly addressed the concerns, he or she may send a letter or telephone the Postsecondary Complaint Registry to request a complaint form. Please telephone (212) 643-4760 or write to:

New York State Education Department
Postsecondary Complaint Registry
116 West 32nd Street
New York, NY 10001
www.acces.nysed.gov

3. The Postsecondary Complaint Registry Form should be completed, signed, and sent to the above address. The completed form should indicate the resolution being sought and any efforts that have been made to resolve the complaint through the institution's internal complaint processes. Copies of all relevant documents should be included.
4. After receiving the completed form, the Department will notify the complainant of its receipt and make any necessary request for further information. When appropriate, the Department will also advise the institution that a complaint has been made and, when appropriate, the nature of the complaint. The complainant will also be notified of the name of the evaluator assigned to address the specific complaint. The evaluator may contact the complainant for additional information.
5. The Department will make every effort to address and resolve complaints within ninety days from receipt of the complaint form.

Complaint Resolution

Some complaints may fall within the jurisdiction of an agency or organization other than the State Education Department. These complaints will be referred to the entity with appropriate jurisdiction. When a complaint concerns a matter that falls solely within the jurisdiction of the institution of higher education, the complainant will be notified and the Department will refer the complaint to the institution in question and request that the matter receive a review and response.

Upon conclusion of the Department's complaint review or upon a disposition of the complaint by referral to another agency or organization, or to the institution of higher education, the Department will issue a written notice to the complainant describing the resolution of the complaint. The complainant may contact the Department evaluator directly for follow-up information or for additional assistance.

The complaint form is also available at the school and may be obtained by contacting Clint Arnaboldi/Day Director.

FAMILY EDUCATION RIGHTS AND PRIVACY

General Policy

Under the Authority of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to examine certain files, records, or documents which are maintained by the school pertaining to them. The school must permit students to examine such records within forty-five days after submission of a written request, and to obtain copies of such records upon payment of the cost of reproduction. Students may request the school to amend their education records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. In the event that the school refuses to amend the records, students may request a hearing.

Education Records

Education records are all files, records, or documents which contain information directly related to the students. Examples are student placement and financial aid files. Such records are maintained by and are in the custody of the school. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

Exemptions

The following items are exempt from the Act:

- Parent's Confidential Statement, Financial Need Analysis Report, Federal Grants, Student Eligibility Report.
- Confidential letters of recommendations received after 1974. The Act permits students to waive their right of access if the letters are related to admissions, employment, or honors.
- Records about students made by teachers or administrators which are maintained by and accessible only to them.
- School security records.
- Employment records for school employees who are not also current students.
- Records compiled or maintained by physicians, psychiatrists, psychologists, or other recognized professionals or paraprofessionals acting or assisting in such capacities for treatment purposes, and which are available only to the persons providing the treatment.

Review of Records

It is the policy of the school to monitor educational records to ensure that they do not contain information which is inaccurate, misleading, or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the student's circumstances.

Directory Information

Directory information may be unconditionally released without the consent of the student unless the student has specifically requested the information not be released. The school requires such requests be made in writing to the relevant Department Chair within fifteen (15) days after students start class. Directory information includes: student's name, address(es), telephone number(s), date and place of birth, course of study, extracurricular activities, Diploma(s)/Certification(s) and award(s) received, last school attended, post-graduation employer(s), job title(s), post-graduation job(s), dean's list or equivalent, and dates of attendance.

Access without Student Consent

The school may release student information without students' consent to:

- Other schools which have legitimate interests.
- Other schools where students have applied for admission. In this case, students must be advised that the records are being sent; they may receive a copy, and have an opportunity to review and challenge the records.
- Authorized representatives of the Department of Health, Education and Welfare, or the Comptroller General of the United States.
- State and local authorities where required.
- Accrediting agencies.
- Parents of students who are their dependents for purposes of the Internal Revenue Code. However, the school is not required to release such records.
- Appropriate persons or agencies in connection with student applications for, or receipt of, financial aid.
- Courts in compliance with a court order or subpoena, with appropriate notification to the student.
- Appropriate persons or agencies in the event of a health or safety emergency, where such release without consent is necessary under the circumstances.

In all other cases, the school shall obtain the written consent of the students prior to releasing such information to any person or organization.

DISCLAIMERS

Catalog Disclaimers

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/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 course/curricula offered or the teaching personnel listed in the catalog.

Transferability of Credits Disclaimer

Decisions concerning the acceptance of credits by any institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution.

Students considering continuing their education at or transferring to other institutions must not assume that coursework completed at this school will be accepted for credit by the receiving institution. An institution's accreditation does not guarantee that coursework completed at the institution will be accepted for transfer by any other institution. Students must contact the registrar of the receiving institution to determine what credits, if any, that institution will accept.

ELIGIBILITY

Students not able to meet the cost of their education may apply for financial aid if they have been accepted for admissions or are presently enrolled. The school awards funds according to need, thus making it possible for the greatest number of students, regardless of their financial circumstances, to continue their education. Need is defined as the difference between the student's cost of education and the amount the student's family can afford to pay (known as the Expected Family Contribution).

Need is determined by evaluating the information the applicant fills out on an aid application. Factors such as income, assets, and family size are considered in determining the need for aid. To be eligible for the maximum financial aid available, a student must be enrolled as a full-time student. To receive federal financial aid, the student must:

1. Be a U.S. citizen or have a Permanent Resident Card or an Alien Registration Receipt Card (green card);
2. Not be in default on a National Direct Student Loan, Federal Perkins Loan, Federal Stafford Loan, SLS Loan, Federal Unsubsidized Stafford Loan, or Federal PLUS Loan;
3. Not owe a refund on a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant.

Application Procedures

The purpose of the financial aid program is to provide educational opportunities for all qualified persons. Those students who may require financial assistance to continue their education are urged to apply for financial aid. The primary responsibility for financing a student's education rests with the student and the student's family; however, many families find it impossible to meet the costs of education. In those cases, the Financial Aid Office is ready to help. Students are encouraged to apply for financial aid early in the calendar year because some types of financial aid have limited funding. Please follow the procedures listed below to ensure the proper completion of the application process:

- Enroll and be accepted for admission by the school on at least a half-time basis.
- Complete the current Free Application for Federal Student Aid (FAFSA) according to instructions, with parent's income information and signatures where applicable. If assistance is needed in completing the form, ask one of the school's Financial Aid Officers for assistance.
- Set an appointment with the Financial Aid Officer for a review of these forms and an estimate of the financial aid for which you qualify. Be sure to bring a copy of your tax return and your parent's tax return(s) if applicable (1040, 1040A, or 1040EZ) that can be copied by the Financial Aid Office.
- Notify the Office of Student Financial Aid of any changes that may affect your financial situation.

Once your application for financial aid is complete you are given a Student Financial Plan. This plan will indicate the amount of financial aid awarded from various programs as well as any scheduled cash payments. By signing the Student Financial Plan and returning it to the Financial Aid Office you will be accepting your award. If you would like to have the plan revised you must meet with one of the school's Financial Aid Officers to discuss your options. Students are responsible for payment of their tuition and fees, even if an application for financial aid has been made.

FINANCIAL AID PROGRAMS

This school is an eligible institution approved for participation in the following programs:

Federal Pell Grant

This grant program is designed to assist students who desire to continue their education beyond high school. Each student is entitled to apply for a Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The funds available to the student will depend on the Expected Family Contribution and cost of attendance.

The Federal Pell Grant makes it possible to provide a "foundation" of financial aid to help defray the cost of education. Students or prospective students may secure a Free Application for Federal Student Aid (FAFSA) from the Financial Aid Office or online at www.fafsa.ed.gov. The application may be submitted with the assistance of one of the school's Financial Aid Officers or the student may submit the FAFSA independently online.

Federal Supplemental Educational Opportunity Grants (FSEOG)

This grant is available to undergraduate students with exceptional financial need (with priority given to Federal Pell Grant recipients). The amount of the grant depends on the availability of funds from the U.S. Department of Education. To apply, follow the Application Procedures as stated in the Federal Pell Grant section above.

Federal Loan Programs

Federal Stafford Loans are available through the William D. Ford Federal Direct Loan Program (Direct Loan). The Direct Loan Program offers both subsidized and unsubsidized Stafford Loans. They also offer PLUS Loans for parents of dependent students.

Federal Stafford Loans

Federal Stafford Loans are low-interest loans made to students attending school at least half time. Direct Loan funds come directly from the U.S. Government. All Loans must be repaid. A student's Federal Pell Grant eligibility must be determined before a Federal Stafford Loan application can be certified by the school. Full time qualified students may borrow up to \$3,500 per academic year. This amount will be reduced slightly by the lender's origination fee. The applicable interest rate on a Subsidized Stafford Loan that is disbursed between July 1, 2016 and June 30, 2017 will be 3.76 percent. This rate does not include any of the lender's origination fees.

If a student has a Federal Stafford Loan, the federal government will pay the interest on the loan while the student is in school or in deferment. These types of loans are called "subsidized" Stafford Loans because the government pays the interest and therefore subsidizes or supports these loans. If the student has a non-need based Stafford Loan, he or she has an "unsubsidized" Federal Stafford Loan, and the student will be responsible for the interest during in-school and deferment periods. (The organization holding the loan may let the interest accumulate until the student is out of school or until the deferment ends. Note, however, that this will increase the amount of the principal to be repaid.)

Deferment of payment is allowed for up to three years for students who enter the Armed Forces, Peace Corps, or ACTION (VISTA or AmeriCorps), or who return to school on a full-time basis. To apply: complete a loan application which can be obtained from the lender or the school's Financial Aid Office.

Federal Unsubsidized Stafford Loans

Independent students may obtain a Federal Unsubsidized Stafford Loan regardless of financial need. The student is responsible for interest during the in-school and deferment periods. Students attending for a complete academic year (900 hours) are eligible to borrow up to \$6,000. This amount will be reduced slightly by the origination fee. The applicable interest rate on an Unsubsidized Stafford Loan that is disbursed between July 1, 2016 and June 30, 2017 will be 3.76 percent. This rate does not include origination fees.

Federal PLUS Loans

PLUS (Parent Loans for Undergraduate Students) loans are for parent borrowers of dependent students. PLUS loans provide additional funds for educational expenses. Parent borrowers may borrow an amount up to the cost of attendance of their dependent child. The lender will charge an origination fee on these loans. The applicable interest rate for a Direct PLUS Loan that is first disbursed between July 1, 2016 and June 30, 2017 will be 6.31 percent.

PLUS borrowers must begin repaying interest and principal within 60 days after the loan is fully disbursed, unless they meet the criteria for a deferment and are granted a deferment by the lender. To apply: complete the loan application which can be obtained from the lender or the school's Financial Aid Office.

School Sponsored Loans

Students who are eligible for a package of Federal Financial Aid that is less than a program's tuition plus book fees will be eligible for a School Sponsored Loan for the amount of the difference between their financial aid eligibility and the amount of tuition plus book fees up to but not exceeding \$6,000. The loans will have an interest rate of 7%. The borrower's first payment will be due thirty (30) days after their last date of scheduled in school attendance. The minimum monthly payment will be predicated on the size of the loan.

Below is a chart detailing the approximate minimum monthly payments:

Size of Loan		Minimum Monthly Payment
Greater than	\$4000	\$100
Greater than	\$3000	\$80
Less than	\$3000	\$60

Veterans Administration Educational Benefits

Educational Assistance (G.I. Bill) – Application forms, information, and assistance on all G.I. benefits are available from the Veterans Administration Office.

ACCES-VR

The New York State Education Department Division of Vocational Rehabilitation provides services and financial assistance for education to students with certain disabilities. Further information can be obtained from the Division of Vocational Rehabilitation.

NOTE: The regulations governing all financial assistance programs are subject to change. The Financial Aid Administrator will have the latest information.

The New York School for Medical and Dental Assistants makes no representation that an applicant will receive any assistance referred to above, as eligibility is determined by individual qualifications or needs. The availability of the aforesaid assistance does not imply that the federal or any state government or any of their agencies guarantee the truth or accuracy of any representation contained herein.

Consolidating Student Loans

In general, the student loans described in this catalog would be eligible for consolidation, as would loans made under the Health Professions Student Loan Program. Loan consolidation allows state guarantee agencies, the Student Loan Marketing Association (Sallie Mae), and other eligible lenders to pay off your existing student loans and to create one new loan. The interest rate on the consolidated loan will be determined by taking the weighted average of the loans being consolidated. The repayment period will be from 10 to 30 years, depending on the amount to be repaid. Lenders will also inform you of any refinancing options available to you when you take out a loan. To find out more, contact your lender.

Additional Information

For more detailed information, please refer to the "Entrance Counseling Guide for Direct Loan Borrowers" booklet. This booklet contains the most current information on loan limits – annual and maximum, repayment, deferment, rights and responsibilities and consolidation of loans. It is available in the Financial Aid Office.

FINANCIAL AID POLICIES

The applicant must apply for a Federal Pell Grant before he/she can be considered for any of the other School based aid programs. In order to receive financial aid, the applicant must certify that he/she does not owe a repayment on any Title IV grant. He/she must certify he/she is not in default on any Title IV educational loan unless satisfactory arrangements have been made to repay or otherwise resolve the overpayment or default. He/she must notify the school if he/she owes an overpayment or is in default.

A student may be eligible for a “package” of financial aid which may include a partial grant, and a partial loan. Every effort is made to put together a balanced aid “package” taking into consideration the student’s financial need and academic progress. Students who request aid are expected to accept a combination of types of aid. The award of financial aid funds must be made in writing by the Financial Aid Officer and accepted by the student in writing.

Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent congressional appropriation, actual receipt of the funds by the school, and completion of the necessary forms by the student.

The Financial Aid office reserves the right to review and cancel or revise an award at any time because of changes in the student’s financial or academic status. The aid from federal aid programs is not automatically continued from one year to the next; therefore, students must reapply for each award year. The student must provide any documentation, verification, corrections, and/or new information requested by the Financial Aid Officer or the agency to which the application was submitted.

Financial aid received from federal financial aid programs must be used for educational purposes only. If a student transfers to the school from another school, his/her financial aid does not automatically transfer and he/she must check with the Financial Aid Officer to see what aid is available.

All Title IV Federal Financial Aid Funds are credited to the student’s accounts to cover institutional charges. Financial aid payments will be credited at the beginning of each payment period. (Generally, a payment period consists of one-half of the academic year.)

Any school return of tuition and fees due, according to the school’s return of Title IV Funds Policy as stated in this catalog, to a student whose account was paid by federal financial aid sources will be refunded to the financial aid program from which it came.

Pursuant to Title IX of the Education Amendments of 1972, and other applicable statutes and regulations, the school may not, and does not, discriminate on the basis of sex, race, color, national origin, age, religion, or handicap against participants in its educational programs or activities, or in the awarding of financial aid.

CANCELLATION AND REFUND POLICY FOR TERMS AND QUARTERS

Refund Policy

To ensure a prompt refund upon withdrawing, the student should see the Campus Director. The Campus Director will give the student a Notification of Withdrawal Form. The student should immediately complete this form; however, if the student is entitled to a refund under New York State Education law or pursuant to federal regulations, his/her refund will be made regardless of whether he/she completed the Notification of Withdrawal Form. However, the failure of a student to immediately notify the Campus Director in writing of the student’s intent to withdraw may delay a refund or tuition due to the student pursuant to Section 5002(3) of the Education Law.

In the event that a student is terminated by the school the refund will be automatically processed. All monies paid by an applicant are refunded if requested within seven days after signing an enrollment agreement. An applicant requesting cancellation more than seven days after signing an enrollment agreement, but prior to entering the school, is entitled to a refund of all monies paid minus the registration fee. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within seven days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment.

The programs at NYSMDA are divided into terms.

The amount of tuition the school can keep upon termination from the Dental Assisting Day Program is listed below:

This program is divided into two (2) terms.

First Term

If termination occurs:	The school may keep:		Student Refund:	
Prior to or during the first week	0%	\$0	100%	\$7,153
During the second week	20%	\$1,431	80%	\$5,722
During the third week	35%	\$2,504	65%	\$4,649
During the fourth week	50%	\$3,577	50%	\$3,577
During the fifth week	70%	\$5,007	30%	\$2,146
After the fifth week	100%	\$7,153	0%	\$0

Subsequent Terms

During the first week	20%	\$1,431	80%	\$5,722
During the second week	35%	\$2,504	65%	\$4,649
During the third week	50%	\$3,577	50%	\$3,577
During the fourth week	70%	\$5,007	30%	\$2,146
After the fourth week	100%	\$7,153	0%	\$0

The amount of tuition the school can keep upon termination from the Dental Evening Assisting Program is listed below:

This program is divided into three (3) terms.

First Term

If termination occurs:	The school may keep:		Student Refund:	
Prior to or during the first week	0%	\$0	100%	\$4,769
During the second week	20%	\$954	80%	\$3,815
During the third week	35%	\$1,669	65%	\$3,100
During the fourth week	50%	\$2,385	50%	\$2,385
During the fifth week	70%	\$3,338	30%	\$1,431
After the fifth week	100%	\$4,769	0%	\$0

Subsequent Terms

During the first week	20%	\$954	80%	\$3,815
During the second week	35%	\$1,669	65%	\$3,100
During the third week	50%	\$2,385	50%	\$2,385
During the fourth week	70%	\$3,338	30%	\$1,431
After the fourth week	100%	\$4,769	0%	\$0

Unpaid charges are subtracted from the amount the school can keep when determining the refund. All refunds that fall under the New York State Policy will be made within 45 days from the date the student is determined to have withdrawn from the program. The school will take no longer than 30 days from the student's last date of attendance to determine that the student has withdrawn.

The amount of tuition the school can keep upon termination from the Medical Assistant Day Program is listed below:

This program is divided into two (2) terms.

First Term

<u>If termination occurs:</u>	<u>The school may keep:</u>		<u>Student Refund:</u>	
Prior to or during the first week	0%	\$0	100%	\$6,953
During the second week	20%	\$1,391	80%	\$5,562
During the third week	35%	\$2,434	65%	\$4,519
During the fourth week	50%	\$3,477	50%	\$3,477
During the fifth week	70%	\$4,867	30%	\$2,086
After the fifth week	100%	\$6,953	0%	\$0

Subsequent Terms

During the first week	20%	\$1,391	80%	\$5,562
During the second week	35%	\$2,434	65%	\$4,519
During the third week	50%	\$3,477	50%	\$3,477
During the fourth week	70%	\$4,867	30%	\$2,086
After the fourth week	100%	\$6,953	0%	\$0

The amount of tuition the school can keep upon termination from the Medical Assistant Evening Program is listed below:

This program is divided into three (3) terms

First Term

<u>If termination occurs:</u>	<u>The school may keep:</u>		<u>Student Refund:</u>	
Prior to or during the first week	0%	\$0	100%	\$4,635
During the second week	20%	\$927	80%	\$3,708
During the third week	35%	\$1,622	65%	\$3,013
During the fourth week	50%	\$2,318	50%	\$2,318
During the fifth week	70%	\$3,244	30%	\$1,391
After the fifth week	100%	\$4,635	0%	\$0

Subsequent Terms

During the first week	20%	\$927	80%	\$3,708
During the second week	35%	\$1,622	65%	\$3,013
During the third week	50%	\$2,318	50%	\$2,318
During the fourth week	70%	\$3,244	30%	\$1,391
After the fourth week	100%	\$4,635	0%	\$0

Unpaid charges are subtracted from the amount the school can keep when determining the refund. All refunds that fall under the New York State Policy will be made within 45 days from the date the student is determined to have withdrawn from the program. The school will take no longer than 30 days from the student's last date of attendance to determine that the student has withdrawn.

RETURN OF TITLE IV FUNDS POLICY

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The School will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

This policy applies to students who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School refund policy. (Refer to refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Date of Determination is the date that the institution determines the student has withdrawn from the program. The date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

WITHDRAWAL POLICY

“Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
- or
2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations
 - a. The student ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the period of enrollment.
 - b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the period of enrollment, he/she is considered to have earned 100% of the Federal funds received for the period of enrollment. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in the period of enrollment. The institution will use the Department of Education prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the enrollment period for the period of calculation.

The Calculation Formula

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the period of enrollment as of the last date of attendance in the payment period by the total clock hours in the period of enrollment. (rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9%)

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceed with calculation.

Percentage earned from (x) Total aid Disbursed or could have been disbursed = AMOUNT STUDENT EARNED

Total disbursed (-) Title IV aid earned = AMOUNT TO BE RETURNED

100% (-) percent earned = UNEARNED PERCENT

Unearned percent (x) Total institutional charge for the period = AMOUNT DUE FROM SCHOOL

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to New York School for Medical and Dental Assistants

or

2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the period of enrollment. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, your funds will not be disbursed. However, it may be in your best interest to allow the school to keep the funds to reduce your debt to the school. For student loans that will be disbursed as a post withdrawal disbursement, the school must have the student's permission to disburse the loans.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

Institution Responsibilities

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students with information about this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were disbursed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the Registrar.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask your Financial Aid Advisor for a copy.

Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

***This policy is subject to change at any time, and without prior notice.**

Tuition Reimbursement Fund

The Tuition Reimbursement Fund is designed to protect the financial interest of the students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your education program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision-New York State Education Department, 116 West 32nd Street, New York, NY 10001 or telephone (212) 643-4790. The staff of the State Education Department will assist you with preparation of the reimbursement form.

Dental Assistant Certificate Program
Day Session

10 Month Program
Externship (300 Hours)
Total: 900 Clock Hours

Tuition.....	\$14,305.00
Reg. Fee.....	100.00
Uniforms.....	60.00
Books.....	<u>435.00</u>
Total.....	\$14,900.00

Dental Assisting Certificate Program
Evening Session

12 Month Program
Externship (300 Hours)
Total: 900 Clock Hours

Tuition.....	\$14,305.00
Reg. Fee.....	100.00
Uniforms.....	60.00
Books.....	<u>435.00</u>
Total.....	\$14,900.00

Medical Assistant Certificate Program
Day Session

10 Month Program
Externship (275 Hours)
Total: 900 Clock Hours

Tuition.....	\$13,905.00
Reg. Fee.....	100.00
Uniforms.....	60.00
Books.....	<u>435.00</u>
Total.....	\$14,500.00

Medical Assistant Certificate Program
Evening Session

12 Month Program
Externship (275 Hours)
Total: 900 Clock Hours

Tuition.....	\$13,905.00
Reg. Fee.....	100.00
Uniforms.....	60.00
Books.....	<u>435.00</u>
Total.....	\$14,500.00

(Student must assume the cost of obtaining required medical immunizations.)

School Uniforms, Footwear, and School Book Bags:

On the 6th full day of the program each student will be provided with:

- Two (2) sets of scrubs; navy blue for medical assistant students, forest green scrubs for dental assisting students
- **Evening students only** may select an option to substitute one set of scrubs with one (1) white lab coat
- One pair of black Crocs®, uniform footwear
- One imprinted school book bag

OTHER FEES AND EXPENSES

Registration Fee:

There is a non-refundable fee of \$100.00 assessed to support each student enrollment. The Registration Fee is to be paid by the applicant. The fee is refundable according to guidelines in the Enrollment Agreement.

Re-enrollment Fee: There is a \$100.00 non-refundable fee for students who are granted re-admission to the school.

Additional Purchases:

Additional student uniforms, book bags and footwear may be purchased through the school.

Crocs Rx	\$25 per pair
Imprinted Uniform Scrub Set or Lab Coat	\$30 each
Imprinted School Book Bag/Briefcase	\$25 each

Duplicated Transcripts and Certificates:

Duplicated Transcripts	\$5 each
Duplicated Certificates	\$10 each

Unlimited Use NYC Metro Card / Public Parking Fee Stipend

Given compliance with stated academic and attendance requirements as stated herein, **1 unlimited use NYC Metro Card** will be provided to each student on the 11th day of the program and then monthly throughout the in-school portion of the program. One (1) additional unlimited use Metro card will be provided following in-school completion during externship. A lost, stolen, or damaged Metro Card is the responsibility of the student and not the school; therefore, the card will not be replaced by the school.

In order to receive the first NYC Metro Card/ public parking stipend, the student must have attended ninety (90) percent of all regularly scheduled class hours through the tenth day of the program. Distribution will be made directly to the student.

The following constitutes compliance with stated academic and attendance requirements for all subsequent distributions of a NYC Metro Card / Public Parking Fee Stipend:

- The student must have attended ninety (90) percent of all regularly scheduled class hours.
- Distribution will take place at 30 day intervals.
- It is possible for a student who does not qualify for a NYC Metro Card in one month to improve their academic performance or attendance, or both, and qualify for the NYC Metro Card benefit in the following month.
- In lieu of a NYC Metro Card a student may choose to receive a public parking stipend of up to equal value to the current rate paid by the school for a NYC Unlimited Use Metro Card.
- The stipend will be paid to the student retroactively as a reimbursement. Reimbursements will be made based on the same academic and attendance criteria set for receiving a NYC Metro Card and will be made following the same schedule. Reimbursement will be made by a check payable to the student.
- In order to receive reimbursement the student must provide the business office with a receipt(s) from the public parking facility clearly identifying the facility name, address and period the fee(s) covers. This receipt must be submitted to the business office by the student.

DEPARTMENT OF VETERANS AFFAIRS AND ACCES INFORMATION

Department of Veterans Affairs

245 West Houston Street

New York, NY 10014-4085

Office Hours: 8:30 a.m. – 4:00 p.m.

Website: www.va.gov/

Phone: 800-827-1000

New York Vocational Rehabilitation Adult Career and Continuing Education Services – Vocational Rehabilitation

One Commerce Plaza, Room 1609

Albany, NY 12234

Website: <http://www.acces.nysed.gov/vr>

Phone: 800-222-5627

Direct: 518-474-1711

ACCES – VR

Adult Career and Continuing Education Services

Locations

Bronx District Office

1215 Zerega Avenue

Bronx, NY 10462

Phone: 718-931-3500

Brooklyn District Office

55 Hanson Place, 2nd Fl.

Brooklyn, NY 11217

Phone: 718-722-6700

Manhattan District Office

116 W. 32nd Street, 6th Fl.

New York, NY 10001

Phone: 212-630-2300 or 212-630-2302

Garden City District Office

711 Stewart Avenue, Suite 4

Garden City, NY 11530

Phone: 516-227-6800

Queens District Office

11-15 47th Ave

Long Island City, NY 11101

Phone: 347- 510-3100

Hauppauge District Office

250 Veterans Highway, Room 3A-12

Hauppauge, NY 11788

Phone: 631-952-6357

FACULTY

Dental Assisting Department

Program Chair

Jennifer Lopez D.D.S.; Pontifical Catholic University Madre of Maestra, Dominican Republic

Instructors

Frellal De Leon D.D.S.; Pontifical Catholic University Madre of Maestra, Dominican Republic
Fancy Jesudhas D.D.S.; Bangalore University, India
Chukwuemeka Nwaboku D.D.S.; University of Benin, Nigeria
Howard Usher Dental Assistant, Department of the Navy

Medical Assisting Department

Program Chair

Robert Curran D.C.; Chiropractic, University of Bridgeport
B.A.; The History and Philosophy of Science, University of Pittsburgh

Instructors

Kazi Ahmed M.D.; University of Chittagong, Bangladesh
Rafeeque Ahmad M.D.; King George's Medical University, India
Anthony Garcia M.D.; University of Guadalajara, Mexico
Cheryl Magloire M.D.; Ross University School of Medicine
Elsa Mora M.D.; Southwestern University, Philippines
Larissa Pena M.D.; Technological University of Santiago, Dominican Republic
Natasha Shpak M.D.; St. Matthew's University, Cayman Islands
Chanardaye Sookram A.A.; Borough of Manhattan Community College

Liberal Arts & Sciences

Instructors

Teddy Fung M.F.A.; Photography and Related Media, School of Visual Arts
B.A.; Economics, Jinan University, China
Clyde Morris M.S.; Computer Information Systems, Boston University
B.S.; Computer Science and Mathematics, College of Staten Island
Jonathan Parreno B.S.; Marketing, Letran College, Philippines
Emel H. Taskakan M.A.; Psychology, Adelphi University
B.A.; Psychology and English, Suny Stony Brook

CORPORATE OFFICERS

Corporate Officers/Co-Chairmen.....Clinton D. Arnaboldi
Corporate Officers/Co-Chairmen.....Douglas K. Jordan

ADMINISTRATION

Campus Director.....Marina Klebanov
Bursar’s Office.....Izabella Isakova
Registrar.....Shannon Nelson
Assistant Registrar.....James Bisogno
Receptionist.....Jennifer Nunez
Receptionist.....Lucinda Ahmed
Director of Admissions.....Nina Liu
Admissions Representative.....Evelyn Fernandez
Admissions Representative.....Phineas Duru
Director of Financial Aid.....Margarita Rivera
Director of Career Services.....Lena Notarstefano
Career Services Advisor.....Shereen Chandarbhansingh
Career Services Advisor.....Newton Gichure

NEW YORK SCHOOL FOR MEDICAL AND DENTAL ASSISTANTS
SCHOOL CATALOG

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(718) 793-2330

STATEMENT OF OWNERSHIP

The New York School for Medical and Dental Assistants, Inc. is an S Corporation which is owned by CLIDO, Inc. also an S Corporation. Both companies are incorporated in the State of New York. CLIDO, Inc. has two shareholders: D. Clinton Arnaboldi and Douglas K. Jordan. The school is a co-educational, non-denominational school licensed by the State of New York. The school offers equal opportunities, without distinction or discrimination because of race, color, gender, sexual orientation, religion, age, national origin, physical or mental handicap in any of its academic programs or activities or in any of its employment practices.

The New York School for Medical and Dental Assistants reserves the right to postpone the starting date of any program/course for a reasonable period or cancel a program/ course if minimum enrollment is not achieved. All fees will be refunded for courses canceled by the school.

Subject matter, course material, and /or length of program are subject to change in accordance with the school and with the approval of the New York State Education Department. Any such changes would be for curriculum updating and would result in no additional charge to students.

The school is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending) and The Age Discrimination Act.

The New York School for Medical and Dental Assistants reserves the right at any time to make appropriate changes deemed advisable in the policies, procedures, and information contained in this publication including admissions requirements, tuition, fees, and certificate requirements. This catalog is not intended solely as a listing of course offerings but rather as a reference document containing approved curricula, programs, and courses, which may be offered. The NYSMDA reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment, and to change times and/or instructor assignment. If the time of a course is changed, the student may be entitled to a full refund under the New York State Education Laws.

The school location and travel directions

The school is located between 33rd and 34th street on the South Side of Queens Boulevard in Long Island City, New York. The number 7 train stops in front of the school's door at the Rawson and 33rd Street Subway stop. The Q60 bus also stops in front of the school's door at 33rd Street. The institution is also within walking distance of the E, M and R subway trains.



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