

ALLEN SCHOOL OF HEALTH SCIENCES

2019-2020

ACADEMIC YEAR CATALOG

JULY 1, 2019 – Volume 21



“Where education comes to life”



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The Allen School of Health Sciences can put you on your way toward a new and exciting career. You'll have access to an unparalleled education led by world-class medical instructors. We offer two accredited medical programs in Medical Assisting and Nursing Assisting.

You can find the Allen School's three campus locations in Brooklyn, NY, Jamaica, NY and Phoenix, AZ.

Contact us today to learn why our accredited medical programs provide you an incredible opportunity to succeed, and why we have continued to hold the confidence of employers in the Allied Health Industry for more than half of a century.

Mission Statement

To provide superior, high-quality, campus-based education in the Health Sciences that successfully prepares students to pursue and achieve their career goals, while assisting them to build a foundation for continued life-long learning.

Allen School of Health Sciences Institutional EDUCATE Core Values

- **E**ducational Quality & Integrity
- **D**edication
- **U**nderstanding of Others
- **C**ommunication & Consistency
- **A**dvisement & Achievement
- **T**eamwork & Technology
- **E**xcellence



We're Here To Help You Reach Your Goals

Since 1961, the Allen School of Health Sciences has trained thousands of men and women to become professionals in the medical field. Helping you to start your career in the healthcare field is our top priority. That's why The Allen School Career Services team is here to support students with various professional development activities. Those activities include internships, resume writing, interview preparation and job search skills.

This Is Just The Beginning

Career Service doesn't stop at graduation.

Allen School of Health Sciences Institutional History

A Teich Family Tradition

Allen School for Physicians' Aides was first incorporated in December of 1961 for the purpose of providing the residents of Jamaica, Queens with training for Medical careers. Mrs. Loretta Teich acquired the Institution in 1980. She and her son, Mr. Robert Teich, expanded the Institution's campus to include a site in Brooklyn, New York, and developed the Medical Assistant program in response to industry demands. The Institution continues to evolve under the leadership of Mr. Robert Teich and his son, Mr. Jason Teich. These notable achievements include a campus expansion into Phoenix, Arizona.

Accredited by the Council on Occupational Education, the Institution is licensed by the New York State Education Department as well as the Arizona State Board for Private Postsecondary Education. Now a third generation family owned Institution, the Allen School of Health Sciences has graduated thousands of students.



Loretta Teich
Past President



Robert Teich
CEO



Jason Teich, Esq.
President

Message from the President

Welcome to Allen School of Health Sciences! We are pleased to send greetings to current and future students within the Institution.

Since 1961, the Allen School has been a leader in Health Science Education in the Greater New York City area, helping to change the lives of thousands of students. At the Allen School, we seek to educate our students on how to think critically, analyze, solve problems, and how to communicate effectively through an enriching academic experience. The Allen School of Health Sciences is a close-knit learning community committed to providing our students with the highest quality education. Our experienced faculty members are distinguished within their fields. In addition, we provide a wide-range of academic and technical support services.

Our students come from various communities within the greater New York and Phoenix areas. Allen School students are trained to become professionals in dynamic careers within the healthcare industry. Our goal is to provide an enriching and rewarding academic experience designed to help students towards wherever their dreams may lead.

“*Knowing you have many choices when it comes to higher education, I encourage you to explore the Allen School of Health Sciences and all that it has to offer. On behalf of the entire Institution, we look forward to seeing you become part of the family.*”



Jason Teich,
President

A handwritten signature in black ink, appearing to read 'J. Teich'. The signature is fluid and stylized, with a large initial 'J' and a long, sweeping underline.

Administrative Staff

Officers

- Robert Teich – Chief Executive Officer
- Jason M. Teich, Esq. – President

Executive Team

- Joseph Mure – Vice President, Marketing & Admissions
- Ruth Martinez – Vice President, Student Financial Affairs
- Libby Hunt – Vice President, Academic Affairs

Jamaica Campus

- Jill Luke – Campus Director
- Timothy Cheslik – Director, Academic Affairs
- Nandranie Dioquino – Director, Financial Aid & Registrar

Brooklyn Campus

- Joseph Mure – Campus Director
- Deborah Bingham – Director, Academic Affairs
- Jessica Crespo – Registrar
- Marva Edwards – Assistant Manager, Financial Aid
- Gabriela Levoyer – Director of Admissions
- Stephanie Roland – Senior Director, Student Affairs

Phoenix Campus

- Libby Hunt – Campus Director
- Gayle Naftzger – Director, Financial Aid & Default Prevention

Campus Locations

■ Main Campus

163-18 Jamaica Avenue
Jamaica, NY 11432
718-291-2200
718-523-3661 fax



The Jamaica location consists of thirteen air conditioned classrooms and administrative space occupying 17,152 sq. ft.

■ Brooklyn Branch Campus

188 Montague Street
Brooklyn, NY 11201
718-243-1700
718-875-2855 fax

The Brooklyn location consists of nine air conditioned classrooms and administrative space occupying 26,780 sq. ft.

■ Phoenix Branch Campus

15650 N. Black Canyon Highway
Suite B-210
Phoenix, AZ 85053
623-385-8150
623-385-8172 fax

The Phoenix location consists of four air conditioned classrooms and administrative space occupying 5,814 sq. ft.

Website

www.AllenSchool.edu

Ready to learn more?

*To learn more about what makes
the Allen School a leading health-
care training institution,
call us at 1-888-620-6745.*

Disclaimer

Allen School of Health Sciences reserves the right to make changes in its policies and procedures. The Institution further reserves the right to limit student registration for classes, to discontinue classes for lack of enrollment (with full tuition refunds to enrolled students), to revise tuition rates, and to change class times and teacher assignments.

The student should be aware that some information in the catalog may change. Students considering enrollment are advised to check with the campus 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 NY State Education Department separately licenses all teaching personnel for NY approved programs and independently approves all courses and curricula offered (Programs and curricula based out of Arizona are approved by the Arizona State Board for Private Post-Secondary Education). 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 campus director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

The policies and procedures listed in this catalog are not exhaustive in detail or inclusive of all forms that a student may be asked to agree to during their academic program with Allen School of Health Sciences. Updated annual documents can be found at <https://www.allenschool.edu/annually-updated-documents>.

Admission Policy

All students are required to complete and/or submit the following prior to being considered for enrollment:

- Student interview with the Admissions Department to assess applicant's motivation and expectations.
- All enrollment documents including the Enrollment Agreement (if you are under 18 years of age, the Enrollment Agreement must also be signed by a parent or guardian).
- Payment of registration fee.
- Submit proof of graduation from high school – Official High School Transcript (unofficial High School Transcript or a copy of a High School Diploma accepted for the Phoenix Campus) or an original High School diploma, certificate, or other official proof of graduation from an institution providing secondary education, or the equivalent of such graduation (if applicable).
- Financial Aid Forms (if applicable).
- Attend a mandatory orientation session as part of the registration process prior to the first day of class.
- Nursing Assistant students must receive a minimum score of 11 on the Wonderlic exam.

Registration

Registration for all T4 programs

Once a student has completed the admissions process and attends a mandatory orientation session, they are considered eligible to begin classes in their selected program.

The following documents are required:

- Valid government (state or federal) issued ID.
- Acceptable Proof of Graduation

Transfer Policy

From Another Institution

Consideration will be given to students desiring to transfer to Allen School of Health Sciences from another institution based upon evaluation of a transcript and each course description. The Vice President of Academic Affairs will be the one evaluating all previous coursework.

Allen School of Health Sciences Transfer Policy

No credits/hours can be transferred between programs within the institution.

Special Accommodations

Allen School of Health Sciences will make reasonable accommodations for students with documented disabilities, specifically through content delivery methods and special testing accommodations.

To file a request for special accommodations, a student must complete the following:

- Ask their health care provider to complete the Request for Accommodation Form.
- Return the form to the Office of Academic Affairs at their campus and complete a mandatory advising session to arrange accommodations.

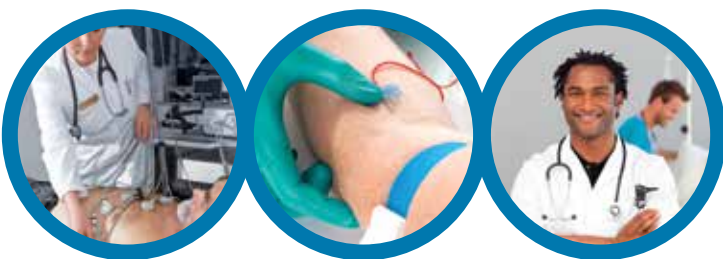
Observed Holidays

New Year's Eve
New Year's Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Day
Christmas Eve

In addition to the Observed Holidays, Medical Assisting students also observe two institutional holiday weeks to include:

1. December 23, 2019 – January 5, 2020
2. May 25, 2020 – May 31, 2020

Students on Internship may be required to complete hours during holiday weeks at the discretion of the health-care facility and the Vice President of Academic Affairs.



Academics at the Allen School of Health Sciences

The Allen School of Health Sciences has a distinguished history of producing well-prepared healthcare professionals dating back to 1961.

The Allen School of Health Sciences is the accredited healthcare school for you if you need excellent healthcare training to start you on the road to a meaningful career.

We make it easy for our students to access the assets they need at every stage in their academic and career development.

As a part of our supportive student community, you can make strides toward a career that you will love.

Student Services

Student Coordinators

Each student is assigned to a Student Services Coordinator (SSC) at their time of enrollment. A student's Student Services Coordinator (SSC) acts as the student's main point of contact while matriculating through the program. The SSC consistently maintains contact with the student throughout their entire academic career, coordinating make-up classes and tutoring, resolving issues and concerns, and connecting the student to other departments when required.

Academic Advisors

Upon enrollment, every student has access to an Academic Advisor. Students are encouraged to access this valuable resource by stopping by the Academic Advising office, or calling their advisor during scheduled hours. If needed, a tutoring plan will be designed to meet the unique needs of the student.

In addition, any student identified as "at risk" by their SSC or instructor due to the reasons listed below will be offered academic advising to assist them in receiving the support and accessing the academic resources needed to successfully complete their program. Students may be considered "at risk" if one or more of the following is present:

- Low Grades
- Poor Attendance
- Failing Satisfactory Academic Progress
- Missing More than One Graded Assignment/Quiz/Discussion
- Difficulty in Computer/Written/Oral Skills

Career Services

Career Services partners with students to promote gainful employment in the field of health sciences. The Allen School of Health Sciences Career Services team provides students with diverse opportunities to develop industry relationships through a wide variety of community events, internship opportunities, and professional development activities designed to maximize the individual potential of each Allen School of Health Sciences student. While Allen School of Health Sciences does not guarantee job placement, the Career Services team encourages all students to participate in the career development process early in their program through such activities as:

Internship Opportunities: For programs where it is applicable, the Allen School of Health Sciences will partner with local employers to provide hands-on clinical and administrative experience in a medical environment.

Resume Development: Build a dynamic resume based off of the "Allen School Signature Resume" format, a vital tool in effective thought management and an important building block of continuous student improvement.

Brand Development: Create a brand that is YOU. Learn how to market and network the product that is "you" and remove the barriers that hinder you from getting a job.

Interview Preparation: Practice interviewing with a Career Services Advisor to ensure you are confident and comfortable as you prepare for your internship or job interview.

Job Search Strategies: Learn how to best utilize your time and conduct an effective job search utilizing your personal, professional, and social networks, and other strategies.



Thousands of Careers Launched

Are you next?

Programs of Study

Jamaica Campus

- Medical Assistant
- Nursing Assistant

Brooklyn Branch Campus

- Medical Assistant
- Nursing Assistant

Phoenix Branch Campus

- Medical Assistant

Academics at the Allen School of Health Sciences

Get On the Fast Track to Success as a Medical Professional

The healthcare training programs at the Allen School of Health Sciences are solely focused on medical training.

Here, you can graduate and start a career in the healthcare field in less time than other schools.



Program Descriptions

Medical Assistant Program

Medical Assistant students complete a total of 21 courses by taking courses in eight modules, six of which are five (5) weeks in length and two of which are three (3) weeks in length. Three (3) of the 21 courses are devoted to the Internship phase of training. One of the courses is five (5) weeks and the other two (2) courses are 3 weeks in length. The Internship courses are scheduled after satisfactory completion of the campus-based courses. The student must also have a cumulative attendance of 80%. Students will complete the Internship courses at a medical facility under the supervision of qualified medical staff and physicians.

A full-time student is expected to attend a minimum of 25 class hours per week and complete outside prep work per week consisting of a minimum of 25% of class time (i.e. 6.25 hours of prep work in a 25-hour class week). The Medical Assistant program can be completed in nine (9) months. The Day schedule operates Monday – Friday and classes are from 8:30 a.m. to 2:30 p.m. The Evening schedule operates Monday – Friday from 5:30 p.m. to 10:30 p.m. Class periods consist of 60 minutes, comprised of 50 minutes of instruction. At this time, the New York campuses offer both the Day and Evening schedules, while the Phoenix campus offers Day schedules.

Program Objectives

The objective of the program is to equip students with the clinical and professional skills necessary to excel as a Medical Assistant in a physician's office or other health-care facility. Upon completion of the program students should:

- Understand the role of a medical assistant and the skills needed to be successful in this position.
- Possess an understanding of the overall health-care system and health insurance programs.
- Develop basic employability skills: interpersonal communication techniques, written communication and documentation, organization methods, etc.
- Develop office skills: computers, filing, telephone techniques, appointment setting, reception of patients, etc.
- Understand the legal and ethical responsibilities of the health-care worker related to the medical office, working with patients, and HIPAA.
- Correctly utilize knowledge of anatomy, physiology, and terminology in their everyday duties.
- Integrate medical asepsis and infection control, utilizing OSHA standards in their everyday duties.
- Be proficient in taking vital signs and assisting the physician in the examination and treatment of patients.
- Be prepared to administer first aid with medical emergencies that may arise inside and outside of the workplace.
- Perform hematology, serology, urinalysis, blood chemistry, and other common tests.
- Prepare and perform an EKG, including basic rhythm interpretation, and recognize reportable rhythm abnormalities while observing all necessary safety precautions.
- Obtain a usable sample of blood for diagnostic testing utilizing venipuncture and skin/finger puncture, while applying the OSHA Bloodborne Pathogen Standards.

These objectives require competence in areas that include electrocardiography, phlebotomy, routine laboratory tests, assisting the physician during examination and treatment, creating and reading reports, writing and utilizing written and electronic correspondence and communication, completing forms, and understanding and communicating through diverse patient relations. Additional skill areas include keyboarding, word processing, interpersonal communications, and career skills.

The culmination of this intensive training is its application during the 275-hour internship in a health-care facility where the skills gained in training are performed on patients under professional, medical supervision.



Module	Course #	Course Title	Clock Hours	Lab Hours	Internship Hours	Total Clock Hours*	Credit Hours (Phoenix Campus Only)
Module 1	COMP 101	Introduction to Computers	25	0	0	25	1.67
	KEYS 102	Keyboarding	10	15	0	25	1.17
	ENG 104	Business English	50	0	0	50	3.33
	AP CVS 108	Anatomy & Physiology: Circulatory & Respiratory Systems	25	0	0	25	1.67
Module 2	MSW 103	Introduction to Word Processing	50	0	0	50	3.33
	POP 105	Professional Office Practices	30	20	0	50	2.67
	COP FA 112	Patient Safety, Medical Emergencies, & First Aid	5	20	0	25	1.0
Module 3	COP ET 110	Clinical Office Procedures: Assisting at Examination and Treatment	5	20	0	25	1.0
	COP PH 111	Clinical Office Procedures: Basic Pharmacology & Therapeutics	5	20	0	25	1.0
	AP END 109	Anatomy & Physiology: Endocrine, Digestive, Urinary, and Reproductive Systems	25	0	0	25	1.67
	CDV 106	Career Development	25	0	0	25	1.67
	COP EPR 113	Interpersonal Communications in the Healthcare Setting	25	0	0	25	1.67
Module 4	EKG 117	Electrocardiography	30	20	0	50	2.67
	ML UBC 115	Medical Laboratory Techniques: Urinalysis & Blood Chemistry	30	20	0	50	2.67
	AP SKL 107	Anatomy & Physiology: Skeletal, Muscular, Integumentary, Nervous Systems, and Sense Organs	25	0	0	25	1.67
Module 5	PHL 118	Phlebotomy	25	25	0	50	2.5
	HEM 116	Medical Laboratory Techniques: Hematology, Serology, & Other Common Testing	35	15	0	50	2.83
	MLE 114	Medical Law & Ethics	25	0	0	25	1.67
Module 6	Intern 119	Internship – Administrative Skills Focus	0	0	125	125	2.78
Module 7	Intern 120	Internship – Assisting Skills Focus	0	0	75	75	1.67
Module 8	Intern 121	Internship – Medical Laboratory Techniques Focus	0	0	75	75	1.67
TOTALS			450	175	275	900	41.98

*In New York, courses are approved on a clock-hour basis only.

Nursing Assistant Program

Nursing Assistants provide basic care for patients under the supervision of licensed nursing staff. They perform patient-care duties such as feeding, grooming, bathing and dressing, changing linens, and assisting patients with mobility. Nursing assistants are employed in hospitals, nursing homes, or other long-term care medical facilities.

The Nursing Assistant program is offered from 8.5 hours per week to 25 hours per week depending on the term. The required thirty (30) hour unpaid Nursing Assistant internship is completed immediately after the theory portion of the program at a long-term care facility approved by the school. During internship, students must complete a skills aptitude. Students must complete all required hours to qualify for graduation.

After a student has completed the 130 hours in the Nursing Assistant program, they are eligible for the Nursing Assistant State Board exam.

Course Title	Clock Hours
Unit I - Introductory Curriculum and Resident's Rights	25
Unit II - Basic Nursing Skills	11
Unit III - Personal Care Skills	41.5
Unit IV - Mental Health & Social Service Needs	2.5
Unit V - Care of Residents with Special Needs	7
Unit VI - Basic Restorative Services	8
NYS Exam - Written and Skill Preparation and Review	5
Internship in a Residential Healthcare Facility	30
TOTAL HOURS	130



Take Your First Step Toward Becoming a Medical Professional.

Tuition & Fees

Tuition and Fee Schedule

Program Name	Medical Assistant Brooklyn & Jamaica	Medical Assistant Phoenix	Nursing Assistant Brooklyn & Jamaica
	900 Clock Hours	900 Clock Hours	130 Clock Hours
Tuition	\$16,556	\$14,718	\$1,360
Application Fee	\$100	\$25	\$100
State Board Fee	n/a	n/a	\$115
Books and Supplies	\$578	\$578	\$125
TOTALS	\$17,234	\$15,321	\$1,700

*All required textbooks and learning materials will be supplied to the student prior to the start of each module.

Financial Aid

Financial Aid is awarded based on financial need as determined by information supplied by the student on the Free Application for Federal Student Aid (FAFSA.) Students are encouraged to contact the Office of Financial Aid to discuss their individual financial circumstances and determine their eligibility for Financial Aid. If eligible, students may receive Financial Aid through a combination of Grants (no repayment), Student Loans (repayment required) and Institutional Payment Plans (pay as you go).

Awards for each of the Federal Student Aid programs are based on some form of financial need, beginning with cost of attendance. The cost of attendance for a student is an estimate of that student's educational and living expenses for the period of enrollment.

Students receiving Financial Aid must attend 90% of time offered during the current payment period and must maintain satisfactory academic progress in his/her program of study.

Federal Grants

Allen School of Health Sciences participates in the Federal Pell Grant Program. Awards range from \$657 to \$6,195 for the 2019-2020 award year. Pell awards are based on financial need. The Pell Grant program amount is calculated based on the academic program length and the student's personal financial profile. Pell awards do not require repayment. A student is

eligible to receive 12 semesters of Pell or its equivalent. The Department of Education will track this eligibility through the Common Origination and Disbursement (COD) system.

Direct Subsidized Loan

The government makes the interest payment on a subsidized direct loan during the time the student is in school. Deferments (approved delay of repayment) may be arranged on a case-by-case basis. Interest now accrues during the grace period.

A student may borrow up to \$3,500 as a freshman provided the student has need. The interest rate is 4.53%. The repayment period will begin six months after the student is no longer enrolled. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while the student is attending school and during the 6-month grace period.

The eligibility for subsidized loans are now limited to 150% of the length of a student's academic program for new borrowers beginning on or after July 1, 2013. Once a student reaches the 150% limit, his or her eligibility for an interest subsidy also ends for all outstanding subsidized loans that were disbursed on or after July 1, 2013. Once a student reaches the 150% limit they can continue to receive unsubsidized loans if they are otherwise eligible.

Unsubsidized Direct Loan

Direct /Unsubsidized loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. An independent undergraduate student may borrow up to \$6,000 during each of the first two years of study under this program. A dependent undergraduate student may borrow \$2,000 in unsub loans. The interest rate is 4.53%. The repayment period will begin six months after the student is no longer enrolled. Students are responsible to pay interest during all periods. Interest payments are capitalized (added to the principle amount of the loan) while the student is attending school and during the 6-month grace period. If a parent of a dependent student for credit check is denied, the student may take an additional \$4,000 under the unsub program.

PLUS Loan

PLUS loans are federal loans that parent of dependent undergraduate students can use to help pay for educational expenses. Generally, repayment must begin within 60 days after the loan is fully disbursed. There is no grace period for PLUS loans. Interest begins to accumulate at the time the first disbursement is made. A parent may capitalize the interest on a plus loan until the student is no longer enrolled. PLUS loan payments begin during a student’s academic life.

Direct Loan Interest Rates for 2019-2020

Interest Rates for: Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans. First disbursed on or after July 1, 2019 and before July 1, 2020			
Loan Type	10-Year Treasury Note High Yield	Add-On	Fixed Interest Rate
Direct Subsidized Loans and Direct Unsubsidized Loans for Undergraduate Students	2.479%	2.05%	4.53%
Direct Unsubsidized Loans for Graduate and Professional Students	2.479%	3.60%	6.08%
Direct PLUS Loans for Parents of Dependent Undergraduate Students and for Graduate or Professional Students	2.479%	4.60%	7.08%

General Eligibility

The applicant must be a US Citizen or eligible non-citizen and have a valid Social Security number. Male students between the age of 18-25 must be registered with the Selective Service unless Selective Service does not require the student to be registered due to unusual circumstances. Students cannot be in default on a prior student loan.

For those attending in states that allow measurement in Clock Hours only:

Maximum Annual Loan Limits	Dependent	Independent
Subsidized Direct Loan	\$3,500	\$3,500
Unsubsidized Direct Loan	\$2,000	\$6,000
TOTAL	\$5,500	\$9,500

For those attending in states that allow measurement in Credit Hours:

1st Year 24 Semester Credit Pell Grant \$6,195

Maximum Annual Loan Limits	Dependent	Independent
Subsidized Direct Loan	\$3,500	\$3,500
Unsubsidized Direct Loan	\$2,000	\$6,000
TOTAL	\$5,500	\$9,500

Maximum Annual Loan Limits	Dependent	Independent
Subsidized Direct Loan	\$1,125	\$1,125
Unsubsidized Direct Loan	\$500	\$1,500
TOTAL	\$1,625	\$2,625

2nd Year 4-Semester Credits (applies only to Medical Assistant Phoenix Program in Arizona) Pell Grant \$1,033

Maximum Annual Loan Limits	Dependent	Independent
Subsidized Direct Loan	\$750	\$750
Unsubsidized Direct Loan	\$333	\$1,000
TOTAL	\$1,083	\$1,750

(Parents of dependent students are permitted to borrow PLUS loans up to the total cost of education for the student in a program.)

Title IX

The Allen School of Health Sciences is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, religion, color, age, sex, sexual orientation, national origin, disability, gender, genetic information or any other protected status, in employment, educational programs, and admissions. The Allen School of Health Sciences encourages cultural and ethnic diversity in its faculty, employees, and students.

In accordance with the requirements of Title IX of the Education Amendments of 1972 and their regulations, no person in the United States shall, on the basis of sex and gender identification, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. A Title IX coordinator has been assigned to help ensure every person affected by the operation of our institution complies with the legal obligations under Title IX.

The Title IX Coordinator

All Title IX related violations are handled through the Title IX Coordinator.

Contact Information:

Email: titleixcoordinator@allenschool.edu

Address:

188 Montague Street, 3rd Floor

Brooklyn, NY 11201

Phone: 718-243-1700

ACCES Scholarships

ACCES clients who meet criteria for admissions may be eligible to receive scholarship funds. ACCES clients are encouraged to speak with their case worker who will contact Allen School of Health Sciences to determine eligibility.

Maricopa Workforce Scholarship (Phoenix Campus)

The Maricopa Workforce Scholarship is a \$4,000 award issued to an eligible student who meets specific scholarship selection criteria. The intent of this scholarship award is to assist the student and their families through educational training that provides potential career opportunities allowing them to stabilize and improve their quality of life. The scholarship awards will be applied to the student's account at the successful completion of the program.

DREAM Act (Phoenix Campus)

The Dream Act Scholarship is a \$6,000 award issued to an eligible student who meets specific scholarship selection criteria. The intent of this scholarship award is to assist the student and their families through educational training that provides potential career

opportunities allowing them to stabilize and improve their quality of life. The scholarship awards will be applied to the student's account at the successful completion of the program.

High School Presidential (Phoenix Campus)

The High School Presidential Scholarship is a \$1,500 award issued to an eligible student who meets specific scholarship selection criteria. The intent of this scholarship award is to assist the student and their families through educational training that provides potential career opportunities. The scholarship awards will be applied to the student's account at the successful completion of the program. Students who are dismissed/or withdrawn from the program may lose their scholarship eligibility.

Military Member (Phoenix Campus)

The Military Member Scholarship is a \$1,500 award issued to an eligible student who meets specific scholarship selection criteria. The intent of this scholarship award is to assist the student and their families through educational training that provides potential career opportunities. The scholarship awards will be applied to the student's account at the successful completion of the program. Students who are dismissed/or withdrawn from the program may lose their scholarship eligibility.

VA Educational Benefits

Allen School of Health Sciences is approved for VA Benefits.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

VA education benefits provide financial support for undergraduate and graduate degrees, vocational and technical training, licensing and certification tests, apprenticeships, and on-the-job training. You may be eligible for one or more of the following VA education benefit programs if you meet these requirements:

- Post-9/11 GI Bill – at least 90 aggregate days of active service or were discharged with a service-connected disability after serving 30 continuous days, after September 10, 2001.
- Montgomery GI Bill – Active Duty (MGIB-AD) – you meet the eligibility requirements for one of four MGIB-AD categories, which include factors such as the dates and length of your service. Generally, benefits are payable for 10 years following your release from active duty.

Veteran Affairs Transcript Request

The Allen School of Health Sciences will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. All transcripts will be evaluated and prior approved credit granted upon the start of the program.

VA Benefit Payments

Education benefits are usually paid on a monthly basis rather than as a lump sum at the beginning of a term. The monthly rate depends on the number of credit hours or clock hours the student is taking. If a student fails to complete a course, he or she may be required to repay the benefits received for that course in some cases.

Registration fee for VA students

Students may not be required to pay a registration fee if the student's VA benefit eligibility pays the registration fee on behalf of the student.

VA Benefit Termination

Students who are academically dismissed are terminated from receiving benefits.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government Web Site at www.benefits.va.gov/gibill.

Institutional Policies

Attendance/Assessment of Substantive Interaction

Attendance/Assessment of Substantive Interaction (instructor-led class time) is reviewed daily to ensure compliance with applicable regulations. Allen School of Health Sciences strongly recommends that students attend all classes. Students who miss more than 10% of their scheduled class time within a given payment period may be placed on attendance probation. Students who remain above the 10% allowable absence threshold may be dismissed.

Consecutive Absences

Students absent for two consecutive weeks in all of their current classes may be dismissed from the program. Students may also be dismissed if they miss the first day of their campus-based program.

The programs are designed to prepare students for employment. Employers will not tolerate excessive absences; being present and prepared is critical for academic and professional success.

Taking Attendance

In campus-based classrooms, attendance will be taken within the first 10 minutes of all periods of class. Only students present during this time will be marked "Present." All others will be marked "Absent."

Make-up Attendance

All make-up time will be tracked by the student's Student Services Coordinator, but it is the responsibility of the student to always maintain a 90% cumulative attendance.

Grading

A cumulative grade point average (CGPA) of 2.00 (70%) is required for the issuance of a Certificate of Completion or diploma. Students whose GPA falls below a 2.0 may be placed on academic probation. They will then have one full module to bring their cumulative GPA above a 2.0. Students whose cumulative GPA remains below a 2.0 may be dismissed. The Office of the Registrar will provide a grade report at the end of each module for evaluation and advising purposes.

Any student receiving an (I) Incomplete will be required to attend a mandatory advising session with an academic advisor and/or their instructor. He/she will be approved for a specific period of time (maximum of two weeks) from the end of the module to complete the coursework. All students failing to complete their coursework within this time period will have the (I) changed to a grade based solely on work submitted prior to the end of the module.

Grading Scale

Grades are assigned by Instructors abiding by the individual course requirements as detailed in the course syllabus.

A cumulative grade average is determined by adding the numerical equivalent of all grades received from all courses attempted and successfully completed in the student's selected program and dividing the total numerical value by the number of courses completed.

Grading Chart

GPA	Grade	Numerical Equivalent in Percentage %
4.00	A	90-100
3.00	B	80-89
2.00	C	70-79
1.00	D	60-69
0.00	F	Below 60

Late Work

Students who have missing work should complete their missing work within two (2) weeks from the end of the week in which work was missed. Students should contact their Instructor for directions on making up this work.

Assessments completed after the original class session or deadline will be subject to an automatic reduction in the grade according to the following scale:

Automatic Reduction of Grade due to Late Submission of Assessment	
End of the day the assessment was due	
Submission after Due Date	Grade Reduction
Within 3 days	15% reduction in assessment grade
Within 7 days	25% reduction in assessment grade
Within 2 weeks	50% reduction in assessment grade
After 2 weeks	100% reduction in assessment grade

All make-up work must be completed within two (2) weeks, or prior to the completion of the module, whichever comes first. Any work not completed by this timeframe will receive a zero. An Incomplete (I) grade may be granted by the instructor (and approved by the Director of Academic Affairs) for extenuating circumstances, provided documentation of the extenuating circumstances is supplied by the learner. Incomplete (I) grades should never exceed a two-week period after the end of the regularly scheduled module dates.

Repeating Courses

It is required to maintain a cumulative GPA of 2.0 and successfully complete all courses within 150% of the program length

in order to graduate. Students failing more than one course in the program may face severe academic consequences, up to dismissal, at the discretion of the Office of Academic Affairs. Students are only allowed to repeat one course at no cost during their entire academic career at Allen School of Health Sciences. If allowed to repeat additional courses, a fee of up to \$500 may be charged in order to repeat the course.

Any course with a prerequisite course requirement cannot be taken until the prerequisite course has been successfully completed.

If a student receives a failing grade in a course and repeats the course so he/she may obtain credit for the course, the course is counted for the enrollment period and may be counted for financial aid purposes. The highest grade will be counted and previous grades will be replaced. The previous grades will be excluded when considering the qualitative progress standard, but the credits or clock hours will be counted when determining the PACE SAP standard. All grades will show on the student transcript.

In the Nursing Assistant program, students must demonstrate their commitment to completing the program by earning passing grades in each course. Nursing Assistant students must receive a grade of C or higher in each of the modules in the program, including internship. Failure to do so will result in dismissal from the Institution. If they fail a module exam, they are permitted to retake the module exam twice in an effort to receive a passing grade. A subsequent passing grade on a module exam will replace the original grade.

Satisfactory Academic Progress Policy (SAP) (Applies to all Title IV and Non-Title IV Students)

The Satisfactory Academic Progress standards established by the Office of Academic Affairs are summarized below.

To be eligible for Title IV aid and/or VA benefits, a student must maintain satisfactory academic progress (SAP) that include qualitative, quantitative and incremental measures of progress. Students are primarily responsible for their own academic progress and for seeking assistance when experiencing academic difficulty.

All students must maintain Satisfactory Academic Progress to continue enrollment. Satisfactory Progress is measured at the end of each payment period, and will be validated prior to disbursement of aid.

Pace (Quantitative) Measure of Satisfactory Academic Progress (SAP)

To be considered making SAP, Students are required to attend a minimum of 67% 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 67% 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.

Maximum Timeframe

These SAP policies determine the academic standards that students are expected to meet and clearly define the method by which the achievement of those pace (pace is the rate necessary to complete each program within its specified maximum time frame) and qualitative standards are calculated. If the student has made acceptable pace and qualitative progress for the respective payment period in which SAP was evaluated, then the school reviews the 150% of the maximum allowable time frame criterion to measure the student's Satisfactory Academic Progress.

Program-Specific Pace Timeframes

All students must satisfactorily complete their program within 150% of the normal timeframe as indicated below.

Program Name	Normal	Maximum
Medical Assistant	36 weeks	54 weeks

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's credit/clock hour requirements.

For example: The maximum timeframe for the Medical Assistant program is 54 weeks. The total clock hours needed for completion of this program are 900 semester clock hours. By the time the student has been in the program for 27 weeks (1/2 of the maximum time frame), he/she must have completed at least 450 clock hours. This time frame is applicable for all students including those who do not receive financial aid.

Students who fail to meet the pace requirements will be placed on Financial Aid Warning. The student is then required to meet with their Academic Advisor and a Financial Aid Advisor. If there is no improvement over the next payment period, those students will be dismissed from their program for not maintaining SAP.

Qualitative Measure (GPA) of Satisfactory Academic Progress (SAP)

Allen School of Health Sciences follows a qualitative measure of determining SAP. In order for students to successfully meet this qualitative measure, they must maintain a GPA of at least 2.0 at the completion of each module. The Office of Financial Aid receives qualitative information about Title IV recipients from the Office of Registrar. The qualitative SAP progress is reviewed manually and a copy of the latest transcript is kept in the student's file. Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, will be dismissed from the program. Students have the option to appeal the decision. The Director of Financial Aid and the Director of Academic Affairs monitors qualitative progress.

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. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods.

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 and may be dismissed from the program. It is advisable for any student on warning status to meet with both a Financial Aid Advisor and an Academic Advisor to ensure future satisfactory progress and aid eligibility.

A student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

Appeal Process

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility. (If a school does not allow an appeal, a student may not be placed on financial aid probation).

Students may have the opportunity to have their financial aid

eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the President, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Executive Director will provide a decision within ten (10) business days.

Financial Aid Probation

If a student does not make Satisfactory Academic Progress by the end of the Financial Aid Warning period (they have not maintained SAP for two consecutive payment periods), the student will be dismissed for not maintaining SAP.

A student may file an appeal of the SAP dismissal due to a death in the family, illness, or other extenuating circumstances, including any supporting documentation. A written, detailed explanation of the circumstances along with a specific improvement plan must be submitted to the Vice President, Academic Affairs. The appeal must then be approved by the President of the institution.

If the Vice President of Academic affairs approves the appeal the student will be placed on Financial Aid Probation for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain eligible for federal aid beyond the initial probationary period. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for title IV aid.

An academic plan can be changed, if the student files another appeal based on related to unusual circumstances that presented the student from meeting the requirements of the original academic plan.

Reestablishment of Status

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 70% or better, and/or 2) Increasing cumulative attendance to 80% by the end of a Warning or Probation period.

Reinstatement of Title IV

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

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

Title IV Eligible Programs

Students who have been terminated or withdrew from school may resume (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and re-enter (if determined eligible), after more than 181 days will pay a registration fee and will be charged for contracted hours at the current tuition rate. All re-entering students will be provided the school's re-entering policy and will be evaluated by the school Director for placement in the curriculum. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-entry is at the discretion of the school administration.

Code of Conduct

As all students at Allen School of Health Sciences will be entering the health-care field, they are held to a high level of professionalism in the classroom to prepare them to meet the expectations of potential employers. From the first day of the program, students will be expected to conduct themselves in a professional manner. Students must be prepared for each day as if they were already working in a health-care setting. Students are required to demonstrate not only clinical competency, including reasonable skills and safe practices, but also professional, ethical behavior in the presence and care of patients, doctors, instructors, staff, and peers.

Unprofessional conduct includes any behavior that is disruptive or disrespectful and is inconsistent with professional standards appropriate for students aspiring to a career in healthcare. Such conduct will not be tolerated.

Unprofessional conduct for all learners includes, but is not limited to the following:

- Disrespectful, disruptive, and inattentive behavior or actions, such as talking, whispering, exhibiting disrespectful body language, or distracting other students during presentations or class sessions.
- Confrontational, argumentative, or disrespectful discussions, actions, or body language used in the presence of school staff, instructors, or those you interact with during course activities or during your internship such as patients, doctors, nurses, staff, or peers. Unfair treatment of the aforementioned, regardless of race, religion, age, gender, physical handicap, marital status, sexual preference, gender identity or expression, or national origin.
- Cheating on academic tests and plagiarism on reports or documents is not tolerated. Professional conduct includes academic honesty while in the program.
- Use of threats or threatening language towards another constitutes grounds for immediate dismissal.
- Use of cell phones or any other handheld music or communication devices during class or labs, other than in an emergency or during breaks.
- Sleeping, eating, or drinking in class sessions or student laboratory activities.
- Use of computers for activities unrelated to the program or course requirements.
- Inappropriate dress as defined by the Dress Code.
- Use of abusive or obscene language while on the Allen School of Health Sciences' campus or internship sites.
- Disclosure of any confidential patient information to any unauthorized person, including family, friends, or the public during internship.
- Failure to follow universal safety precautions.
- Any use of physical force or violence constitutes grounds for immediate dismissal.

Consequences of Unprofessional Conduct

If a student is exhibiting any form of unprofessional conduct as defined above, he or she may be asked to stop the behavior and/or be asked to leave the classroom, laboratory, or Allen School of Health Sciences' campus.

The instructor or staff member will present written documentation of the behavior or situation to the Director of Academic Affairs and a conference will be held in which the student(s) who engaged in unprofessional behavior will be placed on Code of Conduct warning, probation, and possibly dismissed depending on the charge and the number of offenses. A student who is dismissed from the program for unprofessional conduct is not eligible for re-admittance into the program at any time.

Academic Honesty

Academic integrity is the foundation of the learning community. Each student has the primary responsibility for being academically honest; therefore, students are advised to read and understand the following information:

Academic dishonesty includes, but is not limited to:

- Plagiarism – this occurs when a writer represents another person's words or ideas as his/her own. Plagiarism can be unintentional, but it is the student's responsibility to review this definition to avoid plagiarizing other's work. Plagiarism occurs when writers fail to include direct references (of other's written or oral works) in quotation marks, failure to include citations in their writing (or as footnotes), and/or failure to furnish a reference or works cited list to accompany their writing. Written work is checked for plagiarism using online programs. Check your syllabus to review the standard documentation style that your instructor requires for the course. All submitted work must be original work; photocopies are not allowed.
- Cheating – this occurs when the integrity of an activity or examination is compromised through dishonesty or deceit. Cheating includes unsanctioned student collaboration or the use of unsanctioned resources or materials to complete one's work. Cheating also includes exchanging information with others about examinations, quizzes, or other class activities that are designed to be completed independently.
- Misrepresentation - involves providing false information in an academic assignment, furnishing false or misleading information to instructors or other Allen School of Health Sciences' personnel, or presenting misleading or fabricated data as valid.

Consequences of Academic Dishonesty

In the event of alleged academic dishonesty, the Instructor will report the matter and provide documentation to the Director of Academic Affairs at the campus who will then investigate the charge. Students who engage in academic dishonesty will be placed on academic warning or probation and possibly dismissed, depending on the charge and the number of offenses.

Grievance Procedure

Any student who desires to file a grievance about any action, employee, or student of the school must follow the procedure outlined below:

- I. The aggrieved student should first bring academic matters to the attention of his/her instructor, and for any non-academic matters, the student should contact the Campus Director.

2. For academic matters, if the student is not satisfied at this level or if the student feels unable to bring the matter first to the attention of the instructor, the matter should then be brought to the attention of the student's Director of Academic Affairs.
3. If the matter cannot be resolved by the Director of Academic Affairs or the Campus Director, the student may appeal to the President of the Allen School of Health Sciences, PO Box 25886, Brooklyn, NY 11202.
4. After a student has exhausted all means listed above, and the matter remains unresolved, he/she may seek assistance through the procedure below.

If a student complaint cannot be resolved after exhausting Allen School of Health Sciences' grievance procedure, a complaint may be filed with the following governing bodies:

Arizona State Board for Private Postsecondary Education
1740 W. Adams, Suite 3008
Phoenix, AZ 85007
Phone: 602-542-5709
www.azppse.az.gov

New York State Education Department
Bureau of Proprietary School Supervision
116 W. 32nd Street, 5th floor
New York, NY 10001
Phone: 212-643-4760
www.acces.nysed.gov/bpss/

Students may also contact the Council on Occupational Education:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: 770-396-3898
www.council.org

Dismissal and Withdrawal

Students may be dismissed for the following reasons:

- Not maintaining 90% cumulative attendance
- Violating the code-of-conduct policy
- Failing attendance or academic probation
- Failing to maintain Satisfactory Academic Progress (SAP)
- Past Due payments on Payment Plan Agreement

The Date of Determination used to determine when the student is no longer enrolled at the Allen School of Health Sciences is the date indicated in written communication by the student to the Registrar's Office. If a student does not submit written notification, the school will determine the student's Date of Determination based upon federal regulations and Institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the withdrawal.

For all students, the last date attended will be considered the withdrawal date. If financial aid has been disbursed prior to a student's withdrawal or dismissal from class, the student could be responsible for repayment to the school (as stated by the Allen School of Health Sciences' refund policy) and to the Title IV program. This may jeopardize future financial aid at Allen School of Health Sciences and at other institutions if repayment is not made. The return of Title IV funds process will not be calculated unless the student's financial aid file is complete. The student has 30 days to complete the file. Students will automatically be dismissed after 2 consecutive weeks of non-attendance.

Students wishing to terminate their program before it is completed must follow the process as outlined below:

- Notify the Registrar
- Return all school-owned books and supplies
- Provide current address to the Office of the Registrar

Resuming Enrollment for Title IV Eligible Programs

The decision to allow a student to resume their enrollment will be made by representatives from each department including the Executive Team. Past performance, the reason for having left the Institution, and the feasibility of successful completion of the program will be considered when determining approval for a resuming enrollment request. Tuition fees previously paid by the student will be applied and the student will need to re-establish eligibility for financial aid in order to be considered for readmission. The resuming enrollment process includes writing an essay and, in some cases, meeting with the Office of Academic Affairs. A student may only apply to resume their enrollment once during his/her entire academic career, and must do so within six (6) months of their Last Date of Attendance (LDA).

Students that request to resume their enrollment beyond the six (6) month period will be required to restart their program from the 1st module. A student that is re-starting their program must go through the same process detailed above as a student that is resuming their enrollment, in addition to attending orientation and the registration process.

Non-Title IV Eligible programs are not eligible to resume into the program.

Refund Policy

This policy applies to students' who withdraw official or unofficially or who are dismissed from enrollment at the School. It is separate and distinct from the School refund policy. (Refer to institutional 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 Payment Period for Clock Hour programs OR non-term Credit Hour programs is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days (30 days for the state of Arizona) after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days (30 days for the state of Arizona) 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.

Withdraw Policy

"Official" Voluntary Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies Registrar or School Director in writing of their intent to withdraw. The date of the termination 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.
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's 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 payment period.
 - 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 payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. 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.

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 Academic Department and Registrar will make several 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.
9. 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 each payment period. The institution will use the Department of Education's 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 or credit hours and uses the payment 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 for clock hour programs:

- a) Determine the percentage of the period completed:

Divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period by the total clock hours in the payment period.

Calculate the percentage of Title IV, HEA aid earned for a credit hour programs:

- b) Determine the percentage of the period completed:

Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more).

The following guidance applies to calculations for clock hour and credit hour programs:

- c) If this percentage is greater than 60%, the student earns 100%.

- d) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE 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 Allen School of Health Sciences 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
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid

Earned Aid

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours or credit hours) up to the 60% point in the semester. 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-withdrawal 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, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

Institution Responsibilities

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

- Providing students information with information in 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 dispersed 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 official records/registration personal at your school.

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.

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.

Institutional Refund Policy for Programs Measured in Clock Hours

Term Refund Policy

The date of withdrawal for refund purposes is the last date of attendance (LDA). Fees paid to the school for goods and services not provided by the school and accepted by the student shall be refunded. Any student who cancels, withdraws, or is dismissed, will receive excess revenue paid to the school for charges not incurred. This repayment will be made within 45 days following the date of determination. (student's last date of attendance.) The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5001 and 5002 of the Education Law.

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

- A student may cancel this agreement at anytime without penalty prior to attending class.
- If the student withdraws or is dismissed after instruction has begun, the school may retain tuition liability as of the student's last date of attendance.

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

During the First Term:

- a. 0% of the term's tuition if the termination is during the first week of instruction; or
- b. 20% of the term's tuition if the termination is during the second week of instruction; or
- c. 35% of the term's tuition if the termination is during the third week of instruction; or
- d. 50% of the term's tuition if the termination is during the fourth week of instruction; or

- e. 70% of the term's tuition if the termination is during the fifth week of instruction; or
- f. 100% of the term's tuition if the termination occurs thereafter.

During the Subsequent Terms:

- a. 20% of the term's tuition if the termination is during the first week of instruction; or
- b. 35% of the term's tuition if the termination is during the second week of instruction; or
- c. 50% of the term's tuition if the termination is during the third week of instruction; or
- d. 70% of the term's tuition if the termination is during the fourth week of instruction; or
- e. 100% of the term's tuition if the termination occurs thereafter.

Quarters Refund Policy

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

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

During the First Quarter:

- a. 0% of the quarter's tuition if the termination is during the first week of instruction; or
- b. 25% of the quarter's tuition if the termination is during the second week of instruction; or
- c. 50% of the quarter's tuition if the termination is during the third week of instruction; or
- d. 75% of the quarter's tuition if the termination is during the fourth week of instruction; or
- e. 100% of the quarter's tuition if the termination occurs thereafter.

The student refund policy for the second quarter shall be the same as the first quarter unless the school determines that there were no significant changes in the student's educational program.

During Subsequent Quarters:

- a. 25% of the quarter's tuition if the termination is during the first week of instruction; or
- b. 50% of the quarter's tuition if the termination is during the second week of instruction; or
- c. 75% of the quarter's tuition if the termination is during the third week of instruction; or
- d. 100% of the quarter's tuition if the termination occurs thereafter.

Mini Program Refund Policy

(Nursing Assistant)

Termination Occurs	School may keep
0 – 15% of the program	0%
16 – 30% of the program	25%
31 – 45% of the program	50%
46 – 60% of the program	75%
After 60% of the program	100%

Sample Refund Charts for Students Who Attend the Ground Campus in New York State

The following chart depicts the refunds by drop week on average for a student who has paid the program in FULL PRIOR to their first day of class. The student should only expect a cash refund if after the refund policy has been applied considering all collected revenue and return of Grants or Loans to their original source, a credit balance still exists.

Medical Assistant - 900 Clock Hour Program			
A student who has paid the program in FULL PRIOR to their first day of class. The student should only expect a cash refund if after the refund policy has been applied considering all collected revenue and return of Grants or Loans to their original source, a credit balance still exists.			
The following chart depicts the refunds by drop week on average for	Refund	Payment Period 2	Refund
Week 1	\$16,556.00	Week 19	\$13,245.00
Week 2	\$13,245.00	Week 20	\$10,761.00
Week 3	\$10,761.00	Week 21	\$8,278.00
Week 4	\$8,278.00	Week 22	\$4,967.00
Week 5	\$4,967.00	Week 23	\$0.00
Week 6	\$0.00	Week 24	\$0.00
Week 7	\$0.00	Week 25	\$0.00
Week 8	\$0.00	Week 26	\$0.00
Week 9	\$0.00	Week 27	\$0.00
Week 10	\$0.00	Week 28	\$0.00
Week 11	\$0.00	Week 29	\$0.00
Week 12	\$0.00	Week 30	\$0.00
Week 13	\$0.00	Week 31	\$0.00
Week 14	\$0.00	Week 32	\$0.00
Week 15	\$0.00	Week 33	\$0.00
Week 16	\$0.00	Week 34	\$0.00
Week 17	\$0.00	Week 35	\$0.00
Week 18	\$0.00	Week 36	\$0.00

Nursing Assistant - 130 Hours					
The following chart depicts the refunds by drop week on average for a student who has paid the program in FULL PRIOR to their first day of class. The student should only expect a cash refund if after the refund policy has been applied considering all collected revenue and return of Grants or Loans to their original source, a credit balance still exists.					
Day	Refund	Evening	Refund	Saturday	Refund
Week 1	\$1,020.00	Week 1	\$1,360.00	Week 1	\$1,360.00
Week 2	\$680.00	Week 2	\$1,020.00	Week 2	\$1,020.00
Week 3	\$340.00	Week 3	\$680.00	Week 3	\$680.00
Week 4	\$0.00	Week 4	\$340.00	Week 4	\$340.00
Week 5	\$0.00	Week 5	\$0.00	Week 5	\$0.00
Week 6	\$0.00	Week 6	\$0.00	Week 6	\$0.00
		Week 7	\$0.00	Week 7	\$0.00
		Week 8	\$0.00	Week 8	\$0.00
		Week 9	\$0.00	Week 9	\$0.00
		Week 10	\$0.00	Week 10	\$0.00
				Week 11	\$0.00
				Week 12	\$0.00
				Week 13	\$0.00
				Week 14	\$0.00

Refund Policy for Programs Measured in Credit Hours

The date of withdrawal for refund purposes is the last date of login to the system. Fees and charges paid to the school for goods and services which have not been provided by the school and accepted by the student shall be refunded with the exception of the non-refundable registration fee. All monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within forty-five (45) days (30 days for the state of Arizona) of such action.

The refund policy for students who incur a financial obligation for a period of 12 months or less shall be as follows:

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all revenue paid. A total refund will be issued within 45 days (30 days for the state of Arizona) from the notice of cancellation.

- i. During the first 10% of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- ii. After the first 10% of the period of financial obligation and

- until the end of the first 25% of the period of obligation, the institution shall refund at least 50% of the tuition;
- iii. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund at least 25% of the tuition; and,
 - iv. After the first 50% of the period of financial obligation, the institution may retain all of the tuition.

Transcript Requests

Transcripts are issued to graduates who have satisfied all academic requirements. Official transcripts must be requested in writing and submitted to the Registrar either by submitting a completed official transcript request form (available in the Registrar's office) or a letter that contains the following information: current name, dates of attendance, campus, name while enrolled (if different than current name), and complete address of recipient. Official transcript requests must be accompanied by \$10 (cash or money order). There is no charge for unofficial transcripts.

Requests for official letters of attendance, progression, and academic status should be submitted to the Office of the Registrar.

Student Account

Allen School of Health Sciences does not mail registration bills or account statements. Electronic statements are provided monthly for students.

Payment Methods

Payments made by credit card, debit card, cash, cashier's check or money order are accepted. Personal checks are not accepted.

Textbooks

Students can opt out of receiving textbooks directly from the school by providing a written notice on or before the 7th day of each term.

Students should be aware of the following:

- Students who opt out will not be able to opt back in during the term.
- Because this course is taught in a compressed time frame, it is recommended that students have all required course materials (including specific editions of required texts) prior to the first day of each term.

Graduates

Graduate Students who wish to attend graduation and have an outstanding balance due to the school must be paid in full or be current with their payment plan arrangement. Official transcripts and certificates may be withheld.

Why Choose Allen School of Health Sciences?

We've Launched Thousands of Careers In The Medical Field.

We are a healthcare training institution that is 100% committed to your future by helping you through every part of the admissions process, providing multiple hands-on classroom experiences, and finally giving you the tools to land that first internship or job. We'll even assist you in deciding which medical career you're best suited for. All classes feature immersive medical training from qualified experts who all have professional experience working in their respective healthcare field.

Everything we do is to ensure that after graduation you'll be prepared with the in-demand skills employers are looking for and the confidence to begin a fulfilling and successful career as a medical professional.



“Where education comes to life”



Main Campus

163-18 Jamaica Avenue
Jamaica, NY 11432
718-291-2200



Brooklyn Branch Campus

188 Montague Street
Brooklyn, NY 11201
718-243-1700



Phoenix Branch Campus

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Suite B-210
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