



# BERK TRADE AND BUSINESS SCHOOL

## ACADEMIC CATALOG

2014 - 2015

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*Additional information available in the Orientation Booklet.  
A separate Placement and Crime Report is also available from the School.*



Berk Trade and Business School wants to congratulate you on making the decision to further your education and career by choosing one of our programs. You have made the first step in a life transforming process of gaining the skills necessary for a successful beginning in a new career. Your commitment to submitting your time, focus and energy on the learning process will ensure your success. Berk Trade and Business School is a private institution whose primary objective is to create successful, professional tradesmen through beginner and advanced, supplemental and vocational training as it relates to the building trades industry.

In the highly competitive field of building trades, students must be more skilled than ever and must possess a strong work ethic and desire to succeed. Success takes much more than just learning the theoretical and practical techniques; students must focus on every part of learning the trades and understand the business and profession of their choice. Our faculty and staff are dedicated to helping you reach your goals by ensuring that the time you spend with us will be the most valuable and rewarding academic experience of your life.

Our graduates are a testament and example of the success the school demonstrates through its reputation, having educated thousands of students over the past seven decades since the School's inception in 1940.

This school is a place where your future success is paramount. You're invited to explore our programs and see the many rewards a Berk Trade and Business School education can bring to your career goals and aspirations. It's something that will last for the rest of your life.

Welcome to Berk Trade and Business School.



**Irving Berk**  
**Founder**  
**1909-2006**

Berk Trade and Business School (BTBS), with a facility conveniently accessible to students throughout the greater New York metropolitan area, was founded in 1940 by its former owner, Irving Berk. Mr. Berk was one of the pioneers in the non-degree granting sector that provides training in the trades. He opened his school in 1940 in a storefront on Atlantic Avenue in Downtown Brooklyn, and expanded it five years later when it moved into a nearby converted tenement building. He helped hundreds of returning World War II veterans find work after receiving training paid for under the GI Bill. Eventually, the Berk School had four branches, two in Brooklyn and two in Manhattan, with a significantly expanded curriculum.

In the beginning the original School taught nothing but plumbing classes. Electrical Installation was added when the school moved to its second building. Later the curriculum expanded to include auto mechanics, building administration, business administration, accounting, secretarial training and computer applications, English as a second language, medical billing, and even the taking of blood for transfusions or tests. Over 10,000 students from various parts of the United States as well as internationally have earned certificates and diplomas.

The multi-cultural population in the New York metropolitan area has increased dramatically over the past several years. Many of these individuals presently work in menial jobs because they lack the skills necessary to obtain employment in business. The faculty and staff of Berk Trade and Business School believe they provide the education and skills essential to this population so that the individuals can become part of the growing New York City workforce and business community.

## *A*CCREDITATION

Berk Trade and Business School is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award certificates. ACCSC is a national accrediting agency recognized by the U.S. Department of Education. This accreditation qualifies Berk Trade and Business School to participate in Federal Financial Aid Programs, which provide grants and loans to eligible students. Berk Trade and Business School is also qualified to accept tuition assistance from the Department of Veterans Affairs, New York State Education Department – Adult Career and Continuing Education Services (ACCES), Human Resources Administration (HRA), Americorps, US Department of Labor’s Individual Training Account Grant Program (ITA), and other third party assistance programs including employer sponsored tuition assistance programs.

## *P*ROGRAM ADVISORY COMMITTEES

The Program Advisory Committees offer an accurate picture of what is happening in today's marketplace, and what to expect in the future. Our Program Advisory Committee members hail from a wide variety of backgrounds. Some are leaders of the largest and most-respected companies in their fields. Others are private practitioners at the cutting-edge of the concepts and technologies used in today's industry. Together, they provide Berk Trade and Business School with pertinent information to keep it at the forefront of the trends and skills our students will need to be successful in today’s job market. Each course and program has been reviewed and analyzed by the Program Advisory Committee. What happens in our classrooms surpasses the minimum standard required by employers who hire our graduates. Nothing goes into the classroom that will not be used in the industry. Berk Trade and Business School and our Program Advisory Committees engage in a joint partnership that focuses on improving the quality of our product. This means the student receives the most advanced, and exceptional learning experience available.



# *T*HE MISSION OF BERK TRADE AND BUSINESS SCHOOL

Our mission is to serve and enrich our students, clients and communities by providing opportunities for advancement through education, training, research and the transfer of knowledge.

Berk Trade and Business School (BTBS) seeks to instill in students an understanding of and an appreciation for the building trades, the work ethic and professionalism required to succeed, and the dedication required to excel in all areas of the curriculum. Deeply woven within this philosophy is the concept of applied learning, which BTBS strives to perfect. Linking classroom theory with practical hands on training remains the most distinguishing feature of the School.

Berk Trade and Business School stands as an innovative and vibrant student-centered institution that supports everyone in their pursuit of knowledge. Common threads run through the fabric of the BTBS experience: increased self-confidence, stronger professional skills and technological competencies, all based on lives open to change.

Berk Trade and Business School believes that high quality education in trade and business skills rests on an awareness of self worth. The faculty and staff are dedicated to providing all students with educational experiences that encourage a high degree of competence. The career training provided at BTBS is designed for individuals to enter the job market in a reasonably short period of time.

The primary educational mission at Berk Trade and Business School is to create an atmosphere that permits the individual student to achieve goals. The School accepts the responsibility to offer an education that may enable each student to reach his/her potential in a dynamic career. The mission is accomplished by offering:

- A learning design that blends theory and practice
- Small classes
- A caring environment
- Individual student advisement
- Effective career counseling and job placement

Full realization of the Mission can only be achieved by collaboration.



## **OBJECTIVES IN SUPPORT OF THE MISSION**

Berk Trade and Business School has established the following objectives in order to implement its mission and to fulfill its commitment to serve not only its student population, but also the community at large:

1. To provide curricula that develop students' intellectual and career-related competencies, and impart the expertise necessary to compete in the current and emerging academic and business environments.
2. To provide extensive academic and auxiliary support services to all enrolled students as necessary to maximize each student's ability to complete the School's programs successfully.
3. To evaluate the curriculum, its implementation and outcomes on a regular basis to ensure that the School achieves its mission.
4. To offer career services and opportunities to support students and alumni in meeting their professional employment goals.
5. To encourage students to recognize their self-worth and to instill in them positive personal career goals.
6. To engage business and industry in ongoing dialogues with School administrators.

## *T*HE PURPOSE OF BERK TRADE AND BUSINESS SCHOOL

The purpose of Berk Trade and Business School can be summarized as follows:

1. To create appropriate high quality opportunities that enable learning, advancement, development, and employment, and that are open to as many individuals and communities as is achievable and sustainable.
2. To create and support opportunities for successful participation by under-represented groups, as well as for continuing personal, professional and skill development for all members of the School.
3. To create an environment in which staff can engage in research that is innovative; that contributes to knowledge or to professional practice; that encourages personal and professional development, and that enhances learning.
4. To endeavor, through partnership and enterprise to have an impact upon economic development and regeneration, as well as social and cultural advancement, whether at local, national or international levels.

## CORE VALUES OF BERK TRADE AND BUSINESS SCHOOL

Full realization of the Mission can only be achieved by a collaborative approach on the part of everyone in the organization. The values and conduct to which faculty and staff aspire, and wish to foster and sustain, can be summarized as follows:

1. To put the needs of our students and clients at the heart of our work.
2. To help all learners reach their full potential.
3. To aspire to excellence in all areas of activity.
4. To demonstrate fairness, equality of opportunity and respect to all.
5. To endeavor to maintain high ethical and professional standards.
6. To seek continuous review and improvement of performance.
7. To respond constructively to the responsibilities of empowerment.
8. To facilitate the empowerment of others and to encourage teamwork.
9. To question accepted views and to defend independence of thought.
10. To celebrate and reward success.

## GENERAL INFORMATION

### DISCLOSURE STATEMENT

The School 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 program requirements, without formal notice.

This catalog is not intended as a listing of course offerings, but rather as a reference document containing approved curricula, programs and courses that may be offered.

Berk Trade and Business School reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment, and to change times and/or instructor assignments.

### PARKING

There is ample on the street metered parking available on streets that surround the School's building.

### PUBLIC TRANSPORTATION

The School is conveniently located and accessible by all forms of public transportation.

#### Subway lines include:

##### From Brooklyn

G train to Court Square. Transfer with Metro card only to the 7 Local train Flushing bound to 33<sup>rd</sup> St.-Rawson St.

##### Manhattan and the Bronx

A, C, E, N, Q, R, W, 1, 2, 3 to 42<sup>nd</sup> St. Times Square. Transfer to the Flushing bound 7 Local train to 33<sup>rd</sup> St. – Rawson St.

4,5,6 to Grand Central then transfer to the Flushing bound 7 Local train to 33<sup>rd</sup> St.-Rawson St.

D, B, F, train to 42<sup>nd</sup> Street Bryant Park, Transfer to Flushing bound 7 Local train to 33<sup>rd</sup> St. – Rawson St.

##### Queens

N to Queensboro Plaza. Transfer to the Flushing bound 7 Local train to 33<sup>rd</sup> St. – Rawson St.

E, R, F to 74<sup>th</sup> Roosevelt train to Manhattan bound 7 Local train to 33<sup>rd</sup> St. – Rawson St.

#### The bus lines include:

Q32 OR Q60 TO 36th Street and Queens Boulevard.

## GENERAL INFORMATION

## **HOURS OF OPERATION**

Berk Trade and Business School operates on a rolling admissions basis, and offers classes from early morning to late evening, Monday through Friday. Programs begin approximately every 8 weeks. Approximately twelve – sixteen classes begin each academic year. Classes are generally 30 weeks in length and consist of two terms of fifteen weeks. (Weekend classes may be scheduled depending on enrollment.)

## **THE SCHOOL DAY**

Administrative offices are open from 9:00 a.m. to 10:00 p.m., Monday through Friday and on weekends when classes are in session on those days.

The Library is open from 9:00 a.m. to 3:00 p.m. and 5:00 p.m. to 9:00 p.m. Monday through Friday.

## **ADVANCED CREDIT**

An applicant who has completed courses in a licensed and accredited career school, college or university may at the discretion of the School Director, transfer credits for similar courses at BTBS. Each request will be evaluated on an individual basis by the School Director, Registrar and Interdepartmental Chairperson. Students should recognize that Berk Trade and Business School is a *clock hour* and not a *credit hour* institution and as such the coursework taken at another institution may or may not be relevant to the coursework required in one of our programs. A student requesting credit for a class must present the other institution's catalog and an official sealed transcript to BTBS prior to starting his or her program. No credit will be given once enrollment is complete. Students considering continuing their education at or transferring to other institutions, must not assume that clock hour courses taken at BTBS will be received by the receiving institution. Students must contact the receiving institution's registrar to determine what course work if any, that institution will accept.



## **GENERAL FACILITIES AND EQUIPMENT**

The facility encompasses administrative offices that include admissions, student financial services, registrar, and bursar offices as well as lecture, theory and shop rooms and classrooms. The library resource center is equipped with resources including periodicals, CD ROM and video reference materials and student computers. The shops and classrooms are equipped with equipment, instructional materials and visual aids that are reflective of what graduates will encounter in the workplace. Equipment includes electric panels, Voltage Meters, Conduit Vises, Conduit Benders, Rigid 300 Pipe Threading Machine, Cast Iron Cutters and much more. Tools are in use throughout the School, providing students and staff with the necessary familiarity to the technology found in their respective fields.

# **ACADEMIC PROGRAMS**

## **600-HOUR ACCREDITED COURSES**

600 hours course curriculum was specifically designed to meet the needs of companies requiring individuals with skills in residential and commercial applications.

Berk Trade and Business School classrooms foster inter student collaboration, encouraging students to work in partnership and cohesively learn from each other by support, motivation, and exposure to teaching back and feedback. Berk Trade and Business School encourages and challenges students to actively contribute to the learning process and to bring their personal and professional experiences into the classroom to create a curriculum with immediate relevance to their careers and personal lives.



Our faculty members are experienced professionals with years of practical training who bring their real world life experience to the classroom. All 600 hour trade courses are comprised of two terms of 15 weeks each. All courses may not currently be offered. Contact the Admissions Department for current offerings.

## **CLOCK HOURS**

All courses are measured by instructional clock hours. A clock hour is based on actual hours of attendance, though each hour may include a ten minutes break. 600 hour accredited trade courses are for 4 hours per session for a total of 20 hours per week. 100 hour non-accredited vocational courses are for 3 or 6 hours per session for a total of 6 hours per week.

## **NUMBER OF STUDENTS IN A CLASSROOM**

The School's facilities are designed to accommodate students comfortably, whether in classrooms or laboratories. The number per class or laboratory is approved by New York State Education. The typical class size is approximately 18 students. This allows for a productive and interactive environment for all our students.

## CLASS SCHEDULES

### 600 Hours Programs

Six hundred hour programs meet 20 hours per week, either Monday to Thursday, or Monday to Friday for a total of 30 weeks. Classes may assemble at four different times during the day; either 9am to 1pm, 1pm to 5pm; 1 pm to 6 pm; or 6pm to 10 pm. Please see the following class schedule for six hundred hour programs:

DAY	MORNING SESSION	AFTERNOON SESSION	EVENING SESSION
<b>MONDAY</b>	9:00AM TO 1:00PM	1:00PM TO 5:00PM 1:00PM TO 6:00PM	6:00PM TO 10:00PM
<b>TUESDAY</b>	9:00AM TO 1:00PM	1:00PM TO 5:00PM 1:00PM TO 6:00PM	6:00PM TO 10:00PM
<b>WEDNESDAY</b>	9:00AM TO 1:00PM	1:00PM TO 5:00PM 1:00PM TO 6:00PM	6:00PM TO 10:00PM
<b>THURSDAY</b>	9:00AM TO 1:00PM	1:00PM TO 5:00PM 1:00PM TO 6:00PM	6:00PM TO 10:00PM
<b>FRIDAY</b>	9:00AM TO 1:00PM	1:00PM TO 5:00PM	6:00PM TO 10:00PM

*(As of the date of this revision, additional programs are in the process of being approved.)*

**SATURDAY & SUNDAY** 9:00AM TO 4:30PM

\*Alternatively, the School may offer these programs on a different schedule.



# ACADEMIC PROGRAMS

## CLASS SCHEDULES

### 100 Hour Non-Accredited Avocational Programs

One hundred hours programs meet for a total of 25 hours per week for four weeks according to the following schedule:

DAY	MORNING SESSION	AFTERNOON SESSION	EVENING SESSION
<b>MONDAY</b>	9:00AM TO 2:00PM	1:00PM TO 6:00PM	5:00PM TO 10:00PM
<b>TUESDAY</b>	9:00AM TO 2:00PM	1:00PM TO 6:00PM	5:00PM TO 10:00PM
<b>WEDNESDAY</b>	9:00AM TO 2:00PM	1:00PM TO 6:00PM	5:00PM TO 10:00PM
<b>THURSDAY</b>	9:00AM TO 2:00PM	1:00PM TO 6:00PM	5:00PM TO 10:00PM
<b>FRIDAY</b>	9:00AM TO 2:00PM	1:00PM TO 6:00PM	5:00PM TO 10:00PM

# ACADEMIC PROGRAMS

## TUITION AND FEE SCHEDULE

The schedule below reflects the combined tuition and general use fees required of all 600 hour courses. This schedule reflects the tuition and fee rates in effect at this time. All tuition and fees printed in the catalog are subject to change by the School Administration. The most recent rates are published below.

### 600-HOUR ACCREDITED COURSES

COURSE ID	COURSE NAME	TOTAL HOURS	LENGTH IN WEEKS	COURSE COST	*TUITION FEE	BOOKS FEE	TOOLS FEE	REG. FEE
CU004903	Electrical Installation	600	30	\$ 11,600	\$11,144	\$125	\$250	\$50
CU004930	Comprehensive Plumbing	600	30	\$ 11,600	\$11,144	\$125	\$250	\$50

*\* Also, there are a \$6 ID fee and a \$25 Graduation fee. These amounts are included in the total tuition. Note also that the tuition rate will not be increased while a student is currently enrolled in a program.*

### 100-HOUR AVOCATIONAL NON-ACCREDITED COURSES

COURSE ID	COURSE NAME	TOTAL HOURS	LENGTH IN WEEKS	COURSE COST	*TUITION FEE	BOOKS FEE	REG. FEE
CU005432	Plumbing Maintenance	100	4	\$2,500	\$2,294	\$125	\$50
CU005431	Electrical Wiring, Minor Expansion and Repair	100	4	\$2,500	\$2,294	\$125	\$50

*\*Also, there are a \$6 ID fee and a \$25 Graduation fee. Those amounts is included in the total tuition. Note also that the tuition rate will not be increased while a student is currently enrolled in a program.*

# ACADEMIC PROGRAMS

## 600-HOUR TRADE COURSE DESCRIPTION

### ELECTRICAL INSTALLATION



Berk Trade and Business School's Electrical Installation certificate program gives you the power to compete in today's fast-paced world. It's a comprehensive program that delivers a variety of career options, upon program completion. If a career in electricity sparks your interest, Berk Trade and Business School will give you the knowledge and skills to succeed.

#### Scholastic Overview

The Electrical Installation program is a 30 week, seven and a half month program. This is a comprehensive program that prepares a student to enter the electrical field, and to familiarize students with the principles of the residential and commercial electrical trade. During each section of instruction, the students receive the necessary classroom and lab instruction pertaining to the subject that is being taught. After the students have obtained necessary math skills and basic theory, they will design, wire and install various electrical applications in appropriate settings.

The course contains theory of basic principles and working concepts along with practical hands on training. Graduates of this program are qualified as entry-level Electrician Apprentices who may work in residential, commercial or industrial settings under the guidance of a licensed electrician. Potential occupations may include, but are not limited to, residential, commercial or industrial construction, maintenance and repair. Graduates should check with their local state licensing bureaus for apprenticeship licensing requirements.



# ACADEMIC PROGRAMS

## **600-HOUR TRADE COURSE DESCRIPTION (Continued)**

INTRODUCTION	100 Hrs.
Electrical History	
Energy Fundamentals	
Ohms Law Theory	
Electrical Components	
Tools for the Electrician	
ELECTRICAL SYSTEMS & CODE REQUIREMENTS	100 Hrs.
Safety and Grounding Essentials	
Wiring Systems	
Boxes, Fittings, Covers	
INSTALLATION & WIRING	100 Hrs.
Installing Boxes and Conductors; Device Wiring	
Planning Branch Circuits	
Reading Prints and Schematics	
SERVICE ENTRANCE & SERVICE EQUIPMENT	100 Hrs.
Service Entrance	
Appliance Wiring and Special Outlets	
Light Commercial Wiring	
Farm Wiring; Mobile Home Wiring	
TROUBLESHOOTING, REMODELING, METERS	100 Hrs.
Low Voltage	
Electrical Remodeling	
Electrical Meters	
Electrical Troubleshooting	
ELECTRICAL SYSTEMS & SPECIAL ELECTRICAL TOPICS	100 Hrs.
Specialized Wiring	
Motors and Motor Circuits	
Swimming Pool Wiring	
Math Review	
Electrical Careers	
TOTAL HOURS	600 Hrs.

## 600-HOUR TRADE COURSE DESCRIPTION (Continued)



### COMPREHENSIVE PLUMBING

The Comprehensive Plumbing certificate program prepares students to work in all phases of the plumbing field. You will gain the skills to perform plumbing tasks that include repairs and remodels, as well as new construction in the commercial or residential industry.

#### Scholastic Overview

The Comprehensive Plumbing program is a 30 week, seven and a half month program. This is an all-inclusive program that prepares a student to enter the plumbing field and to familiarize students with the principles of the residential and commercial plumbing trade. During each section of instruction, the students receive the necessary classroom and lab training viable to the subject that is being taught. After the students have obtained necessary math skills and basic theory, they will design and install various plumbing applications in appropriate settings. The occupational objective of the comprehensive plumbing course of study is to familiarize students with the principles of the plumbing trade.

Experienced instructors teach students how to layout, measure, install and connect various types of pipes and fittings. Students also learn to read blueprints and schematics and use a variety of hand and power plumbing tools. The course contains theory of basic principles and working concepts along with practical hands on training. Strong technical understanding, reasoning ability and problem-solving skills are essential attributes of a successful plumber.

Graduates of this program are qualified as entry-level Plumber's Apprentices who may work in residential, commercial or industrial settings under the guidance of a licensed plumber. Potential occupations may include, but are not limited to, residential, commercial or industrial construction, maintenance and repair.



## 600 HOUR TRADE COURSE DESCRIPTION (Continued)

### COMPREHENSIVE PLUMBING

INTRODUCTION TO PLUMBING 100 Hrs.

Plumbing History

Safety; Plumbing Tools

Types of Pipes; Fittings

Mathematics for Plumbers

PLUMBING SYSTEMS 100 Hrs.

Valves, Meters and Devices

Fixtures

Faucets and Drain Assemblies

Plumbing Equipment

PLUMBING EQUIPMENT AND BLUEPRINTS 100 Hrs.

Appliances; Piping Materials and Fittings

Blueprint Reading and Drafting

Project Layout

PLUMBING SYSTEMS DESIGN AND INSTALLATION 100 Hrs.

Designing Plumbing Systems

Water Service Installation

Water Distribution Installation

Installing Water Supply Piping

PLUMBING SERVICES 100 Hrs.

Drainage, Waste and Vent Segment & Sizing

Drainage, Waste and Vent Installation

Fixture and Equipment Installation

Building Codes

REPAIRS, TROUBLESHOOTING & CAREERS

Plumbing Repairs & Troubleshooting; Hydronic Heat

Plumbing Careers Opportunities

TOTAL HOURS 600 Hrs.

## 100-HOUR NON-ACCREDITED SHORT COURSES

### DISCLAIMER

PLEASE BE ADVISED THAT THE FOLLOWING COURSES ARE NOT ACCREDITED BY THE SCHOOL'S ACCREDITING COMMISSION, *THE ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES*.

Berk Trade and Business School offers short courses without academic credits (non-accredited), which may be of interest to individuals seeking refresher courses, personal self enrichment, or for professional development.



All 100 hour courses are **not** accredited by the School's accrediting commission, Accrediting Commission of Career Schools and Colleges (ACCSC) and therefore are not intended for principle occupation or vocational purposes. Students learn how to apply general principles related to maintenance and repair in residential applications.

Placement assistance is not provided for these courses since it is understood that enrollees are not taking courses for the purpose of finding employment.

100 hour courses are for a total of four weeks in length. Please note that all courses may not currently be offered. Contact the Admissions Department for current offerings.

### SEVP

The School is approved to participate in the Student and Exchange Visitor Program (SEVP) to accept nonimmigrant students.

**100-HOUR NON-ACCREDITED SHORT COURSES (Continued)**  
**ELECTRICAL WIRING, MINOR EXPANSION, AND REPAIRS**

**COURSE DESCRIPTION**



This course contains the basic principles and working concepts along with practical hands on training. Upon successful completion of this course, the student will be able to assemble, install and repair lighting equipment and building wiring, as well as do basic electrical maintenance work.

<b>COURSES/UNIT TITLE</b>	<b>NUMBER OF HOURS</b>
<b>TOOLS AND MATERIALS</b>	<b>10</b>
1. Basic Tools for House Wiring	
a) Hand Tools	
b) Power Tools	
2. Wiring Methods	
a) Cables	
b) Conduit	
<b>BASIC SKILLS</b>	<b>35</b>
a) Splices	
b) Anchoring	
c) Installing Raceway	
d) Installing Device Boxes, Outlet Boxes, Switches	
e) Adding New Receptacles	
<b>ELECTRICAL WIRING AND SERVICING</b>	<b>55</b>
a) Branch Circuits	
b) Installing Lighting Fixtures	
c) Installing Major Electrical Appliances	
<b>TOTAL HOURS</b>	<b>100</b>



## 100-HOUR NON-ACCREDITED SHORT COURSES (Continued)

### PLUMBING MAINTENANCE

#### COURSE DESCRIPTION



This course contains the basic principles and working concepts along with practical hands on training. Upon successful completion of this course, the student will be able to assemble, install, and repair pipes, fittings, plumbing fixtures, and drain, waste and vent systems, according to specification and plumbing codes, and will prepare the student to do basic plumbing maintenance work.

COURSE/UNIT TITLE	NUMBER OF HOURS
Safety Test	3
Future Directions	2
Fixture Units: Pipe Sizes	3
Siphonage and Testing	2
Steel and Copper Pipe Fittings	1
Types of Copper Tubing	2
Water Supply Tools	1
Removal of Water from a Cellar	3
Plastic Pipe and Fittings	2
Transparency Master	2
Drainage Connection	2
Transparency 1 through 15	6
Plumbing Code	8
Basic Hand Tools	7
Drainage Connections	8
Water Valves and Faucets	15
Drain, Water and Vent Systems	16
Water System Maintenance and Repair	15
Securing, Holding and Advancing Employment	2
<b>TOTAL</b>	<b>100</b>

## CANCELLATION AND REFUND POLICY

### A. 600 HOUR COURSES OPERATING IN TERMS

Cancellation of enrollment must be in writing and delivered in person or by certified mail. A student who cancels within 7 days of signing the enrollment agreement will have all monies refunded.

Tuition liability as of the student's last date of physical 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.

If termination occurs school may keep:

#### a. First Term

Prior to or during the first week 0%  
During the second week 20% (\$1,114.40)  
During the third week 35% (\$1,950.20)  
During the fourth week 50% (\$2,786.00)  
During the fifth week 70% (\$3,900.00)  
After the fifth week 100% (\$5,572.00)

#### b. Subsequent Term

During the first week 20% (\$1,114.40)  
During the second week 35% (\$1,959.20)  
During the third week 50% (\$2,786.00)  
During the fourth week 70% (\$3,900.00)  
After the fourth week 100% (\$5,572.00)

Tuition charges are \$371.47 per week.

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

In the case of student's prolonged illness or accident, or other unusual circumstances that make it impractical to complete the course, the school shall make a determination of withdrawal. On the date of determination, the school will determine the percentage of course completed and total hours offered as of the last date of physical attendance. Fees and charges paid to the school shall be refunded.

## CANCELLATION AND REFUND POLICY (Continued)

### B. 100 HOUR COURSES OPERATING IN QUARTERS

Cancellation of enrollment must be in writing and delivered in person or by certified mail. A student who cancels within 7 days of signing the enrollment agreement will have all monies refunded.

Thereafter, liability for tuition will be as of the student's last date of actual attendance. The refund policy shown below uses the mini-refund calculation.

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

Thereafter, a student will be liable for:

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

If termination occurs, school may keep:

0 - 15% (up to 3 days) of the program.....	0%
16-30% (4 to 6 days) of the program.....	25% (\$ 579.75)
31-45% (7 to 9 days) of the program.....	50% (\$1,159.50)
46-60% (10 to 12 days) of the program.....	75% (\$1,739.25)
After 60% of the program.....	100% (\$2,319.00)

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

In the case of student's prolonged illness or accident, or other unusual circumstances that make it impractical to complete the course, the school shall make a determination of withdrawal. On the date of determination, the school will determine the percentage of course completed and total hours offered as of the last date of physical attendance. Fees and charges paid to the school shall be refunded.

# OFFICE OF ENROLLMENT SERVICES

## **MISSION**

The Office of Enrollment Services at Berk Trade and Business School supports the mission statement of the School. Berk Trade and Business School seeks to enroll and graduate applicants who will develop and grow educationally and personally and will contribute to the School's community, and the broader society. To that end, the role of the Enrollment Services Department is to recruit, admit, and encourage enrollment of applicants who demonstrate commitment to their educational goals and the requirements of the programs. It is the School's experience and judgment that enrolled students, who demonstrate the qualities needed for success, will foster the vibrant educational atmosphere that provides the best educational experience for all students.

Many students are interested in enrolling at Berk Trade and Business School, but only the most-committed students are accepted. Within the limits of its ability and resources, it is the policy of Berk Trade and Business School to accept all qualified applicants for admission who demonstrate they have the interest, ability and potential to successfully complete appropriate requirements for the course of study selected, without regard to race, creed, color, disability or sex.

## **ADMISSIONS OVERVIEW**

After meeting with an Admissions representative who is trained to listen and evaluate your needs and goals you will be presented with the Berk Trade and Business School program that is appropriate for you. Our philosophy is to treat you as an individual and create a program that will give you the ability to achieve your dreams. Our representatives will explain the great variety of opportunities available in today's job market and the skills you will need to start the career you want. They will also give you a tour of our campus, including our library, theory and shop classrooms and labs. Although all information available in the admissions process is reviewed very carefully by the Admissions Office, primary consideration is given to the pre-admission interview.

## **ADMISSIONS PROCESS**

The admissions process is designed to consider all aspects of an applicant's record and experience and is not intended to admit applicants solely on the basis of grade point averages, test scores, or any other single criterion. The School recognizes that there is great variation among its applicants' personal circumstances, home communities, and high schools, including those schools' course offerings and grading practices. Therefore, reviewers have the opportunity and responsibility to consider a comprehensive range of factors in evaluating applications and to admit applicants who both are academically qualified and have demonstrated their potential to contribute to, and be successful students at, Berk Trade and Business School.

## **ADMISSIONS PROCESS (Continued)**

Our admissions process is dynamic. We continually review and update it to reflect lessons learned, changes in the applicant pool from year to year, evolution of School's educational objectives, and applicable State and Federal laws and policies. Our process provides an effective means to ensure a comprehensive, holistic, and individualized review of every application.

Our admissions program fosters an individually tailored review and decision-making process for each application by expanding flexibility and use of professional judgment, while at the same time maintaining consistency in the way all applications are evaluated. All applications are reviewed at least twice.

## **ADMISSIONS CONSIDERATIONS**

**The following is a list of considerations that may be used when considering applications for admissions:**

- High School background
- Ability to Benefit Test scores (if applicable)
- Intellectual ability
- Academic interest
- Character
- Socioeconomic and educational background
  - a. First generation to apply to post-secondary education in family
  - b. Low economic family background
  - c. Economically disadvantaged region
- Awards/Honors
- Extra-curricular activities
- Work experience
- Evidence of academic passion
- Overcoming personal adversity/disadvantage/unusual hardships
- Language spoken at home/ESL

# OFFICE OF ENROLLMENT SERVICES

## OUR STUDENTS

Berk Trade and Business School students represent diverse backgrounds, ages and experiences. Some are recent high school graduates, some are currently employed and seek career advancement, others are eager to change jobs or careers, seek new skills or new work opportunities and some are interested in continuing on to higher educational goals. Most Berk Trade and Business School students come from the New York City Metropolitan area.



The student body is diverse and dynamic, adding to the overall excitement of the Berk Trade and Business School experience. Students enjoy personal contact with the faculty and receive maximum attention to their individual needs. Applicants applying for admission to Berk Trade and Business School (BTBS) are required to be at least 17 years old at the time the student enrolls.

## REQUIRED DOCUMENTATION

- A. A completed official BTBS application for admission.
- B. Proof of US residency or citizenship:
  - 1. US birth certificate
  - 2. Valid, unexpired US passport
  - 3. Baptismal document
  - 4. Voter's registration card
  - 5. Permanent Resident Card (Green Card) or other document verifying residency and or legal permanent status
  - 6. Certificate of Citizenship (N560 or N561)
  - 7. Certificate of Naturalization (N550, N570 or N578)
  - 8. US Citizenship Identification Card (I-197, I-179)

Students who are not permanent US residents, who hold a visa whether it is a student or visitor's visa or who do not have permanent resident status may take the course but cannot apply for financial aid and must provide proof that they have the funds to cover the cost on the tuition as a full out of pocket expense. They are required to sign the Non Citizen Disclosure form. It must be thoroughly explained to the student that they will not be entitled to career placement services.

# OFFICE OF ENROLLMENT SERVICES

## REQUIRED DOCUMENTATION (Continued)

### C. Picture Identification:

1. State issued driver's license
2. State issued ID card
3. Employment issued ID card with photo
4. HRA benefit card with photo
5. School ID card with photo
6. Library card with photo
7. Permanent Resident Alien Card (I-551)

### D. Proof of completion of secondary education:



1. High school diploma
2. Official high school transcript showing graduation date
3. General Education Diploma (GED) or Test Assessing Secondary Completion (TACS)
4. Copy of associate's, bachelor's, master's, or doctorate degree from an accredited school or university or official transcript indicating the same
5. For students who completed high school in a foreign country, who are unable to produce a copy of their diploma, form bpps-115 (completed in English and the student's native language)
6. Copy of a fully completed department of defense form DD-214 indicating that the applicant completed high school prior to or during his/her armed forces service
7. If an applicant attended college but did not graduate, he or she may provide an official transcript that states that he or she was admitted to the college on the basis of high school graduation.
8. If proof of completion of secondary education is not provided, the incoming student must pass an approved Ability-To-Benefit Test (ATB). A passing score on the Wonderlic Basic Skills Test Verbal Forms VS-1 and VS-2 is 200 and Quantitative Forms QS-1 and QS-2 is 210. (Please note as of July 1, 2012, students who pass the ATB test qualify for admission but do not qualify for financial aid.)

# STUDENT FINANCIAL SERVICES

## MISSION STATEMENT

The Student Financial Aid Office at Berk Trade and Business School supports the mission statement of the School. The primary mission of the Financial Aid Office is to administer student financial aid programs in compliance with applicable law, regulations and policies that govern federal, state and private funds in order to serve the maximum number of students by assisting them in completing their education using a combination of these aid sources. The Financial Aid Office is committed to promoting and maintaining integrity, accuracy and timeliness in the delivery of financial assistance to all students admitted to the School.



Berk Trade and Business School is qualified to participate in most Federal Financial Aid programs. Grants and loans are available to qualified students. Our Financial Aid office will design the plan that is best for you. Let us help you find the resources necessary to make your dream a reality.

## PAYING FOR EDUCATIONAL COSTS

Each term (15 weeks) students are responsible for arranging for payment of all tuition, fees and other School-related expenses. In addition to direct payment, financial obligation may be met through a combination of Federal and State grants, scholarships from outside sources, and student loans.

Students who have a shortfall after all financial aid alternatives have been explored are able to make either a lump sum payment or participate in the School's convenient monthly payment plan. Additional information can be obtained in the Business Office or Financial Aid Office. Individuals who qualify for employer sponsored tuition reimbursement plans must provide documentation regarding the specifics of their plan prior to registration. The School may be able to reduce the out-of-pocket cost to the student based on the provisions of their plan.



# STUDENT FINANCIAL SERVICES

## AVAILABLE FINANCIAL AID PLANS

- Federal Pell Grants
- Federal Direct Loans
- Adult Career and Continuing Education Services (ACCES)
- Workforce One Grants
- New York City Human Resources Administration (HRA) Program
- Job Re-Training (Unemployment ITG or TRA-TAA)
- Veterans Administration Funding
- Americorps
- Employer sponsored tuition reimbursement plans



## FEDERAL PELL GRANT PROGRAM

The Federal Pell Grant is an entitlement program that grants awards to students based on their financial need. The Pell Grant awarded is a prorated rate since students are not attending traditional full time schedules. The amount of the grant depends on a family's financial status (determined by a federal formula), and the cost of attendance at the school.

## FEDERAL DIRECT SUBSIDIZED STUDENT LOAN (FDSL)

A Federal Direct Subsidized Student Loan is a low-interest loan authorized by the federal government to help pay for a student's school costs. The in-school interest is paid (subsidized) by the federal government. Berk Trade and Business School students qualify for prorated amounts of the FDSL. The amount awarded is less than the maximum amount allowed for traditional post secondary schools.

## FEDERAL DIRECT UNSUBSIDIZED STUDENT LOAN (FDUSL)

A Federal Direct Unsubsidized Student Loan is for those students whose needs analysis does not allow for part or all of the Federal Subsidized Student Loan. The programs have the same eligibility criteria. The main difference is that the federal government does not pay the in-school interest. The interest may be paid quarterly or deferred until repayment of the loan.

# STUDENT FINANCIAL SERVICES

## **FEDERAL FAMILY EDUCATION LOAN PROGRAM (FFELP)**

(Check for availability)

FFELP is the private sector student loan program that makes higher education affordable and accessible for millions of students and their families.

The FFELP is unique public-private partnership between the federal government, lenders, schools, guarantors, students and taxpayers. For more than four decades, this program has made the dream of higher education a reality for more than 50 million students and their families.



## **FEDERAL DIRECT PARENT LOAN PROGRAM (PLUS)**

Federal Direct Parent Loans for Students are available to parents of dependent students to help meet a student's educational expenses. Students, for whom the loan is borrowed, must meet all Title IV eligibility criteria. Federal Parent loans do not require a financial needs test. PLUS loan borrowers are subject to credit checks. All PLUS loan borrowers have a loan origination fee and insurance premium fee which varies year to year, which are deducted from the original loan amount. The maximum PLUS loan is equal to the cost of attendance at the School less other expected financial aid. Federal PLUS Loans have a variable interest rate, and repayment must begin sixty days after the loan is fully disbursed.

# STUDENT FINANCIAL SERVICES

## LOAN REPAYMENT FACTS

### SUBSIDIZED FEDERAL DIRECT STUDENT LOAN

1. Payment of principal and interest begins 6 months after the day you graduate (your "grace period") or are enrolled less than half time. Repayment should be completed within 10 years, depending on the amount borrowed. However, extended payment plans, graduated repayment, and deferments (to delay repayment) are available through the Direct Loan Servicing Center. You may choose to repay earlier without penalty.
2. The federal government pays (subsidizes) all your loan interest while you are enrolled at least half time.
3. The interest rate changes every year, but will never be more than 8.25%.

### UNSUBSIDIZED FEDERAL DIRECT STUDENT LOAN

1. You are responsible for interest from the time you receive your loan unless you choose to have the interest added to the principal balance (capitalized) or to make interest payments while you are in school.
2. Payment of both principal and interest begins 6 months after the day you graduate or are enrolled less than half time. Payment plans and deferments are available. You may choose to repay earlier without penalty.
3. The interest rate changes every year, but will never be more than 8.25%.

### FEDERAL DIRECT PLUS LOANS

1. The interest rate changes every July 1. Interest begins to accrue after the first disbursement.
2. Repayment of the amount borrowed plus interest generally begins within 60 days after the full amount of the loan is disbursed.

### DEFERMENTS

Deferments (to delay repayment) are available to eligible borrowers through the Direct Loan Servicing Center.

# STUDENT FINANCIAL SERVICES

## RIGHTS AND RESPONSIBILITIES OF STUDENT LOAN BORROWERS



A student borrower is not required to begin repayments as long as the student remains enrolled at least half time and for six months after he/she ceases to be at least half-time. This is known as a student's grace period. Repayment must begin after the grace period ends. However, payment of principal may further be deferred for certain categories such as Public Health Service officers, the temporarily disabled, full-time Peace Corps,

VISTA or similar national volunteer programs, unemployment, and full-time teachers in shortage areas. If a student applies for more than one student loan, the application must be made to the same lending institution where the original loan was made.

After completing a course of study, a student is required to participate in an Exit Interview. The main purpose of the Exit Interview is to orient the student to his or her responsibilities after program completion and to update contact information.

After ceasing to be at least a half-time student, the borrower must make formal arrangements with the lending institution to begin repayment. The following regulations apply:

- Depending on the amount of the student loan, the minimum monthly payment will be \$50 plus interest.
- Under extenuating circumstances, the lender, on request, may permit reduced payments.
- Repayment in whole or part may be made at any time without penalty.
- The maximum repayment period is ten years.
- Loans may be consolidated, resulting in longer repayment terms and smaller monthly payments.
- Loans may be repaid through the Income Contingent Program.
- Loans must be repaid according to their terms and conditions; missing payments can result in the loan being placed in default.
- Loan borrowers who are experiencing difficulties meeting their loan payments must notify their lending institution to determine the right steps to take to rectify this matter. Loan borrowers who have concerns about any aspect of their loans should seek assistance from a loan advisor. If concerns remain, the Financial Aid Coordinator is available to discuss any outstanding issues.
- All students receiving financial aid must complete the Exit Interview by their last week of attendance.

# STUDENT FINANCIAL SERVICES

## TITLE IV DISBURSEMENTS

All Federal Direct Loan borrowers have a loan origination fee that varies year to year which is deducted from the original loan amount. For first term students, funds may not be disbursed earlier than 30 days from the beginning of the term. For continuing students funds may not be disbursed



earlier than 10 days prior to the beginning of the term. The loan amounts may be disbursed in one or more payments. Title IV Grants are generally disbursed to student accounts after the second week of each term, on a regular basis contingent on when the award is finalized. Loans will be paid to each student's account within three days of the receipt of the funds. Loan funds are generally delivered to the School via Electronic Funds Transfer (EFT). A student will receive notification (receipt) of the loan in an attached reminder that he/she has the right to cancel all or part of the loan within 14 days.

In situations where funds must be returned, they are returned in a prescribed order: Unsubsidized loan; Subsidized loan; other loan; other aid (if required). Student pending and/or estimated aid will not result in a credit. A credit will only occur once the proceeds are paid to the student's account.

## PAYMENT PLANS

Financial aid is available for students who qualify. Payment plans are available to students who do not wish to apply for Title IV federal financial aid, who do not qualify for the federal programs, or those who have tuition balances as a result of financial aid shortfall can take advantage of the School's short term and long term payment plans. If students choose the short term payment plan option, they will be offered either an eight months or twelve months payment plan, free of any and all interest charges and finance charge fees. The long term payment plans are offered up to thirty six months, no finance charge fees, interest free for the period of time the student is enrolled in school; thereafter, interest will be charged at 4% per annum on the student's adjusted outstanding balance. Most forms of commercial payment are accepted.

## SELECTIVE SERVICE REQUIREMENT

All male students between the ages of 18 and 25 must be registered with the Selective Service System to be eligible for any Title IV financial aid program. This applies to all United States citizens and eligible non-citizens. Members of the National Guard or Reserves must also register. Only permanent residents of the Trust Territory of the Pacific Islands and the Northern Marina Islands are exempt from this requirement. Students may be required to present a copy of their Selective Service acknowledgement letter, showing their registration number, to the Financial Aid Office.

# STUDENT FINANCIAL SERVICES

## **SELECTIVE SERVICE REQUIREMENT (Continued)**

Male students who have reached their 26th birthday and who are not registered with the Selective Service System must advise the Financial Aid Office and resolve this issue prior to starting classes.

## **STANDARDS OF PROGRESS FOR TITLE IV ELIGIBILITY**

To remain eligible for Title IV aid, students must make satisfactory progress towards completion of their certificate. Satisfactory progress is measured by a qualitative standard (students must maintain a minimum GPA). No student will be graduated with a cumulative GPA below 2.0. Please refer to the Office of the Registrar section of this catalog for further information.

## **WITHDRAWAL FROM THE PROGRAM**

A student is considered officially withdrawn if the Registrar/Student Services Office is notified by the student in writing or by phone of their intent to withdraw. If a student sends written notification of intent to withdraw, the withdrawal date is the date the letter is received via postal, electronic, or fax mail.

## **NO OFFICIAL NOTIFICATION PROVIDED BY THE STUDENT**

If a student ceases attendance without providing official notification, the School will make a determination that the student has withdrawn. The date of determination that a student withdrew varies depending upon the type of withdrawal. This assessment will be made according to the student's last day of attendance at an academically related activity, documented by the School. Following this determination by the School, a calculation of tuition and fees owed to the School will be made and funds that must be returned will be returned according to prescribed policies. (See "Title IV Disbursements" above.)

The date that BTBS becomes aware that the student has ceased attendance will be the date of determination. This date will be identified no later than 14 days after the student's last date of attendance.

## **REFUNDS**

In accordance with federal regulations, when a federal financial aid recipient withdraws from class during a term, it is Berk Trade and Business School's (BTBS) responsibility to determine the withdrawal date and amount of grant and/or loan assistance that the student earned. The School may be required to return funds to the appropriate aid program. Note: The Return of Title IV funds calculation is different from BTBS's institutional tuition refund calculation.

# STUDENT FINANCIAL SERVICES

## **CALCULATION OF EARNED TITLE IV ASSISTANCE**

The amount of Title IV federal aid assistance earned by the student is determined on a pro-rata basis up to the end of 60% of the term. Once a student has completed more than 60% of a term, all awarded aid has been earned. Pell Grant, Stafford Loans, and PLUS loans are included in the calculation.

## **POST-WITHDRAWAL DISBURSEMENTS**

If the total amounts of the Title IV grant and/or loan assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. In the event that there are outstanding charges on the student's account, BTBS will credit the student's account for all or part of the amount of the post-withdrawal disbursement of grant assistance (not loan), up to the amount of the allowable charges.

Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. Upon receipt of a timely response from the student, the School will disburse the funds within 90 days of the date of determination of the student's withdrawal date.

BTBS maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If the School decides not to make this post-withdrawal disbursement, it will inform the student in writing.

## **RETURN OF UNEARNED FUNDS TO TITLE IV**

If the total amount of Title IV grant and/or loan assistance that was earned as of the withdrawal date is less than the amount that was disbursed to the student, the difference between the two amounts will be returned to the Title IV program(s) and no further disbursements will be made.

## **BY THE SCHOOL**

If a student has received excess funds, the School must return a portion of the excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of funds, or
- The entire amount of the excess funds.
- The funds will be returned in the order below as prescribed by federal regulations, within 45 days from the date of determination that a student withdrew.
  - Unsubsidized Federal Stafford Loans
  - Subsidized Federal Stafford Loans
  - Federal PLUS loans
  - Federal Pell Grants

# STUDENT FINANCIAL SERVICES

## BY THE STUDENT

In the event that there is remaining unearned aid, the student is responsible for returning those funds. If the aid to be returned is in the form of a loan that has been released to the student (or parent if a PLUS loan) borrower, the student (or parent) can repay the loan in accordance with the terms of the promissory note over a period of the time. If the aid to be returned is in the form of grant funds, the law provides that the student may repay 50% of a federal grant rather than 100%. The School will return the student's grant obligation to the appropriate federal program.

Both the School's portion and the student's portion of unearned aid returned to programs will be charged back to the student's account, as provided for in federal regulations.

## RETURN OF UNEARNED TUITION

The federal portion of unearned tuition resulting from termination or withdrawal will be calculated according to the refund policy as stated in the Enrollment Agreement. More detailed information is available through the School's Financial Aid Office.

## VETERAN'S BENEFITS

This School is approved for the training of veterans. A veteran's individual eligibility will be determined as per guidelines and requirements established by the Veterans Administration.

## TUITION REIMBURSEMENT FUND



The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools.

If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses that 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 to 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.



## STUDENT FINANCIAL SERVICES

### **TUITION REIMBURSEMENT FUND (Continued)**

To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, New York 10001, attention: Bureau of Proprietary School Supervision.

The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

## ACADEMIC SERVICES



### GENERAL INFORMATION

Every student counts as a significant member of the community. From the first day of classes to graduation day, Berk Trade and Business School students interact with a highly competent and caring faculty and staff. No student confronts an issue without knowing that an Instructor or staff member is available to help.

A dynamic curriculum, designed to maximize learning and move the student into a rewarding career rapidly distinguishes this unique academic institution.

The Registrar's Office monitors daily attendance, and they get to know you as an individual. If you are absent from a class, the Office can make arrangements for you to meet with your Instructor to make up the missed work.



Proud graduates with their Instructor!

# ACADEMIC SERVICES

## SCHOOL CALENDAR

Berk Trade and Business School operates 12 months a year. The School is closed for nine holidays during the year. The School will be closed on the following holidays, on the dates they are officially observed.

<b>2014</b>	<b>HOLIDAY</b>	<b>2015</b>
Wednesday January 1, 2014	<b>New Years Day</b>	<i>Thursday January 1 &amp; 2, 2015</i>
Monday January 20, 2014	<b>Dr. Martin Luther King, Jr. Birthday</b>	<i>Monday January 19, 2015</i>
Monday February 17, 2014	<b>Presidents Day</b>	<i>Monday February 16, 2015</i>
Monday May 26, 2014	<b>Memorial Day</b>	<i>Monday May 25, 2015</i>
Friday July 4, 2014	<b>Independence Day</b>	<i>Friday July 3, 2015</i>
Monday September 1, 2014	<b>Labor Day</b>	<i>Monday September 7, 2015</i>
Monday, October 13, 2014	<b>Columbus Day</b>	<i>Monday, October 12, 2015</i>
Tuesday, November 11, 2014	<b>Veterans Day</b>	<i>Wednesday, November 11, 2015</i>
Thursday November 27 & 28, 2014	<b>Thanksgiving Day</b>	<i>Thursday November 26 &amp; 27, 2015</i>
Thursday December 25 – Wednesday December 31, 2014	<b>Christmas Recess</b>	<i>Friday December 25 – Thursday December 31, 2015</i>

## ACADEMIC SERVICES

### CODE OF CONDUCT – PREAMBLE



The School Director along with the Registrar is assigned the responsibility to administer student discipline through the Student Code of Conduct. The Registrar's Office will maintain all disciplinary records as defined in the Code.

It is the policy at Berk Trade and Business School that all persons, regardless of race, color, religion, national origin, disability, sexual orientation, age, sex, or any other status or characteristic protected by applicable state or federal law have access to higher education. Berk Trade and Business School strives to provide an environment that celebrates the freedom to learn. In this commitment to create a learning environment, BTBS's goal is to treat all students with fairness and dignity. Each member of the School community shares responsibility for maintaining conditions, which support the School's mission. The Student Code of Conduct is designed to provide basic behavioral guidelines to advance the School's mission.

Students at Berk Trade and Business School assume a responsibility to conduct themselves in a manner compatible with the School's function as an educational institution. Although BTBS is dedicated to an open, free society, there are actions inappropriate in an institution of higher learning.

The Student Code of Conduct outlines the standards of behavior expected of every student at Berk Trade and Business School. The policies and procedures outlined have been designed to further the School's educational mission and to assist students in the pursuit of knowledge and personal development.

A person voluntarily becomes a student at Berk Trade and Business School and thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct. The School, generally through the Registrar's Office, maintains the authority to impose sanctions for behaviors that violate the Student Code of Conduct. The School has an interest in behavior, subject to the Student Code of Conduct, separate from that of the civil or criminal authorities and, therefore, has the right and responsibility to exercise its jurisdiction and take such action as is appropriate to protect its interest. Whenever appropriate, the School may report a discipline matter to civil or criminal authorities.

Thanks to its mission as a career school, Berk Trade and Business School operates much like a job site. Students are expected to comply with authority and to follow the directives of their Instructors and of other School officials.

## ACADEMIC SERVICES

### CODE OF CONDUCT

All students at Berk Trade and Business School are expected to demonstrate qualities of integrity, honesty, civility and respect. These values are important to the learning environment and are expected to be exhibited in the conduct of the entire School community, both in and out of the classroom setting. BTBS recognizes the rights of its students guaranteed by the Constitutions of the United States and the State of New York, which include a student's right within the institution to freedom of speech, inquiry, assembly, peaceful pursuit of an education, and reasonable use of services and facilities of the School.

In the interest of maintaining order on campus and guaranteeing the broadest range of freedom, students must comply with the School's Student Code of Conduct, which reasonably limits some activities and prohibits certain behavior which could interfere with the classroom setting, the orderly operation of the School, and the pursuit of the School's goals and values. In addition to the code, students must also recognize and comply with the standards of classroom behavior as stated during enrollment, orientation as well as in their individual course syllabi. Further, students must understand that threats of violence are considered a serious infringement upon the learning environment and will be acted upon accordingly.

Each student is responsible for reading and complying with the Student Code of Conduct, which is made available in the School catalog, and student handbook.

The School further recognizes each student's procedural right to due process, which includes providing notice setting forth the alleged violation(s), and a speedy and fair hearing and appeal process. Any member of the School community can initiate accusation of an alleged violation. If a student is accused and cited for an alleged violation, he or she will receive notice of the alleged violation. The notice will include a request for a review meeting that will include:

1. The specific code violations; and
2. Reference to the Student Code of Conduct process and rights of students as indicated in the code.

Upon completion of the review meeting, he or she will, if necessary:

1. Have a hearing conducted by the Registrar, Faculty Advisor, appointed School representative(s), student representatives (up to two) and the student's instructor (Judicial Body).
2. Be provided a list of findings by the judicial body.

3. Have sanctions imposed.
4. Appeal the decision to the judicial body.

## ACADEMIC SERVICES

### CODE OF CONDUCT (Continued)

5. Make final appeal to the School Director.

(Cases of Academic Dishonesty are under the jurisdiction of the faculty members. See Judicial Authority, Section II).

#### **I. DEFINITIONS**

1. The term "School" means Berk Trade and Business School.
2. The term "student," for the purposes of the Code, includes all persons applying for admission to the School both full-time and part-time.
3. The term "faculty member" means any person hired by the School to conduct classroom/laboratory practicum activities.
4. The term "official" includes any person employed by the School performing assigned administrative or professional staff duties.
5. The term "member of the School community" includes any person who is a student, faculty member, School official or any other person employed by or visiting the School. The School Director will determine a person's status in a particular situation.
6. The term "School premises" includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the School.
7. The term "organization" means any collective group that has complied with the formal requirements for School recognition.
8. The term "Judicial Advisor" means a School official authorized on a case-by-case basis by the School Director to impose sanctions upon students found to have violated the Student Code. A Judicial Advisor may be authorized to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body.
9. The term "judicial body" means any person or persons authorized by the School Director to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### I. DEFINITIONS

10. The term "Conduct Appeals Committee" consists of two faculty members appointed by the School Director, two students appointed by the Interdepartmental Chairperson, and two School administrators. The committee will consider an appeal from the judicial body's determination that a student has violated the Student Code or from sanctions imposed by the Judicial Advisor.
11. Academic year is defined as a term of enrollment beginning July 1 and ending June 30.
12. The term "will" is used in the imperative sense.
13. The term "may" is used in the permissive sense.
14. "Trained students" refer to those students selected by the Registrar to participate in the judicial process upon completion of a group or one-on-one judicial affairs orientation.
15. "Preponderance of Evidence" refers to, when considering all the evidence in the case, the proposition on which such party has the burden of proof is more probably true than not true.
16. The phrase "authorized campus organization," refers to events sponsored by officially recognized student groups.

# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### II. JUDICIAL AUTHORITY

The Registrar is the person responsible for maintaining and implementing the Student Code of Conduct procedure. The School Director is the primary person responsible for the administration and interpretation of the Student Code procedure.

Notwithstanding anything contained herein to the contrary, acts of academic dishonesty, disruptive student behavior in the classroom, and appeals to sanctions imposed in each case, are under the jurisdiction of the faculty member and the Interdepartmental Chairperson and the Registrar. Referrals to the Student Code of Conduct process are determined on a case-by-case basis for these matters.

### III. PROSCRIBED CONDUCT

#### A. Jurisdiction of the School

Discipline may be imposed for conduct which occurs on School premises, in or out of the classroom setting, while using School materials, at off-campus instructional sites, during off-campus School-sponsored events and for off-campus conduct which materially and substantially interferes with the School's operational and educational programs or the safety and welfare of the School community.

#### B. Conduct - Rules and Regulations

Conduct for which discipline may be imposed includes, but is not limited to, the following:

1. Acts of academic dishonesty:
  - a. cheating which includes, but is not limited to:
    - I. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
    - II. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
    - III. The acquisition, without permission, of test or other academic material belonging to a member of the Berk Trade and Business School faculty or staff.



# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### III. PROSCRIBED CONDUCT

#### B. Conduct - Rules and Regulations

b. Plagiarism which includes, but is not limited to:

1. The unacknowledged use of materials prepared by another person; or agency, or internet website, engaged in the selling of term papers or other academic materials.
2. Personal Misrepresentation: Representing oneself as another or giving false information to any School official with intent to obtain a benefit, or to injure or defraud the School.
3. Forgery, alteration or misuse of any School document, record, electronic file, form, or instrument of identification.
4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other School activities on or off campus, or other authorized non-School activities.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, hazing, coercion and or other conduct which threatens or endangers the health or safety of any person.
6. Deliberate attempts to use gang representation and signing.
7. Threats of harm and/or conduct performed in such unreasonable manner as to alarm or disturb another and to provoke a breach of the peace.
8. Conduct, which would constitute a violation or that which is determined to be an actual violation, of federal, state or local law or at School-sponsored or supervised activities if proven based on a preponderance of the evidence.
9. Sexual harassment, which includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:
  - a. Such conduct has the purpose or effect of substantially interfering with an individual's educational performance, extracurricular activities, or creating an intimidating, hostile or offensive educational environment.

- b. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

## ACADEMIC SERVICES

### CODE OF CONDUCT (Continued)

#### III. PROSCRIBED CONDUCT

##### B. Conduct - Rules and Regulations

10. Possession of stolen items, theft or attempted theft of and/or damage to property of the School or property of a member of the School community or other personal or public property.
11. Failure to comply with directions of School officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
12. Unauthorized possession, duplication or use of keys to any School premises or unauthorized entry to, or use of, secured School premises.
13. Violation of published School policies, or procedures.
14. Gambling in any form.
15. Use of tobacco and tobacco products (smoking) in unauthorized areas.
16. Use, possession or distribution of narcotics or other controlled substances except as expressly permitted by law.
17. Use, possession or distribution of alcoholic beverages.
18. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
19. Participation in a campus demonstration, which disrupts the operation of the School and/or prevents members of the School community from participating in School programs or activities.
20. Obstruction of the free flow of pedestrian or vehicular traffic on School premises or at School-sponsored or supervised functions.
21. Unauthorized occupancy of the School facilities or building other than during hours of operation.

# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### III. PROSCRIBED CONDUCT

#### B. Conduct - Rules and Regulations

22. Causing a disruption of the operation of the School and/or preventing members of the School community from participating in School programs and activities.
23. Acts of unauthorized computer usage.
24. Failure to comply with individual computer lab rules.
25. Theft or other abuse of computer time, Violations of the authorized use of technology policy including but not limited to:
  - a. Unauthorized use or copying of copyrighted software;
  - b. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
  - c. Unauthorized transfer of a file;
  - d. Unauthorized use of another individual's identification and password;
  - e. Use of computing facilities to interfere with the work of another student, faculty member or School official;
  - f. Use of computing facilities to send obscene or abusive messages;
  - g. Use of computing facilities to interfere with the operation of the School computing system.
  - h. The installation of a program whose purpose is to install a virus into the computer. A virus is defined as a program written to maliciously alter the media or files.
  - i. Unauthorized use of computer time for personal or business purposes.

# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### III. PROSCRIBED CONDUCT

#### B. Conduct - Rules and Regulations

26. Abuse of the Judicial System, including, but not limited to:
- a. Failure to obey the summons of a judicial body or School official;
  - b. Disruption or interference with the orderly conduct of a judicial proceeding;
  - c. Attempting to discourage an individual's proper participation in, or use of the Judicial System;
  - d. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of the judicial proceeding;
  - e. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding;
  - f. Failure to comply with the sanction(s) imposed under the Student Code;
  - g. Influencing or attempting to influence another person to commit an abuse of the judicial system.
27. Making false allegations, falsification, distortion, or misrepresentation of information before or during a judicial hearing, bringing about charges without cause or intent to harm another.
28. Initiation of or participation in acts of hate.
29. Unauthorized use of School telephones and fax machines.

# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### III. PROSCRIBED CONDUCT

#### C. Relationship between School Discipline and the Violation of Federal, State or Local Laws

1. School discipline may be imposed on students charged with an off campus violation of federal, state or local laws - but not with any other violation of the Code. This action is necessary to provide for the safety and welfare of the School community. Disciplinary action may be taken and sanctions imposed only for grave misconduct, which demonstrates flagrant disregard for the School community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt.
2. School disciplinary proceedings may be instituted against a student charged with violation of a federal, state or local law which is also a violation of this Student Code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the School will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the School may advise off- campus authorities of the existence of the Student Code and of how such matters will be handled internally within the School community. The School will cooperate fully with law enforcement and other agencies in the enforcement of law on campus and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they consider appropriate.

### IV. JUDICIAL PROCEDURES

Student conduct hearings are based on fundamental fairness practices and preponderance of evidence. They are not formal legal proceedings and are not subject to the rules that govern civil or criminal hearings.

#### A. Allegations of Code Violations, Charges and Hearings

1. Any member of the School community may file charges against any student for misconduct. Charges of academic dishonesty are under the jurisdiction of the classroom and may be directed through the Interdepartmental Chairperson or the Registrar. Allegations of code violations can be presented in writing or in person to the School Director.

# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### IV. JUDICIAL PROCEDURES

#### A. Allegations of Code Violations, Charges and Hearings

2. With the exception of charges of academic dishonesty, a Judicial Advisor will be appointed and may conduct a review meeting and investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Advisor. Such disposition will be final and there will be no subsequent proceedings.
3. If the charges cannot be disposed of by mutual consent, the judicial body will be formed to hear the charges. A Judicial Advisor may be authorized to serve simultaneously as a Judicial Advisor and the sole member or one of the members of a judicial body. All charges will be presented to the accused student in written form by the Judicial Advisor. The hearing date will be set not less than five, nor more than 15 days after the date of notice to the student. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Advisor with the consent of the School Director.
4. Hearings will be conducted by a judicial body according to the following guidelines:
  - a. Hearings normally will be conducted in private.
  - b. The Department Chairperson, who may also be the judicial advisor, shall be identified.
  - c. Admission of any person to the hearing with the exception of those named in sections **d** and **e** below will be at the discretion of the chairperson. Hearings are not considered open to the public.
  - d. In hearings involving more than one accused student, the chairperson of the judicial body may permit the hearings concerning each student to be conducted separately.
  - e. The complainant and/or the accused are responsible for presenting his or her own case.
  - f. The complainant, the accused, and the judicial body may present witnesses. All witnesses are subject to cross-examination.
  - g. Pertinent records, exhibits and written statements may be accepted as evidence by a judicial body at the discretion of the chairperson.
  - h. All procedural questions are subject to the final decision of the person designated by the Judicial Advisor as chair of the judicial body.

# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### IV. JUDICIAL PROCEDURES

#### A. Allegations of Code Violations, Charges and Hearings

- i. After the hearing, the judicial body will determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Student Code, which the student is charged with violating.
  - j. The judicial body's determination will be made on the basis of the preponderance of evidence.
5. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) will be determined and imposed by the Judicial Advisor, with the advisement of the School Director. In cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body will be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the Judicial Advisor will advise the accused in writing and/or orally of its determination and of the sanction(s) imposed, if any.
  6. There may be a single verbatim record, such as a tape recording of all hearings before a judicial body. Access is limited to reviewing the verbatim record only on the School premises. The verbatim record will be the property of the School.
  7. No student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges will be presented and considered.
  8. Students, who fail to obey a summons of a judicial body or School official, will be additionally charged, found in violation and sanctioned accordingly.

#### B. Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code. Classification of sanctions from minor to intermediate or severe may be imposed. All sanctions will be issued in writing. Sanctions in the intermediate to severe classifications including acts of academic dishonesty will be placed in the student's file as an official part of a student's educational record for ten years beyond the students' departure from the School.

## CODE OF CONDUCT (Continued)

### IV. JUDICIAL PROCEDURES

#### B. Sanctions

##### a. Minor Sanctions

- I. Warning - A notice in writing to the student that the student is violating or has violated institutional regulations.
- II. Probation - A reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulation(s) during the probationary period.

##### b. Intermediate Sanctions

- I. Loss of Privileges - Denial of specified privileges for a designated period of time.
- II. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- III. Discretionary Sanctions - Work assignments, service to the School or neighboring communities or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
- IV. Withdrawal from Class.
- V. Limited Access - Administrative restriction to various parts/locations of campus.

##### c. Severe Sanctions

- I. School Suspension - Separation of the student from the School for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- II. School Expulsion - Permanent separation of the student from the School.

More than one of the sanctions listed above may be imposed for any single violation.



# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### IV. JUDICIAL PROCEDURES

#### B. Sanctions

2. Disciplinary sanctions will be made part of the student's permanent academic record maintained by the Registrar. These records are confidential and protected under the Family Rights and Privacy Act (FERPA). Suspension and Expulsion findings are maintained as a permanent part of a student's permanent record at BTBS. Other behavior found to be in violation of the code may become part of the student's academic record as determined by the Registrar or designee for a period up to ten years beyond graduation/withdrawal from the institution. Records of sanctions are removed from the student's confidential record at the end of the academic year when the sanction ends if the student has met the conditions of the sanction.
3. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in Section III, B. 1, a, 1 through 3.
  - b. Deactivation - loss of all privileges, including School recognition, for a specified period of time.

#### C. Interim Suspension

In certain circumstances, the School Director, or a designee, may impose a School suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:
  - a. To ensure the safety and well being of members of the School community or preservation of School property;
  - b. To ensure the student's own physical or emotional safety and well-being; or
  - c. If the student poses a definite threat of disruption of or interference with the normal operations of the School.
2. During the interim suspension, students will be denied access to the campus (including attending class) and/or all other School activities or privileges for which the student might otherwise be eligible, as the School Director or the Judicial Advisor may determine to be appropriate.

# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### IV. JUDICIAL PROCEDURES

#### C. Interim Suspension

2. The student is to be allowed make-up privileges if he/she is found not to have violated the Student Code of Conduct.

#### D. Appeals

1. A decision reached or a sanction imposed by the judicial body or the Judicial Advisor may be appealed by accused students or complainants to the Conduct Appeals Committee or any person or persons authorized by the School Director within five (5) School class days (excluding Saturday and Sunday) of the receipt of the decision. Such appeals will be submitted in writing to the Vice President for Student Services or designee.
2. Except when explaining the basis of new evidence, an appeal will be limited to review of the record of the initial hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the original hearing:
    - ❖ was conducted fairly in light of the charges and evidence presented;
    - ❖ conformed with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated;
    - ❖ give the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.
3. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the Conduct Appeals Committee may not result in more severe sanctions for the accused student.

# ACADEMIC SERVICES

## CODE OF CONDUCT (Continued)

### IV. JUDICIAL PROCEDURES

#### D. Appeals

3. A decision reached by the Conduct Appeals Committee may be appealed by accused students or complainants to the School Director within five School class days (excluding Saturday and Sunday) of the receipt of the decision. Such appeals will be submitted in writing to the School Director or designee. Conditions to D. 2. "a" through "d" apply.
4. The School Director may, upon review of the case, reduce, but not increase, the sanctions imposed by either the Judicial Advisor and/or the Conduct Appeals Committee.
5. The decision of the School Director shall be final.

### V. INTERPRETATION AND REVISION

- A. Any question of interpretation regarding the student code of conduct will be referred to the School Director or designee for final determination.
- B. The Code may be periodically reviewed and amended as necessary under the direction of the Vice School Director, or designee.

For more information on the Student Code of conduct, contact the Registrar's Office.

# ACADEMIC SERVICES

## PLAIN LANGUAGE DISCLOSURE

### TARDINESS AND CLASS ATTENDANCE

Students who are tardy to school and have a valid reason (illness, illness of an immediate family member, death in the family, required court appearance, scheduled doctor or dentist appointment, etc.) should bring a note with them, specifying the reason for the tardiness, and check in at the Registrar's Office and then report immediately to class.

### PATTERNS OF NON-ATTENDANCE

Berk Trade and Business School expects all students to attend regularly and promptly all lectures and other sessions of the course for which they are registered. The Registrar's Office will closely monitor student attendance with a focus on the accumulation of more than 3 days of absence from School with or without acceptable documentation. It is important for students to be in every class every day to keep pace with the program.



### ATTENDANCE

In order to graduate, a student is required to complete at least 90% of the total hours in the program. The School strongly encourages and rewards better attendance. All absences beyond 10% require the student to make up the missed work. This may be done by completing work assigned by the Instructor. Students who are absent for legitimate reasons must also provide appropriate documentation.

Students who receive financial aid must attend their classes. Passing grades in classes are proof of attendance. If a student at any point falls below minimum standards to maintain satisfactory academic progress, he/she may be placed on probation for 30 days or for the next 100 hours Progress Report cycle. During that time, the student is encouraged to complete all missing work. After that time, the student's academic progress will be reviewed for removal of probation if the student's grades meet the minimum.

Instructors maintain the attendance records, which are provided to the Registrar for recording. The need for good attendance is discussed during Orientation. Periodically, the Director provides awards for attendance excellence.

If a student is dismissed for poor attendance, he or she has the right to appeal the dismissal. The School will consider serious mitigating circumstance such as:

- Death of a relative
- Medical reason
- Financial hardship

- Other circumstances beyond the student's control

## **ACADEMIC SERVICES**

### **PLAIN LANGUAGE DISCLOSURE (Continued)**

#### **ATTENDANCE (Continued)**

Students must provide to the School any applicable documentation in writing for the appeal to be considered. The documentation will be reviewed by the Grievance Committee. A decision letter will be mailed within two weeks of the student's appeal submission. The student may appeal the committee's decision to the School Director, who has a week to agree or reject the committee's decision. There are no further appeals allowed after the School Director, whose decision will be sent to the student via mail.

#### **LATENESS**

Students are expected to be on time for class. Attendance is taken twice during each class. Students who are late are not given credit for that portion of the class. If a pattern of lateness develops, students will be advised of the consequences of lateness. These include the need to complete work that is covered during the time(s) of their lateness. Berk Trade and Business School strives for excellent and timely attendance from all students.

#### **MAKE UP WORK**

Regardless of the reason for missing class, students must make up work when they fall below the 90% standard. It is critical that students remain current with their classroom work in order for them to be successful in the learning process. The student is responsible to notify their Instructor prior to or after any absence in order to receive make up work assignments. All make up work will be performed before or after normal class schedules and must be signed off by a school official or Instructor. Students are expected to complete their make up hours within the period of their probation. Students who do not complete all required work by the date of graduation must complete the work within 150% of program length. These students will be charged a fee of \$10 per hour.

#### **LATE STARTS**

Students admitted to Berk Trade and Business School are permitted to begin instruction up to one week after the program has started i.e., the student will begin classes no later than the first day of the second week. Instructors provide remedial services including make up work and private tutoring for students who begin the class late to make up for any deficiency.

#### **NONDISCRIMINATORY POLICY**

Berk Trade and Business School is an equal opportunity educational institution. It does not discriminate on the basis of race, color, religion, age, sex, physical handicap, marital status, sexual preference, or national origin in administration of its admission policies, administrative policies, scholarship and loan programs and other school administered programs.

#### **WEAPONS POLICY**

Toy guns are considered a weapon and should not be brought onto School property. Any tool or instrument used in a threatening manner will be considered dangerous and will result in suspension or termination. Drugs or alcoholic beverages are not permitted in the School or in front of the building. Any student experiencing a substance abuse problem is urged to speak to School personnel for help or a referral.

# ACADEMIC SERVICES

## GRADUATION REQUIREMENT



- Achieve a cumulative grade point average (GPA) of 2.0
- Achieve 90% attendance
- Satisfy all financial obligations to the School
- Complete the enrolled course or program within 1.5 times the normal length

In order to successfully complete any program, the student must achieve a grade score of 70% (C) or higher and the student must attend a minimum of 90% of the class sessions that comprise the entire course.

## ACADEMIC SERVICES

### COMPLAINT PROCEDURE

Berk Trade and Business School (BTBS) is committed to ensuring a safe, comfortable, and professional environment that is conducive to the educational and personal well being of all of its students. It is expected that all members of the School's community (students, faculty, and staff) contribute to the maintenance of such an environment.

All members of the School community are expected to respect the dignity of others and support the welfare of the community as a whole. Every BTBS student is expected to uphold the standards outlined in the BTBS Code of Conduct. Faculty and staff members are expected to maintain the highest standards of professional conduct. BTBS students must be treated respectfully and politely, must be informed of all relevant policies, and must not be subject to rude or offensive language or behavior in the course of BTBS business. If a BTBS student has a complaint or grievance that is not sexual harassment, discrimination, or academic in nature, the student is encouraged to speak directly with the individual in question to resolve the issue or complaint.

Upon receipt of a complaint against a faculty or staff member, a written statement may be requested depending on the nature or severity of the complaint. BTBS will make every effort to respect the right of confidentiality of all parties involved. Retaliation against anyone filing a complaint is prohibited and will be treated independently of the initial complaint. If a complaint is found to be invalid, no record of the complaint will be maintained. In cases where a student files a false complaint or grievance, the student is subject to disciplinary action under the BTBS Code of Conduct.

Student complaints may include (but are not limited to) issues regarding classroom instruction or other School services and offices as well as discrimination based on race, color, gender, religion, age, national origin, disability, or sexual orientation. This procedure does not apply to student disputes about course grades, which are resolved under the supervision of the appropriate instructors and instructional administrators. Note: For information on resolving course grade issues, see the section that is entitled "Procedure to Resolve Disputes about Grades." Complaints involving sexual harassment are outlined separately in this catalog.

### **POLICY AGAINST SEXUAL AND OTHER UNLAWFUL HARASSMENT**

Berk Trade and Business School follows all applicable laws and policies. Berk Trade and Business School is committed to providing an academic and work environment in which all members of the School community are treated fairly, equitably, so that they can realize their full potential. This includes avoiding harassment of any kind, including any discriminatory reason and sexual harassment.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. This includes,

- a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of the individual's employment, education, artistic endeavor, or participation in a school activity; or
- b. Submission to or a rejection of such conduct by an individual is used as a basis for any employment or academic decisions affecting such individual; or
- c. Such conduct unreasonably interferes with a student's educational process or an employee's work process, or has the purpose or effect of creating an intimidating, hostile or offensive work atmosphere or educational setting.

Sexual harassment, whether committed by administrators, faculty, staff, vendors, outside contractors, or students, is strictly prohibited. Examples of sexual harassment include, but are not limited to:

- Direct or indirect threats or bribes for unwanted sexual activity;
- Repeated and extreme sexual innuendoes and comments;
- Intrusive sexually explicit questions;
- Repeatedly asking a person out for dates or to have sex;
- Unwanted touching;
- An uninvited neck/shoulder massage;
- Repeated and extreme ogling, leering, or suggestive staring;
- Spreading rumors about a person's sexuality;
- Graffiti about a person's sexuality;
- Frequent jokes about sex or males/females;
- Letters, notes, telephone calls, e-mail, or other material of a sexual nature;



## ACADEMIC SERVICES

### **POLICY AGAINST SEXUAL AND OTHER UNLAWFUL HARASSMENT (Continued)**

- Pervasive displays of pictures, calendars, cartoons, or other materials with sexually explicit or graphic content;
- Stalking a person;
- Attempted or actual sexual assault; and
- Sexually explicit classroom assignments or discussion without a legitimate academic purpose.

The School will not tolerate discrimination and prohibits any form of unlawful harassment based upon actual or perceived race, color, religion, creed, age, sex, national origin, alienage, citizenship status, ancestry, citizenship, sexual orientation or preference, gender identity, physical or mental disability, medical condition, predisposing genetic characteristics, marital status, partnership status, past or present service in the uniformed services or application or obligation to serve in the uniformed services, status as a survivor of domestic violence, sex offenses, or stalking, or any other basis prohibited by applicable local, state, or federal law. The School will take appropriate disciplinary action, up to and including termination of employment or dismissal, whenever there is a finding that unlawful harassment or any violation of this policy has occurred.

A more detailed description is available from the school.

### **STUDENT COMPLAINTS: PROCEDURES TO RESOLVE COMPLAINTS AGAINST INSTRUCTOR OR OTHER SCHOOL EMPLOYEE**

**The following procedure applies to complaints about an instructor or other School employee. You must complete each step before proceeding to the next one.**

1. **First meeting.** Attempt to resolve the complaint *immediately* with the person directly involved, in a meeting outside of the classroom environment. Bring materials pertaining to the complaint. Each individual should take notes of the meeting for mutual clarification. There may be instances when you cannot meet with the individual; if this is the case, proceed to step 2. Note: This step can be completed by telephone conference.
2. **Meeting with supervisor.** If unable to resolve the complaint with the individual involved, you must request a meeting with the employee's supervisor within 10 business days after the first meeting (excluding weekends, holidays, and scheduled breaks). The supervisor will respond to the request by scheduling a meeting within 5 business days to discuss the issue with you and, if

desired, with the employee. All parties should make every effort to resolve the complaint at this level.

## ACADEMIC SERVICES

### STUDENT COMPLAINTS: PROCEDURES TO RESOLVE COMPLAINTS AGAINST INSTRUCTOR OR OTHER SCHOOL EMPLOYEE (Continued)

3. **Written complaint.** If you cannot resolve the complaint in the meeting, you must submit a formal, written complaint to the supervisor within 5 business days. Complaint forms are available in the Registrar's Office. Write the complaint as briefly and succinctly as possible. This completed form must be submitted to the supervisor within 5 business days of the meeting in Step 2. The supervisor will sign the form to acknowledge that a joint meeting has occurred. This does not constitute agreement to your complaint.
4. The supervisor will schedule a time to meet with you. At this time you can discuss the complaint, and it is important to bring all supporting documentation to the meeting. The School Director will deliver a decision in writing within 10 business days of the meeting.
5. **Appeal to the School Director.** If the complaint has not been resolved, you may appeal the supervisor's decision within 10 business days to the School Director. Your written appeal, including all supporting documentation, will then be forwarded to the Director, who may request an appointment with you to discuss the appeal or may choose to make a decision based upon a review of the written documentation.

**Determination:** The Director will make a decision concerning the complaint and notify you of the decision in writing within 10 days of receiving the appeal. The decision of the School Director is final.

### STUDENT COMPLAINTS: PROCEDURES TO RESOLVE GRADE DISPUTES

All course grades are awarded by the instructor of record. At the beginning of the course, your instructor will inform you of course requirements and grading policies. Your instructor shall exercise professional judgment in the application of those policies and the awarding of grades. All grades are final except in the case of School error.

#### **Resolving disputes about a grading policy and/or a specific assignment grade**

If you have a question about a grading policy and/or a specific assignment grade, you must raise your question **while enrolled in the course**. Meet with your instructor and discuss your questions or

objections. Document in writing what you discuss and the outcome of that discussion in case you later request a formal “Review of Final Course Grade.”

## ACADEMIC SERVICES

### STUDENT COMPLAINTS: PROCEDURES TO RESOLVE GRADE DISPUTES (Continued)

If you are unable to resolve your questions or objections with your instructor, make an appointment with the Director to discuss the matter.

#### **Resolving disputes about final course grades**

If you have questions about your final course grade, you must contact your instructor **within two months** after the grade was awarded. If you cannot contact the instructor, contact the Director.

#### **Resolving disputes about final course grades**

If the grade awarded was not the grade your instructor intended, your instructor will initiate a Grade Change Request Form to correct the error. Address any follow-up questions to your instructor or the department chair.

If the grade awarded was the grade your instructor intended, but you believe there was an error, you may request a formal “Review of Final Course Grade.”

1. A request for a formal “Review of Final Course Grade” may be submitted only if a student is unable to resolve the dispute either with the course instructor or with the assistance of the Director.
2. In order to begin this process, you must submit your written request including evidence of School error and relevant supporting documentation to the Director within three months after the grade was awarded. Late requests or deadline extensions will be approved only if there are documented extenuating circumstances.
3. The Director will give your instructor a copy of your written request and ask the instructor to provide a written response. The Director of Technical Education will give you a copy of the instructor’s written statement. If the School no longer employs the instructor who awarded the grade, the Director of Technical Education will make a diligent effort to locate the instructor to obtain a written statement. (If the instructor is unavailable, the Director of Technical Education, in consultation with the School Director, will give you a written statement containing all relevant information available to them.) During the process of writing and exchanging statements, the instructor may choose to change the grade or you may withdraw your request for review. If

neither of these occurs, the Director of Technical Education shall appoint a three-member faculty Grade Review Committee to consider the request.

## **ACADEMIC SERVICES**

### **STUDENT COMPLAINTS: PROCEDURES TO RESOLVE GRADE DISPUTES**

**(Continued)**

4. The Grade Review Committee will consist of three members, including a required representative outside the discipline. Your current instructor(s), at the time the committee meets, will be on the committee. The committee members will determine the steps they take in reviewing your request. There is no requirement for you to appear before the committee, but you may request to do so. You will not be present when the committee considers your request.
5. The Grade Review Committee will meet in private to protect the confidentiality of all student records. Only committee members will be present during committee deliberations. The Director will explain the committee's decision in writing to you and to your Instructor. The committee's decision is final. If the decision requires a grade change, the Director will initiate the paperwork to make the grade change.

### **NON-ACADEMIC MISCONDUCT**

**The Following Non-Academic Misconduct is Subject to Disciplinary Action**

1. Intentionally or recklessly causing physical harm to any person.
2. Harassing, annoying or attempting or threatening physical harm to another person or causing apprehension of harm. Addressing abusive language to any person, following a person in or about a public place or places, or engaging in a course of conduct or repeatedly committing acts that alarm or seriously annoy another person.
3. Engaging in discriminatory harassment.
4. Engaging in sexual harassment.
5. Intentionally engaging in sexual conduct with another person without that person's consent.
6. Intentionally or recklessly misusing, destroying, or damaging School property or the property of others.
7. Engaging in activities that threaten the safety of the campus community, including but not limited to intentionally or recklessly misusing or damaging fire or other safety equipment; unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or

materials; unauthorized use, possession or storage of any weapon; or intentionally initiating or causing any false report, warning, or threat of fire, explosion, or other emergency.

## ACADEMIC SERVICES

### NON-ACADEMIC MISCONDUCT (Continued)

8. Disorderly conduct.
9. Theft or misuse of property or services or knowingly benefiting from use of stolen property or services.
10. Intentional disruption of School computer systems, unauthorized alteration, disclosure, or destruction of School computer systems or material, improper access to School computer files and systems, or violation of copyright or proprietary material restrictions connected with School computer systems, programs or materials.
11. Forgery, alteration, misrepresentation, or misuse of any document or instrument of identification.
12. Misrepresenting information or furnishing false information to the School.

### NON-ACADEMIC MISCONDUCT: The Following Non-Academic Misconduct is Subject to Disciplinary Action (Continued)

13. Violation of any government law or ordinance.
14. Violation of any approved School rules, regulations, or policies.
15. Failure to comply with the directions of School officials.
16. Intentionally or recklessly interfering with normal School functions.
17. Intentionally and substantially interfering with the freedom of expression of others.
18. Unauthorized presence on or use of School premises, facilities, or property.
19. Unauthorized distribution, possession or use of any controlled substance or illegal drug.
20. Appearing in a public place manifestly under the influence of a controlled or other intoxicating substance to the degree that there is danger to self, others, or property, or there is unreasonable annoyance to persons in the vicinity.
21. Possession or use of alcoholic beverages by individuals without authorization.

## ACADEMIC SERVICES

### NON-ACADEMIC MISCONDUCT (Continued)

22. Providing alcoholic beverages to individuals under 21 years of age, or unauthorized possession of alcoholic beverages for purposes of distribution.
23. Taking any action or creating any situations that recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into, or affiliation with, any organization or group.
24. Aiding or abetting any violation of this Code.
25. Intentionally filling a false complaint under this Code.
26. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.
27. Smoking is not permitted anywhere in the building.
28. Loitering is not permitted on the stairwells or halls.
29. Fighting will not be tolerated under any circumstances, and such action will be cause for immediate dismissal.
30. Audio devices are not permitted anywhere in the School including, but not limited to, IPOD's, CD, MP3, players and/or laptops should not be operated in the classrooms during class hours.
31. Beepers and Cellular phones should be turned off, so as not to interrupt instruction. Students found violating this code shall receive a formal warning by the School Director. Continued violations can result in probation, suspension or termination.
32. Children may not accompany students in the class.
33. Students may not receive visitors or personal calls at the School.
34. Office equipment is for office personnel use only. Students are not permitted to use this equipment, unless authorized by School personnel.

# ACADEMIC SERVICES

## NON-ACADEMIC MISCONDUCT (Continued)

35. The Internet is to be used for job searches, research, and other relevant School matters. It is not to be used for viewing offensive web sites that include, but are not limited to, pornography, racial bias/hate, adult humor, or sites containing lyrics that a reasonable person may find offensive. Furthermore, downloading for instructional purposes from the Internet is only allowed with permission from School personnel.

Any student experiencing a problem should speak to the Director to discuss the matter. Students are reminded that the above codes of conduct are in force at all times. Violation of the above will be subject to probation, suspension, or immediate dismissal from the program. Please remember that your enrollment at Berk Trade and Business School is training ground for the business world, and professional behavior is expected of you at all times.

## DRESS CODE POLICY

All students are expected to dress appropriately for a post-secondary educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments or that is otherwise sexually provocative is prohibited. Students requiring accommodation for religious beliefs, disability, or other good cause should contact the School Director.

Students not complying with this code will be asked to cover the non-compliant clothing, change clothes, or go home. Repeated infractions will result in disciplinary action.

The following attire should be worn during the practical phase of the program:

- Gloves
- Goggles
- Work boots
- Jeans/Overalls

# ACADEMIC SERVICES

## DRESS CODE POLICY (Continued)

Students are asked not to wear the following attire while in school:

- Shorts
- Sneakers
- Tank Tops
- Sunglasses
- Bandanas
- Baseball Caps
- “Do Rags” or other non-religious head gear.
- Pants must be worn at waist level and secured with a belt.



## STANDARDS OF ACADEMIC PROGRESS



When students apply for or receive financial aid, they are required to make satisfactory progress towards attaining a certificate. It is a requirement of both the federal and the state government. It is the policy of the Registrar’s Office of Berk Trade and Business School to provide the information to the Financial Aid Office regarding student progress throughout the course. This information takes into consideration student grades and attendance. It is the student’s responsibility to maintain and remain in good academic standing.

In order to maintain satisfactory academic progress for financial aid eligibility while attending Berk Trade and Business School, a student must meet both the Qualitative Factor and Quantitative Factor described in this section.

### **QUALITATIVE FACTOR: MINIMUM CUMULATIVE GRADE POINT AVERAGE (GPA)**

The student meets the qualitative factor of this satisfactory academic progress policy if he/she meets the minimum standing requirement as defined in this section of the catalog. The Registrar’s Office is responsible for monitoring this academic policy and determining the student's eligibility to continue with classes at the School.

***Students must maintain a minimum cumulative GPA according to the following chart:***

HRS OFFERED PER REPORTING PERIOD	MINIMUM REQUIRED HRS	MINIMUM GPA	LETTER GRADE
100	90	1.5	D = 60-69
200	180	1.5 – 2.0	C = 70-79
300	270	1.5 – 2.0	C = 70-79
400	360	1.5 – 2.0	C = 70-79
500	450	1.5 – 2.0	C = 70-79
600	540	2.0	C = 70-79

### **QUANTITATIVE FACTOR: MAXIMUM TIME FRAME**

The student meets the quantitative factor of this satisfactory academic progress policy if he/she has successfully completed 90% of all coursework and clock hours attempted. Students are considered to be enrolled on a full time basis in the 600 hours programs. The appropriate time frame is calculated using the length of the student’s current program. 600 clock hours are offered within a 7.5 months certificate program.

## STANDARDS OF ACADEMIC PROGRESS (Continued)

### QUANTITATIVE FACTOR: MAXIMUM TIME FRAME

Students must complete their program at within a time frame that is no longer than 150% of the published length of the program for example:  $(7.5 \times 1.5 = 11.25)$ . Academic progress at the Berk Trade and Business School is monitored approximately every month by instructors and Registrar. In all cases, a student is required to complete his/her academic program within 11.25 months. A student qualifying for financial aid must meet this requirement as well as maintain both the qualitative and quantitative factors described above. Oral and written examinations and practical assignments will be given throughout the course, and students will be informed of their progress on an ongoing basis by their instructor. A record of each student's grade is maintained in the Administrative Office.

### THE GRADING SYSTEM

#### GRADE REPORT CARD SCALE

Symbol	Definition	Numerical Grade
A	Outstanding	90 -100
B	Average	80-89
C	Passing	70-79 (70 = 2.0 GPA)
D	Very Poor	60-69
F	Failing	59 and below
I	Incomplete	N/A

#### Weighting used to determine grade in trade courses: Laboratory - 70% Theory - 30%

If a student has missed examinations or assignments and the instructor is unable to determine a monthly grade, an incomplete (I) grade may be recorded. The student then has 30 days to establish a grade to the instructor's satisfaction. If the grade is not determined after 30 days, the grade "F" is issued for that subject. The student will be afforded an opportunity to earn a passing grade through additional work or retesting.

## STANDARDS OF ACADEMIC PROGRESS (Continued)

### SATISFACTORY ACADEMIC PROGRESS (SAP) REVIEW PROCESS



The School reviews enrolled students for satisfactory academic progress each 100 hours cycle. Students who do not meet the SAP requirements will be given a warning and placed on probation for one cycle. If they do not meet the standards by the end of the cycle, their financial aid eligibility may be terminated. Students whose eligibility is terminated are not eligible for financial aid until satisfactory academic progress is reestablished.

### APPEAL PROCESS AND REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who are ineligible for financial aid or who are suspended from financial aid may appeal by submitting a written statement, with appropriate documentation, to the Student Financial Services Office. Appeals are reviewed and students are notified of the results in writing. Denied appeals may be submitted to the Director. The Financial Aid Professional Judgment Committee or the Director reviews final appeals, if necessary. Appeals are accepted for 30 days after the notification of financial aid suspension.

Reinstatement of aid eligibility after a financial aid suspension is not automatic when students improve their GPA or completion rate. Students must request a review of their academic progress and aid eligibility. Students must submit a written request containing proof of their academic progress to the Student Financial Services Office.

# ACADEMIC SERVICES

## GENERAL SCHOOL POLICIES

### MAKE-UP WORK

Students are responsible to notify their instructor prior to or after any absence in order to receive make up work. All make up work will be performed before or after normal class schedules. Students absent over 10% during each 100 hour cycle where progress in the course is measured will have to complete make up hours. Students are required to make up hours as an alternative to having their enrollment terminated. Make-up hours must be completed prior to the completion of the proceeding cycle. All students are required to sign the make hour agreement and are aware in writing of the number of hours required before the conclusion of the next schedule cycle or progress reporting period. Students will be charged for make up hours that are remaining at the conclusion of that cycle.

#### Example:

John Smith began classes on 5/12/11. The first 100 hours cycle occurred on 6/16/11 at which time the student attended 80 of the scheduled 100 hours. The schools minimum attendance policy states that students must achieve a minimum of 90 hours to be considered making satisfactory academic progress. The 200 hours cycle occurs on 6/18/11 and ends on 7/22/11. The student is required to make up 10 hour on or before 7/22/11. On 7/22/11 the student completed 5 of the scheduled 10 make up hours. According the schools policy the student will be charged as follows: **\$10 x 5 hours (remaining) = \$50.00.**

### GRADES AND EXAMINATIONS

A student's progress through the course is determined by regular and frequent testing by the student's primary instructor. Tests, examinations, and quizzes will be administered periodically at the discretion of the instructor.

### LEAVE OF ABSENCE

In extraordinary cases, such as an accident, prolonged illness, maternity leave, or the death of a relative, a student may arrange to leave the School temporarily with the intention of resuming the program at a later date. The student must request in writing and also receive approval in writing from the Director for any such leave of absence. A leave of absence is limited to 60 days.

### PROBATION/INTERRUPTION

There will be no interruption of classes unless a student is granted an emergency leave, excused absence, or is expelled because of poor behavior. Students will be placed on probation for no longer than one term, at the Director's discretion, for failure to maintain satisfactory attendance or academic progress when in the opinion of the Director, a student's failure to do so is caused by existing conditions. If, at the end of the probation period, the attendance and/or academic progress have not improved, the student will be subject to dismissal.

# ACADEMIC SERVICES

## GENERAL SCHOOL POLICIES (Continued)

### WITHDRAWAL/FAILURE TO WITHDRAW IN WRITING

A student who wishes to withdraw from the School must submit his/her request in writing to the Registrar. The failure of a student to notify the Registrar in writing of withdrawal may delay refund of tuition due, pursuant to Section 5002 and Section 5005 of the Education Law.

### TERMINATION

Students may be terminated for failure to complete financial obligations, unsatisfactory academic progress, excessive absences, excessive lateness, rude and disruptive behavior, and failure to follow the Berk Trade and Business School policies in the school catalog.

### RE-ADMISSION PROCEDURE

A student who withdraws from School in good standing will be allowed to re-register in the same program. A student who is dismissed for academic reasons can apply for re-admission six months after their last date of attendance. A student who is terminated due to non compliance of School regulations, violations of the institution's code of conduct or other behavior not becoming a Berk Trade and Business School student will be eligible to apply for re-admission through the Registrar's Office by submission of a completed Admissions application together with at least 200 words essay that explains why the student wishes to continue their studies at the School, and include steps taken to correct behavior and demonstrate to the School Director that the behavior has changed. This is accomplished through an interview with the School Director, Registrar, Admitting Enrollment Representative, and former instructor. Upon conclusion of the interview the final decision for re-admittance rests with the School Director who will determine if the student has the capacity and sincere intension to complete the program.

If the student is granted re-admission, all financial obligations must be met. All prior institutional balances must be paid in full or adequate arrangement made for payment. Students will re-start in a new program and be charged the full tuition for the course including the registration fee.

### APPEAL PROCEDURE

Appeals for any decision regarding termination, suspension, grading, etc., must be formally made in writing to the attention of the School Director within 14 days of the official notification. All appeals will be considered carefully and formal written decisions will be received by the student within 14 days of the School receiving the letter of appeal. All appeal decisions are final.

## GENERAL SCHOOL POLICIES (Continued)

### SMOKING POLICY

School wide smoking regulations are not intended to deny smokers their prerogatives, but rather to limit the potential adverse effects of smoking on others. The Berk Trade and Business School Smoking Policy is as follows:

- There will be no smoking or sale of tobacco products in School owned or leased building, except as provided below. This includes hallways, classrooms, offices, restrooms, meeting rooms, lobbies, elevators, library and all other spaces.
- Smoking areas are permitted outside the School facilities provided that these areas are located far enough away from doorways, windows, and ventilation systems to prevent smoke from entering enclosed buildings and facilities
- All members of the School community are responsible for compliance with this policy. Violations of this policy should be reported to the School Director or other school official.

### WORK-BASED LEARNING FIELD TRIPS

All approved work-based learning trips are an integral part of the curriculum and, as such, are mandatory trips that are considered a class session. Students with special circumstances prohibiting their participation must make provision with the instructor for an alternate assignment. Those not attending the trip may otherwise receive a failing grade for the day. Some trips are all day events. Students must complete and submit the “Field Trip Permission Slip” as instructed on the form.

### CHANGE OF ADDRESS

Students who change their address or telephone numbers must notify the Registrar immediately and complete the Change of Information form located in the Registrar’s Office.

### TRANSCRIPTS

All graduating students will receive an official copy of their Official Transcripts. Additional copies are available at a cost of \$50 each. Contact the Registrar’s Office to submit requests. To send the transcript to another address (e.g., an employer or school), students must have the address handy when they call. Permanent records of student transcripts are maintained after graduation.

## SERVICES FOR STUDENTS



Berk Trade and Business Schools seeks to offer services to students to help them move successfully through the post secondary education experience from orientation through graduation. The School's Registrar and faculty are intricately involved in providing advice and information on various social and academic matters related to course and program requirements and curricular offerings, personal concerns and

School policy and regulations. Exceptions to academic regulations are considered through an appeals process. Students are able to receive information on continuing education upon completion of the program, and opportunities for employment are also provided.

## FOCUS ON STUDENT ACHIEVEMENT

Berk Trade and Business School is committed to assisting its students to achieve to their highest level. As such, the School provides students with the opportunity to develop and enhance their study methods. The Registrar's Office is available to conduct workshops in time management, classroom note-taking, stress management, test taking strategies, learning styles, test anxiety reduction and other topics. Workshops are open to all Berk Trade and Business School students. Tutoring, advising and other academic support services are available to students experiencing difficulty in specific program areas.

The School provides individual assistance to students on academic probation and those who are experiencing particular study problems. For current workshop schedules and a variety of useful information on study skills and strategies, students are advised to visit the Registrar's Office

## ACADEMIC ADVICE

Academic advising is designed to assist students by guiding them through the process of establishing and maintaining progress through the course, academic planning, studying techniques and graduation requirements.

The range of academic services available to students includes:

- Orientation seminar for all enrolling students
- Individual advising and academic planning

In addition the following workshops are available:

- Study Skills                      -- Assertiveness Training
- Test Taking Skills               -- Test Anxiety

## SERVICES FOR STUDENTS (Continued)



### ACADEMIC ADVICE (Continued)

Students may attend as many of these workshops as they wish. Information about the dates and content of the workshops to be offered each term is available in the Registrar's Office.

Experienced School personnel are available to students for academic advice and support. Instructors play a key role in notifying Student Services when problems arise which may impact a student's training, e.g., excessive lateness/absences, failure to maintain academic progress, and inappropriate student conduct. The advisor will then review all areas of concern and make recommendations to help resolve the existing problems.

### CAREER ADVISING

Career advising is an interactive process where students are assisted in discovering the career that will provide optimum personal satisfaction. The career placement advisor meets with students individually and in small groups to explore and evaluate the student's academic strengths and concentration, additional training, work history, interests, skills and personal traits. Advisors help uncover underlying factors that may impede progress toward decision-making. Advisors also help the students develop a resume; interviewing skills and job search skills and provide assistance in job placement. Alumni are also encouraged to use the services for assistance when looking for promotion and career advancement or career change.

### THE IRVING BERK LIBRARY & RESOURCE CENTER

Irving Berk Library and Resource Center (IBLRC) is located in the school's main floor, and holds over 200 reference materials in the form of books, periodicals, and electronic media. The IBLRC provides students access to online services and networked computer internet access. The Center also houses the Learning Resources System (LRS) material that plays an integral role in many student assignments and projects. In addition students are able to purchase notebooks, pens, pencils, diskettes and rulers for a nominal fee. Copies for personal use not related to coursework can be made for a nominal fee. Students are also expected to hold a valid New York City Library Card.

### HOUSING ADVICE

While the School maintains no separate facilities for housing, we can recommend local facilities.



# ACADEMIC SERVICES

## SERVICES FOR STUDENTS (Continued)

### DRUG AWARENESS/SUBSTANCE ABUSE ADVICE

In compliance with the **DRUG-FREE SCHOOLS AND COMMUNITIES AMENDMENT ACT of 1989**, the School endeavors to make all current and prospective students and employees aware of the hazards involved in drug usage. The school provides informative pamphlets that describe the effects of using abusive substances, and lets the students know where he/she can go to obtain additional information or assistance. Additionally, School advisors are on hand to discuss substance abuse problems on a one-to-one basis.

### ACCESS TO SCHOOL RECORDS

The School recognizes and guarantees the rights of students to access their records. To request access to or copies of School documents, records, or files, a student may complete and sign a Request for Student Documents form and submit it to the Registrar. It must be understood, however, that depending on the administrative workload documents may not be immediately available. The average time for processing current student requests for access to or copies of documents, records, or files is 72 hours.

### REQUEST FOR REPLACEMENT DIPLOMAS

Past graduates who request a replacement diploma or transcript must write a letter to the School indicating when they attended; the name and length of the program. They must also provide their full name, date of birth and Social Security number as well as a contact phone number. The letter must be signed. Payment of \$50.00 is required; a money order is advisable.

## PLACEMENT ASSISTANCE



What will I do after graduation? Will I find a job? All graduates ask these questions right before they graduate. However, Berk Trade and Business School starts the job placement process long before final exams and graduation dates appear on the horizon.

The job market is tricky and daily changes are the norm.

Berk Trade and Business School offers full-time Job

Placement assistance to its graduates. The Career Services staff meets with each new student during the first few weeks of school. Our goal is to get to know each student and learn about their goals so we can offer the best career advice tailored to individual needs.

Berk Trade and Business School offers assistance in various areas including:

- Career Development
- Conducting an employment orientation that will provide the essential information relating to application, resume writing, job interviewing, and portfolio development, and other placement related subjects;
- Assisting with application and employment forms;
- Preparing transcripts for prospective employers;
- Endeavoring to secure interviews with prospective employers;
- Contacting employers to identify job openings;
- Contacting prospective employers after interviews;
- Providing information concerning employment opportunities with local, state, and federal agencies.
- An Interview Workshop close to the graduation date that reviews basic concepts and mistakes in searching for a job.

We also include alumni and industry guest speakers to help graduates understand what life is like in the "real world" after graduation.

Berk Trade and Business School's Career Services department models itself after an employment agency. We work tirelessly to match our students with the right position from our employer database of available jobs. Berk Trade and Business School prides itself in offering job placement assistance to all of its graduates. Members of the career placement team will also call and arrange job interviews for our students with selected employers. Prior to the interview, we prepare our students with any necessary information to ensure their success.

# CAREER SERVICES

## PLACEMENT ASSISTANCE (Continued)



After each interview, the Career Services department follows up with the employer for feedback. This constant communication between our students, the department staff, and the employer is what distinguishes us from other institutions. Our commitment to job placement means a large percentage of students will have applied to and been on at least one job interview before they complete the program.

With the specialized training offered by Berk Trade and Business School, our students will learn the skills that enable them to contribute immediately to their employer and succeed in the workplace. The School is actively engaged in providing placement assistance to all graduates without additional charge. Students are interviewed prior to referral, at which time interests and objectives are discussed. Each student's instructor plays a major role in the career placement process, providing invaluable insight to each student's technical ability, character, and overall attitude over the length of the program. The student is provided with pertinent instruction on the employment interview, work attitude and other job seeking skills. While Placement Assistance may be provided, it is understood that the school cannot promise or guarantee employment to any student or graduate.



## GENERAL INFORMATION

### STATEMENT OF AVAILABILITY

Information regarding other comparable education programs with regard to tuition fees and program lengths are available from the Accrediting Commission for Career Schools and Colleges (ACCSC) at the following address:

**2101 Wilson Blvd., Suite 302, Arlington, VA 22201. Telephone: (703) 247-4212.**

### NEW YORK STATE EDUCATION DEPARTMENT STUDENT DISCLOSURE NOTICE

#### INFORMATION FOR STUDENTS

What you should know about licensed private schools and registered business schools in New York State.

#### **What is the purpose of this information?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools which are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the Educational appropriateness of the programs which schools offer. It is important for you to realize the monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to insure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful

## GENERAL INFORMATION

### NEW YORK STATE EDUCATION DEPARTMENT STUDENT DISCLOSURE NOTICE (Continued)

employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

#### **Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

#### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

#### **How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

#### **The steps you must take to file a complaint with the New York State Education Department are:**

1. Write to the New York State Education Department at 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

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2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. **You must file a complaint within two years after the alleged illegal conduct took place.** The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

#### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closed while you are in attendance, prior to the completion of your educational 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 to 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 State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

## GENERAL INFORMATION

### NEW YORK STATE EDUCATION DEPARTMENT STUDENT DISCLOSURE NOTICE (Continued)

#### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

#### **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the Agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

#### **What should students know about "grants and guaranteed student loans?"**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours – the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

## GENERAL INFORMATION

### NEW YORK STATE EDUCATION DEPARTMENT STUDENT DISCLOSURE NOTICE (Continued)

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

#### **Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

##### ***Contact the New York State Education Department at:***

New York State Education Department  
Bureau of Proprietary School Supervision  
116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor  
New York, New York 10001  
(212) 643-4760

The preceding information is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and registered Business Schools / Computer Training Facilities.

#### **Placement Data**

For latest placement statistics, students are asked to request information from the school's placement office.

#### **Gainful Employment Disclosure**

Berk Trade and Business School offers programs in Electrical Installation and Comprehensive Plumbing. The programs are Certificate Programs and the length of each program is 30 weeks.

The cost of each program is \$11,600. The school does not offer On – Campus Room and Board. The programs have no additional costs.

Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates in Federal Loans: \$6,333; Private Educational Loans: \$0; and Institutional Financing plans: \$1,570.

The programs are designed to be completed in 30 weeks. During the 2012-2013 year the Electrical Installation Program had 84% of its students finish in 30 weeks and the Comprehensive Plumbing Program had 85% of its students finish in 30 weeks.

The Placement Rate in 2012 -2013 for the Electrical Installation Program was 82% and for the Comprehensive Plumbing Program was 78%. Additional information can be found on our website

[www.electricalplumbingcourse.com](http://www.electricalplumbingcourse.com).



## SCHOOL DIRECTORY

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### Administration

Chief Executive Officer	Judy Wang, M.D.
Director	David Coffey
Director/Consultant	Michael McTague, Ph.D., M.B.A.

### Department Chairs

Interdepartmental Chairman	Vidal Rivera
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## FACULTY

### Electrical Instructors

Vidal Rivera .....	Instructor
Juan Gonzalez .....	Instructor
Christopher Owens.....	Instructor
Mark Thomas .....	Instructor
Jerome Dantzler .....	Instructor
Xavier Arthur .....	Instructor
Len Senior .....	Instructor
Carmine Camenzuli .....	Instructor
Edwin Carrion .....	Instructor
Samuel Griffith .....	Instructor

### Plumbing Instructors

Juan Gonzalez .....	Instructor
Samuel Velez .....	Instructor
Robert Cornetta .....	Instructor
Chris Sackmann .....	Instructor
Ruben Santana .....	Instructor
Anthony Sands .....	Instructor
Robert Graziano .....	Instructor

## STAFF

Cynthia Wei .....	Admissions/Bursar Departments
Mehreen Alam.....	Admissions/Registrar Departments
Gary Lisman.. ..	Admissions/Placement Departments
Yoely Vilorio.....	Financial Aid Department
Eugene Khrush.....	Facilities Department
Caroline McGrath.....	Counselor



