

Access Careers Institute



Admissions Policy

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Brooklyn, New York 11201

Ph: 718 643 9060
Fax: 718 643 0639

www.AccessCareers.edu

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at the school as a regular student. The School must adhere to the U.S. Department of Education (USDOE), Council on Occupational Education (COE), and New York State Department of Education (BPSS) guidelines.

General Admissions Requirements:

The School is an equal opportunity employer and follows the same policies in accepting applications from potential students.

The School is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation (LGBTQ), disability or marital status.

Applicants must meet the following requirements to be admitted to the Access Careers:

- Under 18 years of age, the signature of the Parent or Guardian is required in addition to the signature of the applicant
- Have an initial interview with an Admissions Representative
- High School Diploma or General Education Diploma (GED) for Title IV programs
- High School Diploma or General Educational Diploma or ABLE test for certain short term program not eligible for Title IV.

Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an “ability-to-benefit” test.

(Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)

(A foreign country education must be in English or translated into English) or if foreign graduate student unable to produce their high school diploma may use sworn statement (As per NYS, BPSS form 115 for the eligible program(s)).

- The student previously was registered at another school and took an ATB at that school would be eligible to attend Access Careers and receive Title IV HEA funding if it was prior to July 1, 2012. If the student did not take the test approved by Access (Wonderlic) the student would be required to take that test and receive a passing grade to be admitted.
- Student Passed an Exam, with a grade level score of 12 and the School used the ATB- The Wonderlic Scholastic Level Exam and the student was eligible and received Title IV, HEA funding prior to July 1st, 2012.
- Be able to speak, read, and write in English (all classes are taught in English).
- Provide a valid Photo ID (Valid driver’s license, state ID, or valid passport).
- Social Security Card (SSN), if applicable.
- Pay the required non-refundable Registration Fee.

Students with Disabilities:

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students.

If you are interested in attending the School but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the School, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

Note: In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.

Admission Requirements for English as a Second Language (ESL):

ESL is a standalone program that is limited to the person who has occupational competencies in their field of interest but because of lack in proficiency in English they are not able to perform work proficiently. If they could demonstrate adequate English language skills then person can be employable.

School admits the students who need instruction in English to be able to use the knowledge and skills that they already acquired in their home country language in order to obtain employment.

- Under 18 years of age, the signature of the Parent or Guardian is required in addition to the signature of the applicant
- Proof of education/certification.
- Student needs to take entrance exam (BEST) offered at the school before enrolling to the program. Based on student's performance on entrance exam, the student will be admitted to the level of English as a Second language program.
- Provide a valid Photo ID (Valid driver's license, state ID, or valid passport).
- Social Security Card (SSN), if applicable.
- Pay the required non-refundable Registration Fee.

Financial Arrangements:

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment agreement form, an interview with a school official and is given a pre-enrollment questionnaire packet, which they are required to read, understand and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school and State Board requirements.

An explanation on attendance and academic requirement will be given to the prospective student and

how those requirements can affect the student's *satisfactory academic performance requirements*. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

TRANSFER STUDENT, CREDIT/ADVANCED STANDING:

Access Careers is committed by extending school time and weekend schedule to helping the student reach educational goals as quickly as possible. However equipment and technology changes so rapidly that what was learned in an earlier program may not be applicable at this time. Enrollment is available for students wishing to transfer to the School after they have withdrawn from other schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study.

Note: All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

Transfer of credit within Institute: Transfer students from one program to another program are completely prohibited because of program content and duration. Students who have already commenced classes in a certain program of study will not be allowed to switch to a different program due to set time frame and differences between program curricula.

Transfer of credit from other institutes: To ensure that our students graduate with the high quality of education/training skills necessary to achieve success in the today's workplace we will give recognition for previous training. Student's wishing to receive recognition for previous training must show proof of previous training. The student should hold minimum of "C" grade in the course/s for which he/she is willing to obtain credit. If below "C" grade student has to repeat the coursework again. We award recognition for previous training up to 1/8th of the program. Tuition will be prorated accordingly. Official transcript of any previous education and official catalog with course descriptions must be sent from the previous school directly to the school director at the request of the applicant in stamped and sealed envelope. Applicants must allow sufficient time to process requests in order to get credit for the courses.

Transfer from Access Careers to another School: If a student wants to transfer to another school, they must fill out the "Request Form" for Transfer Out. All financial obligations and attendance requirements for SAP must be met. Students must provide acceptance letters (if any) from the school they are transferring to. The Director makes the final determination of the transfer.

Note: *The use of the word "credit" does not apply to college credits, but rather to recognition for previous course work.*

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

ADMISSIONS PROCESS:

1. Tour the facility and attend an informational interview with admissions representative.
(Parents or spouses are encouraged to be present)
2. Submit the proof of age, diploma and employability.
3. Complete the Enrollment Agreement.
4. Pay the required non-refundable Registration Fee.

ENROLLMENT AND START DATE:

New Students may enroll at any time. Classes start on rollover bases. Contact to the Admissions Representative for the next class start date.

HOLIDAYS:	New Year Day	Martin Luther King Day	Presidents Day
	Memorial Day	Independence Day	Labor Day
	Thanksgiving Day	Christmas Day	Veterans Day

TUITION AND METHOD OF PAYMENT:

Details of the cost of tuition, materials/supplies and fees for each program of study are included in the school catalog. The School accepts all fees in terms of Cash, Certified Checks, Money Orders, Private/Government Vouchers, Private or Non Profit Grants, Approved Scholarships, and Debit/Credit Card (Master/Visa/Discover).

A Financial Aid Advisor will provide complete information on available funding and payment plan to the student.

How Eligibility is determined for TITLE IV, HEA

For more information contact Financial Aid Advisor or visit www.fafsa.ed.gov (School Code # 041575)

To receive Federal Student Aid, you will need to:

1. Prospective candidate must have US Citizenship OR Permanent Residency.
2. Qualify to obtain a career school education, either by having a high school diploma or General Educational Development (GED) certificate.
3. Be enrolled or accepted for enrollment as a **regular student** in an eligible diploma or certificate program.
4. Have a valid Social Security number
5. Be registered with Selective Service, if you are a male between the ages of 18 and 25.
Men exempted from the requirement to register include;
 - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
 - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
6. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.

7. Sign certifying statements on the **FAFSA** stating that:
 - You are not in **default** on a **federal student loan**
 - Do not owe a refund on a **federal grant**
 - Sign the required statement that you will use federal student aid only for educational purposes
8. Maintain **Satisfactory Academic Progress (SAP)** while you are attending school.
9. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
10. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

For more information contact Financial Aid Department at 718 643 9060.

Incarcerated Applicants:

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local prison or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all class and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

Conviction for possession or sale of illegal drugs

- A Federal or state drug conviction can disqualify a student for Title IV funds. The student self-certifies in applying for aid that he/she is eligible for using the FAFSA. The School is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for Title IV funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

Offense	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.

- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Registration Fee, if applicable, a color photo of them and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, and additional required paperwork.

Federal Financial Aid

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid on line. The student and the parent (in the case of a dependent student) may sign the FAFSA on line by using a PIN number. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

Verification

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Student Financial Planning, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified in writing.

Contact us for assistance in obtaining institutional or financial aid information.

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media.

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a).

Access Careers

Contact Information

STATEMENT OF OWNERSHIP:

Access Training, Inc., DBA Access Careers is a New York State Corporation located at 25 Elm Place, Suite 201, Brooklyn, NY 11201

LOCATION:

ACCESS CAREERS

25 Elm Place, Suite 201
Brooklyn, NY 11201

Tel: 718.643.9060

Fax: 718.643.0639

Web: www.AccessCareers.Edu

Email: Admin@AccessCareers.Edu

All of the classrooms are well lighted, Handicapped accessible and equipped with fully functional centralized HVAC system.

EMERGENCY CONTACT:

Police/Fire/Ambulance:	Emergency:	Dial 911
	Non Emergency:	Dial 311 or 718 875 6811
Hospital:	LICH	718-780-1000
Building Management:	J W Mays	718-855 9658
School Management:	Dr. Gajendra Patel (CAO)	201-982-3120
	Dr. Robert Jannicelli (Director)	347-897-5455
	Mr. Tony Patel (Director)	347-708-8355
	Ms. Khushboo Patel (Financial Aid)	347-708-8370
	Ms. Shajadi Parvin (Bursar)	201-982-3140
	Ms. Sarojani Kharga (Internship)	347-708-8354
	Ms. Emilinda Jackson (Career Services)	347-897-5464

HOURS OF OPERATIONS:

You are cordially invited to visit our facilities. Please call us or write to our administrative office for an appointment. Hours of operation may be adjusted to best meet the needs of prospective students and administrative staff.

Office Hours:	MON – FRI	08:00 am to 07.00 pm	SAT	10:00 am to 02:00 pm
Class Hours:	MON – FRI	08:00 am to 10:00 pm	SAT – SUN	09:00 am to 06:00 pm