New York Institute of English and Business

School Catalog

Contents

MESSAGE FROM THE PRESIDENT

Welcome to NYIEB!

Now that you have chosen your program and course of study, you can begin your journey to a rewarding experience which will help you achieve your goals. With the education you receive at NYIEB, you will possess the necessary tools to function effectively and coherently in an English-speaking environment anywhere in the world.

We at the Institute are aware of the commitment you have given to your education and future and want to make your experience here a productive, successful, and enjoyable one. If there are any issues or obstacles which are having a negative impact on your studies while you are here, please do not hesitate to let us know. Your success and goals are important to us.

Again, welcome to NYIEB and we wish you every success while attending the Institute!

Peter Kolaczko,
President, New York Institute of English and Business

Mission

NYIEB's central mission is to provide its diverse student body with a fully comprehensive, English-based academic curriculum and provide personal enrichment courses for those seeking to continue their education and enhance their English language proficiency.

Core Values

Create a Cohesive and Student-Centric Learning Environment

Our teaching methodology in terms of learning goals for our students has lent itself to the evolution of student learning through the constant state of flux in pedagogy and/or methodology. Our current student-centric approach creates a broader scope of communication and overt expression, allowing a more dynamic learning environment for our students.

Pursue Professional Growth and Learning

While we utilize a diverse methodology for our students, we also encourage the faculty to learn from each other and share their experiences, both in and out of the classroom, through collaboration, support, and encouragement.

Evolving an Adaptive Curriculum and Classroom Management

NYIEB strives to uphold its expertise in ESL curriculum and implement it through effective instruction. With over 40 years of experience in delivering ESL programs, NYIEB has developed and refined a curriculum that fosters our students' competence in spoken and written English. We are committed to teaching the latest technology in our business courses allowing students to gain relevant skills for personal growth and enrichment.

Respect For Student Diversity And A Commitment To Inclusion

As a school in the heart of New York City, diversity is a quality intrinsic to our existence, operations, and success. With a diverse population constituting both student body and staff, inclusion is integral to day-to-day functions and the long-term vision of NYIEB.

The NYIEB Graduate

Graduates of NYIEB are equipped with the skills necessary to communicate effectively in spoken and written English.

Graduates are CONFIDENT. Graduates can function in a community where English is spoken, confident that they can communicate effectively and exercise the valuable skills gained from the programs of the school.

Graduates are CONTRIBUTORS. Graduates can contribute ideas clearly and concretely in English, where English language had once been a barrier to sharing their thoughts and ideas.

Graduates are PREPARED. Graduates are ready to progress to the next phase of their life, whether it be pursuing higher education in the United States or going back to their native country. The skills learned in NYIEB set up students for higher education and personal development.

To achieve its goals, NYIEB is committed to:
- Offer day, evening, and weekend classes in classrooms.
  - Courses/Programs offered:
    - ESL/TOEFL Courses
      - Three (3) levels of intensive training in English as a Second Language (ESL), and one (1) course in TOEFL preparation. (4 semesters)
    - Introduction to Language and Culture (2 semesters)
    - Accounting with Business Applications (ABA) program (4 semesters)
- Provide students with a nurturing, devoted and dedicated faculty who are experts in their fields and sensitive to their students' needs.

Student Field Trips

Hiking in the Kaaterskills, Summer 2023.

Drawing Class at Bryant Park, Summer 2024

Visit to the Museum of the City of New York , Winter 2024.

GENERAL INFORMATION

Location and Description of Facilities

The New York Institute of English and Business (the "Institute") is centrally located at 248 West 35th Street in the Garment Center in New York City, close to multiple subway lines, Penn Station (Madison Square Garden), Grand Central Station and the Port Authority bus terminal. Other landmarks in the proximity include:

- Wall Street
- The New York City Public Library,
- The Jacob Javits Convention Center
- Major television studios (ABC, CBS, NBC)
- The New York Times building
- Hudson Yards

The Institute conducts classes in seven classrooms on the 3rd floor, including one computer lab and six lecture rooms. Classrooms and bathrooms are handicapped accessible.

Programs and Courses

Programs offered:

- **ESL Courses:** We offer 3 levels of ESL, designed to deliver basic, intermediate, and advanced English language instruction to a diverse student population.
- **TOEFL Preparation:** This prep course is designed to help students develop the necessary skills required for the TOEFL® test, and includes modules in speaking, listening, writing, and reading.
- **Introduction to Language and Culture**: This program focuses on introducing students who have completed our ESL courses (or have demonstrated a strong aptitude for the English language) to basic literature and traditional facets of American culture.
- **Accounting with Business Applications (ABA)**: Our ABA program focuses on personal enrichment courses for students who have either a) completed our ESL courses or b) have demonstrated a strong aptitude for the English language. The ABA program can lead to various venues for our students, including higher education, or simply learning new skills to enhance their everyday life.

The Institute caters to the limited and non-English speakers and individuals interested in upgrading their English language skills.

Our programs are not designed to teach a vocation, nor are they focused on job training. Rather, they are academic programs, designed to improve English speaking skills and develop a broader knowledge of English in various forms, including practical uses and/or personal enrichment.

Orientation of New Students

Student orientation is conducted prior to the beginning of each start date to introduce new students to the facilities, various departments, and school policies, rules and regulations, both in the classroom and out.

Traditional Full-Time Students

Regular full-time students are required to attend classes on weekdays and weekends. We offer weekday morning/afternoon and evening sessions.

Weekend classes are held Saturday and Sunday during the morning and afternoon sessions, and do not meet in the evenings.

Non-Traditional Students

Non-traditional students are individuals who cannot attend school on a full-time basis.

Advanced Standing

If a student attended another registered, accredited institution, and completed courses in a similar program, he/she may be granted advanced standing. However, the institute will only accept courses with a minimum GPA (grade point average) of 2.0. Applicants must present official proof of the course(s) completed from all the schools attended.

Section 5002 (4) and (5) of the Education Law specifies that a student must complete all courses in his or her chosen program and acquire an overall minimum G.P.A. of 2.0.

Transfer Students

Transfer students are expected to go through the required admissions process. If a transfer student has maintained a GPA of 2.0 or better at a similar institution, he/she may be allowed to transfer those completed courses to NYIEB. An official transcript from the institution that the applicant attended is required. Students enrolled into an NYIEB program may also transfer from one program to another.

Re-Entering Students

A student who had been academically dismissed from the Institute may apply for reentry by submitting a written request to the director. The decision regarding reentry will be based on factors such as grades, attendance, student account balance, conduct, and the student's commitment to completing the course of study.

Students who previously attended the school but had not been in attendance for a year or more are subject to the same admission requirements and will be treated as new applicants. He/she must sign a new enrollment agreement using the existing published rate.

The registration fee will be waived for any student who reenters less than a year after leaving the school.

Stolen Property

The Institute does not accept responsibility for lost or stolen personal property of any student or employee.

Housing

The Institute does not offer student housing.

Observed Holidays

The Institute is closed on the following public holidays:
- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day (Summer break. The Institute is closed for one (1) week.)
- Labor Day
- Columbus Day
- Thanksgiving
- Christmas Day (Holiday break. The Institute is closed through New Years Day.)

SCHOOL STATEMENTS

Non-Discriminatory Clause

The Institute does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, nationality, and/or ethnic origin, handicap, marital, parental, or veteran status.

Disclaimer

The Institute reserves the right to:

- Make appropriate changes to its policies, procedures, and information contained in this handbook, including (but not limited to) admissions, tuition, fees, diploma, or certificate requirements without prior notice.
- Limit registration for courses.
- Cancel classes for which there is insufficient enrollment.
- Discontinue course for which there is not sufficient interest and need.

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

Disclosure Statement – College Credit
NYIEB offers curricula measured in clock hours, not credit hours.
Certificates of completion are issued to students who meet the clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at NYIEB is solely at the discretion of the institution of higher learning that the student may opt to subsequently attend.

Sexual Harassment

Sexual harassment is described as *unsolicited, non-reciprocal behavior such as verbal comments and harassment, sexist remarks about a person's body, or sexual activities, patting, pinching, or unnecessary touching and demand for sexual favors accompanied by implied or threats concerning physical needs.*

Any form of sexual harassment is a violation of the Institute's rules and federal law. If a student is found in violation of the school's sexual harassment policy, he/she will be immediately suspended and subject to a hearing by the SCOC (Student Code of Conduct) committee.

Substance Abuse Policy

The Institute is dedicated to maintaining an environment that is free from possession and distribution of illegal drugs, alcoholic beverages, and any controlled substance. Students violating NYIEB's drug and alcohol policy will face disciplinary action, including being dismissed from the Institute.

Smoking

Smoking is prohibited in classrooms, hallways, bathrooms, and all other areas of the Institute's premises.

Security

For everyone's security, the student ID must always be available. Unauthorized persons are not allowed on school premises.

Faculty

Qualified and licensed faculty members teach all courses, as required by BPSS.

Student Services

We encourage students to see the Student Services adviser upon or before completing their program of study. The Student Services adviser can be reached at 212-725-9400. The Institute offers a variety of services including, but not limited to:

- Tutorials
- Field Trips
- Resource Speakers
- Others

Termination and Withdrawal Due to Absence

A student who is absent from classes for the first thirty (30) days of the semester without contacting the Institute is subject to termination and withdrawal. The Institute will make every effort to contact the student via telephone, first class mail, certified mail, and other means of contact before a decision is made. A student will be determined to have been withdrawn if he/she does not respond to the Institute's correspondence, telephone calls and other means of contact.

Grievance Policy

Grievances and/or complaints referencing a policy or class should first be discussed on a one-to-one basis with the individual enforcing the policy. Should a one-on-one discussion fail to result in a satisfactory resolution, a written grievance or complaint may be submitted to the director. If the student is still not satisfied after the director's response, he/she may submit a written statement to the president who will review the matter and render a final decision. Anyone who believes that his/her grievance or complaint has not been fairly addressed by the Institute may write to:

New York State Department of Education
116 West 32nd Street
New York, NY 10016
Tel. 212 643-4760

STUDENTS CODE OF CONDUCT (SCOC)

Students are encouraged to respect the rights of others and conform to the following rules:

- Students should not interfere with the conduct and affairs of the Institute or its educational process.
- Bullying and harassment of any type (sexual*, racial, gender, religious affiliation) is prohibited and grounds for suspension and/or dismissal from the Institute.
  Offensive conduct may include, but is not limited to:
  - Offensive jokes
  - Slurs
  - Epithets or name calling
  - Physical assaults or threats
  - Intimidation, ridicule, or mockery; insults or put-downs,
  - Offensive objects or pictures
  - Interference with work performance
- The use of mace, weapons, knives, and other dangerous and harmful materials on school premises is grounds for immediate termination.
- Alcoholic beverage, and controlled substances, (including narcotics, marijuana, opiates, and any drugs deemed illegal by the USDEA) are prohibited at all times.
- Loitering, blocking school entrances or hallways are prohibited.
- Vandalism and theft of school property are prohibited and unlawful.
- Cheating and plagiarism are prohibited.
- Gambling on school premises is prohibited.
- Smoking on school premises is prohibited.
- Visitors and children are not permitted in the classrooms during classes at any time.
- Children should not be left unattended at any time for any reason when on school grounds.

Violations of the SCOC rules are subject to:

1. Warning
2. Probation
3. Suspension
4. Termination
5. Police/legal action (under certain circumstances including, but not limited to student visa violations, theft, assault, etc.)

Pending the outcome of a hearing by the faculty Student Conduct Committee, students may be immediately suspended for their offense (depending on the nature of the offense) and will only be allowed in the school for his/her disciplinary hearing(s) until a decision is reached by the SCOC committee concerning the hearing outcome.

*Sexual harassment is described as unsolicited, non-reciprocal behavior such as verbal comments and harassment, sexist remarks about a person's body, or sexual activities, patting, pinching, or unnecessary touching and demand for sexual favors accompanied by implied or threats concerning physical needs. (Title IX of the Education Amendments of 1972)

ADMINISTRATION

Kolaczko, Peter .... M.Sc.; B.A. Pedagog University, Poland
President

Abubo, Alfredo .... M.B.A. St. John's University, NY
Chief Financial Officer   B.S.B.A. University of the East, Philippines

Mangubat, Annabelle .... B.S.B.A. University of the East, Philippines
Academic Director

Cottington, Patrick .... B.A. Yankton College, Yankton, SD
School Director   M.M. University of South Dakota
                                                     M.A. (Western Lit) University of South Dakota
                                                     M.A. (Playwriting) University of South Dakota

Capili, Florentino .... B.S. Education Sacred Heart College, Philippines
Administrator

He, Yong Sheng .... B.A. Fudan University, China
Office of Admissions

Saliev, Dzovid .... B.A. Education, Uzbek State University, Samarqand, Uzbekistan
Office of Admissions

Toumi, Habiba .... M.A. University of Batna, Algeria
Office of Admissions

Karaim, Myroslava .... M.A. University of Warsaw, Poland
Office of Admissions

Ramos, Ofelia
School Custodian

NYIEB Faculty and staff cruise luncheon, summer 2023

APPROVAL, OWNERSHIP, MEMBERSHIP/ACCREDITATION

Approval/Ownership

The Institute is a not-for-profit corporation, owned and operated by the New York Institute of English and Business, Inc. It is registered by the New York State Department of Education and is an accredited member of Middle States Accreditation (MSA).

The Institute is:
- Registered by the New York State Department of Education
- An accredited school member (MSA)
- Authorized to enroll non-immigrant international students.
- A member of the National Business Education Association
- A member of TESOL

ADMISSION POLICIES

Entrance Requirements (Regular Students)
- Must be seventeen (17) years of age or older.
- Written proof of high school diploma, or GED. (Minimum requirement)
- Personal interview with an admission officer

Non-Immigrant Status

The Institute is authorized under federal law to enroll non-immigrant alien students. Non-immigrant students must meet the same admission requirements as other students at the Institute:
- 17 years of age or older
- Proof of high school diploma or equivalent (Minimum requirement)
- Personal interview with an admission representative
- Proof of financial stability

Change-of-Status for Non-Immigrant Students*

Non-immigrant students may apply for Change-of-Status (C/S) visa. Applicants should complete appropriate documents and submit evidence of financial stability.

(The United States Citizenship and Immigration Services (USCIS) makes all decisions and determination on applications for change-of-status.)

Rules Covering Non-Immigrant Students

Non-immigrant students must adhere to the following:
- Submit evidence of financial stability for the duration of their program.
- Non-immigrant students must come under the same rules and regulations as regular students.
- Attend all classes on a regular basis.
- Complete all courses in the approved curriculum he/she is enrolled in.
- Attend classes with all books and required materials within one week of the start date of the program/course they are enrolled in.
- When a student enters the classroom during the first week of the term, he/she is given an approved class schedule which serves as confirmation that the student is enrolled in the instructor's class.

- Photocopied textbook materials are not permitted in classrooms at any time unless materials are subject-related and handed out by the instructor.
- The institute will not grant any document request if there is a balance due for tuition, books, or other materials.
- Students should advise the Student Records Department of any change in address, phone number and/or pertinent information.

Non-Immigrant Students Transferring to Another School

If a non-immigrant student wishes to transfer to another school, a written request should be submitted to the DSO of the current school that the student is attending with the following conditions:

- If the student received an approval for an F-1 status with an I-20 form issued by NYIEB, he/she must attend a minimum of <u>one term</u> before requesting a transfer to another institution[1].
- Transfers will not be granted during the course of a semester. Students wishing to transfer must complete the semester they are currently enrolled in.
- He/she must be in good SAP standing:
  - Have maintained a 2.0 ("C" letter grade) average throughout the program.
  - Have satisfactory attendance at or above 85%. (243 attendance hours or higher).
- Be in good standing with the Bursar.

ACADEMIC POLICIES

Class Hours/Sessions

Class sessions are as follows:

- **Day Schedule** – 8:30am to 9:50pm (Monday through Thursday)
- **Weekend Schedule** – 8:30am to 5:50pm (Saturday and Sunday)

Students are not permitted into any class without a class schedule.

Unit of Instruction/Clock Hours

Units of Instruction are measured in clock hours. An instructional hour consists of 50 minutes with a 10-minute break.

Program Pursuit

Unforeseen circumstances may prevent a student from completing his/her program or course of study on the predetermined completion date. In these cases, a student may extend his/her expected date of completion to a maximum timeframe of 1.5 (one and a half) times the normal length of the program/course.

Course(s) Taken Outside of Approved Curriculum

Students choosing to take courses outside of his/her approved curriculum will not be given credit or qualify for program completion status, and he/she will be charged for a stand-alone course.

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[1] For more information on student visas, visit the USCIS website at: www.travel.state.gov/visa or www.educationusa.state.gov

Enrollment Agreement

Upon acceptance into the Institute, an applicant must sign an approved Enrollment Agreement for the program or course that he/she is enrolled in.

Late Enrollment

If an applicant misses the official start date of a program, he/she may submit a request to the Director of Admissions to enroll late. Late enrollment constitutes a maximum of one week from the original start date. Requests for late enrollment will only be considered if the applicant agrees to complete make-up hours for the hours missed from the official start date of the term.

Registration, Tuition and Fees

Students must pay a *one-time non-refundable registration fee* for the program or course that he/she is enrolled in when signing the enrollment agreement. The registration fee is applicable only to the specific start date of the program or course that the student is enrolled in. A registration fee cannot be applied to any other start date. Tuition and fees are paid in advance and are applied to student's account. Flexible payment plans are available to all students.

Books and Work Materials

Textbooks and school materials are the responsibility of all students. Students are expected to attend class(es) prepared, with books and school materials.

Copyright Policy

It is the policy of NYIEB to comply with the United States Copyright Act of 1976 as amended, the Digital Millennium Copyright Act of 1998, and the Technology, Education and Copyright Harmonization Act of 2002. All reproduction or use of copyrighted materials must conform to the provisions of the law, including following the guidelines related to items in all media, including (but not limited to);

- Written/musical/dramatic material(s)
- Pictures/graphics
- Sculptures
- Motion picture/television/other audiovisual works
- Sound recordings
- Multimedia works
- Digital and computer works and programs

NYIEB prohibits the copying, circulation, or use of materials by faculty, students, or other employees of any copyrighted material not covered by fair use or the Technology, Education and Copyright Harmonization Act of 2002, specific exemptions in the copyright law or licenses and agreements, or written permissions from copyright holders.

All members of the Institute (employees and students) are expected to adhere to the limits for copying and the use of materials in any type of presentations in a manner allowable under the fair use doctrine and guidelines, including those specifically granted to educators in classroom settings.

Unpaid Balance/Delinquent Accounts

Students not financially able to pay any unpaid charges will be asked to sign a promissory note to pay later without interest. A tuition balance may also occur when a student withdraws/drops from the

program, at which time he/she will be advised regarding the financial liability and any other future consequences. If the student withdraws/drops and there is a balance due, a notice will be sent to the student him/her of his/her tuition liability. If the reminders are ignored, the account will become delinquent and be reported to a collection agency.

ATTENDANCE AND ABSENCES

Recording Attendance

Regular attendance is essential for student success. Failure to maintain attendance leads to a variety of negative consequences up to (and including) being terminated from the program and/or the Institute..

Attendance policies:
- The instructor records each instructional hour of attendance in an official roster.
- Attendance is taken every hour, and the rate is calculated at the end of each term.
- Students arriving 10 – 15 minutes late or leaving 15 minutes early will have their recorded attendance reduced by the number of minutes rounded up to the nearest hour.
- There are no excused absences. Students not attending class(es) will be marked absent, regardless of consequence(s).

Grading Scale

The grading scale for all classes is as follows (This scale is also on each syllabus):

SCORES	LETTER GRADE	GRADE POINT	COMMENT
100-90	A	4.0	Excellent
89-80	B	3.0	Good
79-70	C	2.0	Satisfactory
69-65	D	1.0	Pass
Below 65	F	0	Fail
Inc.	I	0	Incomplete
Withdrawal	W	0	Withdraw

Evaluation Points

Evaluation points on the standards of satisfactory academic progress (SAP) are devised to comply with the requirements of the Commissioner's Regulations and Education Law.

Incomplete Grade

If a student does not complete the coursework within the term, he/she will be issued a grade of incomplete ("I"). A grade of "I" will not affect a student's grade point average (GPA) but will affect the number of hours attended.

A student has <u>1 (one) term</u> to change the grade from an "I" to a passing grade. At that time, the student's file will document the Change of Grade. If the student fails to complete the coursework within the prescribed term, the "I" will change to a grade of "F."

At this point, the change will affect the student's satisfactory academic progress (SAP).

Make-Up Hours

- Make-up hours must be done in the course(s) that the student was absent from and under the presence of an instructor.
- When make-up hours are completed within the expected completion date, there will be no charge for these hours.
- A charge for make-up hours will apply when students pick up a make-up card from the office.
- Students will be charged the per hour cost as documented on the existing enrollment agreement.
- A student may use make-up hours to replace missed projects and assignments.
- Assignments that are not completed during these make-up times are factored into the student's final grade.
- To measure satisfactory academic progress, a student must achieve an eighty-five percent (85%) attendance rate.

Repeating a Failed Course

If a student receives a grade of Fail ("F"), the student must repeat the failed course. A failed course will affect a student's GPA. The repeated course will be the grade calculated for the course.

Determined Date of Withdrawal

The withdrawal date is determined at the time the student submits an official withdrawal form to the school's records department.

If a student does not complete the official withdrawal process, the school will determine the student's withdrawal date based upon institutional records.

Please note that the failure of a student to notify the director in writing of withdrawal may delay the refund of tuition. (Section 5002 of the Education Law)

GRADUATION REQUIREMENTS

For a student to successfully complete a course/program he/she is enrolled in, the student must:

- Carry an overall GPA of 2.0 minimum in all courses of the approved curriculum.
- Have at least an 85% attendance rate.
- Be current on all financial obligations.

Students must have a zero (0) balance before requesting any paperwork (i.e., certificates, diplomas).

Credentials Awarded/Official Transcripts

Students will receive an official Diploma/Certificate, providing all make-up hours, projects and assignments are completed and graded. Students are granted one official transcript upon completion of their program(s) free of charge. Additional transcripts are available at the cost of $15 per transcript.

Satisfactory Academic Progress (SAP)

The Standards of Satisfactory Academic Progress (SAP) are a measurement of student progress.

All students must progress at a satisfactory rate to remain enrolled in the Institute.

SAP is determined by measuring a student's cumulative grade point average (CGPA) and the rate of progress toward completion. The completion requirement is reviewed at the end of each term to determine if the student is progressing satisfactorily.

Incomplete (I)

If a student does not complete his/her coursework within the term, he/she will be issued an "I" grade (Incomplete). A grade of "I" will not affect a student's grade point average (GPA), but it will affect the number of hours attempted. A student has one term to change the grade from an "I" to a passing grade. At that time, the student's file will document the change of grade. If the student fails to complete the coursework within the prescribed term, the "I" grade will change to a grade of "F", which will have an adverse effect on the student's SAP.

Withdrawal (W)

When a student withdraws from the program, he/she will receive a grade of "W" for the courses with an approved withdrawal request. This grade does not affect the course completion rate or GPA, and therefore does not impact the measurement of the student's SAP.

Repeating a Failed Course

If a student receives a grade of "F," the student must repeat the failed course. A failed course will affect the student's GPA, and the grade of the repeated course will be the given grade for the course.

Suspension Review

A suspension review may occur when the student fails to meet the standard for satisfactory academic progress (SAP) at the end of the probationary period.

A student may request a meeting with the director and instructors to discuss the suspension, at which time, the director and instructors (along with the student) will discuss the cause(s) and effect(s) leading to the suspension.

Appeal Process for Not Maintaining SAP

A student who has been academically dismissed may appeal the decision if special/mitigating circumstances exist. The appeal should be in writing and submitted to the director or designated school official within five (5) days of notification of his/her dismissal. The student should explain what type of circumstances contributed to the academic problem.

The decision of the Academic Review Committee is final and may not be appealed.

Re-establishing SAP

If a student is dismissed for failure to maintain satisfactory academic requirements, he/she may apply to continue his/her studies at the Institute by contacting his/her admissions representative. A student must attempt to correct his/her academic deficiencies that led to the dismissal by retaking failed classes, or practicing previously learned skills to restore satisfactory academic progress. While in an extended enrollment status, the student is responsible for all costs incurred during the extended enrollment period.

If the student improved his/her GPA to a level above the minimum requirements of the Institute's published requirements, he/she may apply for reinstatement as a regular student.

Prior to being reinstated, a meeting between the student and the director may be established to determine if the student has the academic ability to successfully continue the program.

After reinstatement, the student will be placed on academic probation for one term.

Academic Probation

At the end of each term, grades are posted and each student's CGPA and rate of progress are reviewed to determine whether the student is meeting the requirements. A student will be placed on probation during the term following the grading period in which the CGPA or the rate of progress falls below the SAP. Students on probation will be evaluated at the end of their grading monitoring period. If the student raises the CGPA and rate of progress, the student will be removed from probation and returned to regular status.

During the probation period(s), students must show satisfactory academic progress and participate in academic advising as deemed necessary by the school as part of their academic monitoring. Students failing to comply with these requirements may be subject to discipline and/or dismissal.

If students do not achieve the required GPA by the end of the academic probation, the Institute reserves the right to dismiss the student and/or place him/her on extended enrollment status.

Leave Of Absence (LOA)

A Leave of Absence (LOA) must be requested in writing and submitted to the school director, accompanied by the appropriate documentation where required. Additionally, the student must have completed his/her most recent term and received academic grades for that term.

Eligibility

A student may be granted an approved Leave of Absence (LOA) under certain circumstances, including (but not limited to):
- Medical (including pregnancy)
- Family Care (including unexpected loss of childcare and medical care of family)
- Loss of a close family member
- Unexpected illness
- Military or jury duty
- Marriage

Applying for LOA

If you require a leave of absence, you must complete an LOA (Leave of Absence) request for, these forms are in the Student Records department in Room 306.

Maximum Number of Days for LOA

The maximum number of days for a Leave of Absence is six (6) months in a twelve-month period. A student should apply for LOA in advance unless unforeseen circumstances prevent the student from doing so. Under extreme circumstances, a student may take a leave of absence and provide the Institute with the required documents at a later date.

Request for Additional LOA

A student may request an additional LOA if he/she has well-documented reasons, and the combined LOA does not exceed a total of six (6) months within a twelve-month period.

No charges will be incurred due to a leave of absence not any charge for re-entry upon return from the LOA.

Return from LOA

When students return from a leave of absence, he/she may undergo an academic evaluation. Students may also be permitted to complete the coursework begun before the LOA.

Leave of Absence Without Permission

If a student takes a leave of absence without informing the Institute verbally or in writing, he/she may be dismissed from the program. Written proof of extreme circumstance(s) is the only exception.

Termination and Withdrawal from Program

When a student withdraws from the program, the school will award a grade of "W" for courses taken at that time. This grade does not affect the course completion rate or GPA and does not impact the measurement of the student's SAP.

Re-Entry Student

A dismissed student may apply for re-entry based on factors such as grades, attendance, account balance, conduct and the commitment to complete the program. Consistent with the existing published rates of tuition, books and work materials, a re-entry student will be asked to sign a new enrollment agreement. At the discretion of the director, students may restart the program with courses that were not successfully completed at the time of withdrawal, drop or termination.

Probation

A student may be placed on probation for one marking period (16 weeks) when the evaluation determines that the student lacks the ability to complete the program. This may affect the student's anticipated date of program completion. Toward the end of the probationary period, the student will receive a final evaluation to determine his/her ability to satisfactorily complete the program.

If the student is placed on probation and must retake courses, the scheduled program completion will be readjusted to reflect the length of the LOA.

REFUND POLICY

Refunds for the same period of enrollment apply to all students who are enrolled in approved programs and courses.

Term Refund Policy

A term refund policy is based on programs/courses broken down into terms of 15 to 18 weeks of instruction. The term refund policy states the following:
- A student who cancels within seven (7) days of signing the enrollment agreement receives a full refund (not including the non-refundable registration fee).

Thereafter, a student will be liable for:
- The non-refundable registration fee,

- The cost of any textbooks or supplies,
- Tuition liability as of the last date of attendance
  - Tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

First Term

If Termination Occurs	Non-Refundable Amount	Refundable Amount
Prior to or during the first week	0%	100%
During the second week	20%	80%
During the third week	35%	65%
During the fourth week	50%	50%
During the fifth week	70%	30%
Thereafter	100%	0%

Subsequent Terms

If Termination Occurs	Non-Refundable Amount	Refundable Amount
During the first week	20%	80%
During the second week	35%	65%
During the third week	50%	50%
During the fourth week	70%	30%
Thereafter	100%	0%

Fees paid more than allowable charges described above shall be refunded within 30 days from the date of determination of the student's last date of attendance or withdrawal.

Tuition Liability

Tuition Liability is the amount of allowable charges for incurred student tuition during the period of enrollment.

Last Date of Attendance (LDA)

- Any student who is absent for thirty (30) days will be in violation of their enrollment agreement and will be contacted via phone and/or email. If there is still no contact with the student, a warning letter will be issued, informing the student that failure to return to class(es) may result in his/her dismissal from the Institute.
- The student will be given five days to respond to any warning letter. Failure to respond to the warning letters within the required timeframe will be grounds for dismissal from the program.
- The date when the Records Department begins the procedure to close the student's file is the date of determination.
- If a student informs the institution orally or in writing of his/her intent to withdraw, the date of determination is the date the student informed the Institute.
- The student will only be assessed tuition liability and other related charges that were incurred up to the student's actual last day of attendance – the last date on record that the student physically attended class (in person or remote).
- If it is determined that a refund is due to the student, the refund will be paid within thirty (30) days from the date of determination.

Withdrawal Procedures

Circumstances may force students to withdraw from their program of study prematurely. To expedite the closure of the student's file and any necessary adjustments, he/she needs to complete and submit a **withdrawal form**. Apart from the standard information (name, SSN, program, etc.), students will also be asked to provide the reason for his/her decision to withdraw. Please be honest as we rely on your feedback (whether positive or negative) to improve our method(s) of operation. Please note that failure to notify the director in writing of withdrawal may delay any refund of tuition due. (Pursuant to Section 5002 of the Education Law)

Determined Date of Withdrawal

The withdrawal date used to determine when the student is no longer attending the Institute is the date the student began the official withdrawal process, either by submitting an official withdrawal form to the Director or by verbally communicating his/her intent to withdraw.

A student who submits a completed withdrawal form or verbally communicates his/her intent to withdraw but continues to attend classes or other school activities will not be considered to have officially withdrawn from the school.

If a student does not complete the official withdrawal process, the school will determine the student's withdrawal date based upon institutional records.

Tuition Reimbursement Fund

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

If a school closes while students are in attendance prior to the completion of their educational programs, then they may be eligible for refunds of all tuition paid. If students dropped prior to completion, and they file a complaint with the State Education Department against the school they may be eligible to receive a tuition refund.

The State Education Department must be provided with factual support that the stated complaints are valid, and there are no violations of the Education Law or the Commissioner's regulations, as specified in Section 126.17 of the Commissioner's Regulations.

To file a claim with the Tuition Reimbursement Fund, students must first file a complaint with the Bureau of Proprietary School Supervision:

New York State Department of Education
Proprietary School Supervision
EBA Building,
Room 974,
Albany, NY 12234.

The Department will assist students with the preparation of the Tuition Reimbursement Form.

STUDENT'S RIGHTS AND RESPONSIBILITIES
Student Bill of Rights

Students are entitled to the following information regarding the Institute:

- The Institute's licensing and accrediting agencies
- The Institute's programs, facilities, and faculty
- The cost of attending the Institute
- The school's method of determining Satisfactory Academic Progress (SAP)
- How SAP affects the student's pursuit of study

Student Responsibilities

- Review and overlook all aspects of the school's programs before enrolling.
- Provide additional documentation, verification, correction etc., as requested by the Institute.
- Read, understand, and keep copies of all forms received.
- Notify the school of any change in financial circumstances.
- Understand the Institute's refund policy.
- Sign all required certifications and statements.
- Pay all balance of tuition according to the Promissory Note (if any)

Program Overview

NYIEB offers the following programs:

- An intensive three-level ESL (English as a Second Language) program
- TOEFL preparation course
- Introduction to Language and Culture program
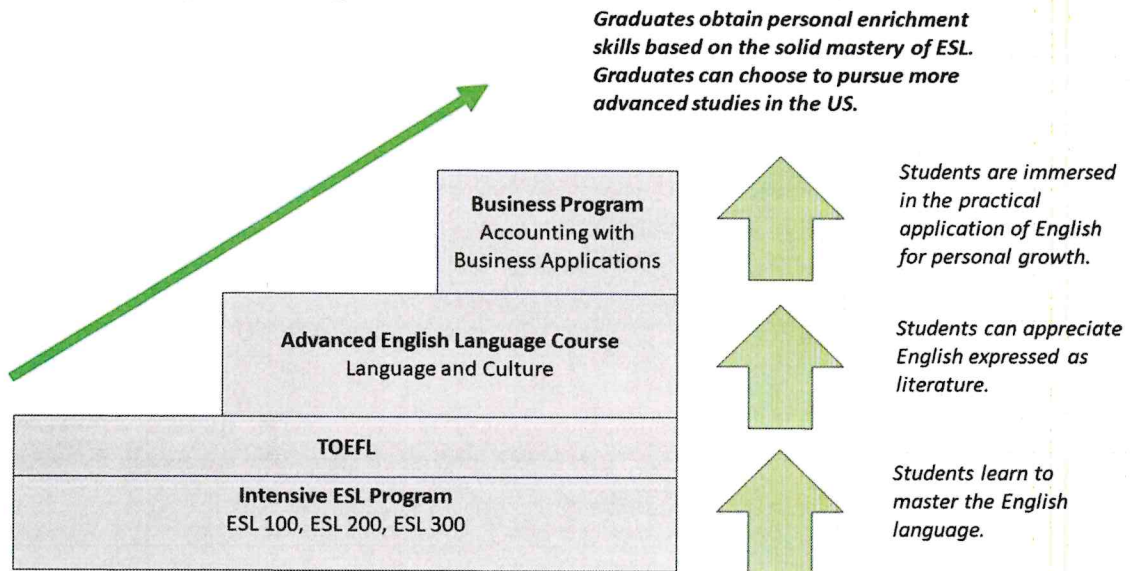- Accounting with Business Applications (ABA) program

Students who undertake the full set of programs offered by the Institute in the recommended progression can expect to graduate with a high degree of proficiency in English developed in the context of the American culture. They would also gain proficiency in essential desktop technology and have a basic understanding of the nature of accounting – practical, personal enrichment skills acquired through their newly developed ability to communicate in English.

The intensive ESL program instructs students with a low (or no) proficiency in the English language through three (3) levels of reading/writing, grammar, and conversation. This program is to nurture and strengthen students' English language skills. The ESL program can also serve to prepare students for TOEFL and any other educational goals he/she may have.

The Language & Culture courses and ABA program build on the students' English language skills established in the basic ESL program. Students will appreciate the finer aspects of the English language in the Language and Culture courses. Likewise, students will recognize the practical value of applying their English speaking/reading/writing skills through the ABA program.

The programs offered by NYIEB are for personal enrichment purposes and are not intended to train students in a vocation, nor prepare them for employment.

NYIEB Program Progression

Graduates obtain personal enrichment skills based on the solid mastery of ESL. Graduates can choose to pursue more advanced studies in the US.

Business Program
Accounting with Business Applications

Students are immersed in the practical application of English for personal growth.

Advanced English Language Course
Language and Culture

Students can appreciate English expressed as literature.

TOEFL

Intensive ESL Program
ESL 100, ESL 200, ESL 300

Students learn to master the English language.

Program Requirements
Guidelines for students enrolling in the NYIEB programs:
- Be 17 years or older.
- Have a personal interview with an admissions representative.
- Have a high school diploma, GED or equivalent.

Programs Offered

English as a Second Language Program

Total Clock Hours: 864

Terms: 3

The ESL Certificate program is comprised of three (3) levels: ESL 100 (beginners), ESL 200 (intermediate) and ESL 300 (advanced). A certificate is awarded after completion of the course.

Program Components	Classroom Hours
ESL 100..	288
ESL 200..	288
ESL 300..	288

TOEFL (*Test of English as a Foreign Language*)

Total Clock Hours: 270

Terms: 1

The TOEFL course helps prepare students for the TOEFL exam. A certificate is awarded after completion of the course.

Program Components	Classroom Hours
Guide to Reading......................................	76
Guide to Listening.....................................	56
Guide to Speaking....................................	56
Guide to Writing......................................	72
Practice Tests..	10

Introduction to Language and Culture

Total Clock Hours: 512

Terms: 2

The Introduction to Language and Culture program elevates the basic language skills learned in the ESL program to an appreciation of English literature, fiction, and the American culture. A certificate is awarded upon completion of the course.

Program Components	Classroom Hours
Literature and Places 100............................	64
USA Customs and Institutions 100.............	128
World of Fiction 100....................................	64
Literature and Places 101............................	64
USA Customs and Institutions 101.............	128
World of Fiction 101....................................	64

Accounting with Business Applications Program (ABA)
Total Clock Hours: 1056
Terms: 4

The Accounting with Business Applications Program immerses students in courses that introduce and explore accounting theory and practice. Popular Microsoft applications such as Word and Excel are also taught within the program. A diploma is awarded upon completion of the program.

Program Components	Classroom Hours
Accounting 100	64
Accounting 101	64
Accounting 102	64
Keyboarding 100	64
Math 100	64
Business Communications 100	64
Computer Hardware & Software 100	64
Income Tax Procedures 100	64
Computer Applications 100 (MS Word)	64
Computer Applications 101 (MS Excel)	64
Payroll Accounting 100	64
Business Organization & Management	64
Computerized Accounting 100	64
Elective I	64
Elective II	64
Elective III	64
Elective IV	64

Program/Course Descriptions

ESL

ESL 100

Prerequisite: SLEP test score: 0-51

ESL 100 is the foundational course where students with low English language skills are introduced to basic concepts on grammar, composition, vocabulary, and pronunciation.

Students will be introduced to verbs (past, present, and future), modals and other auxiliaries, nouns, adjective clauses, passive voice, gerunds and infinitives, adverbs, noun clauses, etc.

ESL 100 is divided into three (3) sections: Reading & Writing, Grammar, and Conversation.

ESL 200

Prerequisite: SLEP test score: 52-71

ESL 200 is the intermediate course aimed at honing the basic skills acquired in ESL 100. This course expands the students' basic skills by exploring next level English language concepts such as prose, intonation, word stress, the use of perfect tenses, developing more complex questions, context, proofreading, etc.

ESL 200 is divided into three (3) sections: Reading & Writing, Grammar, and Conversation.

ESL 300

Prerequisite: SLEP test score: 52-90

ESL 300 is the advanced course geared towards developing language skills that will allow students to integrate deeper into American society. Students will be exposed to college-level language concepts in this course. This course will delve into topics such as immigration, cultural diversity, figurative language, logical reasoning, argumentative essays, etc.

ESL 300 is divided into three (3) sections: Reading & Writing, Grammar, and Conversation.

TOEFL Preparation

This course will provide the students with the knowledge, strategies, skills, and tactics to improve scores on the four sections of the Test of English as a Foreign Language Internet Based Test (TOEFL iBT).

Guide to Reading

- Learn necessary skills with short reading passages, such as understanding details, identifying topics and paraphrasing.
- Develop skills with longer reading passages, such as such as understanding details, identifying topics and paraphrasing, recognizing coherence.
- Improve on summarizing skills, such as completing tables and charts, creating tables and charts.

Guide to Listening
- Demonstrate basic comprehension, such as understanding the main idea, key points, structure, purpose, conclusion, important facts and relevant details.
- Learn from listening, such as understanding various relationships between ideas (e.g., compare-and-contrast, cause-and-effect, agree, disagree, or steps in a process) and tracing the development of ideas or events throughout the recordings.
- Make inferences about an author's opinion and what is implied in a recording.

Guide to Speaking
- Synthesize and summarize what you have read and what you have heard.
- Form your own opinion in response to the information you have read or heard.
- Demonstrate effective use of grammar and vocabulary.
- Develop coherent and well-developed responses with details and examples.

Guide to Writing
- Practice necessary writing skills of brainstorming, organizing, and paraphrasing.
- Develop writing skills by connecting and supporting ideas.
- Improve sentence structure and word choice.

Introduction to Language and Culture

Literature and Places 100/101

This course introduces the student to various forms of short stories and flash fiction, focusing on dramatic elements, form, and style. Classwork will include reading and group analysis, followed by written analysis.

USA Customs and Institutions 100/101

This course is designed to familiarize students with a series of American traditions and social norms, along with analysis and debate, using advanced vocabulary and composition tools, culminating in a broader understanding of what processes are commonly adopted to foster U.S. citizenship.

World of Fiction 100/101

This course will examine the different styles of writers from various countries, emphasizing the approach to literature and its significant geopolitical structure as opposed to the American author and his/her format and style.

Accounting with Business Applications

Accounting 100

Prerequisite: None

Accounting 100 introduces the student to the basic concepts and principles of accounting including accounting terminology, recording business transactions, and the accounting cycle.

Accounting 101

Prerequisite: ACC100

Accounting 101 is the continuation of Accounting 100; it examines accounting for a merchandising business.

Accounting 102

Prerequisite: ACC101

Accounting 102 builds on the concepts and practices established in Accounting 100 and Accounting 101 by discussing more complex accounting applications such as accounting for notes and interest, accounting for bad debts, accounting for merchandise inventory, etc.

Keyboarding 100

Prerequisite: None

Keyboarding 100 is a beginner level course that introduces students to professional typing and basic word processing techniques on a PC. Lessons include the alphabetic/numeric keys, 10-key numeric keyboard, specialized punctuation mark symbol keys, typing simple correspondence and reports, timed writings and typing skill building using the ABC approach.

Math 100

Prerequisite: None

Math 100 introduces students to practical business math concepts and applications starting with basic operations, fractions, and decimals to more complex applications such as payroll and interest calculations.

Business Communications 100

Prerequisite: None

Business Communications 100 explores the importance of effective communications skills to succeed in a professional business environment. Topics include communicating across different cultures, planning, organizing and drafting business messages, digital media, and handling positive and negative messages.

Computer Hardware and Software 100

Prerequisite: None

Computer Hardware and Software 100 discusses today's commonly used computer hardware and software. Hardware parts and functions as well as software types and uses are covered. Data and its security and management are also featured.

Income Tax Procedures 100

Prerequisite: ACC100

This course is designed to aid students in preparing their individual income tax return. Topics covered include gross income and exclusions, self-employed and employee expenses, business expenses and retirement plans, itemized deductions, tax credits, and special taxes.

Computer Applications 100 (MS Word)

Prerequisite: None

This course introduces students to Microsoft Word as a word processing and document creation tool. Students will learn how to create and edit a Word document, create a research paper, use a wizard to create a resume and cover letter, use tables, charts, and watermarks. Other topics include mailing labels and envelopes, and newsletters.

Computer Applications 101 (MS Excel)

Prerequisite: None

This course introduces students to Microsoft Excel. Students will learn how to create spreadsheets and charts, use formulas and functions, formatting queries, analyze charts and work with large worksheets, apply financial functions, data tables, and amortization schedules.

Payroll Accounting 100

Prerequisite: ACC100

This course provides an overview of payroll accounting with topics including maintaining payroll and personnel records, computation of wages, taxes and other tasks related to the payroll process.

Business Organization and Management 100

Prerequisite: None

This course explores the nature of a business entity: its characteristics, environment, and forms. Other topics include products and services, marketing and distribution, and the legal and financial aspects of a business.

Computerized Accounting 100

Prerequisite: None

This course introduces students to QuickBooks. Using this software, students will learn how to enter general ledger transactions, generate payroll, manage sales orders and returns, manage receipts, purchase orders and process returns, etc.

Career Development 100 (Elective)

Prerequisite: None

This course provides students with the basic tools necessary to begin their professional career. Students perform an assessment of skills and clarification of values to have a clear understanding of their abilities and career goals. The course also helps students draft and refine their cover letters and resumes. Topics also include job searching and interviewing.

Database Management (MS Access) (Elective)

Prerequisite: None

This course introduces students to managing data using Microsoft Access as a database tool. Topics include creating a database, querying a database, and maintaining a database. Reports, forms, macros, and wizards are also discussed.

Computer Applications 102 (MS PowerPoint) (Elective)

Prerequisite: None

This course introduces students to creating effective presentations using Microsoft PowerPoint. Students will learn how to create a presentation using design templates and text slide layouts, create presentations on the web and save it as a webpage, edit presentations, adding/editing visual and audio elements to presentations, create self-running presentations, etc.

Desktop Publishing (MS Publisher) (Elective)

Prerequisite: None

This course introduces students to Microsoft Publisher as a tool to create print materials such as newsletters, brochures, posters, and flyers. Students will explore pre-set templates to make print materials. They will also learn to create their own designs using images, text, and other elements of their choice.