



New York
ENGLISH CENTER

2016

Student Handbook

“Our mission is to provide an Intensive English Program (IEP) that trains a culturally diverse student body from all over the world to become fluent in American English.”





New York English Center is licensed by the New York State Education Department, Board of Proprietary School Supervision BPSS



This school is authorized under federal law to enroll non-immigrant students.



NYEC is a long-standing member of the Association of International Educators.



NYEC has a partnership agreement with Berkeley College.

New York English Center

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The Student Handbook is an official bulletin of

New York English Center

248 West 35th Street, 2nd Floor

New York, NY 10001

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This Student Handbook may be subjected to periodic changes and updates. Students are officially updated about changes and updates once they are made.

Table of Contents

<u>A Message from the President</u>	5
<u>NYEC: Mission Statement</u>	6
<u>Administration and Faculty</u>	6
<u>Admission Requirements</u>	
Initial Students	7
B1 Visa Students	7
J1 Visa Students	8
Course Fees	8
Transfer-In Students	8
Course Fees	9
Application for Admissions Procedures	9
<u>Student Enrollment and Registration</u>	
Registration and I-20 Issuance	9
Placement Exam	10
Student Orientation	10
Non-Compliance of Placement Exam and Student Orientation	10
<u>Academic Affairs</u>	
Course Description	10
Class Schedule	12
Class Breaks	12
Attendance Policy	13
Grading Procedures	13
Placement Exam	13
Progress Reports	13
Unit Exams	13
Exit Exam	14
Academic Integrity	14
<u>Facilities</u>	
Student Lounge	15
Student Library	15
Wifi	15
<u>Health Insurance</u>	16
<u>Counselling Services</u>	16

NYEC Policies and Procedures

Providing Information 16
Vacation Policy 16
Emergency Medical Leave 16
Field Trip Policy 17
Transfer-Out Policy 17
Family Education Rights and Privacy Act (FERPA) 18
Emergency Closings and Other Changes in Class Schedules 18
Refund Procedure 18
Use of Cell Phones, Computers, and Other Electronic Devices in Class 19
NYEC Code of Conduct 20
Zero Tolerance Policy 21
Formal/Informal Complaints 21

2016 School Calendar 22

A Message from the President

Dear Student:

I want to welcome you to New York English Center! Students from all over the world come here to experience the energy and excitement of one of the most amazing and most visited cities in the world, New York City! New York is not only famous for its global importance in finance, art, and diplomacy, but it is also famous for its liveliness, energy, and incredible experiences it provides its visitors, resulting in memories that will last a lifetime.

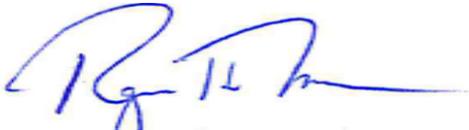
New York has so much to offer international students and we are proud to be able to contribute by providing quality English language courses that assist international students in accomplishing their goals and dreams. Let us help make your stay in one of the world's most memorable places an amazing one!

Please take the time to read over this handbook carefully, as it outlines important information for students at NYEC.

On behalf of NYEC, I welcome you once again!

Sincerely,

Reginald Menos



President/School Director/PDSO

NYEC: Mission Statement

Our mission is to provide an Intensive English Program (IEP) that trains a culturally diverse student body from all over the world to become fluent in American English.

To achieve this mission, the School has identified these objectives:

1. To deliver content-based English language courses designed to help students acquire fluent language skills, be able to think critically in English, to communicate ideas clearly, and demonstrate comprehension competence in English through integrated instruction, tasks and projects.
2. To provide an educational environment that encourages an appreciation of academic language studies coupled with American Culture.
3. To uphold our commitment to have a diverse student community while offering policies that hold students accountable to the school's high standards of learning.

Administration and Faculty

Ownership:

New York English Center is 100% owned by Reginald Menos and operated by New York English Center, a New York corporation.

School Director

Reginald Menos
President/ School Director/ PDSO
BBA Pace University

rmenos@nycenglishcenter.com

Assistant Director

Paola Garcia
Assistant Director/ Student Services Coordinator
BB Education, Universidad Complutense

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Education Coordinator

Michael Robert
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MST Education, Fordham University/ BA English, Drew University

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Darwish Nanez (payment)
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Faculty

Sam Tessler, BA

Reggie Greene, BA

Ronald Michel, BA

Joseph Shavel, BA

Louis Hirshout, BA

William Brown, Ph.D.

Adam Bluman, BA

Ena Gimenez, BA

Jennifer Kong, M.Ed.

Christina Boyle, M.Ed.

Darren Chase, MST.Ed.

Admission Requirements

NYEC accepts applications from students all around the world who are committed to learning and improving their English. We offer Beginner, Intermediate, and Advanced levels of ESL and students can enter at any one of these levels. In order to be admitted to NYEC:

- The student must have a high school diploma, GED, or equivalent
- Be at least 18 years of age
- Have a desire to learn English

NYEC is an open-enrollment institution. This means that most students are accepted once their application has been submitted. Candidates are urged to visit the school for a personal interview. If this cannot be arranged, please send an email to admissions@tcscenter.com or a written application to:

New York English Center
Admissions
248 West 35th Street, 2nd Floor
New York, NY 10001

Students can apply for admission online at www.tcscenter.com by following these steps:

1. Click on Admissions and Registration.
2. Click on Apply for Admission.
3. Click on Apply for Admission again.
4. Click on the link for New Applicants.

Initial Students

Initial students in their home countries and prospective students in the US on a **B-1, B-2, or J-1 Visa** must submit the following documents for admission:

1. **Passport copy**, bio pages, valid at least 6 months (I-94 and VISA needed if you are in the USA).
2. **Original bank statement** showing no less than US \$20,000 for Initial I-20's or Affidavit of support.
3. Copy of **highest diploma** or certificate of academic completion & transcript.
4. A non-refundable **registration fee** of US \$300 for initial I-20's (excluding all USCIS fees).
5. Passport/I-94/Marriage/Birth certificates for dependents (if applicable).

Change-of-Status from B1 (Tourist)

1. **Passport copy**, bio pages, valid at least 1 year (I-94 and VISA needed if you are in the USA).
2. **Valid Visa** stamp and I-94 Card or I-94 number
3. Approved copy of **I-797**
4. **Original bank statement** showing no less than US \$20,000 or Affidavit of Support.
5. Copy of **highest diploma** or certificate of academic completion & transcript.

6. **Personal Statement** (“Why do I want to change my status?”)
7. Passport/I-94/Marriage/Birth certificates for dependents (If applicable).

Change-of-Status from J1

1. **Passport copy**, bio pages, valid at least 1 year (I-94 and VISA needed if you are in the USA).
2. **Valid Visa** stamp and I-94 Card or I-94 number
3. **DS Form**
4. **Original bank statement** showing no less than US \$20,000 or Affidavit of Support.
5. Copy of **highest diploma** or certificate of academic completion & transcript.
6. **Personal Statement** (“Why do I want to change my status?”)
7. **Last 3 paychecks** (copies)
8. Passport/I-94/Marriage/Birth certificates for dependents (If applicable).

Initial Student/ Change-of-Status Course Fees

Program	English as a Second Language (ESL)
Duration	12 Weeks (216 Hours)
Registration Fee (Non-Refundable)	\$300 (I-20 fee) \$100 (Initial, B-1 (Tourist), J-1)
Total	<input type="checkbox"/> (\$500/month) <input type="checkbox"/> (\$1500 Full Pay/ 1 Full Semester)
Late Payment Fees	Enrolled students will be charged a late payment fee if: 10 days past payment due date: \$30 1 month: \$60 or possible termination for non-payment 2 months: \$90 and/or termination for non-payment
Refund Policy	See Refund Policy (page 17)
Books and Materials	All books and materials are provided in class, however, students who wish to buy their own textbooks may do so at additional cost

Transfer-In Students

Students already studying in the United States on an **F-1 Visa**, **US Green Card Holders**, or **US Citizens** who wish to attend our school must provide the following documents:

1. **Passport copy**, bio pages, valid at least 6 months (I-94 and VISA needed if you are in the USA).

2. **Original bank statement** showing no less than US \$5,000 or Affidavit of Support.
3. Copy of **highest diploma** or certificate of academic completion & transcript.
4. A non-refundable **registration fee** of US \$100.
5. All **copies of I-20** from previously attended schools in the USA.
6. Passport/I-94/Marriage/Birth certificates for dependents (If applicable).

Transfer-In Student Course Fees

Program	English as a Second Language (ESL)
Duration	12 Weeks (216 Hours)
Registration Fee (Non-Refundable)	\$100
Total	<input type="checkbox"/> (\$360/month) <input type="checkbox"/> (\$980 Full Pay/ 1 Full Semester) (\$100 Discount)
Late Payment Fees	Enrolled students will be charged a late payment fee if: 10 days past payment due date: \$30 1 month: \$60 or possible termination for non-payment 2 months: \$90 and/or termination for non-payment
Refund Policy	See Refund Policy (page 17)
Books and Materials	All books and materials are provided in class, however, students who wish to buy their own textbooks may do so at additional cost

Student Enrollment and Registration

Registration and I-20 Issuance

Any student transferring to NYEC, entering the USA on a NYEC visa issued by the US Consulate overseas must come to our location at 248 West 35th Street 2nd Floor, New York, NY, 10001 in New York and register for their program prior to or on the start date of their program. The student must come in person. Failure to register for their program can result in being terminated from the program, and ultimately lead to deportation procedures, dictated by ICE (Immigration Customs Enforcement), a division of the Department of Homeland Security (DHS).

Continuing students have to sign a new **Enrollment Agreement** (See Enrollment Agreement) prior to the end of their semester and register for their next semester.

Once a student registers for classes, the student must be issued an I-20 Form. The PDSO/ DSO will issue an I-20 to the student only if the student is present and signs for it. This is a requirement for all students, starting and continuing.

Placement Exam

Once students have registered and paid all tuition costs, they must take a placement exam to determine their program level. NYEC uses the Cambridge Placement and Evaluation Package. This exam takes 2 hours to complete and measures a student's ability level in reading, writing, speaking, and listening. Students must sign up to take the exam at the reception desk. Currently, exams are offered Wednesday-Friday at 2pm. Shortly after the exam, the student will be given their course level and their class assignment.

If a student feels that his/her assigned level is too high or too low, he/she can meet with the Education Coordinator and he will decide the best course of action.

Student Orientation

After the placement exam, new students must meet with a Student Advisor to discuss the policies of the school and sign the Student Orientation Form.

Non-Compliance of Required Placement Test and Orientation

If a first-time student has registered, paid, and failed to report for placement testing and orientation, that student may be subject to disciplinary action, including the possibility of being removed from the program. Students who fail to go through the placement and orientation process with NYEC staff on or prior to their start date are considered in violation of this policy.

Academic Affairs

NYEC offers three courses of ESL instruction: Beginner, Intermediate, and Advanced. In addition, there are two levels of each course. The ESL skills in each course are aligned with the Common European Framework.

Course Description

Beginner

ESL level 1: Low Beginner

Prerequisite: ESL Intro or equivalent placement

Course Description

This beginner level ESL course is designed for students who have no foundation in English.

ESL level 2: High Beginner

Prerequisite: ESL Level 1 or equivalent placement**Course Description**

This high beginner level ESL course is designed for students who have some foundation in English, but are not yet intermediate level speakers. Lessons are carefully crafted to build upon the existing foundation to expand vocabulary while introducing more complex grammar and sentence structures. Each lesson encourages immediate practice with the newly introduced grammar and vocabulary while providing adequate exercise of the previously introduced material. By the end of this course, students will have gained the necessary language skills to satisfactorily function in most real-life situations related to immediate needs. Successful completion of this course will advance the student to Low Intermediate level.

Intermediate**ESL level 3: Low Intermediate****Prerequisite: ESL level 2 or equivalent placement****Course Description**

This is a low-intermediate level ESL course designed for students who have solid foundation in beginner's English. Lessons are carefully crafted to build upon the existing foundation to expand vocabulary while introducing more complex grammar and sentence structures. Each lesson encourages immediate practice with the newly introduced grammar and vocabulary while providing adequate exercise of the previously introduced material. By the end of this course, students will have refined their language skill beyond that of survival needs to function independently in most familiar situations and use appropriate language in social situations. Successful completion of this course will advance the student to high intermediate level.

ESL level 4: High Intermediate**Prerequisite: ESL level 3 or equivalent placement****Course Description**

This course is designed for students who possess satisfactory level of English language skills to communicate effectively in most familiar social settings. Lessons are carefully crafted to build upon the existing skills to expand vocabulary while introducing more complex grammar and sentence structures. Each lesson encourages immediate practice with the newly introduced grammar and vocabulary while providing adequate exercise of the previously introduced material. By the end of this course, students will have acquired the skills to discuss and interpret complex thoughts and ideas in both familiar and unfamiliar social situations. After this course students will proceed to the advanced level.

Advanced**ESL level 5: Low Advanced****Prerequisite: ESL level 4 or equivalent placement****Course Description**

This course is designed for students who possess satisfactory level of English language skills to communicate and interpret complex thoughts and ideas in both familiar and unfamiliar social situations. Central objectives to this course are twofold: to further study and apply grammar, punctuation, and vocabulary; and gain proficiency in written and spoken English usage. By the end of this course, students will have acquired advanced competency in the mechanics of language and cultivated an intuitive understanding of paragraph structures to formulate coherent well-formed thoughts and ideas. Upon completion of this course, students will proceed to the second part of the advanced ESL series.

ESL level 6: High Advanced

Prerequisite: ESL level 5 or equivalent placement

Course Description

This course is designed for students who possess advanced level of English language skills to formulate coherent well-formed thoughts and ideas. Central objectives to this course are twofold: to further apply grammar, punctuation, and vocabulary; and gain proficiency in written and spoken English usage. By the end of this course, students will have cultivated strong language skills to communicate increasingly complex and elaborate topics in both written and spoken English with near native proficiency.

Class Schedule

Once a student signs an Enrollment Agreement, the student must choose a schedule indicated in the box on the first page of the agreement. The student has up to one week after their start date to change their schedule. We currently offer the schedules listed below.

A	Mon. Tue. Wed. Thu. Fri.	9am- 1pm
C	Tue./ Thu. Sat.	1pm- 10pm 10am- 6pm
D	Mon./ Wed. Fri.	1pm- 10pm 9am-1pm
E	Mon. Tue. Wed. Thu.	5pm- 10pm
F	Fri. Sat. /Sun.	1pm- 5pm 10am-6pm

Once the student chooses a schedule, that schedule will be the student’s schedule until the end of the current academic semester. At the end of the semester, a student may select a different schedule.

Class Breaks

Class breaks are at 11am, 3pm, and 7pm and last for thirty minutes.

Attendance Policy

Students must be in attendance at least 85% of the time. Students must maintain 85% to graduate. Any student who falls below 85% attendance will be put on probation and/or be terminated. The classroom teacher maintains the attendance roster. The attendance roster is kept at the school at all times.

Attendance will be taken in the following manner:

1. Approximately 15 minutes after class begins
2. Approximately 10 minutes before class ends

International students attending on an F1 Visa are required by Federal law to maintain a full time schedule of 18 hours per week or 72 hours per month. At the end of each month, a student's hours are calculated. Students not meeting their required hours will be informed and an unauthorized dropped below full course load letter will be issued. Students who fail to maintain required hours for two consecutive months will be put on academic probation. Students who fail to maintain required hours for three consecutive months will be terminated.

Grading Procedures

Placement Exam

Every student must take a placement exam to determine his/her program level. We use this information to place students in the correct classes. NYEC uses the Cambridge Placement and Evaluation Package. This exam takes 2 hours to complete and measures a student's ability level in reading, writing, speaking, and listening.

Progress Reports

Each student at NYEC maintains an academic portfolio. At the end of each class, students must complete a rigorous learning outcome that is a synthesis of that lesson's learning objectives. This learning outcome is placed in the portfolio. Twice per semester, the instructor will review the student's portfolio and issue that student a progress report. This grade is recorded in the student portfolio and electronically on the student's file. Students must maintain an average of 70% at all times. Students who receive a progress report below 70% are placed on academic probation. Students on academic probation are not allowed vacation leave. In addition, students who remain on academic probation for three consecutive semesters may be terminated from the program.

Unit Exams

When a student has completed the required number of student learning outcomes, he/she takes a unit exam. The reading, writing, and grammar skills that the instructor teaches during the semester are tested on the unit exams. There are a different number of unit exams assigned to each academic level:

<u>Low Beginner</u>	<u>1 Exam</u>
<u>High Beginner</u>	<u>1 Exam</u>
<u>Low Intermediate</u>	<u>3 Exams</u>
<u>High Intermediate</u>	<u>3 Exams</u>
<u>Low Advanced</u>	<u>4 Exams</u>
<u>High Advanced</u>	<u>4 Exams</u>

The unit exams are from the Cambridge Placement and Evaluate Package and are based on the Common European Framework. The exam results are recorded electronically and in the student's portfolio. When a student has passed all the unit exams at their level with a grade of 70% or above, he/she is promoted to the next level.

Exit Exam

When students finish their programs, they must take an exit exam. Similar to the placement exam, this exam takes 2 hours to complete and measures a student's ability level in reading, writing, speaking, and listening. After students complete the exit exam, we compare the results to the placement exam to see how much they have learned during their time at NYEC.

Academic Integrity

Students must accept the responsibility to be honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in academic life requires that students demonstrate intellectual and academic achievement independent of all assistance except that authorized by the instructor.

The use of an outside source in any academic paper, report of submission for academic credit without the appropriate acknowledgement is plagiarism. It is also academically dishonest to submit anything in electronic form as one's own that is the work, either fully or in part, of someone else. It is unethical to present as one's own work, the ideas, words or representations of another without the proper indication of the source. Therefore, it is the student's responsibility to give credit to any quotation, idea or data borrowed from an outside source.

Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in which the offense occurred to suspension, dismissal or expulsion from the School. Students penalized for failing to maintain academic integrity who wish to appeal such action may petition the School Director for a hearing on the matter.

Facilities

NYEC has a total of 10 classroom-lecture halls. NYEC's main campus is located at 248 West 35th Street, 2nd Floor, New York, NY 10001. Every classroom is equipped with whiteboards, computers, and internet access. All classrooms are handicap accessible.

Student Lounge

The student lounge is a common area open to the entire campus population for the purposes of eating, socializing, and relaxation. There are two vending machines, a Keurig coffee maker, a refrigerator, a microwave, and a HD television for student use in the lounge. Occasionally, the student lounge may be used to host school sponsored special events and activities. The student lounge cannot be used as a classroom.

Student Library

The student library is a common area open to entire campus population for the purposes of study and research. There are six computers available in the library and several shelves of reading material.

Wifi

NYEC has complementary Wifi available throughout campus available for student use.

NYEC Policies and Procedures

Providing Contact Information/ Change of Contact Information

NYEC ESL students in the U.S. as an F-1 visa student must at all times provide the school with all their correct contact information. Contact information, in this handbook, refers to the following: email address, postal address, resident address, telephone number, cell number. If a student's contact information changes, that student is responsible for providing all of their true and accurate contact information to the admissions office.

If a student's attendance falls below the acceptable rate (**See Attendance Policy and F-1 Visas**) and is not reachable for more than 14 days, that student will be automatically removed from the program without warning.

All F-1 students must provide all of their contact information during the initial registration process. Failure to comply with attendance rules and policies as well as the contact information will result in that student being removed from the program, without exception.

Health Insurance

All NYEC students are strongly advised to purchase health insurance when studying in the US. Having health insurance protects you from paying the full cost of medical expenses, and having student medical and accident insurance is recommended for international students.

We can provide assistance with getting insured.

Counselling Services

A list of counselling services is located at the admissions desk.

Vacation and Leave of Absence

A full-time student in the ESL department can request vacation time only after attending classes three (3) months and maintaining acceptable attendance (See Attendance Policy and F-1 Students) and satisfactory academic progress. Once the student requests vacation time, the student must fill out a **Vacation Request Form** and have the signature from the Education Director and Student Advisor who currently deals with Vacation/ Leave of Absence forms prior to receiving the requested time. The appropriate staff member will check to make sure the student has been fulfilling progress report and attendance requirements. The maximum amount of time a student is allowed vacation at any one time is one (1) month (31 calendar days).

Prior to receiving vacation, the student must register and make a payment towards the next three-month period in the event their enrollment agreement is ending.

The student must also have a zero (0) balance on their account before they are given vacation.

If the student has not completed the minimum accepted number of hours (85%) in their program during their three months of study, or if the student has not maintained satisfactory academic progress (2.0 GPA), vacation will be denied.

Emergency Medical Leave

If a student needs to be given a leave of absence due to medical reasons, an official note from a licensed physician or hospital / clinic needs to be provided and presented to the Student Advisor who currently deals with Leaves of Absence. This note will be included along with a **Leave of Absence Form**, indicating that the leave of absence was granted due to medical reasons. If a medical note is not provided, the time the student was absent from classes cannot be justified in the student's attendance records.

Field Trip Policy

NYEC recognizes the importance of field trips and recreational activities as part of the entire ESL learning experience. The following are the policies and procedures for field trips which each and every instructor **MUST** go over before embarking on a field trip.

- Classes must meet at NYEC. The instructor will take attendance and the students will leave the campus together.
- All students must sign a waiver of injury form and return it to the Education Coordinator.
- Students should have the school phone number, as well as the instructor's cell phone number.
- Students should make the instructor aware of any health-related issues (food allergies, asthma, etc.) prior to leaving the school.
- Students should **IMMEDIATELY** contact their instructor or the school if they get separated from their class.
- At the end of the trip, the instructor will again take attendance to make sure that all students have returned to the camps safely.
- If **ANY** problems arise on a field trip, the instructor and the student should contact the Education Coordinator or School Director **IMMEDIATELY**.
- In cases of extreme emergencies, students should call 911 or contact the nearest policeman.
- NYEC assumes no liability for injuries sustained during a field trip.

Field trips are meant to enhance the educational experience and is voluntary and not mandatory as part of the curriculum. For those students who choose not to participate, regular class scheduling will be in effect.

Transfer-Out Policy

Students wishing to transfer out **must send a request to pgarcia@nycenglishcenter.com and schedule an exit exam**. A student may not transfer out of our program to another program in good status if:

- They have not completed (successfully) three months of classes (at a satisfactory rate of attendance (85%)).
- Owe any unpaid balances.

Once a student wishes to transfer to another school, the institution the student is transferring to will request certain documentation from NYEC. Respectively, any student wishing to transfer **to** our program will be required to provide some information from the other institution as well. **International students will not be eligible to register at NYEC if they are unable to provide the required documentation.** Please talk to our staff to assist you with the documentation. An official list of required documentation is available.

If a student has received warnings during their course, we reserve the right to inform the institution the student wishes to transfer to about this fact. Attendance records of those students whose attendance

has been in good standing with our program will not be released to anyone, unless it is requested by that institution or U.S. Immigration authorities. Poor attendance could lead to a poor mark in the student's records.

Family Education Rights and Privacy Act (FERPA)

Consistent with Family Educational rights and Privacy Act of 1974, New York English Center (NYEC) has adopted policies, which protect the privacy of students. In brief, the statute provide the educational institutions and agencies must provide students access to certain official records directly related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate institutions must obtain the written consent of the student before releasing personally identifiable data about student form records to other than a specified list of exceptions. Students must be notified of these rights. An office and review board has been established in the United States Department of Education to investigate and adjudicate violations and complaints of this section.

Emergency Closings and Other Changes to Class Schedules

Occasionally, the school is confronted by the need to close because of inclement weather or reasons beyond the school's control. Such closings are normally announced through major radio stations in New York City. In addition, students can also call the main office for information and check the school's website and Facebook page for updates.

Although classes are planned to commence and conclude on the dates indicated in the academic calendar, unforeseen circumstances may necessitate adjustment to class schedules and extension of time for completion of class assignments. Examples of such circumstances may include faculty illness, malfunction of school equipment (including computers and/or networks), and unavailability of particular School facilities occasioned by damage to the premises, repairs or other cause, and school closings because of inclement weather. The School shall not be responsible for refund of any tuition of fees in the event of any such occurrence or for failure of a class to conclude on the date originally scheduled, nor shall the school be liable for any consequential damages as a result of such a change in schedule.

Refund Procedure

Students requesting a refund should send a written request to admissions@nycenglishcenter.com or submit a written request at the admissions desk. If the refund request meets the school refund policy, the refund will be made to the student within 30 days. The failure of a student to notify the School Director in writing of withdraw may delay refund of tuition due pursuant to Section 5002 of the Education Law.

New York State / New York English Center Cancellation and Refund Policy

1. A student who cancels within seven (7) days of signing the enrollment agreement but before instruction begins receives all monies paid with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
 - a. The non-refundable registration fee plus
 - b. The cost of any textbooks or supplies accepted plus

For 216-hour programs (1 Quarter of 12 Weeks Each)

First Quarter

If the student is terminated, the School may retain:

Before or during the 1 st week	0%
During the 2 nd week	25%
During the 3 rd week	50%
During the 4 th week	75%
After the 4 th week	100%

Subsequent Quarters

If the student is terminated, the School may retain:

During the 1 st week	25%
During the 2 nd week	50%
During the 3 rd week	75%
After the 3 rd week	100%

- 3 Any tuition paid to the school in excess of the sum due to the school by the student who cancels, withdraws, or is discontinued will be refunded within thirty (30) days from the determination date or withdrawal. The date of withdrawal by a student is the last day
- 4 Of attendance. Pursuant to Section 5002 of the New York State Education Law, "the failure of a student to notify the director in writing of withdrawal may delay refund of tuition due."
- 5 The student refund may be more than that stated above if the accrediting agency or the Federal Pro-Rata refund policy results in a greater refund.
- 6 Although placement assistance service is provided, the school cannot guarantee a job to any student or graduate.

Use of Cell Phones, Computers, and Other Electronic Devices in Class

- The general policy and guidelines in regards to electronic devices that follow apply to all ESL students and classes.
- All cell phones must be either turned-off or switched to 'silent mode' during class.
- If a student needs to receive or make an urgent call, they must do so outside the classroom. If constant disruption continues, the teacher has the authority to consider the student absent from class for that hour.

- Laptops, tablets, MP3 players, or other electronic devices are not allowed to be used in class, unless otherwise instructed by the teacher. This includes the computers owned by NYEC.
- The use of SMS messaging, or 'texting', is also disruptive and disrespectful to the instructor. The ESL Instructors at New York English Center are committed to making interesting and productive lessons for their students, and it is considered by the faculty and staff very disrespectful if the students do not make an effort to participate in classroom activities. If a student's constant texting becomes a problem for the instructor, **the instructor has the right to send that student to the ESL Program Manager to discuss the concern. The student may be considered absent by ESL staff for that day.**

NYEC Code of Conduct

NYEC staff's main concern is for the welfare and safety of its students. The following actions and behavior will lead to disciplinary actions being taken by the ESL Department:

- An action that may discredit or be damaging to NYEC.
- Behavior that is intended to intimidate another person because of race, color, religious or national origin, gender, sexual orientation or disability.
- Behavior that could lead to unwanted encounters with law enforcement bodies.
- Non-compliance with NYEC policies and the commonwealth and federal laws relative to drugs, alcoholic beverages, and gambling.
- Providing false information to NYEC staff.
- Fraud, forgery, alteration, or misuse of NYEC documents, records, or identification cards.
- Physical Assault with the intention of doing physical harm, obscene, lewd, vulgar or immoral conduct or profanity.
- Unwelcome conduct of a sexual nature, herein defined as 'Sexual Harassment.' Sexual harassment may include 1) unwelcome sexual advances, 2) requests for sexual favors, and 3) other verbal, non-verbal, or physical conduct of a sexual nature. Sexual harassment may also include denying or limiting, on the basis of sex, a person's ability to perform their tasks, assignments, or work. Disciplinary action will be taken in the event of violation of NYEC Sexual Harassment policy.
- The deliberate creation on the part of an individual student or a group of students of a hostile environment towards other students, faculty or staff, or to stigmatize or harass other students, faculty or staff members.
- Behavior that would lead to violence while on the territory of NYEC facilities and campus.

Students are also responsible for maintaining behavior that will not be detrimental to NYEC, its faculty and staff. This obligation extends to events organized by NYEC International which take place outside New York English Center facilities and campus.

Zero Tolerance of Disrespect Towards Faculty, Staff, and Students

Any perspective or enrolled student at NYEC, who shows disrespect to NYEC students, any member of staff or faculty can be subject to disciplinary action such as loss of attendance and/or removal from the program. Disrespect in this Handbook is defined by (but not excluded to) the following:

Constant class disruption, rudeness, unnecessary and excessive argumentation with other students or staff and faculty, harassment, excessive complaining, yelling or threatening speech, physical violence, verbal threats of violence, disregard or refusal of faculty direction, refusal to participate in classroom activities, overall disrespect and disregard for Staff and Faculty efforts and direction.

Any student or perspective student may be removed from the program and not be allowed to register and attend the programs offered at NYEC due to violating the Zero-Tolerance of Disrespect policy. NYEC students are required to maintain certain standards of behavior while they attend our program which encourages an atmosphere of learning and mutual respect.

Formal/Informal Complaints

The purpose of the Student Complaint Procedure is to provide students with a prompt and equitable means of seeking resolution for alleged violations of student rights which are protected under school's academic and general policies. Complaints based on unlawful discrimination, harassment, unfair or biased treatment, or complaints regarding the quality of services and instruction, against any member of NYEC (including students, staff, or faculty) should be made in writing and given to the School's Director

Complaints can be made in two ways:

Formal complaints must be made in writing and cannot be made anonymously, however will be kept confidential. Minor complaints pertaining to the quality of educational programs and services, teacher performance, or condition of facilities can be made either formally or informally.

Informal complaints can be made in person by speaking with administrative personnel, or in writing by email or letter. Informal complaints may be opened and reviewed by individual administrative staff members and can be dropped in the school's suggestion boxes. All complaints formal or informal are reviewed and analyzed by either the school's Director or Education Coordinator.

2016 Academic Calendar

NYEC Start Dates:

NYEC offers open-enrollment for ESL students. Students can begin classes every Monday, with the exception of Beginner Students, who must start at the beginning of the semester. The following are the semester start dates in 2016:

<u>Semester 1</u>	January 6 th - April 3 rd
<u>Semester 2</u>	April 4 th - July 1 st
<u>Semester 3</u>	July 11 th - October 2 nd
<u>Semester 4</u>	October 3 rd - December 18 th

Schedules:

NYEC offers a variety of schedules including morning, evening, and weekend options. Our Student Advisers can help you pick the schedule that works best for you.

NYEC is closed during the following school breaks and Federal Holidays

(School Closed)

New Year's Day	January 1 st - 3 rd
Martin Luther King Jr. Day	January 18 th
President's Day	February 13 th - 15 th
Easter	March 25 th - 27 th

Memorial Day	May 28 th - 30 th
Summer Break	July 2 nd - 10 th
Labor Day	September 3 rd - 5 th
Columbus Day	October 10 th
Veteran's Day	November 11 th
Thanksgiving	November 24 th - 27 th
Winter Break	December 19 th - January 1 st 2017