

KNOWLEDGE IS POWER

CATALOG



2017 - 2018
Student Handbook

Garden State Science & Technology Institute

Table of Contents

Table of Content.....	2	Dismissal Appeal Process.....	11
Message from the Director.....	3	Student Rights, Privileges and Responsibilities.....	11
I. GENERAL INFORMATION		Family Educational Rights and Privacy Act.....	11
School Mission.....	4	IV. ACADEMIC POLICIES	
Institutional Vision.....	4	Grading System.....	11
Educational Objectives.....	4	Incomplete Grades.....	11
Memberships / Approvals.....	4	Academic Probation.....	12
Institution Administration.....	4	Academic Dismissal.....	12
Faculty.....	4	Program Repetitions.....	12
Curriculum.....	4	Satisfactory Academic Progress.....	12
Instructors.....	4	Attendance Policy.....	12
Student Instructor: Ratio.....	4	Tardiness.....	12
Programs Offered.....	4	Absences.....	12
Program Curriculum.....	5	Leave of Absences.....	13
Class Preview.....	6	Make-Up.....	13
Recruiting Activities.....	6	Make-Up Test.....	13
Holidays Observed	6	Classroom Participation.....	13
Facility.....	7	Withdrawal Procedures.....	13
Compliance.....	7	Graduation Requirements.....	14
II. ADMISSIONS		V. STUDENT SERVICES	
Admission Requirements.....	7	Advising.....	14
Admission Policies and Procedures.....	8	Media Services.....	14
Registration.....	8	Schedule of Sessions.....	15
Cancel Policy.....	8	Food and Beverage.....	15
Re-Entry Policy.....	8	Lost and Found.....	15
Transfers.....	8	Emergency Evacuation.....	15
III. SCHOOL REGULATIONS		Student Records.....	15
School Closing Policy.....	8	Graduate Placement Assistance.....	15
Student Concerns.....	8	Graduate Placement Procedures.....	15
Grievance Policy.....	9	VI. FINANCIAL SERVICES	
Dress Code.....	9	Financial Aid Program.....	16
Drug Free School.....	9	Payments.....	18
Non-Discrimination.....	9	Methods of Collecting Delinquent Payments..	18
Sexual Harassment.....	9	Refund Policy or Cancellation.....	18
Discontinuation of Program/School	10	Contract Information for Assistance in Obtaining Institutional or Financial Aid Information.....	18
Code of Conduct.....	10		
Student Warning Procedure.....	10		
Conditions for Termination.....	10		

Garden State Science & Technology Institute

Message from the Director

On behalf of all the staff and faculty of Garden State Science and Technology Institute, I would like to thank you for your interest.

Quality education does not happen by accident. It requires the combined efforts of highly talented students, faculty, and staff. Our faculty members are primarily educators. All are committed to ensuring that the students receive the individualized attention and instruction they deserve. Working as a team, the faculty provides our students both the knowledge and training in the professional skills our students need to practice in the rapidly changing science and technology profession. The faculty also endeavors to educate leaders by instilling in every student an appreciation for the leadership roles science and technology play in a democratic society.

Faculty members and students cannot build or sustain a high quality education program by themselves. They need the support of a highly qualified staff and a competent administrative staff. At GSSTI, you will find both. Our professional staff is highly knowledgeable and eager to assist students in their studies. Our Administration and Staff recognize the difficulties that faculty and students face; they pride themselves in their availability, attentiveness, and service to students and faculty alike.

We strive to make our program available to all qualified individuals who seek it. We keep classes small; most have maximum of fifteen students. We schedule classes so that our students, particularly those who must balance the competing demands of family, careers, and study, can successfully complete their studies. Research shows that many students learn better with classroom work and experiential learning combined, and so we supplement classroom instruction with frequent hands-on learning experiences.

Your success is our success. We are not measured by how many students start school. Instead, the number of students who successfully complete their training and launch a new career. This is our goal. This is our mission.

Fortunately, our goal is your goal. GSSTI takes on the responsibility of providing an approved program of study and the educational environment needed for success. You, however, will need to provide the motivation and drive required to achieve your goal.

Pankaj “Pat” Patel (Director of GSSTI)

Congratulations and best of luck in this educational endeavor!

Garden State Science & Technology Institute

I. GENERAL INFORMATION

SCHOOL MISSION

Our institutional mission is grounded in the belief that we must provide learning opportunities, which meet the needs of a diverse student population through the following:

- Quality career planning, education and training for today's 21st Century workforce.
- Enable graduates to attain and sustain employment after successful measures of competency have been reached.

INSTITUTIONAL VISION

Our vision is to make a difference both in lives of individuals as well as in our communities. This will be done by providing cutting-edge quality training to people who are interested in self-improvement through education in the allied health industry. We will respond quickly to the current and future employment needs in the communities in which we serve through our professional affiliations. Our commitment is to ensure that the training provided to our graduates will equip them with skills necessary to achieve success in careers with high growths potential.

EDUCATIONAL OBJECTIVES

Students who successfully complete the programs will be likely to get job as an entry-level positions in the science and technology field. Passing certification exams requires exam preparation training (such as GSSTI) and extra study on the student's own time.

Our program is designed for certification training and employment in an entry-level position. At GSSTI, you gain knowledge and experience through, instructors-led training and hands-on activities. At GSSTI, you practice as much as you want, in a real-world environment, until you are comfortable and confident.

MEMBERSHIPS/APPROVALS

- State of New Jersey Department of Education, Division of Vocational Education
- State of New Jersey Department of Labor and Workforce Development
- American Medical Certification Association (AMCA).
- Council on Occupational Education (COE).
- Department of Veterans Affairs
- United States Department of Education (USDOE).

INSTITUTION ADMINISTRATION

Pankaj Patel.....President / School Director
Roshni Patel.....Assistant Director
Michael Vargas.....Vice-President/Admissions
Walter Garcia.....Chief Financial Officer

Solanally Bautista.....Financial Aid Officer
Virginia Oliver.....Student Affairs Coordinator
Allen Simons.....Admission Representative
Felicia Miller.....Instructor/Job Placement Coordinator
Alice Moran.....Program Coordinator
Cecely Consuegra.....Administrative Assistant
Luani Linarez.....Administrative Assistant
Esmeralda Vargas.....Director of Education

FACULTY

Patricia Boards.....Medical Assistant Instructor
Certified Medical Assistant (CMA) National Health Career Association
Dr. Emad Aziz.....Medical Assistant Instructor
Certified Medical Assistant (CMA)
Funmi Rotilu.....Medical Assistant Instructor
Certified Medical Assistant (CMA)
Terrance Richards.....Medical Assistant Instructor
Certified Medical Assistant (CMA) National Health Career Association
Nancy Rofael.....Medical Assistant Instructor

CURRICULUM

The school may, at any time at its discretion, (a) vary the sequence of courses in any program of study, (b) revise the curriculum content of any program of study or any course in any program of study.

INSTRUCTORS

All instructors meet the requirement of the state in the respective program they teach. Instructor names and qualifications are available upon request.

STUDENT: INSTRUCTOR RATIO

The maximum class size is an average of 25 students. Average student to teacher ratio: 25 students to one teacher.

PROGRAM OFFERED

The school offers only ONE program of study in the area of Medical Assistant expressly discussed in the Curricula section of this catalog. The school does not make any recommendation or promises whatsoever regarding any future program of study or courses within any future programs of study that the school may offer.

NOTE: Revisions and additions will be reported on an addendum to the catalog with a listing of all program costs.

Following programs offered at GSSTI:

- Medical Assistant

Garden State Science & Technology Institute

PROGRAM CURRICULUM

Medical Assistant

Objective:

The objective of the Medical Assistant program, is to provide students with the knowledge, clinical skills and work habits required for an entry-level position as a Medical Assistant in a physician office, clinics, laboratories and hospitals. This course will prepare you for an exciting medical career. Medical Assistant skills are taught and enhanced with the medical software applications, state of the art equipment, hands-on training, and theory. The basic portion of this course will emphasize your fluency with medical terminology, abbreviations, specialist developments and most importantly, clinical office procedures. The Phlebotomy portion of this course will emphasize Venipuncture techniques and the Electrocardiography portion of this course will emphasize and focus on EKG recording and interpretation. The Medical Assistant program will ultimately enable you to: distinguish terminology from definitions, to perform vital signs, to evaluate a patient, to recognize and to understand a doctor's intent and purpose, to make medical judgment and to distinguish fact from appearances, to perform Phlebotomy procedures, to demonstrate proficiency in Electrocardiography and to perform basic physician laboratory skills.

Certification Agency and Certificates: (Optional)

American Medical Certification Association (AMCA) - Medical Assistant Certification (CMAC)

<u>Mod #</u>	<u>Mod Description</u>	<u>Hours</u>
MA100	Medical Terminology	100
ALH200	Allied Prep I	100
MAS100	Clinical Sequence I	100
MAS200	Clinical Sequence II	100
MED100	Medical Office Management	100
MAS300	Clinical Sequence III	100
MAS400	Clinical Sequence IV	100
Total Hours		700

Program Length: 700 hours Open Enrollment Year-Round

*Certification not required for graduation or completion

Medical Assistant Cost Summary

Administrative Fees:	\$100
Tuition:	\$11,081
Textbook Fees	\$350
Tool/Supply Fees	\$150
Test Licensing/Inoculation Fees	\$199
Total Program Cost:	\$11,880

Medical Assistant Program Modules

MA100 – Medical Terminology

(100 Instruction Hours)

This is a comprehensive course that provides an introduction to the basic structure of medical words allowing the student to build a professional vocabulary for the working medical professional. Students will learn word structure as well as prefixes, suffixes, roots, combining forms, and the formation of plurals. Emphasis is placed on spelling, definition of medical terms and correct pronunciation.

ALH200 – Allied Prep

(100 Instruction Hours)

This module will provide you with information on Anatomy & Physiology. Students will be introduced to the study of the human body and the basic structure of cells, tissues and organs. They will learn the structure and function of the integumentary muscular, nervous, and skeletal systems.

MAS100 – Clinical Sequence I

(100 Instruction Hours)

Students will learn the Medical Assistants Role in Infection Control they will be able to differentiate medical and surgical asepsis, as well as describe the procedures for sanitation, disinfection and sterilization. Students will learn to prepare the exam and treatment room accordingly they will learn to document patient health history, and prepare patient for exam. Students will learn to take a patient Blood Pressure, Temperature, Pulse and Respirations.

MAS200 Clinical Sequence II

(100 Instruction Hours)

Students will learn how to perform an EKG they will learn to describe and identify the components of an electrocardiograph; student will be able to identify various types of artifact and potential equipment problems and how to correct them. Students will learn to perform CPR and emergency first aid.

MED100 – Medical Office Management

(100 Instruction Hours)

Students will learn the Laws governing patient right HIPPA, medical malpractice, professional liability, and labor and employment laws. They will learn the basis of the Administrative Medical Office by learning the office equipment and how to maintain it, student will learn how to schedule patients and start a patient charts they will learn how to differentiate among the various insurance and managed care options, how to locate correct procedure code complete forms and submit to insurance.

MAS300 – Clinical Sequence III

(100 Instruction Hours)

This is a clinical laboratory course in which the student is first taught how to draw blood. After satisfactorily demonstrating

Garden State Science & Technology Institute

their phlebotomy techniques on a phlebotomy model, the student is then allowed to practice on human volunteers to sharpen their skills and gain confidence. Students are encouraged to draw blood regularly and the blood is used to carry out Hematology test as assigned by the instructor. Urinalysis and pregnancy tests are also performed.

MAS400 – Clinical Sequence IV
(100 Instruction Hours)

Students will learn the principals of Pharmacology with an introduction to basic pharmacology math, common drugs abbreviations, and contrast over the counter and prescription drugs the five categories of pharmacology, major drug categories, and schedule of drugs and differentiate between chemical, generic, trade name drugs.

Student will plan for a career in the Medical field as a Medical Assistant by preparing a resume focused on the completed course. As well as learning the proper and appropriate way to interview for a Medical Assistant Career.

CLASS PREVIEW

Prior to enrolling, GSSTI offers Class Preview session, where you receive a FREE 1-Day class. You will get an opportunity to sit in the class and attend a live lecture. Our goal is to help you determine whether it is the right profession for you. There is no obligation or pressure to sign up for our full course. All we ask is that you reserve your spot for this session and come comfortably dressed. Please contact us via e-mail or phone to reserve your seat in one of our upcoming class previews.

RECRUITING ACTIVITIES

The Institution's Recruitment Plan serves as a guide to ensure that recruiting activities are ethical and that all materials used in recruiting accurately describe the mission, instructional outcomes, student performance expectations, and completion requirements of each program.

HOLIDAYS OBSERVED

The school is closed on the following days:

- New Years Day: 01/02/17 – 01/01/18
- Martin Luther King Day: 01/16/17 – 01/15/18
- President Day: 02/20/17 – 02/19/18
- Good Friday: 04/14/17 – 03/30/18
- Memorial Day: 05/29/17 – 05/28/18
- Independence Day: 07/04/17 – 04/04/18
- Labor Day: 09/04/17 – 09/03/18
- Columbus Day: 10/09/17 – 10/08/18
- Veteran's Day: 11/10/17 – 11/12/18
- Thanksgiving Day: 11/23/2017 – 11/22/18
- Christmas Holiday: 12/25/2017 – 12/25/18

FACILITY

GSSTI is located in a spacious building at 591 Summit Avenue, Suite 705, Jersey City, NJ 07306. The school occupies over 8,000 square feet consisting of several classroom, clinical lab room, library, student lounge, Media Center, and administrative business offices. The building is fully air-conditioned and is environmentally conducive to educational purposes.

COMPLIANCE

Garden State Science and Technology Institute complies with all local, state and federal regulation related to the operation of private post-secondary school.

The facilities and services of GSSTI meet the standards of the American with Disabilities Act (ADA).

II. ADMISSIONS

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Garden State Science and Technology Institute as a regular student.

ADMISSION REQUIREMENTS

In order to be considered for admission to Garden State Science and Technology Institute, an applicant must have a high school Diploma or a GED and be beyond the age of compulsory high school attendance. High school graduates or individual who have passed GED examination are required to submit proof of education. (Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)

Ability-to-Benefit Policy (ATB)

For students who "first enroll in a program of study on or after July 1, 2012," and who are not high school graduates or do not meet the other eligibility criteria listed above, Public Law 112-74 eliminates the following ability-to-benefit (ATB) alternatives:

- Passing an independently administered, Department of Education approved ATB test.
- Completing at least six credit hours, or the equivalent coursework (225 clock hours), that are applicable toward a degree or certificate offered by the postsecondary institution.
- Completing a State process approved by the Secretary of Education. *Note: No State process has ever been submitted for the Secretary's approval.*

As noted, the provisions of Public Law 112-74 apply only to students who first enroll in a program of study on or after July 1, 2012. Most students who attended an eligible program at any Title IV institution prior to July 1, 2012, will have established

Revised 11.3.17

Garden State Science & Technology Institute

their Title IV eligibility during that prior enrollment period. For any students who previously attended an eligible program and need to establish Title IV eligibility after July 1, 2012, the provisions of Public Law 112-74 do not apply and will not prevent those students from being eligible under any ATB alternative.

A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may establish eligibility at the same Title IV institution or a different Title IV institution using all of the ATB alternatives listed above. So long as the student previously attended an eligible program at an eligible Title IV institution, it does not matter whether the student received Title IV, HEA student assistance prior to July 1, 2012.

As noted above, the change to the law that removes the ATB alternatives applies to students who "first enroll in a program of study on or after July 1, 2012." Students who are registered prior to July 1, 2012, to attend an eligible program at a Title IV institution may still use the ATB alternatives.

An institution must document that a student qualifies to use one of the ATB alternatives. Such documentation could include documentation from the National Student Loan Data System (NSLDS) that a student previously received Title IV, HEA student assistance or a transcript or other documentation from a previous institution that demonstrates enrollment in an eligible program.

STUDENTS WITH DISABILITIES

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

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

We will also discuss the process of receiving reasonable accommodations at the School, and the types of accommodations available.

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

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

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school

must take place prior to the pre-enrollment process.

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

ADMISSION POLICIES AND PROCEDURES

The principal aim of the Admission Policy of GSSTI is to offer admissions to students interested in our program. The School Admission Director makes the final determination of acceptance or rejection based upon the evaluation of the student's ability to benefit from the training provided. Garden State Science and Technology Institute is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

Persons wishing to make an application for enrollments must:

1. Meet with Garden State Science and Technology Institute Admission Representative. Call 201-963-1500. Once the Interview date is set you'll go over program detail, get a tour of the school, meet some students and faculty, and get your questions answered.
2. Complete an assessment interview questionnaire.
3. Meet with Financial Aid Officer to determine eligibility and go over ways to pay for school.
4. Bring all required documents. (List is under Registration Section).
5. You then will be notified within a week of your enrollment status by one of our admission representatives.
6. Once accepted by the institute, you will get a start date to begin your first day of studies.

REGISTRATION

In order to register, you will need to bring the following:

- Identification (driver license, birth certificate or passport)
- High School Diploma or GED Certificate
- Students receiving financial aid or have a student or personal loan should bring documentation of such when registering. Interest free payment are also available through the school please ask for details.
- Please note there will be an additional charge of \$50.00 for all returned checks. GSSTI reserves the right not to accept any personal checks from an individual who has had their check returned and can request for that individual to submit future payments in another form other than a personal check.

CANCEL POLICY

An applicant has three (3) business days from the date of the enrollment agreement to cancel the enrollment agreement and receive a full refund of all tuition and registration fees, except if classes have begun. See Refund Policy for the other cancellation provisions.

Garden State Science & Technology Institute

RE-ENTRY POLICY

GSSTI is committed to helping a student reach their educational goals as quickly as possible. However, technology and curricula change so rapidly so that what was learned in an earlier program may not be applicable at this time. Tuition will be pro-rated accordingly.

Students who are repeating a program he/she was previously trained in will start the program considered as a “new” student. Students will not receive credit regarding course repetitions. Students that have been dismissed from the school and are requesting reentry must put the request in writing to the school director. Depending on the reason for dismissal, the student may be able to reapply to the school for readmission. In cases where the student was dismissed for unexcused absences or financial concerns, it may be possible to reenter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student will have to meet with a review panel before reentering the school. The decision of the review panel is final, and the student will receive a letter from the school Director stating the decision of the panel.

NOTE: The use of the word “Credit” does not apply to college credits, but rather to recognition for previous training.

TRANSFERS FROM ANOTHER INSTITUTION POLICY

Students transferring from another institution will not be allowed to transfer credits from any outside institution.

III. SCHOOL REGULATIONS

SCHOOL CLOSING POLICY

Local radio station will announce the closure of the school due to inclement weather condition. In addition, it will be posted on the website www.gssti.edu or by calling the school, 201-963-1500, to hear a recorded message about class cancellations. The GSSTI staff will try to notify students via email address of class cancellation or school closing.

STUDENT CONCERNS

Students are encouraged to report all concerns, question, complaints, and problems to either their Teacher or the School Director. GSSTI believes wholeheartedly in providing channels of clear communication and attempts to resolve issues promptly needing clarification or attention. It is preferable to present serious matters in writing. Immediate attention will be given to

the issue and all parties will be an active part of the solution. GSSTI also employs a full-time Student Affairs Coordinator

GRIEVANCE POLICY AND PROCEDURE

It is the intent of GSSTI to provide a fair, equitable, and productive learning environment for all of its students. If a student feels she/he has a grievance concerning any actions taken by the school or any of its employees, the student should request an appointment with the School Director or appointed representative to address any concerns. The School Director will consider all grievances and will advise the student of all relevant decisions. A student may request and receive the School Director’s decision relative to grievances and appeal in writing. The School Director’s decisions regarding grievances are final.

Students with unresolved grievances can be direct the grievances to:

Council on Occupational Education
7840 Roswell Road
Building#300,Suite325
Atlanta, GA 30350
770-396-3898 - www.council.org

New Jersey Labor and Workforce Development
P.O. Box 057
Trenton, NJ 08625
609-984-5941

DRESS CODE

Students are expected to dress appropriately. Scrubs must be worn every day when you are in class. Students who violate the dress code policy will risk being sent home and will be marked absent. Following list contains dress codes that are not appropriate:

- Midriff tops of any type of overly revealing attire
- Clothing with holes
- See through clothing
- Halter / tank tops, shorts
- Skirts shorter than mid-thigh
- Flip Flops
- Hats other than heard covering required by religious faith
- Shirts with logos, pictures, print, or slogans that may be constructed as obscene or offensive

DRUG FREE SCHOOL

It is the policy of Garden State Science and Technology Institute that any person found to be in possession of, under the influence of, using, selling, offering to sell or trading drugs or alcohol (whether or not for monetary gain) on school functions may be subject to disciplinary action up to and including dismissal from school.

Garden State Science & Technology Institute

NON-DISCRIMINATION

It is the policy of GSSTI to promote and maintain an educational environment free from all forms of discrimination. Admission, training, and employment referrals are conducted without regard to race, color, creed, sex, or national origin. This is an equal opportunity training facility.

SEXUAL HARASSMENT

PURPOSE

To ensure fair and equal treatment regardless of gender.

POLICY

It is the policy of Garden State Science and Technology Institute, that sexual harassment of a student by any of its employees, other students, or third parties over which GSSTI has authority or has control, is expressly and unequivocally prohibited. The purpose of this policy is to provide an educational environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications, which constitute sexual harassment.

APPLICABILITY

This policy applies to all students, from the time of enrollment until completion of the program, externship and placement assistance, as may be applicable.

DEFINITIONS

1. Any employee, supervisor, teacher, or staff member or other employee in a position of authority ("Employee"), or any other student ("Other Student") or third parties involved in the program ("Third Party") who engages in sexual harassment will be subject to disciplinary action, including dismissal.
2. Sexual harassment is defined as physical, verbal or nonverbal conduct which consists of:
 - a. Making sexual advances, or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of a student's continued enrollment, grades or standing in the program, externship or employment, or of a student's advancement or completion of the program; or
 - b. Making submission to or rejection of such conduct the basis for decisions affecting the student; or
 - c. Interfering with an individual's performance in the program, or creating an intimidating, hostile, or offensive environment by such conduct.
3. No Employee, Other Student, or Third Party shall threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect that person's status, evaluation, advancement, grades, assigned duties, placement, or any other condition of the student's enrollment in the program or career development. No such person shall promise, imply, or grant any

preferential treatment in connection with a student or applicant for engaging in sexual conduct.

4. No Employee, other Student, or Third Party shall threaten or insinuate, or engage in any action, either explicitly or implicitly, which will discourage a student from making a complaint, or that a student's complaint against any employee for sexual harassment or any other form of discrimination, regardless of the outcome, will result in retaliation against the student in any manner, or will adversely affect that student's status, evaluation, advancement, grades, assigned duties, placement, or any other condition of the student's enrollment in the program or career development.

DISCONTINUATION OF PROGRAM / SCHOOL CLOSING

If the school discontinues a course or program, the school will teach out any program before discontinuing.

CODE OF CONDUCT

In order to fulfill our obligation to educate our students in assuming the responsibilities of a professional career, GSSTI has instituted reasonable rules. These rules will help to promote an atmosphere where effective learning in a professional on-the-job training environment can take place.

Students are expected to conduct themselves in a manner consistent with the highest business standards. You are expected to be respectful, courteous, and business-like-professional in your relationship with members of the school faculty and staff, fellow students and visitors.

Students are also expected to exhibit a positive and cooperative attitude about school and learning.

The school reserves the right in its sole judgment to dismiss a student who violates the standards outlined in the Student Code of Conduct. The school has the right to discipline students through the use of suspension and probation. A probationary period allows time for correction in certain situations at the discretion of the school.

The following are unacceptable and will not be tolerated:

1. All forms of bias, including race, ethnicity, gender, disability, national, origin, and creed as demonstrated through verbal and written communication and physical acts.
2. Sexual harassment, including hostile environment and quid pro quo (forcing and individual to perform sexual favors in return for something).
3. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery alteration or use of institution documents of identification with the intent to defraud.
4. Intentional disruption or obstructions of teaching, research, administration, disciplinary proceedings, public meeting and programs, or other school activities.

Garden State Science & Technology Institute

5. Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises or arriving for class under the influence of alcoholic beverages and/or legal or illegal controlled dangerous substances.

STUDENT WARNING PROCEDURE

In case of unsatisfactory participation or behavior, the student will be given notice in writing that a failure to correct the situation may result in more serious discipline up to and including termination from school. This will ensure that the student is fully aware of the problem and the consequences of the failure to meet required standards. However, the school has sole discretion to dismiss without prior warning based on the nature of the behavior.

CONDITIONS FOR TERMINATION

Students may be dismissed from GSSTI for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct.
2. Being a "no call/no show" (not appearing for class and not calling to advise of your absence(s) for ten consecutive instructional days)
3. Not maintaining an average of 70% or better.
4. Not meeting financial responsibilities to the school.
5. Fighting with fellow students, instructors, or school officials of either physical or verbal nature.
6. Stealing a copy(s) or original(s) of school examination.
7. Failure to maintain ones tempers, exhibiting unacceptable behavior, insubordination towards the faculty and staff will result in immediate dismissal from the school.

The Director and/or Assistant Director, or Instructor will notify the students in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded according to the school refund policy.

DISMISSAL APPEAL PROCESS

Students dismissed from school shall be notified in writing with a certified mail send to their home address. The letter will give the

student the right to appeal a decision to dismiss by requesting an appeal hearing, in writing, in accordance with the deadlines stated in the Letter of Dismissal. The Director of the school will notify the student of the details of the scheduled appeal hearing. The student should be prepared to present all supporting information at the time of the hearing. A written decision of the Appeal Committee will be given to the student.

NOTE: Appeals regarding dismissal for academic or attendance reasons will be considered only when there may be evidence that an error has occurred in the records of the student or some other type of grievous action can be documented. The school's probation and advising session policies have already given the student the opportunity to correct academic or attendance violations and the decision to terminate for those reasons will not be reversed. Appeals for other types of termination decisions, such as behavior problems, will be evaluated on a case by case basis and supporting documentation.

STUDENT RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

Students have the right to expect GSSTI to provide the education, services, and support described in the School Catalog and Enrollment Agreement. It is the student's responsibility to fully participate in their program of study and to conform to policies, procedures, rules, and expectations of the school as defined in the School Catalog and Enrollment Agreement. Furthermore, students have the right to utilize the school's facilities, equipment, and services as a student and as a graduate of the program in accordance with the normal operating policies and procedures of the school.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT TO ALL STUDENTS:

Records are maintained by the School with respect to your application, enrollment, attendance, tuition/educational expenses, financial aid, grades, payment records, attendance records, disciplinary and placement records. You have the right to inspect and review your educational records upon reasonable advance notice to your school director. A student desiring to review his/her records should submit a written request to the director, which identifies as precisely as possible the record or records he/she wishes to inspect.

If, after reviewing your records, you find that they contain errors or are inaccurate or misleading, you may request that the records be amended. If the institution does not agree with your position, you may request that a hearing be held.

If you believe that the school has not followed the Federal rules under the Family Educational Rights and Privacy Act, you may write to the United States Department of Education.

Garden State Science & Technology Institute

Generally, we will not release any information about you to outside individuals, unless we have first received your written permission, or were required to give the information under State or Federal laws or to auditors, researchers, etc. However, it is considered that certain information does not violate your rights or privacy and therefore, the school is permitted to release this information routinely, unless you specifically request otherwise from the school. This general information is considered to be your name, address, telephone number, date and place of birth, program of study, participation in recognized activities, dates of attendance, academic progress report, certificates or degree obtained and the last institution attended.

Copies of the complete Federal Educational Rights and Privacy Act are posted at the school and separately available to each student annually or upon request.

IV ACADEMIC REGULATIONS

GRADING SYSTEM

The competencies taught in the programs offered at GSSTI will be evaluated by both written examinations and practical demonstration. The minimal attendance for graduation is 80% per module for the program. Students who achieve below 70% may participate in private tutoring in order to increase their grades.

<i>Letter</i>	<i>Number</i>	<i>Weight in Point</i>
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
F	60 -69	Failure

A Student's Grade Point Average (GPA) is based on the summary of grades received through testing. The GPA is determined first by multiplying the number of tests by the summary of the test grades.

INCOMPLETE GRADES

Incomplete grades are given only when a student is unable to complete a program because of illness or other serious problems. An incomplete grade is not given when through negligence or procrastination, the student fails to turn in work or take examinations. A student who misses a final examination must contact the instructor within the twenty-four hours of the examination. If the absence is excusable or the student does not contact the instructor, an incomplete grade will not be awarded, but rather the examination will be considered as failed and the student graded accordingly. Instructors must file an incomplete form with the director of the school. Students are given two business days from the date of the missed examination to make up a missed examination. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a grade of F. It is the student's responsibility to contact the

faculty member about completing the program work, taking examinations or if necessary extending the deadline.

ACADEMIC PROBATION

A student whose average has fallen below the minimum grade point average acceptable for graduation will need to enter a probation period. Should additional tutoring be necessary, the student will have to coordinate assistance with the instructor. The probation period will be one month. If the student cannot attend additional tutoring and has still not met the required grade of 71% after probation period, a meeting between the Directors of the school, the instructor of the program and the student will be held to determine the appropriate action. The student will be evaluated 15 to 30 days after first probation. If the student has not been able to bring their average above a 71%, tutoring sessions will be deemed mandatory or student may be terminated from program.

ACADEMIC DISMISSAL

A student who has not raised his or her grades to the minimum requirement by the end of the 30th day of the probationary period may be dismissed from the school. The student has the right to appeal this determination by contacting the school within (10) days of the date of dismissal.

PROGRAM REPETITIONS

If an instructor allows a student to repeat an exam because of a failing grade, the instructor will eliminate the lower grade from the student's academic file. If the student repeats a module because of poor grades, the failing module will be eliminated from the student academic record as long as the students is actively enrolled in the training program.

SATISFACTORY ACADEMIC PROGRESS

The goal of GSSTI is to encourage our students to successfully progress through their chosen program of study. In order to achieve this goal, we have established the following written policies and procedures regarding the criteria for objectively evaluation a student's progress. Each measurement point has its own requirement and if a student fails to maintain satisfactory academic progress, he or she will be subject to the probationary and dismissal policies listed below.

GSSTI evaluates the satisfactory academic progress of each student per module base. A student must maintain of 70% grade point average at each quarterly evaluation point and a minimum of 80% attendance of the hours scheduled for that module evaluation period. Students who fall below the minimum required academic average will be placed on academic probation.

ATTENDANCE POLICY

Students are required to attain a minimum of 80% attendance of all scheduled hours of each Satisfactory Academic Progress (SAP) Evaluation.

Garden State Science & Technology Institute

PROCEDURE:

1. Student attendance is monitored daily.
2. Students who miss a third-class session without notifying the school will receive a written reprimand, which will be added to their student file. The Student Affairs Coordinator/School Director will meet with the student to determine a course of action to ensure compliance with school policy as detailed in the Student Handbook.
3. Students who do not meet the 80% attendance requirements may be dismissed when they exceed 45 hours (or 20%) of absences for the SAP evaluation period.
4. All absences, late arrivals, and/or early departures will be counted against the 20% allowable absences.

An advising session will attempt to determine the cause of the absences and an action plan will be developed to improve the student's attendance. Students who are tardy or leave class early will not be given a full days credit for the class. Tardiness shall be marked in half hours increments as follows. 16 to 30 minutes late = ½ hour absent. 31 minutes to 60 minutes late = 1 hour absent. The same policy applies to students that leave class early.

TARDINESS

Developing good work ethic is an important part of the training at GSSTI. Students late for class are interrupting the learning process for both the instructor and other students. The following recording system will be used for tardiness.

- A grace period of 10 minutes will be allowed prior to the start of class, which is ten (10) minutes past the hour
- Example: Class starts at 8:30 a.m. – Grace Period is 8:40a.m.
- 16-30 minutes late will be counted as 30 minutes late
- 31-60 minutes late will be counted a 1 hour late

Students will be given a grace period for tardiness no longer than (15) minutes prior to the start of class. The reason that the student is late will be identified and solutions to remedy the problem will be discussed. If a student is late (beyond the grace period) for three days he/she will be given a first written warning. A second written warning will be issued if a student shows no improvement and has five days of lateness beyond the ten (15) minute grace period. A third and final warning will be issued with disciplinary action, which may include suspension or termination if the student has excessive lateness.

ABSENCES

Developing good work ethic for future employment is part of Garden State Science and Technology Institute training while attending one of the programs. Therefore, GSSTI records the daily attendance of each student in accordance with the state guidelines. Records of student attendance will be kept on file and are available for student review. Absenteeism for more than 20% of the total program time can constitutes cause for dismissal. Graduation requirements stipulate that the student must attend at

least 80% of the instructional time. Please notify the instructor or attendance officer by 9:00 a.m. if you will be absent from class. Please note that GSSTI may ask for proper documentation substantiating reason for absence. It is also expected that all work and class time be made up during the duration of the program. It is the responsibility of the absent student to contact another student in the program or speak with the instructor to obtain material missed on day of absence and necessary assignments that need to be completed. If a student is absent on the exam day, a student has five business days from the date of the examination to schedule a make-up examination. It is at the Instructor's discretion to give the student a different examination from the original examination.

Students exceeding more than ten (10) absences, and/or are absent for more than 20 percent of the total instructional hours will be terminated from the program.

CLASS CUTS: Each instructional day varies in length. Hours lost due to cutting class will be recorded as absences. Therefore, the student is responsible for making up time lost, class work and assignments. Time and lessons missed must be made up in order to meet the minimal attendance and graduation requirements. Students will need to meet the attendance coordinator before returning to class.

LEAVE OF ABSENCE

Students can be granted a leave of absence upon request and must be approved by the Director only for extenuating circumstances. Leave of Absences are only for a maximum of 180 days. The following guidelines must be adhered to:

1. A request for leave of absence must be submitted to the director in writing and documentation must be given as proof.
2. The request must have the date that the student will begin the leave of absence and the expected date of return to classes.
3. Leave of absence will be honored within the bulletin year. Leave will be granted or denied at the discretion of the director and evaluated with regard to the program(s) in which the student is enrolled. Should a request take a student beyond the contracted bulletin, they may be subject to reentry under a new contract. If the student does not reenter within the bulletin year and has not notified the school, the student's contract will be terminated, and he/she will be granted a refund according to the Refund Policy of the bulletin.

NOTE: Each individual situation is handled privately. The school will make every effort to help students meet their educational goals. Because tuition costs and program syllabi may change with each new term, it will be necessary to meet with the director before returning to the class.

MAKE-UP

Garden State Science & Technology Institute

If a student misses school hours due to absence(s) or a leave of absence then the student will be given the opportunity to makeup the work after class with an instructor assigned.

MAKE-UP TEST

A make-up test is available to a student who has missed the test on a regularly scheduled test day. However, there are two major restrictions:

1. The maximum grade for retake test shall be 80 % (if student provides excuse note then retake test shall be 90%)
2. The student may take only one Make up test per Module. The score of the retake test will be recorded in the student grade book. (Instructors have their own class rules, if so rule will not be applicable)

CLASSROOM PARTICIPATION

Classroom participation is strongly encouraged and expected. Excessive absences from the classroom may dilute the quality of your training and can interfere with your goals. Being a part of the class discussion and practice projects will sharpen your skills and prepare you for entry level employment in your chosen field of study. Class participation is included in the formula for calculating grades.

Your presence and participation will reward you with the added knowledge and improved academic grades.

Students who are going to be absent from class are encouraged to contact the instructor as a courtesy and to obtain guidance as to what instruction has been lost and how you may keep up to date with lessons. Remember, it is the student's responsibility to make arrangements with the instructor to make up assignments and examinations missed due to absence from class.

WITHDRAWAL PROCEDURES OFFICIAL WITHDRAWAL

If student wishes to officially withdraw from the school, student must notify the School Director of his/her intentions and comply with the following procedure:

1. Contact the School Director either in person or in writing. It is preferable, but not required, that this request to withdraw be written on the forms designed for this purpose.
2. If unable to officially withdraw in person or in writing, the School Director must be contacted by telephone. Contacting any other employee, including the instructor, is not considered an official notification.
3. Indicate intention to officially withdraw from school.
4. Provide the date attendance will cease.
5. Provide a reason for withdrawal.
6. Meet with Student Advisor/School Director for contact instructions for reconciling financial aid issues.
7. Meet with instructor to ensure all academic records are in order.

WITHDRAWAL BASED UPON STUDENT NOTIFICATION OF INTENT NOT TO RETURN FROM LEAVE OF ABSENCE

If the student contacts the school and indicates that he or she will not be returning to the school at the end of the leave of absence, the school director will use that notification date as the date of determination and process an Official Intent to Withdrawal form and a change of status form withdrawing the student. The withdrawal date will be the last date of attendance day before the leave of absence began.

WITHDRAWAL DUE TO NOT RETURNING FROM LEAVE OF ABSENCE (LOA)

A student who does not return from an approved leave of absence must be determined to have withdrawn on the last date of attendance day before the leave absence began. The withdrawal date will be the last date of academic attendance as determined by the school from its attendance records.

EXIT INTERVIEWS FOR WITHDRAWALS

Contact your instructor and return all property belonging to the school. Otherwise, you will be charged for these items. A visit to the Director's office is required.

GRADUATION REQUIREMENTS

Students must meet the following graduation requirements in order to receive a Completion Certificate.

1. Students attended for 80% or more of classroom hours.
2. Students maintained an average of 70% or better.
3. Students met all financial obligations.
4. Students completed all requirement of training program
5. Students have provided the Administrative office with all documents required for Student File.

Upon successful completion of a program, students will receive a certificate from GSSTI. For those state certification programs, students will receive a certification of completion and will be eligible to take the state certification exams, which are OPTIONAL. School Transcripts are provided upon request from student. To obtain a school transcript, a letter must be submitted to the Director no less than one month in advance. The letter must state the request for the transcript, the forwarding address, and a five-dollar money order for payment of the transcript. Students have up to a maximum period of 1.5 times the normal duration of a program to complete the training for all programs. Graduated students from an approved National Health career Association program will also be eligible to sit for the national certification exam (s) in order to be certified in the graduates' area of study. All National Health career Association fees are to be paid directly to the National Health career Association.

V. STUDENT SERVICES

Garden State Science & Technology Institute

ADVISING

The Student Affairs Coordinator is responsible for coordinating appropriate student services to our student body. Student services available include: academic advising, resolving attendance problems, tutoring, student records, learning resources and leave of absence policy. The school has access to referral information regarding drug awareness, substance abuse, transportation, housing, childcare, welfare services, employment office service, food stamps, consumer protection, and basic health services.

MEDIA SERVICES

The Institution's Media Services are available to students, faculty and staff during office hours Monday to Friday. Some services such as laptop computers, projectors, and training devices may have to be scheduled for use ahead of time with the Institution's Administrative Assistant.

Media Services consist of a variety of current and relevant materials such as reference books; industry related periodicals, newspapers and magazines; audio-visual materials and equipment; Internet access; and other materials to help fulfill the Institution's mission.

Students' orientation is scheduled during the first week of class on how to use Media Services and what is available to them from the Learning Resources by the Institution's Director or Administrator. The Director or the Administrator will review with the class the available media services, supplemental materials, and policies and procedures for proper use of resources.

Any available item requested by the student is provided with a one week allotted time for return, unless otherwise approved by the assistant director. If the item is kept by the student for more than one week, the administrative assistant will follow up directly with student or via the program teacher. If the student does not comply with procedures established by the Institution he/she will not be allowed in class unless approved by the School Director.

Institution's laptops are only allowed to be used in a program's classroom under the supervision and request of the instructor. It can also be used in the school's Media Center under the supervision of the Administrative Assistant. All laptops are configured to use the Institutions Internet access.

Media Service materials are maintained in the school's main office, classrooms, and labs. If materials are located in the main office, it is managed by the Institutions Administrative Assistant; materials located in the classrooms are managed by the instructors.

User Orientation:

Media Center hours of operation are posted near the front entrance of our Office. Hours of Operation are Monday-Thursday 9:00AM to 10:00PM; Friday 9:00AM to 5:00PM.

To use: To use the Media Center services you must see the Front Desk Administrator to sign up requesting use. No advance time is required. The Media Center cannot be used during classroom time. There are 4 computers for Internet use. Should a computer not be available, students can request a time and date to use by filling out a sign-up sheet with Front Desk Administrator Books and publications must remain in the Media Center.

Log onto computers: Username: student Password: Password
Internet Use: School related functions only.

Printing:

Please see front desk for Printouts. Please notify front desk when printing more than 10 copies.

SCHEDULE OF SESSIONS

Classes are offered Mondays through Fridays. In 1 of 4 sessions:
8:30am-12:30pm
9:00am-2:30pm
1:00pm-5:00pm
6:00pm-10:00pm

Please consult each program's individual schedule for the exact number of days and time it meets. GSSTI will recruit for each training program to enroll ten (10) candidates. Classes will begin when a minimum of (10) student have completed all the entrance requirements (unless authorized by administration). Once ten (10) students have been enrolled, a start date will be scheduled and an orientation will be held. The orientation will be scheduled three (3) days prior to the first day of class and at that time, a student will sign a contract with the Garden State Science and Technology Institute.

FOOD AND BEVERAGE

All food and beverages must be consumed in the Student Lounge. No food is allowed at any time in the classrooms or labs. Beverages with a lid are allowed in the classroom, but at no time are they allowed in the lab.

LOST AND FOUND

GSSTI is not responsible for any personal belongings that are lost, damaged or stolen in the building. Students should ensure that all valuables are labeled with their name and phone number and are in their possession at all times. The Director serves as the office for lost and found. Students are responsible for reporting lost items immediately and for checking to see if lost items have been recovered.

EMERGENCY EVACUATION

GSSTI developed an emergency evacuation plan under the Health and Safety Plan. If an emergency should occur, each occupant should walk, not run to the nearest exit. The Plan will be posted in all classrooms and offices.

Garden State Science & Technology Institute

STUDENT RECORDS

Student records are maintained by the school and are available for review by the student by appointment only. Advance notice for review of a student file must be requested in writing and submitted no later than two weeks before the date of review. Failure to submit the request in the time allotted may result in a later date being offered to the student. Students are encouraged to submit updates to their records, such as address changes or changes in financial aid, as soon as possible. All records are private and are handled with confidentiality.

GRADUATE PLACEMENT ASSISTANCE

The goal of GSSTI is to have each graduate obtain an entry-level position in a career related to his or her field of study. In addition to learning skills necessary for a new career in the field, all of our programs include a comprehensive career readiness course to provide students with the skills for effective resume preparation, job and employer search techniques, networking and effective interview and communications skills.

GSSTI DOES NOT PROMISE OR GUARANTEE EMPLOYMENT.

Completion and job placement rates can be obtained from the School Director and school website under consumer disclosures.

GRADUATE PLACEMENT PROCEDURES

As part of placement assistance, all completers will be given an opportunity to meet with the Job Placement Coordinator and be counseled on employment.

- Job placement coordinator maintains a list of employers and potential employers.
- Job placement coordinator assists with mock interviews and workshops.
- Job placement assists with interview appointments and conducts follow up with completers and employers.

VI. PAYING FOR SCHOOL: FINANCIAL INFORMATION

FINANCIAL AID PROGRAM

Vocational Rehabilitation – GSSTI is an eligible institution for training under Vocational Rehabilitation. Contact your local State Vocational Rehabilitation Office.

W.I.A. (Workforce Investment Act)– GSSTI has been approved for training by numerous counties under the new W.I.A. Training Program. Contact your local State Employment Office or One Stop Center.

Veterans Education Benefits- Certain veterans and dependents are eligible for educational benefits while attending

certain programs at GSSTI. Contact the Director for an up-dated listing of eligible programs.

Alternative Financing– GSSTI has access to additional alternative financing programs through private sources. Eligibility requirements, interest rates and repayments terms may vary.

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a homeschool setting approved under state law.
2. Be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

- a) Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
- b) Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
 - Males born before 1960;
 - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
 - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.

5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.

6. Sign certifying statements on the *FAFSA* stating that:

- a) You are not in **default** on a **federal student loan**
- b) Do not owe a refund on a **federal grant**
- c) Sign the required statement that you will use federal student aid only for educational purposes

7. Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.

8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.

9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

Garden State Science & Technology Institute

In addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL
 You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.
2. Have a GREEN CARD
 You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD
 You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
 - a) Refugee
 - b) Asylum Granted
 - c) Cuban-Haitian Entrant (Status Pending)
 - d) Conditional Entrant (valid only if issued before April 1, 1980)
 - e) Parolee
4. Have BATTERED IMMIGRANT STATUS
 You are designated as a **“battered immigrant-qualified alien”** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.
5. Have a T-VISA (You are eligible if you have a T-visa or apparent with a T-1 visa.)

Veterans Benefits/Other Funding Sources:

Selected programs of study at GSSTI are approved by the Veterans Affairs for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for VA funds is made directly through the department of Veteran’s Affairs. Additional funding may be obtained for eligible candidates through many different programs including; New Jersey Department of Labor and Workforce Development. and New Jersey Division of Vocational Rehabilitation Services. The determinations for these funds are made through the respective organizations.

Incarcerated Applicants

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

Conviction for possession or sale of illegal drugs

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

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

- A. If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- B. A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- C. When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- D. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - a. Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - b. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - c. Be administered or recognized by federal, state or local government agency or court.
 - d. Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is

Garden State Science & Technology Institute

informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit form and additional required paperwork.

Federal Financial Aid

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

Verification

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

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

PAYMENTS

Payment plans will be discussed with each student at the time of registration and will be outlined in the school contract. Failure to make payments on time may result in the following:

- A late charge of \$20.00 will be billed for each payment that is late/missed
- Excessive late payments may result in dismissal from the school with the expectation that all monies be paid upon dismissal unless written documentation explaining the reason for late payments are submitted to the Director and an alternate payment plan is approved by the Director
- Any unpaid account will be referred to a collection agency retained by GSSTI for failure to make payments when a student abandons a training program without officially withdrawing from the school as outlined in the withdrawal policy.

METHODS OF COLLECTING DELIQUENT PAYMENTS

The student must pay all amounts owed to the school prior to leaving the school. If the student is unable to pay all such amounts before leaving the school, the student must make arrangements to pay such amounts that are acceptable to the school in its discretion. If the student fails to (a) make arrangements that are acceptable to the school within 30 days of leaving the school or (b) fulfill the terms of any arrangements accepted by the school, the school will be forced to exercise all of its rights and remedies against the student to collect all such amounts, including, without limitation, referring the student's account to a collection agency.

REFUND POLICY OR CANCELLATION

All advance payments will be refunded in full if:

1. The applicants not accepted by the school, or
2. The applicant cancels in writing within three business days after acceptance by the school, even if instruction has begun during the three-day period.

If cancellation occurs beyond the 7 days after signing the enrollment agreement, but before beginning classes, the registration fee will be retained.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facility and inspection of equipment, whichever occurs first.

FULL TIME / PART TIME STUDENTS

The school may retain administrative fee plus (not exceed \$100):

Proportion of total program taught

<i>By date of withdrawal</i>	<i>Tuition Refund</i>
a. Less than 10%	90% Refund
10% up to but not including 20%	80% Refund
b. 20% up to but not including 30%	60% Refund
c. 30% up to but not including 40%	40% Refund
d. 40% up to 50%	25% Refund
e. More than 50%	No Refund

The date of withdrawal or termination is the last date of attendance by the student. A refund due to the student shall be based on the date of withdrawal or termination and paid within 45 days from the date of withdrawal or termination. Refunds, when due will be made without requiring a request from the student.

In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due to student shall be based on the date of withdrawal or termination and paid within 45 days of the scheduled last day of the date of attendance day before the leave of absence began.

Garden State Science & Technology Institute

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

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

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the School's website and can be found in the student catalog. Paper copies are available upon request.