



Alliance Computing Solutions

School Catalog

Version 1, 2019



Main Campus (Queens)

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ABOUT US

Alliance Computing Solutions (ACS) is a new division among the leading providers of ESL and vocational trainings.

ACS provides a wide range of courses. Our curricula are nationally approved and recognized as being up-to-date and highly competitive. In addition to having competitive programs, ACS also prides in the high quality of certified instructors we employ.



As a post-secondary educational institute, ACS was established in 1998 and licensed by New York State of Education. ACS is presently accredited by the Council on Occupational Education (COE). ACS aims to provide optimal levels of vocational and educational training; assuring that graduates maximize their potentials through the knowledge and skills learned to achieve their career objectives by placing them before experienced, expert professionals in the field with unmatched instructional quality. Now with a new branch recently established in Manhattan, it is conveniently located near all the public transportation, ACS can provide its services to more students.

- Licensed by NY State Department of Education
- Accredited by Council on Occupational Education
- Authorized by US Education Department to accept Federal Financial Aid
- Authorized Testing Center
- Job Placement Assistance
- Financial Assistance
- Daytime, Weekends, and Evening Classes
- Certified Instructors
- High Quality Industry Standard Curricula

VISION STATEMENT

ACS mission is to provide unmatched levels of excellence in vocational and educational training; assuring that our Graduates will maximize their potentials through the knowledge and skills learned to achieve their career objectives.

MISSION STATEMENT

ACS Mission is to provide unmatched levels of excellence in vocational and educational training; assuring that our Graduates will maximize their potentials through the knowledge and skills learned to achieve their career objectives.

DISCLOSURE STATEMENT

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

ACS STAFF

Main Campus (Queens)

Lawrence Ding	CEO
Rosemary Diwa	School Director
Amanda Lin	Manager & Agent
Deloris Mitchell	Compliance Off.
Duwayne Carthan	Director of Admissions
Mila Zhang	Admissions Agent

Branch Campus (Manhattan):

Lawrence Ding	Executive Director
Freddie Crespo	Director/Agent
Maurice Rebeiro	Administrator/Financial Aid Administrator
Krishna Kumar	Compliance Officer
David Jenkins	Placement Coordinator
Kuni Quimby	Proctor
Ryan Leung	IT Technician

Academic Faculty Team

Instructors	Course(s) Taught
Jorge Dominguez	Medical Assistant
Sikdar Masood	Medical Assistant
Joseph Levy	Bookkeeping

GENERAL INFORMATION

HOURS OF OPERATION

Sunday thru Saturday 9:00am – 6:00pm*

*Labs are open to all registered students during hours of operation.

SCHOOL FACILITIES

ACS's building, bathroom, and classroom are in compliance American Disability Act (ADA). Our classrooms are equipped with the latest PC software and hardware, including Intel Dual Core processors, 3G memory, 19-inch LCD flat-screen monitors, and a dedicated Internet connection.

Our computer lab is an independent network. ACS encourages students to take full advantage of this lab to review what is covered in class. The lab is conveniently equipped with computer-based training software and practice tests that simulate examinations.

For more information regarding what the school provides for our students, please direct your inquiries to a representative of ACS.

Emergency: 911 **Non-Emergency:** 718.321.2250

Hospital: Flushing Hospital / Queens Hospital

TESTING SERVICES

ACS is an authorized testing center for Prometric, Pearson Vue, and College Board's CLEP examination. There is a separate room dedicated for testing purposes. Please contact a representative to learn more about these and other examinations offered at ACS.

Location and Contact Information:

Flushing: 3660 Main Street 4 th Floor Flushing, NY 11354 Tel: (718) 661-9771	Manhattan: 545 8 th Ave., Ste 1210 New York, NY 10018 Tel: (212) 868-5590
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SCHOOL TERM START & END DATE, SCHOOL CALENDAR

ACS Classes start at frequent intervals, usually each month. Please contact the school for the nearest class start date.

The school observes the following holidays for the 2018-2019 academic year. If a holiday is on a Saturday or Sunday, that holiday will be observed according to the calendar of the NYC Department of Education.

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Days, Christmas Day

SCHOOL POLICIES

ACS is committed to serving a large, diverse student population from a wide range of demographics. We seek highly motivated students and strive to provide an environment conducive to learning and equal

opportunity for all.

We do not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, genetic predisposition or carrier status, or sexual orientation in our admissions, educational programs, services, activities, and treatment of students.

Drug/Alcohol Free Work Place

ACS is committed to protecting the safety, health and well-being of all students, employees and all other individuals in our school. We recognize that alcohol abuse and drug use pose a significant threat to our goals. ACS is a school to maintain an alcohol and drug-free environment.

Equal Employment Opportunity

ACS is committed to providing equal employment opportunity without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or any other protected status with respect to recruitment, hiring, upgrades, training, promotion, and other terms and conditions of employment.

ADMISSIONS POLICY

ACS does not discriminate in its access to our programs, its employment, admission, instruction, or graduation policies on the basis of sex, sexual orientation, disability, age, race, color, religion, or ethnic/national origin.

To apply for admission to ACS, call, write or stop by for a personal interview. If you are under the age of 18, a parent or guardian must be present during the initial interview. All applicants must:

Have a high school Diploma or a high school equivalency certificate. Students may register for courses/program at any time prior to the start date.

Bring the following with you:

- o Photo Identification (driver's license, birth certificate or passport)
- o High School Diploma or GED
- o Initial payment for registration fee and tuition fees (we accept cash, Certified checks, Money order and Bank draft)
- o Students who will be applying for financial aid, must do so by completing the FAFSA online.

TUITION & FEES

Course	Reg. Fee (Non- refundable)	Tuition	Book Fee	TOTAL
ESL				
ESL North Star (Flushing Only)	\$100	\$3,600	\$840	\$4,540
Business English (Flushing Only)	\$100	\$1,800	\$180	\$2,080
Accounting/ Bookkeeping Specialist				
Bookkeeping Specialist with Business English	\$100	\$10,000	\$700	\$10,800
Allied Health /				
Medical Assistant	\$100	\$11,000	\$800	\$11,900

Note. Unless specified, courses are approved for both campuses.

CANCELLATION AND REFUND POLICIES

If a student cancels their enrollment agreement prior to or on the first day of instruction, the student has a right to a full refund of all charges. In addition, a student may withdraw from a course after instruction has started and receive a prorated refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The school will also refund the tuition collected from a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course, the school will make an appropriate refund of all charges.

REFUND PROCESS

All refund requests must be requested in writing to the School Director. ACS performs the refund calculation based on the hours attended. ACS will notify the student about the refundable amount. All refunds will be paid within 30 days of written cancellation or withdrawal.

Mini Courses (1-6 weeks courses)

A student, who cancels within 7 days of signing the enrollment agreement but before instruction begins, will receive all tuition with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

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

If termination occurs:	School may retain:
0 –15% of the program	0%
16-30% of the program	25%
31-45% of the program	50%
46-60% of the program	75%
After 60% of the program	100%

Not all the mini courses we offer are included in the table above. Please refer to our school mini Enrollment Agreements for the details of each course.

Important

Failure of the student to immediately notify the school director, in writing, of the students' intent to withdraw, may delay a refund of the tuition to the student pursuant to section 5002

(3) of the Education Law.

Quarter Courses (7-14 week courses; for 14+ weeks, divided into several quarters) A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all tuitions returned with the exception of the non- refundable registration fee. Thereafter, a student will be liable for:

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

Quarters

If termination occurs:	School may keep:
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

Subsequent Quarters	
During the first week	25%
During the second week	50%
During the third week	75%
After the third week	100%

Not all the quarter courses we offer included in the table above; please refer to our school quarter Enrollment Agreements for the details of each course.

Important

Failure of the student to immediately notify the school director, in writing, of the students' intent to withdraw, may delay a refund of the tuition to the student pursuant to section 5002

(3) of the Education Law.

Terms Refund Policy (15-18 weeks): A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for the non-refundable registration fee plus; the cost of any textbooks or supplies accepted plus; tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed.

Terms

If termination occurs:	School may keep:
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

Subsequent Term	
During the first week	25%
During the second week	50%
During the third week	75%
After the third week	100%

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

Important

Failure of the student to immediately notify the school director, in writing, of the students' intent to withdraw may delay a refund of the tuition to the student pursuant to section 5002 (3) of the Education Law.

RETURN OF TITLE IV FUNDS (R2T4) POLICY

The School is required to return all forms of unearned federal financial aid in accordance with the Department of Education's Return of Title IV funds calculation. In addition, the student is responsible to make arrangements with the Department of Education if it is determined that the student is ineligible for funds received.

The Financial Aid Office recalculates federal financial aid eligibility for any student who withdraws, drops, fails to return from a leave of absence, or is dismissed from the School.

The percentage of aid earned is determined by the number of scheduled hours. The students earned and unearned Title IV aid based on the % of the enrollment period scheduled to be completed; and must be returned to the federal government or lending institution while the school's Institutional Pro- Rata calculations is based on actual hours. A student who withdraws may be required to return unearned aid yet still owe a refund to the school and vice- versa. When a refund is due from a student who has officially terminated/withdrawn, any monies due after the schools Institutional Pro- Rata calculations are refunded within forty-five (45) days of written cancellation or termination/withdrawal. The withdrawal date is considered the last date of attendance. After the 60% point of the payment period, a student has earned 100% of the Title IV funds he/she was scheduled to receive during the payment period.

The R2T4 calculation will be performed within 45 days from the date of determination of the student's withdrawal. Any unearned Title IV funds will be returned to the program(s) from which the student received aid during the payment period, in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loans
3. Federal Perkins Loans
4. Direct PLUS loans
5. Federal Pell Grants
6. Federal Supplemental Educational Opportunity Grants

All refund requests must be requested in writing to the School Director. ACS performs the refund calculation based on the hours attended. ACS will notify the student about the refundable amount. All refunds will be paid within 30 days of written cancellation or withdrawal.

TUITION DELINQUENCY

All charges due to ACS must be paid in full by the payment due date of each payment period. ACS may require payment of a delinquent account to be in the form of certified funds, such as cash, money order, or a cashier's check.

THE TUITION REIMBURSEMENT FUND

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education

Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulation as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement fund, you must first file a complaint with the State Education Department and the staff of the State Education Department will assist you in the preparation of a tuition reimbursement form.

Students can file a complaint, file a claim to the tuition reimbursement fund, or get additional information at:

**New York State Education
Department Bureau of Proprietary
School Supervision 116 West 32nd
Street, 5th Floor
New York, NY
10001 Tel. (212)
643-4760**

STUDENT CONDUCT, DRESS AND RESPONSIBILITIES

All students are expected to observe acceptable standards of conduct and to behave in a mature manner. Students are expected to treat everyone with respect and courtesy. Students are to behave as though this were a working environment. Students must maintain proper personal and professional hygiene. Each student must read and accept the written Rules of Conduct.

STUDENT CONDUCT POLICY

At the discretion of the administration, a student may be dismissed for being under the influence, consuming, selling, or possession of drugs or alcohol on school premises, possession of a weapon on school premises, behavior creating a safety hazard to others on school premises, disobedient or disrespectful behavior to another student, administrator, or faculty member, or any violation of local, state, or federal law.

All students must comply with the school safety rules listed below. A student with one violation of the rules and regulations will receive a warning*. If there is no improvement or corrections observed upon receipt of the warning, the school has the right and the responsibility of terminate students who violates the school safety rules.

- No smoking in the building
- Turn cell phones off during the class session
- No food or drink in the classroom
- Must have proper attire on the school premise
- No fighting or arguing on the school premise
- No drug or alcohol allowed on the school premise*
- No obscene language or gesture shall be used on the school premise*
- No weapons shall be brought to the school premise*
- No pornographic web sites browsing when using computers*
- No bias language shall be used on the school premise
- No harassing language shall be used on the school premise*

A student will be terminated and expelled immediately with a violation of rules with “”.

A fellow student may report the misconduct of any student directly to instructors, staff, or the school director.

DRESS CODE

While attending classes at ACS, students are required to dress in a proper manner. Students who violate the dress or behavior code will not be permitted to attend or remain in the class, laboratory or clinical experience and an absence will be record.

- Healthcare Programs: All students are required to wear scrubs.
- Other Programs: All students are required to dress in a proper manner.
- Students are not permitted to wear shorts, torn, dirty or inappropriate clothing.

DEVICE POLICY

Personal, on-campus use of audio and image recording equipment must have the written authorization of the School Director. In addition, it is required that any authorized person secure the approval of the person they are recording prior to use of the devices(s). The equipment/device(s) include, but are not limited to: cell phone cameras/audio recorder, digital and still cameras, motion picture cameras, video cameras, analog and digital tape recorders, solid state digital recording devices or any device capable of recording sound and/or image. Use of audio and image recording devices for personal use without authorization are consider intrusions to academic, management, and student communities. Violation of this policy may be cause for disciplinary action up to and including dismissal from school and/or criminal record.

RE-ENTRY

A student who has voluntarily withdrawn from the school and desires re-entry must obtain the permission from the school administrator or director and sign a new enrollment agreement for the hours remaining to complete the program. Any tuition due to the school will be determined and payment must be arranged before re-entry. Students will be charged at the hourly rate only for the hours that they need to complete the program. Students will be permitted to re-enter at the discretion of the School Director and after a review of their academic records. A student requesting re- admittance after failing to maintain satisfactory progress must remain out for one grading period. If reinstated as a regular student, he or she will be placed on academic probation until at least the following grading period. Students terminated or expelled from school are not eligible for re-entry.

TRANSCRIPTS

Students requesting a copy of their transcript must do so in writing. Please send a self-addressed, stamped envelope with any request for a transcript. The school reserves the right to withhold a transcript if the student’s financial account is in the arrears.

TUTORIAL SERVICES

Tutorial services are available on an individual basis. Any student interested in attending a tutoring session should contact the School Director to make the necessary arrangements. Charges may apply.

GRADUATION

A student must have completed all required courses in the program within the 150% of the published program length with minimum 2.0 GPA and meeting the attendance requirement. The school awards a certificate of completion for all courses.

OFFICIAL WITHDRAWAL

Completion of proper withdrawal papers and procedures ensures the student will not receive failing grades for coursework during the term of withdrawal. If a student completely withdraws during a period of enrollment for which he/she received financial aid, the Financial Aid Office will determine the amount, if any, of the student's financial aid award that must be returned based on a Federally mandated refund formula. If a student who uses Title IV funds withdraws or drops from classes.

It will affect his/her eligibility for financial aid grants and loans. The student will be required to return/repay the dollar amount calculated as unearned aid.

UNOFFICIAL WITHDRAWAL

If a student does not notify the school and stops attending for 14 consecutive calendar days, the school will consider the student's enrollment status as "unofficial withdrawal". For students who have used Title IV funds, the school will return the unearned Title IV funds based on the attended clock hours in the payment period. The school will notify the student about the amount to be returned and it is the student's responsibility to return the unearned credit balance.

PLACEMENT ASSISTANCE

The school maintains placement assistance service for its graduates. Our placement assistance service provides assistance at the time of graduation, with entry-level positions. However, while placement assistance service may be provided, it is understood that the school cannot promise nor guarantee employment to any student or its graduates.

GRADING SYSTEM

A student must maintain a minimum a C grade or 67% in the program and attend at least eighty-five (85%) percent of the class hours offered and satisfy all financial obligations before he or she is eligible to graduate. The school then awards a certificate of completion for the program. The student is awarded the following grades based on a cumulative average of their class quizzes, midterm and final exam.

Score %	Grade	GPA Point	Description
90-100	A	4.0	Excellent
85-89	B+	3.5	Very Good
80-84	B	3.0	Good
75-79	C+	2.5	Fairly Good
70-74	C	2.0	Fair
65-69	D+	1.5	Poor
60 -64	D	1.0	Very Poor
55 -59	F	0	Failed
	I		Incomplete
	W		Withdraw

SATISFACTORY ACADEMIC PROGRESS POLICY

Students must maintain Satisfactory Academic Progress throughout the duration of their program to be eligible for federal, state, and institutional aid. Satisfactory Academic Progress is assessed by Grade Point Average and Pace of Completion measures and is evaluated at the end of each course in the student's program.

MINIMUM STANDARD OF ACADEMIC PROGRESS

To be in good academic standing, every student (full-time or part-time) must meet the following minimum standards of academic achievement requirements to successfully complete the program while enrolled at the School:

- Cumulative grade point average (2.0) that equivalent to 67% and above;
- Cumulative attendance is 85% or more.
- Passed all required courses at the end of the first 25% of the program
- Passed all required courses by the midpoint of the program and Completed all course requirements by the maximum program length

The Financial Aid Office performs reviews of Satisfactory Academic Progress at the end of each payment period, at which time students who fail to meet the minimum Satisfactory Academic Progress requirements outlined above will have their financial aid terminated. Students who fail to meet Satisfactory Academic Progress will receive written notification from the Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL

A student who believes his/her failure to meet the Satisfactory Academic Progress standards was due to extenuating circumstances beyond his/her control may appeal in writing to the Financial Aid Office. Students are encouraged to submit appeals as soon as possible after being notified of unsatisfactory academic progress.

A student who wishes to appeal a decision of administration must do so in writing. This written appeal must be made within five (5) days and addressed to the School Director. A committee appointed by the School Director will review the appeal. The Committee will notify the student of its decision within 5 days of the date on which the appeal was received.

Appeals should thoroughly describe the student's extenuating circumstances that contributed to his/her lack of Satisfactory Academic Progress; if appropriate, documentation to substantiate the circumstances should be attached. In addition, the appeal must include the measures the student plans to take to ensure that he/she will demonstrate Satisfactory Academic Progress at the next evaluation.

Once an appeal decision has been made, subsequent appeals will not be accepted for that program year. Students who have submitted appeals will receive written

notice of the appeal decision. Approved appeals will result in the awarding of financial aid for the program approved. Denied appeals will result in the termination of federal, state and institutional financial aid, until the student demonstrates good academic standing.

Please note, students who exceed the maximum timeframe of 1.5 times or 150% of the length of the educational program become ineligible for financial aid. This determination cannot be appealed.

WARNING AND PROBATION

Any student, who is absent more than 15% of the total number of instructional hours offered during the first half of the program, excluding approved leaves of absences, may be given a second chance by being placed on warning/probation for one grading period. Students who fail to pass the program as stated above may also receive probation for one grading period. Those placed on probation will be notified in writing. A student on probation is considered a regular student making satisfactory progress. A student is removed from probation when he or she has met all requirements of satisfactory progress. If satisfactory progress is not achieved at the designated time, the student will be dismissed.

MAXIMUM PROGRAM LENGTH

The maximum program length for the federal financial aid eligible training programs is the maximum time-period a student is permitted to complete a program. A student must complete the entire training program in no more than 1.5 times of the standard program length. Failure to complete the program during the allotted time-period will result in the student's termination.

ACADEMIC WARNING AND PROBATION

Any federal financial aid student, who is absent more than 15% of the total number of instructional hours offered during the first half of the program, excluding approved leaves of absences, may be given a second chance by being placed on warning/probation for one grading period. Students who fail to pass the program as stated above may also receive probation for one grading period. Those placed on probation will be notified in writing. A student on probation is considered a regular student making satisfactory progress. A student is removed from probation when he or she has met all requirements of satisfactory progress. If satisfactory progress is not achieved at the designated time, the student will be dismissed.

For students using Title IV funds, the Financial Aid Office performs a review of Satisfactory Academic Progress at the end of each payment period. Students who fail to meet the minimum Satisfactory Academic Progress requirements outlined above in WARNING AND PROBATION and ACADEMIC APPEAL will have their financial aid terminated. Students who fail to meet Satisfactory Academic Progress will receive written notification from the Financial Aid Office.

A student who fails to meet the minimum satisfactory requirement at the end of any academic probationary period will be dismissed from school.

MARKING PERIODS

ACS conducts classes twelve months a year, with the exception of the holidays listed in the catalog. For programs with 100 hours and up, each module is a marking period. For programs of less than 100 hours, the marking periods happen at the 1/3 and 2/3 of the program. The marking period scores are used cumulatively towards a student's final grade. For any programs, there are at least marking periods.

INSTRUCTORAL HOURS

ACS courses and programs are defined in Instructional Hours. An Instructional Hour is fifty (50) minutes in length, with the except of HHA and Nurse Aide courses which are sixty (60) minutes required by the State.

CERTIFICATE OF COMPLETION

A Certificate of Completion is to be awarded to each student completing a course or curriculum. It is to reflect the name and address of the institution, the student's name, the course/curriculum, and the date of completion. Copies of the certificate of completion are to be kept in the student's academic file. The certificate of completion is critical in assisting students upon school closure.

ATTENDANCE

Regular attendance is required. Absences may occur, and make-up opportunities are available to assist you in keeping up with your scheduled progress. Every effort must be made to maintain 85% attendance. Any student who is absent more than 15 percent of the total number of instructional hours offered during the first half of the student's program, not including leaves of absence shall be dismissed.

Instructors maintain attendance records for each student. The record of attendance will be used to calculate a student's academic satisfactory, and tuition refund. Students requesting a leave of absence must submit a leave of absence form for approval. The leave of absence must be requested and approved in writing. If a student fails to return to school on the return date given, the school may dismiss the student. The student will be evaluated upon his/her return and placed at the appropriate part of the program.

MAKE-UP WORK

Coursework missed because of absences can be made up through arrangement with ACS faculty. Make-up hours do not remove absence records but will be documented separately. Absences exceeding 15% of instructional hours must be made up under the supervision of a licensed instructor. Make-up hours are documented by ACS faculty. Make-up hours signed by licensed instructors are honored and will be counted as clock hours completed.

The combination of make-up hours and regular instructional hours (included internship) shall not exceed eight (8) hours per day and fifty-six (56) hours per week or within any seven (7) consecutive days.

LEAVE OF ABSENCE

A Leave of Absence may be granted if the reason is determined to be valid by school officials. A written request for the leave must be submitted prior to the leave of absence. A leave of absence may not exceed thirty days. All requests for a leave of absence should be addressed to the School Director. A Leave of Absence may result in an extension of the student's projected graduation date. There are no additional tuition charges to a student who returns from an approved leave of absence within the prescribed time.

TARDINESS

Tardiness is marked 15 minutes after class start time. Students reporting late to class are charged with late reports which are recorded against their records. After 3 late recordings, an absence will be charged. Classes must start on time and unless students have a very good reason for being late, they are required to be in their seat when attendance is taken. Instructors could refuse a student entry into class if he/she frequently reports late to class.

WITHDRAWAL & DISMISSAL:

The school reserves the right to terminate a student for any of the following reasons:

- Unsatisfactory progress, attendance or behavior
- Noncompliance with rules & regulations of the institution
- Tuition Delinquency

EARLY DISMISSAL

Any student desiring early dismissal from class must have a valid reason and make his or her request in writing to the School Director. Early dismissal from class is granted at the sole discretion of the school's management staff.

Non-immigrant international students who request to withdraw from ESL or vocational programs before completion will have their SEVIS status terminated under the reason of "authorized early withdrawal". Authorized early withdrawal does not have negative impacts on future non-immigration visa application.

The ACS financial aid office will perform the R2T4 calculation on students who use Title IV funds to pay their tuition fees in the event of early dismissal.

RETAKE COURSES

Students may retake short term (150 hours or less) courses with no additional charge if they do not pass their certification exam(s). A student may make-up the class based on the availability of classes and seats. A student must consult with school staff for the availability of classes and seats. This offer is subject to availability of seats and upon approval.

ABSENCE FOLLOW-UP PROCEDURE

After the second (2nd) absence of one instructional day without notifying the school – The school will contact the student.

After the third (3rd) absence without notifying the school – The school will notify student in writing, along with student's current attendance record.

After the fourth (4th) absence without notifying the school – The school will notify the student of their dismissal status in writing, along with student’s current attendance record.

PROBATION AND TERMINATION

At the discretion of the administration, a student may be placed on a two-week probation or be dismissed. The enrollment status will be terminated due to violations of academic or student conduct rules and regulations, which include but not limit to, being under the influence, consuming, selling, or possession of drugs or alcohol on school premises, possession of a weapon on school premises; behavior creating a safety hazard to others on school premises; disobedient or disrespectful behavior to another student, administrator, or faculty member; any violation of local, state, or federal law; or, for failure to meet financial obligations.

Once terminated, a student will be ineligible for re-entry. If a student is terminated from a Course or Program, a prorated refund will be calculated in accordance with the school's published refund policy.

TRANSFER STUDENTS

ACS may not accept transfer students previous course credits for the 2017-18 academic year.

COLLEGE CREDIT

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

COMPLAINT RESOLUTION PROCESS

Students are encouraged to bring any complaints to the attention of the Director who will assist to address the matter. If the situation warrants it, the student may request a meeting with the Director, or send a letter to ACS detailing the problem. A written response will be made within 10 business days from the receipt of a written complaint. The Director can appoint a committee of at least three people to assess the situation. The staff and the faculty of ACS are committed to assisting the students as much as possible in resolving any problems that may interfere with their success. Use the school’s internal grievance procedure or discuss your problems with teaches, department heads or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. The school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any attempts you have made to resolve the grievance.

Grievances may also be directed to the New York State Department of Education, Bureau of Proprietary School Supervision. If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully,

you have the right to file a complaint to:

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

PAYMENT METHODS

ACS accepts tuition payments by check, cash, credit/debit cards, money orders. Multiple financial assistance methods are available. ACS charges 3% convenience fee on all credit/debit card transactions.

FINANCIAL ASSISTANCE

ACS payment plans are available, please ask our agents for more details.

ACS also accepts tuition payments from Workforce Career Center vouchers, NYS Division of Veteran's Affairs, and Acces-VR.

For more information, please go to:

Workforce 1 New York City Training Guide:

www.nyc.gov/trainingguide New York State Division of Veteran's

Affairs: <http://veterans.ny.gov/> Acces-VR (Vocational Rehabilitation):

<http://www.acces.nysed.gov/vr>

FINANCIAL AID

Both ACS campuses participate in Title IV federal student aid programs. As of 2019-20 academic year, Title IV eligible programs are Bookkeeping Specialist with Business English, and Medical Assistant. It is advisable that students who would like to enroll in Title IV- eligible programs file the Free Application for Federal Student Aid (FAFSA) in advance. ACS recommends students file the FAFSA online at <https://fafsa.gov/>.

Federal School Code of Alliance Computing Solutions is: 042233

Types of Aid Available

Federal Pell Grant Program

Federal Pell Grants are direct grants awarded through participating institutions to students with financial need who have not received their first bachelor's degree. In the 2019–20 award year (July 1, 2019, to June 30, 2020), the maximum Federal Pell Grant award is \$6,195. A Federal Pell Grant, unlike a loan, does not have to be repaid, except under certain circumstances

Direct Loans

A loan is money a student can borrow and must pay back with interest. ACS students may apply for Direct Subsidized loans and Direct Unsubsidized loans. In ACS, the annual and aggregate limit for subsidized and unsubsidized loans is \$9500 (a maximum of \$3500 maybe subsidized).

For more information of Direct Loans, please go to <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

Verification

Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires schools to verify or confirm the data reported by students and their parent(s) on the FAFSA. If selected for verification, the student must submit the required documents to the financial aid office within ten (10) business days. Late submission of financial aid verification documents will lead to delays of Title IV funds. The estimated processing time of Financial Aid verification is six (6) to ten (10) weeks.

Return of Title IV Funds

If a student withdraws completely or fails all courses (or any combination of the two), the Higher Education Amendments of 1998, requires institutes to determine how much aid must be returned (repaid). Students could be required to return (repay) all or a portion of Federal grants if they earned zero credit hours for the term. Students will be notified if they must return (repay) Federal financial aid funds to the Federal Department of Education. Failure to repay this, or to make satisfactory arrangements for repayment, will result in becoming ineligible for Federal Financial Aid funds at any institution.

Eligibility

Most students are eligible to receive financial aid from the federal government to help pay for college or career school. A student's age, race, or field of study won't affect your eligibility for *federal student aid*. While a student's income is taken into consideration, it does not automatically prevent the student from getting federal student aid.

To receive federal student aid, a student need to...

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

AND

Be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program

AND

Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25)

AND

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

AND

Sign certifying statements on the *Free Application for Federal Student Aid(FAFSA)* stating that

- you are not in *default* on a *federal student loan* and do not owe a refund on a federal *grant* and

- you will use federal student aid only for educational purposes AND

Maintain *satisfactory academic progress* in college or career school In addition you must...

Be a U.S. CITIZEN or U.S. NATIONAL

OR

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

OR

Have an ARRIVAL-DEPARTURE RECORD

Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:

-Refugee

-Asylum Granted

-Cuban-Haitian Entrant (Status Pending)

-Conditional Entrant (valid only if issued before April 1, 1980)

-

Parolee

OR

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.

OR

Have a T-VISA

You are eligible if you have a T-visa or a parent with a T-1 visa.

Student Rights

ACS students have the rights to know the following:

- All the federal, state, and institutional student financial assistance programs;
- Process, procedures, deadlines, and eligibility requirements to apply for assistance;
- Cost of attendance (COA) of ACS;
- What resources we have considered in calculating your financial need, and how the Expected Family Contribution (EFC) was determined;
- How to maintain satisfactory academic progress for financial aid eligibility;
- How and when disbursement of financial aid is made, ACS refund policy for costs paid to the College, and any refund due to Title IV student assistance programs;
- Terms and conditions of any loans, employment, or grant aid you receive;
- Only those individuals who directly handle the FAFSA have a right to know or access the information. ACS complies with the Family Educational Rights and Privacy Act of 1974 (FERPA);
- That disclosure of your financial aid information may be made to financial aid third-party servicers, other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests and to officials of another postsecondary school or school system, where you receive services or seek to enroll;
- Who to contact and how to contact financial aid personnel regarding information on student financial assistance;
- The academic programs of ACS, the facilities available, and the faculty and instructional personnel;
- The names of bodies that accredit, approve, or license the institution and its programs

and how their documents may be reviewed;

- Completion or graduation rates of our students;
- Campus security policies and crime statistics;
- Available facilities and services for students with disabilities.

Student Responsibilities

As an ACS student, it is your responsibilities to:

Read and consider all information about ACS before you enroll;

- Complete ACS application forms thoroughly and accurately;
- Accurately and honestly complete your Free Application for Federal Student Aid (FAFSA); Errors can result in delays. False or misleading information is a criminal offense and is subject to a \$10,000 fine, imprisonment, or both;
- Use any financial aid received during the award year solely for expenses related to attendance at ACS;
- Comply with all requests to provided verification or additional information as requested by ACS, and submit corrections or new information as appropriate;
- Read, understand, and accept responsibility for all forms or agreements you sign;
- Notify Student Financial Aid if you attend two schools at the same time. You can only receive federal or state aid at one school at a time;
- Report to Student Financial Aid if you are in default on a student loan or if you owe a refund or overpayment on any educational grant received from any school;
- Notify your student loan servicer of changes in your name, address, and school status;
- Know and to comply with the following ACS policies and procedures as they relate to financial aid: enrollment status for aid disbursement, satisfactory academic progress, withdrawal, refund/overpayment, and debt management;
- Keep your address, e-mail address, and phone number current with ACS financial office.

STUDENT SERVICES

Placement Assistance

Alliance Computing Solutions provides placement assistance to all graduates of the program, who are in good standing. The school cannot and does not promise or guarantee employment upon completion of a program. ACS also offers Career Seminars that include guest speakers. The career seminars are held on a monthly basis and open to all students. Students are encouraged to engage in as many activities as possible.

Career Development

All students and graduates of ACS are invited and encouraged to attend the career workshops. The workshops are scheduled every month and are offered at no charge to current students. The workshop covers a variety of career related topics including resumes, interviewing, making contacts (and keeping them), and portfolios. On occasions, the workshop schedules guest speakers, and provides an open forum for graduates and students to exchange ideas and peer counsel one another. The career development workshops are ongoing and available to all students and graduates in good standing. Prior registration for the service is required and all students' rules and policies will be enforced. Non-compliance with the rules will result in the expulsion of the graduate or student from the program.

All post-graduate careers services, including preparation of diplomas and certificates, writing resumes, reviewing portfolios, and assisting with job placement and employment opportunities are provided to all graduates. However, these services are strictly based on successful completion of the selected course or program.

School Facilities

ACS provides a meeting room, library, lab, and tutoring for registered active students. For meeting room and library services, it is advisable that students initiate requests to the student service personnel for arrangements. ACS school facilities are handicap accessible.

COURSE DESCRIPTIONS

Allied Health / Medical

Medical Assistant

Course Description: This program is designed to prepare individuals for entry-level employment in areas such as medical biller and related occupations in the medical industry. This comprehensive 900-hour course covers a wide range of topics necessary for the industry and includes a 180-hour internship.

Course Objectives: Upon completion of the program, students will be employable by private health care practices, clinics, and other health care facilities. Students will be able to learn and develop new skills and be able to effectively apply these skills during their internship.

Course Prerequisites: High School Equivalency

Course Hours: 900 (Classroom 720; Internship 180)

Accounting and Bookkeeping

Bookkeeping Specialist with Business English

Course Description: This course is designed for students who would like to enter the field of bookkeeping, accounting, and taxation. The program includes Business Communication, basic computer skills, and the Microsoft Office software before the core curriculum as preparatory sections before the core curriculum. The core curriculum of this course includes basic to intermediate accounting fundamental, accounting with QuickBooks and an introduction to taxation.

Upon successful completion of the course, the student will receive a Certificate of Completion as a bookkeeping specialist.

Course Objectives: Students will be able to meet the demands for the most up-to-date skills on the latest Microsoft and bookkeeping technologies and prepare the student to become a bookkeeping specialist.

Course Prerequisite: High School Equivalency

Course Hours: 900 (Classroom 750; Internship 150)

Prerequisites: High School Equivalency or equivalent knowledge

English Programs (Flushing Only)

ESL North Star (Flushing Only)

Course Description: This comprehensive course will help students to improve English skills and build confidence. The ESL-North Star program features four components: Reading, Writing, Speaking and Listening. These skills are taught using high-interest topics for each level. As students make academic progresses in the language program, they will gain foundational academic skills, enhance social skills, and immerse in other cultures. The course covers a wide range of units such as “Work”, “Tourism”, “Philanthropy”, “Personality”, “Poverty”, Career Choices”, to “Student Issues”. The course is designed to help students with basic levels of ESL studies to reach the Advanced/TOEFL level.

Course Objectives: The program engages students with diverse goals in becoming English Language Learners. In 18 months, students will learn and significantly improve their English skills. The course is also designed to help prepare students to take the TOEFL® exam.

Course Hours: 540

Prerequisites: Placement BEST Test.

Business English (Flushing Only)

Course Description: This course covers 3 levels of Business English to help students explore topical business issues and help build a professional standard of language needed to communicate in the modern world of business. The course covers Business English in units such as “Careers”, “Companies”, “Marketing”, “Conflict”, “Brands”, “Communication”, “Risk”, “E-commerce”, and “Customer Service”.

Course Objectives: This class will teach students the basic skills and knowledge to excel in a business field. The course provides a solid foundation of instruction needed to become an office administrator or any other position.

Course Hours: 300

Prerequisites: High School Equivalency. Placement BEST Test.



REGISTRATION

To register: call **Flushing:** (718) 661-9771 or **Manhattan:** (212) 868-5990 or fill out this form and come in and bring it in.

Student Information

Name: _____
Last First

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Company: _____

Email: _____

How did you hear about ACS?

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Google | <input type="checkbox"/> Friend | <input type="checkbox"/> WCC |
| <input type="checkbox"/> Yelp | <input type="checkbox"/> World Journal | <input type="checkbox"/> Yellow Pages |
| <input type="checkbox"/> Internet Search | <input type="checkbox"/> Agencies | <input type="checkbox"/> Other _____ |

Registration

Course Name: _____

Tuition: _____ Starting Date: _____

Payment Method: Cash Check WCC
 Master Card VISA

Card Number: _____

Signature: _____

Date: ____ / ____ / ____

Main Campus (Flushing)
3660 Main Street, 4th Floor,
Flushing, NY 11354
Tel: (718) 661-9771
Fax: (718) 661-4197
Web: www.acs.edu

**Branch Campus
(Manhattan)**
545 8th Ave., # 1210
New York, NY 10018
Tel: (212) 868-5590
E-mail: Training@acs.edu