



# ***Westchester School for Dental Assistants***

1053 Saw Mill River Rd STE 204  
Ardsley NY 10502  
[www.dentaltrainingwp.com](http://www.dentaltrainingwp.com)

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## BPSS Catalog Disclosure

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.

Westchester School for Dental Assistants reserves the right to make changes in its policies and procedures. The institution further reserves the right to limit student registration for classes, to discontinue classes for lack of enrollment with full tuition refunds to enrolled students, to revise tuition rates, and to change class times and teacher assignments with the approval from NYSED BPSS.

## **INSTITUTION OVERVIEW**

### **Mission**

Westchester School for Dental Assistants believes that quality career education can lead to a successful and rewarding future. Programs are designed to develop skills needed for entry-level employment in the Dental Assistant field and Medical Assistant field.

### **History**

Westchester School for Dental Assistants was incorporated in the State of New York in 2004. Westchester School for Dental Assistants started offering the Dental Assistant program in 2005 and in 2008 started offering the Medical Assistant program. Westchester School for Dental assistants LLC is licensed by NYSED BPSS, and nationally accredited by ACCET (Accrediting Council for Continuing Education and Training)

### **Ownership**

Westchester School for Dental Assistants LLC was incorporated in the State of New York in 2004. Ownership is held by Mr. Marco A. Rodriguez and Dr. Claudia M. Lozano, DDS.

### **Licensing/Accreditation**

Westchester School for Dental Assistants is licensed by the New York State Education Department, Bureau of Proprietary School Supervision (BPSS) and accredited by ACCET (Accrediting Council for Continuing Education and Training).

### **Location**

Westchester School for Dental Assistants is located at 1053 Saw Mill River Road Suite 204 Ardsley NY 10502.

### **Facilities & Equipment**

Westchester School for Dental Assistants makes every effort to provide an effective learner-friendly environment. Classes are held in spacious, air-conditioned modern classrooms. To match the training experience as closely as possible to actual on-job requirements, a full range of industry-standard equipment is provided for student orientation and practice. Westchester School for Dental Assistants is handicapped accessible.

## **Administrative Staff**

President/ School Director/Agent:	Mr. Marco A. Rodriguez BS, Mercy College
School Director/Agent	Mr. Dario Rosario MHS, Strayer University
Asst.School Director/Registrar/Bursar/ Placement	Ms. Jennifer Mejias Diploma, Roosevelt HS
Financial Aid Director	Mrs. Helga Ninganga BS, Midrand Grad. Institute
Financial Aid adviser	Ms. Lori Farrior, BS, Mercy College
Admissions/Agent	Ms. Taynika Baker BA, Empire State College
Front Desk	Ms. Tabitha Morales Diploma, Renaissance HS
	Ms Naomi Rosa Diploma, Saunders HS

## **ACADEMIC POLICIES**

### **Admissions**

This admissions policy is used to define the enrollment requirements for individuals who wish to enroll at the school as a regular student. The school must adhere to the U. S. Department of Education, the accrediting council, and the state agency guidelines.

### **Admissions Requirements**

To be eligible for admission, an applicant must be able to read and write English. The student must meet the following requirements:

Westchester School for Dental Assistants admits students who are at least 17 years of age and have completed high school or have obtained the High School Equivalency Diploma. Prospective students are interviewed to determine their ability to successfully complete the requirements of the program. Westchester School for Dental Assistants does not accept Ability to Benefit (ATB) students.

### **Admissions Procedure**

The School is an equal opportunity employer and follows the same policies in accepting applications from potential students. The School is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

Applications to Westchester School for Dental Assistants may be obtained either by mail or in person at 1053 Saw Mill River Road Suite 204 Ardsley NY 10502. A personal interview and tour of the school may be scheduled any time during office hours (10 AM – 5 PM weekdays). If these hours are not convenient, individual appointments may be arranged through the Admissions Office.

To enroll in any of Westchester School for Dental Assistants programs, an applicant need only to:

- Visit the school for a tour and personal interview.
- Provide proof of High School graduation or equivalency.
- Complete and sign the Enrollment Agreement.
- Pay the registration fee and schedule tuition payments.

Financial arrangements may be made at the Financial Aid Office in regards to FAFSA application, Grants, and/or cash payment plan prior to enrolling.

Westchester School for Dental Assistants offers:

- Financial aid to those who qualify through FAFSA  
(William D. Ford federal direct Sub loan and Unsub loan, Federal Pell Grant, Federal Supplemental Education Opportunity Grant)
- Payment plans (cash, credit card, check's are accepted)

Westchester School for Dental Assistants also accepts grants from:

- WIA (workforce investment board)
- ACCESS-VR (adult career and continuing education services- vocational rehabilitation)

Prior to admission the prospective student is given an enrollment agreement form and has an interview with a school official. The interview will elaborate on course description, the career opportunities, and the physical demands of the job, the school, and State Board requirements.

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

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

The admissions process is the same for all potential students. However, if a student has special needs or needs special accommodations, those should be discussed prior to or during the interview. Westchester School for Dental Assistants will make every effort to accommodate students with special needs. Westchester School for Dental Assistants does not discriminate on the basis of sex, religion, race, national origin, or handicap. Westchester School for Dental Assistants is license by NYSED BPSS and is nationally accredited by ACCET.

Disclosure Requirement:

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 can be found in the student catalog. Paper copies are available upon request at Westchester School for Dental Assistants LLC, 1053 Saw Mill River Road Suite 204 Ardsley NY 10502, 914-682-9001. [www.dentaltrainingwp.com](http://www.dentaltrainingwp.com).

## **Transfer of Credit**

Westchester School for Dental Assistants may grant academic credit to students who have successfully completed the same, or substantially the same, course work as required in the curriculum at another licensed institution of postsecondary education, that is accredited by an agency recognized by the USDE. The granting of such transfer credit is totally at the discretion of Westchester School of Dental Assistants. Students' transfer credit evaluations will be conducted using the following guidelines:

1. An official transcript of the student's course work must be furnished directly by the institution where the course work was completed before any application for transfer credits can be evaluated.



2. A copy of the catalog or course syllabi from the institution at which the course work was completed by the student must be furnished before any application for transfer credits can be evaluated.
3. A minimum grade of “B” or “3.0” must have been awarded for each course completed to be eligible for transfer. Only courses in which grades were assigned will be considered. No credits earned as a result of a “pass/fail” option are eligible for transfer.
4. No more than 40 percent of the clock hours necessary to earn a certificate from Westchester School for Dental Assistants will be accepted for transfer.
5. Course work completed more than three years ago may only be transferred with the school director’s approval.
6. Transfer of credit must be completed prior to enrollment through a written request to the director with supporting documentation such as an official transcript, school catalog, or course syllabus. Securing an official transcript in a timely manner is the sole responsibility of the student.
7. Tuition adjustments will be made based on clock hour charges for any course accepted.
8. Transfer of credit may have an impact on the amount of Title IV financial aid available to students.
9. The school director shall make final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer of credit; however, the institution reserves the right to accept or reject any or all transfer credits at its discretion.
10. An appeal to a negative decision regarding acceptance for transfer of credit must be made in writing to the school director within five days of the decision. WSDA’s senior management team (FA Director, School directors, Asst. School Director) will make a final determination within five days of the dated written appeal. All decisions made by the senior management team are final.

CLOCK HOURS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION. THE DECISION TO ACCEPT WESTCHESTER SCHOOL FOR DENTAL ASSISTANTS CREDITS IS SOLELY UP TO THE RECEIVING INSTITUTION. ONCE THE STUDENT MAKES THE SCHOOL AWARE, AN OFFICIAL TRANSCRIPT WILL BE ISSUED AT NO COST TO THE STUDENT.

### **Student Privacy Policy/FERPA**

Under the **Family Educational Rights & Privacy Act of 1974 (FERPA)**, all student trainees have the right to inspect and review their own education records, to request an amendment to the education records (by written request to the school director), and to request a hearing (if the request for an amendment is denied) to challenge the contents of the records on the grounds that the records are inaccurate, misleading, or violate the rights of the student trainee.

Westchester School of Dental Assistants (WSDA) has the right to disclose certain personally identifiable information from a student trainee's record, without written permission, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student trainee is transferring;
- Specified officials for audit or evaluation purposes;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, pursuant to specific State law.

WSDA may disclose, without consent, "directory" information such as a student trainee's name, address, telephone number, honors and awards, and dates of attendance. However, WSDA must tell eligible student trainees about directory information and allow eligible student trainees a reasonable amount of time to request that the school not disclose directory information about them.

## **Copyright Infringement Policy**

### **Digital & Electronic Materials**

Individuals using computers and networks at Westchester School for Dental Assistants are responsible for complying with copyright laws and the School's policy and procedures for computer use. The Digital Millennium Copyright Act (DMCA) of 1998 amends the federal copyright law to provide certain liability protections for online service providers when their computer systems or networks carry material that violate (infringe) copyright law.

The Digital Millennium Copyright Act specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include all of the following elements:

- a physical or electronic signature
- identification of the infringed work
- identification of the infringed material
- contact information for the complainant, e.g. address, telephone number, electronic mail address
- a statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner or the law
- a statement that the information contained in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the copyright owner.

The School's users should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the School's computer systems, networks, Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement.

Students, instructional staff, and administrative staff are not allowed to make copies of textbooks or examinations for personal use of peers. Copying textbooks and other copyrighted material is against the law.

Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include suspension, dismissal, and legal action.

In addition to the complaint being handled by Westchester School for Dental Assistants copyright owners may also take direct legal action against alleged infringers, and subpoena the School for information about

people sharing files. The No Electronic Theft (NET) Act provides for serious criminal penalties, including a fine of up to \$250,000 and a potential jail sentence. Lack of knowledge about copyright infringement laws will not excuse one from legal consequences, or from action by the School. It is your responsibility to be aware of the legality of your actions.

## **Copying Materials**

Students, instructional staff, and administrative staff are not allowed to make copies of their textbooks or exams for themselves or for their peers. Copying textbooks and other copyrighted material is against the law. Any student caught copying material (or in possession of copied material) will be in violation of the Student Code of Conduct and will be subjected to the full range of consequences.

## **Attendance/Tardiness**

Excessive absences or tardiness can adversely affect the student's academic performance, and in turn his or her success in the workplace. Regular attendance is required for all classes and is recorded by instructional hour. Attendance is taken at both the beginning and end of class. If a student wishes to check his or her attendance, the attendance logs can be viewed upon request. Students must attend a minimum of 90% of all scheduled course hours, including scheduled classes, labs, and field trips, and 100% attendance of externship hours.

For students making satisfactory academic progress, who have attended less than 90% of scheduled course hours, Westchester School for Dental Assistants will provide the opportunity for make-up time to remedy deficient hours. Students must make up deficient hours within 15 school days after the last day of a course scheduled hours. If a student is unable to make up the deficient hours by the appropriate timeframe, the student has an opportunity to retake that course up to one additional time, and additional charges may apply. If a student fails to make up the hours within the appropriate time frame, the student will fail the course and must retake the course; otherwise the student is at risk of failing the program.

Makeup work is assigned by the instructor and must be completed within 15 school days. Make up work will be compatible with content/length/delivery missed (lecture/lab). There is no additional charge for makeup work/time. Students are asked to contact the School regarding an absence as soon they are able. Students should provide documentation, such as a doctor's note, if possible. Supporting documentation will be placed in the student's file. All absences, whether excused or unexcused, affect the student's overall attendance.

Any student who missed more than 50% of attendance in a course will NOT have the option of making up time student will automatically fail the course and will have to retake that course to successfully complete the program. (Students can only make-up, up to 50% of the course hours)

Coming late to class or leaving early is disruptive to classmates and instructor and can adversely affect the student's academic performance. Any student who arrives after 8:30 AM for the DAY class or 5:45 PM for the EVENING class must report to administration for a late pass.

### DAY Program

Any student that arrives between the hours of 8:30am to 8:45am will lose 15 min. Any consecutive late arrivals will lose additional time for every 15 minutes missed thereafter, as follows:

After 8:45 am 30 min	After 11:45 am 3 hours 30 min
After 9:00 am 45 min	After 12:00 noon 3 hours 45 min
After 9:15 am 1 hour	After 12:15 pm 4 hours
After 9:30 am 1 hour 15 min	After 12:30 pm 4 hours 15 min
After 9:45 am 1 hour 30 min	After 12:45 pm 4 hours 30 min
After 10 am 1 hour 45 min	After 1:00 pm 4 hours 45 min
After 10:15 am 2 hours	After 1:15 pm 5 hours
After 10:30 am 2 hours 15 min	After 1:30 pm 5 hours 15 min
After 10:45 am 2 hours 30 min	After 1:45 pm 5 hours 30 min
After 11:00 am 2 hours 45 min	After 2:00 pm 5 hours 45 min
After 11:15 am 3 hours	After 2:15 pm 6 hours
After 11:30 am 3 hours 15 min	

Any student leaving before class is dismissed 2:30 pm will not get credit for every missed 15 minutes of class and time will be deducted as follows:

Between 2:30 pm - 2:15 pm 15 min	Between 11:30 am – 11:15 am 3 hours 15 min
Between 2:15 pm – 2:00 pm 30 min	Between 11:15 am – 11:00 am 3 hours 30 min
Between 2:00 pm – 1:45 pm 45 min	Between 11:00 am – 10:45 am 3 hours 45 min
Between 1:45 pm – 1:30 pm 1 hour	Between 10:45 am – 10:30 am 4 hours
Between 1:30 pm – 1:15 pm 1 hour 15 min	Between 10:30 am - 10:15 am 4 hours 15 min
Between 1:15 pm – 1:00 pm 1 hour 30 min	Between 10:15 am – 10:00 am 4 hours 30 min
Between 1:00 pm – 12:45pm 1 hour 45 min	Between 10:00 am – 9:45 am 4 hours 45 min
Between 12:45 pm – 12:30 pm 2 hours	Between 9:45 am – 9:30 am 5 hours
Between 12:30 pm – 12:15 pm 2 hours 15 min	Between 9:30 am – 9:15 am 5 hours 15 min
Between 12:15 pm – 12:00 pm 2 hours 30 min	Between 9:15 am – 9:00 5 hours 30 min
Between 12:00 pm – 11:45 am 2 hours 45 min	Between 9:00 am – 8:45 am 5 hours 45 min
Between 11:45 am – 11:30 am 3 hours	Between 8:45 am – 8:30 am 6 hours

### Evening Program

Any student that arrives between the hours of 5:45 pm to 6:00 pm will lose 15 minutes. Any consecutive late arrivals will lose additional time for every 15 missed thereafter, as follows:

After 6:00 pm 30 min	After 8:00 pm 2 hours 30 min
After 6:15 pm 45 min	After 8:15 pm 2 hours 45 min
After 6:30 pm 1 hour	After 8:30 pm 3 hours
After 6:45 pm 1 hour 15 min	After 8:45 pm 3 hours 15 min
After 7:00 pm 1 hour 30 min	After 9:00 pm 3 hours 30 min
After 7:15 pm 1 hour 45 min	After 9:15 pm 3 hours 45 min
After 7: 30 pm 2 hours	After 9:30 pm 4 hours
After 7:45 pm 2 hours 15 min	

Any student leaving before class is dismissed 9:45 pm will not get credit for every 15 minutes missed of class and time will be deducted as follows:

Between 9:45 pm – 9:30 pm 15 min	Between 7:30 pm – 7: 15 pm 2 hour 30 min
Between 9:30 pm – 9:15 pm 30 min	Between 7:15 pm – 7:00 pm 2 hours 45 min
Between 9:15 pm – 9:00 pm 45 min	Between 7: 00 pm – 6:45 pm 3 hours
Between 9:00 pm – 8:45 pm 1 hour	Between 6:45 pm – 6:30 pm 3 hour 15 min
Between 8:45 pm – 8:30 pm 1 hour 15 min	Between 6:30 pm – 6:15 pm 3 hours 30 min
Between 8:30 pm – 8:15 pm 1 hour 30 min	Between 6:15 pm – 6:00 pm 3 hours 45 min
Between 8:15 pm – 8:00 pm 1 hour 45 min	Between 6:00 pm – 5:45 pm 4 hours
Between 8:00 pm – 7:45 pm 2 hours	
Between 7:45 pm – 7:30 pm 2 hours 15 min	

Any student who does not attend 90% of scheduled class hours and 100% of externship hours (after makeup) will not graduate from the program regardless of academic performance. Non-attendance does not release a student from tuition payment obligations.

Any student who is absent for fourteen (14) consecutive calendar days will be terminated from his/her program.

Any student dismissed for attendance-related reasons, including consecutive absences, failure to maintain the 90% of scheduled class hours and 100% of externship hours, excessive tardiness or early departures, or failure to return for a leave of absence, may re-enroll in the program only with director's written authorization.

### **Make-up Work**

For students making satisfactory academic progress, who have attended less than 90% of scheduled course hours, Westchester School for Dental Assistants will provide the opportunity for make-up time to remedy deficient hours. Makeup work is assigned by the instructor and must be completed within 15 school days. Make up work will be compatible with content/length/delivery missed. (Lecture/labs)

### **Grading**

Students are assessed throughout their program to ensure satisfactory achievement of learning objectives. The final grades for each course are based on an average of the following elements:

- Homework - 10%
- Participation - 5%
- A mid-term exam that occurs at the midpoint of the course -35%
- A final exam that occurs at the end of the course. - 50%  
(60% theory/40% clinical, if applicable)

The externship grade is based on the performance of each objective which is documented in the evaluation form received by the externship site coordinator.

Exams can be repeated up to one (1) additional time. The lowest grade will be dropped.

Official grades for courses are reported at the end of each course with the cumulative average computed at the end of each course. Students must achieve at a minimum a grade of 65% to pass the course and are required to attend 90% of scheduled course hours. Any student who falls below these benchmarks will receive academic advising and a corrective action plan will be developed to remedy deficiencies within 15 school days to ensure the student stays on track to making satisfactory academic progress.

The following is the Westchester School for Dental Assistants grading scale:

<i>Letter grade</i>	<i>Percentage</i>	<i>Meaning</i>
A	90% - 100%	Excellent
B	80% - 89%	Above Average
C	70% - 79%	Average
D	60% - 69%	Below Average
F	59% or less	Failing
W	n/a	Withdrawn/ Terminated

**Withdrawals:**

A student who withdraws from a course and receives a “W” in the course will have that course counted as clock hours attempted.

**Satisfactory Academic Progress**

Westchester School for Dental Assistants offers two programs: Dental Assistant – 600 clock hours and Medical Assistant - 900 clock hours. Satisfactory academic progress is evaluated at the end of each course with the cumulative average computed at the end of each course. Students must achieve at a minimum a grade of 65% to pass the course and are required to attend 90% of scheduled course hours. Any student who falls below these benchmarks will receive academic advising and a corrective action plan will be developed to remedy deficiencies within 15 school days to ensure the student stays on track to making satisfactory academic progress. SAP is also evaluated at the midpoint of each program – Dental Assistant at 300 clock hours and Medical Assistant at 450 clock hours.

- The student is required to make quantitative progress toward completion and must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.
- The student is required to meet qualitative progress with a minimum grade point average on a cumulative basis of 70%
- The student is required to make quantitative progress toward completion and must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period.
- The student is required to meet qualitative progress with a minimum grade point average on a cumulative basis of 70%

Same As or Stricter Than:

The school's SAP policy for Title IV students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV aid.

**Repeated Examinations**

Exams can be repeated up to one (1) additional time. The lowest grade will be dropped

Students who withdraw or are terminated from the institution will not receive a grade point penalty but hours attempted will be considered for the purpose of determining successful course completion. All interrupted classes must be repeated upon readmission to the institution.

**Repeated Courses**

Students must successfully complete all courses within a program. Failed courses may be repeated one (1) time with the higher of the two grades counted as the final course grade. The lower grade will be excluded when considering the qualitative progress standard (GPA); however, the clock hours will be included when considering maximum time frame.

If a student receives a "D" grade or better and retakes the course to obtain a better grade, that course can be included in the enrollment period. However, a full-time student may only take one repetition of a previously passed course or any repetition of a previously passed course due to the student failing other coursework and still receive Title IV financial aid.

If a student receives an "F" grade in a course and retakes the course so s/he may obtain credit for the course, the course is counted for the enrollment period and may be included for Title IV financial aid.

Additional tuition will be charged for repeated courses based on the number of clock hours assigned to that course.

## Warning

If a student fails to meet Satisfactory Academic Progress for any evaluation period, s/he will be placed on warning for the next evaluation period. **For Title IV Financial Aid Students:** The student is eligible for financial aid while on warning.

Failure to achieve Satisfactory Academic Progress at the end of the warning period will result in the administrative withdrawal of the student.

Students will be notified in writing when placed on warning status. The warning notification will include the steps necessary to be removed from warning status.

## Appeal Process

The student may submit a written appeal of his/her dismissal within five (5) calendar days of the dismissal notice. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress and evidence that changes have occurred to allow the student to now meet standards of satisfactory progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family. The school director will assess all appeals and determine whether the student may be permitted to continue in the school on a warning status. The student will be notified in writing within five (5) days of the institution's receipt of the appeal. The decision of the director is final.

Students reinstated upon appeal are on a probationary status for the next evaluation period during which time they must meet the terms and conditions set out in the director's letter granting the appeal. At the end of the evaluation period, and at the end of every evaluation period thereafter, the student's academic status will be reviewed. The student may continue on probationary status as long as s/he meets the terms of the academic plan approved at the time the student's appeal was granted until such time as satisfactory academic progress status is regained. The student reinstated after dismissal and appeal is not eligible for financial aid until s/he regains satisfactory progress status by meeting the minimum SAP standards.

## Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length as measured in calendar time. The Dental Assistant Day program must be completed in 30 weeks; the Dental Assistant Evening program in 56.25 weeks; the Medical Assistant Day program in 45 weeks; and the Medical Assistant Evening program in 84.5 weeks. Time spent on an approved leave of absence is not counted against the maximum time frame. Students exceeding the maximum time frame will be administratively withdrawn.

<u>Program</u>	<u>Normal</u>		<u>Maximum</u>	
	<u>Clock Hours</u>	<u>Time Frame</u> Normal	<u>Clock Hours</u>	<u>Time Frame</u> Maximum
Dental Assistant (DAY)	600	20 weeks	900	30 weeks
Medical Assistant (DAY)	900	30 weeks	1350	45 weeks
Dental Assistant (EVE)	600	37.5 weeks	900	56.25 weeks
Medical Assistants (EVE)	900	56.25 weeks	1350	84.5 weeks



### **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated only on the work completed while at the institution.

The maximum time frame is reduced for transfer students based upon the remaining length of the program in which they enroll. For eligible students, financial aid will be reduced based on the number of clock hours accepted.

Students readmitted to the institution as a result of termination or withdrawal will receive credit for courses successfully completed prior to termination or withdrawal. The maximum time frame is reduced. For eligible students, financial aid will be reduced based on the number of completed clock hours prior to termination or withdrawal.

### **Reinstatement of Financial Aid**

A student's Title IV aid eligibility will be reinstated if the student prevails upon appeal or regains satisfactory academic progress by meeting the qualitative and quantitative requirements.

### **Leave of Absence**

There may be legitimate reasons such as extended illness, extended illness of close family members, or military service, in which a student needs an interruption in his/her training program. In such cases due to specified and approved reasons and with appropriate documentation, the student may request a leave of absence. The leave of absence is considered a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. In order to attain a leave of absence, the following policy must be adhered to prior to approval of the leave:

- The leave-of-absence is limited to **180 calendar days in any 12-month period or one-half of the published program length**, whichever is **shorter**. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
- The leave of absence must be requested in writing in advance of the beginning date of the leave unless circumstances prevent the student from doing so. If the student does not request a leave of absence within a timeframe consistent with the 14-day consecutive absence policy, the student will be withdrawn.
- The student must sign and date the leave-of-absence request and specify a reason for the leave so that the institution may have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The request must specify the specific date of return following the leave.
- The leave-of-absence request must be approved and signed by the school director.
- Failure to return from the approved leave of absence on the exact return date as shown on the leave-of-absence written request will result in termination from the program of study.

Documentation of requests for leaves of absence will be maintained in the student file and monitored by the institution to ensure that the student returns by the scheduled end of the leave or terminated from the institution should the student not return on schedule.

## **Student Conduct**

Professional attitude is essential to a successful career (see uniform policy). Students are expected to conduct themselves in a professional manner at all times. This includes abiding by school **rules and regulations** (enclosed in student packet), operating equipment with care and safety, being courteous and cooperative, dressing in a suitable manner and performing school assignments carefully and promptly. Conduct that is detrimental to the school's reputation, inappropriate behavior, cheating, or the use of illegal drugs or alcohol will not be tolerated, and constitute grounds for immediate dismissal.

## **Drug and Alcohol Use Policy**

Westchester School for Dental Assistants is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. WSDA does not condone or allow the use or distribution of drugs and/or alcohol on school premises. Anyone found to be in possession of these substances while on school property, will be subject to dismissal.

Westchester School for Dental Assistants will provide drug and alcohol information to students who are concerned about drug and alcohol usage and addiction, and will help students seek appropriate counseling with agencies such as Alcoholic Anonymous AA, and Narcotics Anonymous NA.

A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol can be found in the School Directors office.

## **Uniform Policy**

The objective of the uniform policy is to allow students to work, learn comfortably and safely in a professional setting. The dress code is based on industry standards therefore all students are to come to class in full uniform top and bottom. The Westchester School for Dental uniform policy code is to be followed during every class session and every day during internship no exceptions. Uniforms will be provided within the week of class and are available for purchase. Any student who fails to comply with our educational academic and professional standards will be sent home on their second uniform violation offense.

## **STUDENT SERVICES**

### **Placement Assistance**

All Westchester School for Dental Assistants programs include employment-readiness training that covers job search procedures, resume preparation, job application and interview techniques. When you graduate, our Placement Office helps to refer you to possible employers at no additional charge. Our Placement manager is available any time during office hours to help you with the process of finding a job.

Although placement is not guaranteed, we make every effort to help every student achieve his or her career dream. As we've said before, your success is our success!

## **Grievance/Complaint Procedure**

All students are encouraged to discuss concerns, academic issues or complaints with the school staff and faculty. Problems involving classroom or academic matters should first be discussed with an appropriate member of the administration. Unresolved concerns should be referred in writing to the Director. The Director will make appropriate inquiries and recommend a resolution within 15 days of receiving the grievance.

### Complaint Procedure

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 with the New York State Education Department.

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

The steps you must take to file a complaint are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible, delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal charges.
4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. Use the school's internal grievance procedure (see above) or discuss your problems with teachers, 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. However, 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 action that you take to attempt to resolve your complaint.

You may also file a complaint with ACCET (Accrediting Council for Continuing Education and Training) at

ACCET  
Chair, Complaint Review Committee  
1722 N Street NW  
Washington, DC 20036  
Ofc: (202) 955-1113  
Fax: (202) 955-1118 or (202) 955-5306  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

*NOTE: Complainants will receive an acknowledgement of receipt within 15 days.*

- A. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
- B. The letter of complaint must contain the following:
  1. A detailed description of the problem(s);
  2. The approximate date(s) that the problem(s) occurred;
  3. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
  4. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
5. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
- C. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g.; the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).

## **Other Services**

Westchester School for Dental Assistants measures its success by student success. All Westchester School for Dental Assistants faculty and staff are dedicated to helping students succeed. Instructors are delighted to help with academic questions and problems. The school administration is available to help any student with issues regarding school policies or requirements.

A student experiencing academic difficulties in a particular subject may arrange for extra help through the Instructor of the course or the Director of the school. Additional practice time is also available to students without additional charge.

## **Records Service**

Official requests for transcripts must be in writing. Duplicate diplomas or certificates can also be requested accompanied by a \$30.00 processing fee for each additional diploma or certificate. All requests are to be addressed to the Office of the Director, Westchester School for Dental Assistants, 1053 Saw Mill River Road Suite 204 Ardsley NY 10502. Transcripts and duplicate diplomas or certificates will not be released without written permission of the student, graduate or legal guardian.

## PROGRAMS

### Dental Assistant

**600 Clock Hours/20 Weeks Day/ 37.5 Weeks Evening**

As a Dental Assistant, you work alongside the dentist, providing an extra pair of skilled hands during examination and treatment. You prepare the operatory, instruments and materials, help with routine procedures, make models from impressions and take dental x-rays. You also assist with patients, putting them at ease and helping them adjust to their course of treatment, and you help manage the dental office, scheduling appointments, maintaining records and handling correspondence. Graduates are qualified to seek positions as Dental Assistants in a variety of facilities including dental offices, clinics, hospitals and other institutions. In addition to training in both theory and practice, the Westchester School for Dental Assistants program includes an internship to give you real-world experience before you start your official employment. (Students must have a HS Diploma or the Equivalent to enroll in this program. No previous dental office experience is necessary.)

<i>Course Title</i>	<i>Hours</i>	<i>Lecture/ Lab Hours</i>	
Dental Terminology	20	20	0
Dental Anatomy	25	20	5
Dental Charting	25	15	10
Infection Control	30	20	10
Pharmacology	20	15	5
Operatory Procedures	30	15	15
Chairside Assisting	50	30	20
Dental Specialties I	50	30	20
Dental Office Management	30	20	10
Dental Office Emergencies	20	15	5
Dental Specialties II	50	30	20
Dental X-Ray	50	25	25
Clinical Internship	200		

The maximum student: teacher ratio is 20:1 for lecture classes and 20:1 for laboratory classes.

## ***COURSE DESCRIPTIONS***

### **Dental Terminology**

**20 Hours, 20 lecture/0 lab**

Prerequisite: none

Learn how to pronounce and spell the different dental terms, identify the meaning of given words pertaining to different units of the course.

### **Dental Anatomy**

**25 Hours, 20 lecture/5 lab**

Prerequisite: none

Learn the structures of the neck and head, the face and oral cavity; the types, anatomy, and composition of teeth, tooth development, and nomenclature.

### **Dental Charting**

**25 Hours, 15 lecture/10 lab**

Prerequisite: none

Learn the different methods of counting teeth, caries classification, anatomical charting, and geometrical charting.

### **Infection Control**

**30 Hours, 20 lecture/10 lab**

Prerequisite: none

Learn sterilization techniques, disease transmission, OSHA compliance, and waste management.

### **Pharmacology**

**20 Hours, 15 lecture/5 lab**

Prerequisite: none

Learn how to prepare the different anesthesia used in Dentistry, read and write prescriptions, and identify the different antibiotics used in Dentistry.

### **Operatory Procedures**

**30 Hours, 15 lecture/15 lab**

Prerequisite: none

Learn how to seat a patient, proper disinfection of operatory after each procedure, and maintenance of operatory equipment.

### **Chairside Assisting**

**50 Hours, 30 lecture/20 lab**

Prerequisite: none

Learn the different restorations procedures, transferring of instruments, and moisture control.

### **Dental Specialties**

**100 Hours, 60 lecture/40 lab**

Prerequisite: none

Learn the different specialties in the field of dentistry, procedures, and instruments

### **Dental Office Management**

**30 Hours, 20 lecture/10 lab**

Prerequisite: none

Learn how to process insurance claims, telephone techniques, record management, and clerical duties

**Dental Office Emergencies****20 Hours, 15 lecture/ 5 lab**

Prerequisite: none

Learn how to monitor blood pressure, temperature, breathing, and the pulse

**Dental X-ray****50 Hours, 25 lecture/25 lab**

Prerequisite: none

Learn safety precautions when exposing radiographs, the different techniques for taking radiographs, and how to mount radiographs.

**Clinical Internship****200 Hours**

Prerequisite: Successful Completion of all courses

The clinical internship is conducted in a dental facility and provides on-the-job reinforcement and skills practice in a dental office.

This certificate of completion will not make a graduate eligible to become licensed as a Certified Dental Assistant by the New York State Education Department, Office of Professions.



## Medical Assistant

**900 Clock Hours/30 Weeks Day/56.25 Weeks Evening**

As a Medical Assistant you will perform clinical and administrative tasks to keep the medical office running smoothly. Clinical duties may include taking vital signs, preparing patients for treatment, collection and preparation of laboratory specimens, sterilization of instruments, drawing blood, taking EKG's electrocardiograms. Administrative duties may include answering telephone, updating and filing medical records, filling out insurance forms, and scheduling appointments.

Graduates are qualified to seek positions as Medical Assistants in a variety of facilities including medical offices, clinics, hospitals and other institutions. In addition to training in both theory and practice, the Westchester School for Dental Assistants program includes an internship to give you real-world experience before you start your official employment. (Students must have a HS Diploma or the Equivalent to enroll in this program. No previous mental office experience is necessary.)

<i>Course Title</i>	<i>Hours</i>	<i>Lecture/Lab Hours</i>	
Introduction to Computers	30	10	20
Introduction to Microsoft Word	30	10	20
Anatomy & Physiology I & II (Endocrine, respiratory, reproductive system Circulatory, digestive, urinary system)	60	50	10
Anatomy & Physiology III (Musculoskeletal, integumentary, nervous & sense organs)	30	25	5
Effective Patient Relations	30	25	5
Effective Written Communication	30	25	5
Medical Law & Ethics	30	30	0
Medical Office Administrative Procedures	60	50	10
Patient Safety, Med. Emergencies, First Aid	30	20	10
Medical Office Clinical Practices	60	30	30
Electrocardiography	60	30	30
Introduction to the Medical Lab	90	45	45
Medical Insurance and billing	60	40	20
Career Development	30	25	5
Internship	270		

The maximum student: teacher ratio is 20:1 for lecture classes and 20:1 for laboratory classes.

## ***COURSE DESCRIPTIONS***

### **Intro to Computers**

**30 Hours, 10 lecture/20 lab**

Prerequisite: none

An orientation to computers, basic computer operations, introduction to keyboarding.

### **Intro to Microsoft Word**

**30 Hours, 10 lecture/20 lab**

Prerequisite: Intro to Computers

Learn basic word skills, text and document procedures, tables and columns, and speed and accuracy drills.

### **Anatomy / Physiology and Medical terminology**

**90 Hours, 75 lecture/15 lab**

Prerequisite: none

Learn the fundamentals of A&P, including the musculoskeletal system, integumentary system, nervous system, sense organs, circulatory, digestive and urinary system, endocrine, respiratory and reproductive system.

### **Medical Insurance and Billing**

**60 Hours, 40 lecture/20 lab**

Prerequisite: none

An overview of medical insurance, orientation to medical codes, billing procedures, account management.

### **Effective Written Communications**

**30 Hours, 25 lecture/5 lab**

Prerequisite: none

An overview of grammar principles, punctuation, basic effective writing, dictionary use.

### **Medical Law & Ethics**

**30 Hours, 30 lecture/0 lab**

Prerequisite: none

Learn ethical consideration, legal considerations, security and risk management.

### **Medical Office Adm. Procedures**

**60 Hours, 50 lecture/ 10 lab**

Prerequisite: none

Learn the roles of the medical office professional, record management, office operations, managing accounts, supply management.

### **Patient Safety, Medical Emergencies**

**30 Hours, 20 lecture/10 lab**

Prerequisite: none

Learn procedures for urgent care, first aid, patient safety and fire protection

### **Medical Office Clinical Practices**

**60 Hours, 30 lecture/30 lab**

Prerequisite: none

Learn asepsis, vital signs, assisting in examinations and treatments, clinical testing, orientation to medications.

### **Electrocardiography**

**60 Hours, 30 lecture/ 30 lab**

Prerequisite: none

An introduction to electrocardiograph, procedures, recognizing reportable abnormalities, overview of related test and procedures.

### **Intro to Medical Laboratory**

**90 Hours, 45 lecture/45 lab**

Prerequisite: none

Learn proper blood drawing techniques, and common laboratory procedures perform in a medical office.

### **Effective Patient Relations**

**30 Hours, 25 lecture/5 lab**

Prerequisite: none

Learn to interact with clients, special patient needs and considerations, patient education.

### **Career Development**

**30 Hours, 25 lecture/5 lab**

Prerequisite: none

Learn resume and cover letter preparation, job search, interview techniques, and how to get ahead on the job

### **Internship**

**270 Hours**

Prerequisite: Successful completion of all courses

The clinical internship is conducted in a medical facility and provides on-the-job reinforcement and skills practice in a medical office.

### **Certification/Licensing exams**

Certification exams for both the Medical Assistant program and Dental Assistant programs are available thru DANB for the Dental Assistant program and NHA for the Medical Assistant program, but are NOT mandatory for Graduation from WSDA or for employment in New York State. Sitting for these exams is optional and on a voluntarily basis. For more information on these exams please contact our Placement Dept.

WSDA offers students the opportunity to be part of the certification exam Study club which will meet once a month, after school. Any student interested should notify their instructor.

### **Graduation Requirements**

All programs at Westchester School for Dental Assistants award the Westchester School for Dental Assistants certificate for the Medical Assistant program, Dental Assistant program, Phlebotomy Course and Electrocardiogram Course. To meet requirements for graduation, students must have a cumulative grade of no less than 70% (C), have attended at least 90% of class and practical hours for each program (after makeup), have completed 100% of scheduled externship hours, have completed all assignments, and have fulfilled all financial obligations to the school

## Academic Calendar

Day classes are held Monday-Friday. The classes are scheduled from 8:30 AM to 2:30 PM. For day class students, the Dental Assistant program is 20 weeks and the Medical Assistant program is 30 weeks.

Evening classes are held Monday-Thursday. These classes are scheduled from 5:45 PM to 9:45 PM. For evening class students, the Dental Assistant program term is 37.5 weeks and the Medical Assistant program term is 56.25 Weeks.

### School Holiday Calendar - 2021

January 18	Martin Luther King Day	School Closed
February 15	Presidents day	School Closed
May 31	Memorial Day Weekend	School Closed
July 5	Independence Day Weekend	School Closed
September 6	Labor Day Weekend	School Closed
October 11	Columbus Day	School Closed
November 11	Veterans Day	School Closed
November 25-26	Thanksgiving Weekend	School Closed
December 24 – January 1	Christmas / New Year's	School Closed

### School Holiday Calendar - 2022

January 17	Martin Luther King Day	School Closed
February 21	Presidents day	School Closed
May 30	Memorial Day Weekend	School Closed
July 4	Independence Day Weekend	School Closed
September 5	Labor Day Weekend	School Closed
October 10	Columbus Day	School Closed
November 11	Veterans Day	School Closed
November 24-25	Thanksgiving Weekend	School Closed
December 24 – January 2	Christmas / New Year's	School Closed

### 2021-2022 Calendar

Dental Assistant Program		Medical Assistant Program	
DAY	EVENING	DAY	EVENING
September 1 <sup>st</sup> , 2021	September 16 <sup>th</sup> , 2021	September 13 <sup>th</sup> , 2021	September 21 <sup>th</sup> 2021
November 1 <sup>st</sup> , 2021	January 4 <sup>th</sup> , 2022	November 15 <sup>th</sup> , 2021	January 5 <sup>th</sup> , 2022
January 3 <sup>rd</sup> , 2022	May 2 <sup>nd</sup> , 2022	January 24 <sup>th</sup> 2022	April 15 <sup>th</sup> , 2022
March 15 <sup>th</sup> , 2022	August 1 <sup>st</sup> , 2022	March 16 <sup>th</sup> , 2022	August 2 <sup>nd</sup> , 2022
June 14 <sup>th</sup> , 2022	November 2 <sup>nd</sup> , 2022	June 13 <sup>th</sup> , 2022	November 3 <sup>rd</sup> , 2022
September 7 <sup>th</sup> , 2022		September 6 <sup>th</sup> , 2022	
November 1 <sup>st</sup> , 2022		November 7 <sup>th</sup> , 2022	

## Faculty

Amina Ward, DA Instructor, Dental Assistant program (NYSED licensed)  
Mary Rosaro, MA Instructor, Medical Assistant program (NYSED licensed)  
Sharna Hudson, DA Instructor, Dental Assistant program (NYSED licensed)  
Natalie Villanueva, MA Instructor, Medical Assistant program (NYSED licensed)

## Class Size

The maximum student: Teacher ratio is 20:1 for lecture classes and 20:1 for laboratory classes.

## FINANCIAL INFORMATION AND POLICIES

### Program Costs

Current tuition, fees and payment plans for Westchester School for Dental Assistants programs are as follows:

Program Title / Schedule	Hours	Reg. Fee	Tuition	Books/ supplies	Total Cost	MONTHLY PAYMENT PLAN		
						Due at Enrollment	Due Monthly	# of pymt
Dental Assistant	600	\$100	\$7,800	\$300	\$8,200	\$1,500.00	\$837.50	8
Medical Assistant	900	\$100	\$11,000	\$300	\$11,400	\$1,500.00	\$1,237.50	8

### Textbooks

Textbooks purchased through School are issued on the second week of class. All sales are final. The replacement costs of any lost books are the responsibility of the student. Students are permitted to opt out of purchasing books and uniforms from the school, but are required to have the current edition of the textbook being used in class, and uniform must be navy blue.

#### DA books:

ISBN 9780323624855                      cost \$150.00

ISBN 9780323673167                      cost \$ 50.00

#### MA books:

ISBN 9780323581271                      cost \$150.00

ISBN 9780323639866                      cost \$ 50.00

Payments are due on the dates indicated on the student's payment plan. Payments can be made in person or over the phone. Cash, Personal Checks, and major Credit Cards are accepted. Title IV funding is also available to those students who qualify.

A late fee of \$30.00 will be charged for payments made after the due date. A fee of \$50.00 will be charged for returned checks.

If a payment is not received within 14 days of the due date, the student will be prohibited from attending class.

If a payment is not received within 30 days of the due date, the account will be placed into collections, all fees accrued during collection process will be the students' responsibility, and the student will be terminated from the program.

A processing fee of 2.5% will be added to all credit card payments. A processing fee of 5% will be added to payments made with American Express credit card.

Any fees related to credit card transactions/cancellations will be the student's responsibility.

## Financial Aid and/or Assistance

Title IV financial aid is available to those who qualify.

### How Eligibility is determined for TITLE IV, HEA

#### To receive Federal Student Aid, you will 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 home school setting approved under state law.
- Be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program.
- Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).
- 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.
- Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
- Sign certifying statements on the *FAFSA* stating that:
  - you are not in **default** on a **federal student loan**
  - do not owe a refund on a **federal grant**
- Sign the required statement that you will use federal student aid only for educational purposes
- Maintain *satisfactory academic progress (SAP)* while you are attending college or a career school.
- Be enrolled at least halftime to receive assistance from the Direct Loan Program.
- 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.

Men exempted from the requirement to register include;

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

**In addition, you must meet one of the following:**

- 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.

- 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.

- 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
- 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**.

- Have a T-VISA

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

**Conviction for possession or sale of illegal drugs**

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.

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 drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2 <sup>nd</sup> Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	



If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period

A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.

When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

### **Federal Financial Aid**

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

### **Verification**

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

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

### **CONTACT FINANCIAL AID OFFICE FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION**

## **Payment Options and Procedures**

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

Westchester School for Dental Assistants offers:

- Financial aid to those who qualify through FAFSA  
(William D. Ford federal direct Sub loan and Unsub loan, Federal Pell Grant, Federal Supplemental Education Opportunity Grant)
- Payment plans

Westchester School for Dental Assistants also accepts grants from:

- WIA (workforce investment board)
- ACCESS-VR (adult career and continuing education services- vocational rehabilitation)

## **Collections Policy**

Delinquent tuition and/or any other monies owed will be referred to a collection agency for recovery. WSDA currently uses Sunrise Credit Services for collection of past due accounts.

## **Cancellation and Refund Policy**

Westchester School of Dental Assistants is regulated by both the Bureau for Proprietary School Supervision (BPSS) and the Accrediting Council for Continuing Education and Training (ACCET). All refund amounts, whether from voluntary withdrawal or academic termination, will be calculated using both policies. Students will receive whichever amount is more favorable to the student. The ACCET refund calculation will follow the same tuition refund liability periods as designated in the BPSS policy, Quarters or Terms depending on the program. The refund policies are below:

### **BPSS Refund Policy**

The date of withdrawal for refund purposes is the last date of physical attendance. Fees and charges paid to the school for goods and services, which have not been provided by the school or accepted by the student, shall be refunded. Any moneys paid to the school in excess of the sum due to the school by the student who cancels, withdraws, or is discontinued will be refunded within forty-five (45) days of such action. The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5001 and 5002 of the Education Law.

This refund policy applies to cancellations due to: (a) rejection of an applicant by the institution; (b) program cancellation by the institution, (c) cancellation by a student during any established cancellation period, and (d) no show/student never starts training.

**Buyers Right to Cancel:** A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for

1. The non-refundable registration fee
2. Return of textbook or the cost of the textbook
3. Tuition liability as of the student's last date of physical attendance

### **Quarters Refund Policy: For Dental Assistant FT & PT and Medical Assistant PT programs**

Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

During the First Quarter <i>If termination occurs in</i>	<i>the school may keep</i>	Student refund <i>D.A Program</i>
Prior to or during the first week	0%	3,900
During the second week	25%	2,925
During the third week	50%	1,950
During the fourth week	75%	975
After the fourth week	100%	0

The student refund policy for the second quarter shall be the same as the first unless the school demonstrates at the time of the student's termination that there were no significant education changes in the student's educational program.

During Subsequent Quarters		Student refund
<i>If termination occurs in</i>	<i>the school may keep</i>	<i>D.A program</i>
During the first week	25%	2,925
During the second week	50%	1,950
During the third week	75%	975
After the third week	100%	0

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

**Terms Refund Policy: For Medical Assistant FT program only**

- A. 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.
- B. Thereafter, a student will be liable for
  - 1. the non-refundable registration fee plus
  - 2. the cost of any textbooks or supplies accepted plus
  - 3. 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.

**First Term**

If termination occurs	school may keep	student refund M.A program
Prior to or during the first week	0%	5,500
During the second week	20%	4,400
During the third week	35%	3,575
During the fourth week	50%	2,750
During the fifth week	70%	1,650
After the fifth week	100%	0

**Subsequent Terms**

	school may keep	student refund M.A program
During the first week	20%	4,400
During the second week	35%	3,575
During the third week	50%	2,750
During the fourth week	70%	1,650
After the fourth week	100%	0

## **ACCET Refund Policy**

### **BUYERS RIGHT TO CANCEL**

An applicant who provides notice of cancellation within three (3) days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. Westchester School for Dental Assistants shall provide a 100% refund within 45 days.

In cases of cancellation due to rejection of an applicant by the institution, program cancellation by the institution, or no show/student never starts training, Westchester School for Dental Assistants shall provide a 100% refund within 45 days.

The date of withdrawal for refund purposes is the last date of physical attendance. Fees and charges paid to the school for goods and services, which have not been provided by the school or accepted by the student, shall be refunded. Any moneys paid to the school in excess of the sum due to the school by the student who cancels, withdraws, or is discontinued will be refunded within forty-five (45) days of such action.

A- The institution will retain the non-refundable registration fee of \$100.00 dollars.

B- During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

C- After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.

(see example below)

D- After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition for that period of financial obligation

### **Refund Computation Example**

The student enrolled in a 48-week program, starting on January 4th and scheduled to complete on December 10th.

- There are two periods of financial obligation, of 24 weeks each.
- The total tuition is \$15,000. Tuition for each period is \$7,500.
- The last date of attendance (LDA) for the student is February 24th.
- The date of determination is March 8th.

$$\frac{\text{Number of weeks student attended}}{\text{Number of weeks financially obligated}} = \frac{8 \text{ weeks}}{24 \text{ weeks}} = 33.3\%$$

Pro rata portion completed based on 8 weeks	= 33.3%
33.3% of \$7,500 tuition	= \$2,500 (earned tuition)
10% of unearned tuition (\$7,500-\$2,500 = \$5,000 unearned)	= \$ 500
Owed to institution	= \$3,000
Student payment	= \$7,500
Refunded to student by April 22nd	= \$4,500

***RETURN TO TITLE IV FUNDS POLICY***

This policy applies to students’ who **withdraw official, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student’s incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines is the withdrawal date. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the “Date of Determination”.

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not

received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

## **WITHDRAWAL POLICY**

### **“Official” Voluntary Withdrawal**

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.  
or
2. The date the student began the withdrawal from the School’s records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the school’s attendance record, and
2. Perform two calculations
  - a. The students ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school’s refund requirement (see school refund calculation).
3. The student’s grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,

- a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).



7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

**Withdraw Before 60%**

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

**Withdraw After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

**The Calculation Formula:**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

**HOURS SCHEDULED TO COMPLETE**

**TOTAL HOURS IN PERIOD = % EARNED** (rounded to one significant digit to the right of the decimal point, ex. .4493 = 44.9%.)

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to NAME OF SCHOOL  
OR
2. Sign a repayment agreement with the U.S. Department of Education.

### **Order of Return**

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

**Earned AID:**

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

**Post Withdraw**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

**Institution Responsibilities**

The School’s responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

**Overpayment of Title IV, HEA Funds**

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

**Student Responsibilities in regards to return of Title IV, HEA funds**

- Returning to the Title IV, HEA programs any funds that were dispersed to the student

- in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.
  - A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
  - Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

**Refund vs. Return to Title IV**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask your Schools Financial Planner for a copy.

## **BPSS DISCLOSURE PACKET**

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

### **What is the purpose of this pamphlet?**

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

### **Who can file a complaint?**

If you are or were a student or an employee of a Licensed Private Career 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 with the New York State Education Department.

### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

### **How can a complaint be filed by a student or employee?**

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, 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. However, 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 action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

### **What is the Tuition Reimbursement Fund?**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree 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 Regulations 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 at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### **What is the tuition refund and cancellation policy?**

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

### **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

### **What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

**Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:

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

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.



## OEDS 2017-18 Reporting Period

**ALL 3 SECTIONS MUST BE SUBMITTED (Place N/A through each section which does not apply to your school)**

### SECTION 1: CURRICULUM ADMISSIONS, ENROLLMENT AND GRADUATES

*Complete a separate page for each curriculum, see instructions. Duplicate this page as needed.*

Institution ID: 810000260174	School Name & Address: Westchester School for Dental Assistants 33 W main St Elmsford NY 10523						
Curriculum Code: <b>CU812</b>	Program Name: Dental Assistant				Program Hours: 600		

Line #	Diploma			ATB			All
	Full-time	Part-time	Total	Full-time	Part-time	Total	Total (C)+(F)
	(A)	(B)	(C)	(D)	(E)	(F)	(G)

#### Part 1: Admissions: Applications, Acceptances & Denials July 1, 2017 through June 30, 2018

Total Applications	1	47	25	72	na	na	na	na
Applications Accepted	2	45	21	66	na	na	na	na
Applications Denied	3	2	4	6	na	na	na	na

#### 4

New Enrollment	4	45	21	66	na	na	na	na
Still Enrolled / Continuing from previous year	5	0	0	0	na	na	na	na
Total Students in this program during this reporting year	6	45	21	66	na	na	na	na

#### Part 3: Status of 2017-18 Enrollment as of June 30, 2018

Still Enrolled/Continuing into the next reporting period (2018-	7	8	5	13	na	na	na	na
Noncompleters	8	13	5	18	na	na	na	na
Graduates	9	24	11	35	na	na	na	na

#### Part 4: Graduate Follow-up

		Diploma			ATB			
Employed in:	Related Field	10	18	8	26	na	na	na
	Slightly Related Field	11			na	na	na	na
	Unrelated Field	12	0		0	na	na	na
	Military	13				na	na	na
Seeking Employment	14	2	2	4	na	na	na	
Pursuing Additional Education	15	2		2	na	na	na	
Other, Unavailable for	16	2	1	3	na	na	na	
Status Unknown	17	0		0	na	na	na	
Total Graduates July 1, 2017 - June 30, 2018	18	24	11	35	na	na	na	

# OEDS 2017-18 Reporting Period

ALL 3 SECTIONS MUST BE SUBMITTED (Place N/A through each section which does not apply to your school)

## SECTION 3: FINANCIAL ASSISTANCE

**Submit one Section 3 for the sum of all curriculum enrollments July 1, 2017 through June 30, 2018**

School Name & Address: Westchester School for Dental Assistants 33 W. Main St Elmsford NY 10523	Institution ID:810000260174
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Federal / State Financial Assistance Program	Line #	Number of Students		
		Full-time (A)	Part-time (B)	Total (C)
TAP (Tuition Assistance Program)	19	0	0	0
GSL (Guaranteed Student Loan)	20	25	13	38
PELL (Basic Education Opportunity Grant)	21	37	16	53
SEOG (Special Education Opportunity Grant)	22	0	0	0
ACCES VR (Adult Career and Continuing Education Services Vocational Rehabilitation)	23	1	0	1
WIA (Workforce Investment Act)	24	7	2	9
Other Federal / State Subsidies	25	0	0	0
Private Student Loans (Identify by Name of Lender)	26			
Lender #1:		0	0	0
Lender #2:		0	0	0
Lender #3:		0	0	0
UNDUPLICATED COUNT* of Students Receiving Financial Assistance	27	70	31	101

**\* No matter how many different types of financial assistance an individual student received, that student should only be counted once on Line 27.**

## OEDS 2017-18 Reporting Period

ALL 3 SECTIONS MUST BE SUBMITTED (Place N/A through each section which does not apply to your school)

### SECTION 1: CURRICULUM ADMISSIONS, ENROLLMENT AND GRADUATES

Complete a separate page for each curriculum, see instructions. Duplicate this page as needed.

Institution ID: 810000260174	School Name & Address: Westchester School for Dental Assistants 33 W main St Elmsford NY 10523						
Curriculum Code: <b>CU847</b>	Program Name: Medical Assistant				Program Hours: 900		

Line #	Diploma			ATB			All
	Full-time	Part-time	Total	Full-time	Part-time	Total	Total (C)+(F)
	(A)	(B)	(C)	(D)	(E)	(F)	(G)

#### Part 1: Admissions: Applications, Acceptances & Denials July 1, 2017 through June 30, 2018

Total Applications	1	50	13	63	na	na	na	na
Applications Accepted	2	47	10	57	na	na	na	na
Applications Denied	3	3	3	6	na	na	na	na

#### Part 2: Current Year Enrollment July 1, 2017 through June 30, 2018

New Enrollment	4	47	10	57	na	na	na	na
Still Enrolled / Continuing from previous year	5	0	0	0	na	na	na	na
Total Students in this program during this reporting year	6	47	10	57	na	na	na	na

#### Part 3: Status of 2017-18 Enrollment as of June 30, 2018

Still Enrolled/Continuing into the next reporting period (2018-	7	3	0	3	na	na	na	na
Noncompleters	8	12	3	15	na	na	na	na
Graduates	9	32	7	39	na	na	na	na

#### Part 4: Graduate Follow-up

		Diploma			ATB			
Employed in:	Related Field	10	19	3	22	na	na	na
	Slightly Related Field	11			na	na	na	na
	Unrelated Field	12	2		2	na	na	na
	Military	13				na	na	na
Seeking Employment	14	1	2	3	na	na	na	
Pursuing Additional Education	15	2		2	na	na	na	
Other, Unavailable for	16	6	2	8	na	na	na	
Status Unknown	17	2		2	na	na	na	
Total Graduates July 1, 2017 - June 30, 2018	18	32	7	39	na	na	na	

## OEDS 2017-18 Reporting Period

ALL 3 SECTIONS MUST BE SUBMITTED (Place N/A through each section which does not apply to your school)

### SECTION 3: FINANCIAL ASSISTANCE

**Submit one Section 3 for the sum of all curriculum enrollments July 1, 2017 through June 30, 2018**

School Name & Address: Westchester School for Dental Assistants- 33 W Main st. Elmsford NY 10523	Institution ID:810000260174
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		Number of Students		
	Line #	Full-time (A)	Part-time (B)	Total (C)
<b>Federal / State Financial Assistance Program</b>				
TAP (Tuition Assistance Program)	19	0	0	0
GSL (Guaranteed Student Loan)	20	25	9	34
PELL (Basic Education Opportunity Grant)	21	40	10	50
SEOG (Special Education Opportunity Grant)	22	0	0	0
ACCES VR (Adult Career and Continuing Education Services Vocational Rehabilitation)	23	1	0	1
WIA (Workforce Investment Act)	24	14	0	14
Other Federal / State Subsidies	25	0	0	0
Private Student Loans (Identify by Name of Lender)	26			
Lender #1:		0	0	0
Lender #2:		0	0	0
Lender #3:		0	0	0
UNDUPLICATED COUNT* of Students Receiving Financial Assistance	27	80	19	99

**\* No matter how many different types of financial assistance an individual student received, that student should only be counted once on Line 27.**