

2018 - 2019 Catalog

branford hall



career institute

Jersey City, NJ

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Jersey City, New Jersey



Branford Hall Career Institute

40 Journal Square
Jersey City, NJ 07306
Tel: (201) 876-3800
Fax: (201) 56-2091
www.branfordhall.edu

Programs Offered

Health Claims Specialist
Medical Assistant

Hours of Operation

Monday - Thursday
8:00 am - 11:00 pm

Friday
8:00 am - 5:00 pm

Saturday
9:00 am - 1:00 pm

Accreditation

This campus is accredited by:
Accrediting Commission of Career Schools & Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
Tel: (703) 247-4212
Fax: (703) 247-4533

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Welcome

Branford Hall Career Institute is an accredited private vocational school with a 50-year history of providing career education in the fields of allied health, business and computer technology. We specialize in comprehensive, short term programs, which prepare our students for interesting and challenging positions in their chosen fields of study. Branford Hall Career Institute's programs are constantly reassessed so that we may continue to be responsive to the needs of the communities we serve. Business, computer technology and health-related fields have been and will continue to be available for career-minded individuals. Studies done by the U.S. Department of Labor indicate the demand for trained workers in these areas will continue to grow in the future.

Today, a high school education is considered only the bare minimum for employment. If you want more than an average job, a higher-than-average salary, and the potential to move up the ladder of success, you need the advanced education and skills that will make you an above average employee.

There was a time when a college degree was the only key to this success; today, the situation is different. It is not necessary to spend several years in college in order to be a part of one of the fastest growing career fields. According to the United States Bureau of Labor Statistics, one out of five college graduates who enter the labor force take jobs that do not require degrees. Our students at Branford Hall Career Institute study only the subjects they need for their careers. When you think about it, a Branford Hall Career Institute education makes sense, especially today when time and money are so important.

Our success as a school depends upon the success of our graduates. Branford Hall Career Institute is proud of the thousands of successful graduates it has launched into careers. Their history of success forms the foundation on which today's students set their goals.

The administration, staff and faculty look forward to assisting you in attaining your career goals. We hope you enjoy your educational experience while at Branford Hall Career Institute.

Sincerely,



Dr. Nicholas V. Hastain
CEO

History & Mission Statement

History

Branford Hall Career Institute was originally founded and incorporated in 1965 by Nelson Bernabucci a Connecticut State certified business teacher dedicated to preparing individuals for successful careers. In 1969, the institution was granted initial approval by the Connecticut Department of Education to organize as a one-year proprietary business school offering full-time diploma programs. In 1977, Branford Hall Career Institute was accredited as a Business School by the Accrediting Council for Independent Colleges and Schools. In 1993 its jurisdiction transferred to the Department of Higher Education. In March of 1993, the ownership of Branford Hall Career Institute was transferred to CEC Partnership, L.P. and has continued the legacy of fostering Branford Hall Career Institute's development as a leader in career-focused education.

In January 2002, CEC changed its name to Premier Education Group (PEG). Branford Hall Career Institute opened an additional branch campus at 995 Day Hill Road in Windsor, Connecticut on September 3, 1996. The Southington branch campus opened at 35 North Main Street, Southington Connecticut, in November of 1997. Since 1979, Branford Hall Career Institute students have benefited from a steady flow of necessary curriculum changes to keep abreast of market demands and associated technological advances. Students continue to conquer the challenges of their programs due to the support of faculty and staff devoted to each student's academic and professional development. Throughout the years, Branford Hall Career Institute has enjoyed a reputation of quality and integrity in its operation.

In August of 2014, Branford Hall Career Institute bought three Anthem Institute schools in New Jersey and changed their names to Branford Hall Career Institute.

Mission Statement

Branford Hall Career Institute is committed to providing students with the necessary skills and attitudes for securing employment in their fields of training. Through the combination of professional faculty, focused support services, and modern, well-equipped facilities, Branford Hall Career Institute strives to foster pride, dignity and self-respect in its student body. By directing its students' efforts along paths on which rapid and rewarding progress may be achieved, the faculty and staff seek to empower students with knowledge that gains them the respect and means of rewarding self-support. Branford Hall Career Institute provides students with a solid educational foundation on which to develop their professional skills.

Institutional Objectives

- Provide curricula that meet the current standards of the industries we serve
- Provide an environment that encourages academic and personal development
- Provide a clean, attractive and well-managed facility for students, staff and faculty
- Assist graduates in securing entry-level positions that lead to fulfilling their career objectives

School Information

Statement of Legal Control

Branford Hall Career Institute is owned by Premier Education Group, L.P.; registered limited partnership in the Commonwealth of Pennsylvania. Dr. Nicholas V. Hastain is the President & CEO and Beatrice W. Bast, W. Roderick Gagne and The Elizabeth Brennan Family Trust #2 FBO of Elizabeth L. Gagne and Philip Gagne, and Premier Education Group, GP Inc. are limited Partners.

Statement of Non-Discrimination

In keeping with its long-standing traditions and policies, Branford Hall Career Institute considers students, employees, and applicants for admission or employment, and those seeking access to programs on the basis of individual merit. The School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, status as an individual with a disability, protected veteran status, genetic information, or other protected classes as required by law (including Title IX of the Education Amendments of 1972)

The school's policy is consistent with federal, state, and local regulations governing non-discrimination and harassment including, but not limited to Title IX of the Education Amendments of 1972 (as amended). Title IX of the Education Amendments of 1972, and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Branford Hall Career Institute seeks to maintain a safe learning and working environment. To that end, the school prohibits Sexual Misconduct, which includes Sexual or Gender-Based Harassment, Sexual Assault, and Sexual Exploitation. Conduct which is also

prohibited is Relationship Violence, Stalking, and Retaliation against an individual for making a good faith report of conduct prohibited under Title IX. These prohibited forms of conduct are unlawful, undermine the character and purpose of the school, and will not be tolerated.

The Campus Director is designated as the School's Title IX Coordinator to coordinate compliance with this policy. Please contact your Campus Director to raise concerns or file a complaint. All grievances or complaints will be responded to within ten (10) business days and will be handled directly and equitably. Students who do not feel comfortable sending a complaint to their Campus Director, or who feel their complaint has not been adequately addressed by the Campus Director should forward their concerns to April Lupinacci, Vice President of Compliance and Licensure at the corporate offices of Premier Education Group:

**545 Long Wharf Drive
5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203)285-3889**

Please note that submitting a false report or providing false or misleading information in bad faith or with a view to personal gain in connection with an incident is prohibited and subject to disciplinary sanction. This does not apply to reports made or information provided in good faith, even if the facts alleged in the report are determined not to be accurate. The School is committed to protecting the privacy of people involved in a report under this policy. With any report or complaint, the School will make reasonable efforts to protect the privacy interests of persons involved in a manner consistent with the need for a careful assessment of the allegation and reasonable steps available to eliminate the reported conduct, prevent its recurrence, and address its effects. The School prohibits retaliation against any person who exercises any rights or responsibilities under this policy. Any act of retaliation may be a separate violation of this policy and is subject to disciplinary action.

Approvals, Accreditation & Memberships

Branford Hall Career Institute is institutionally accredited by the Accrediting Commission of Career Schools & Colleges (ACCSC) to award certificates. The Accrediting Commission of Career Schools & Colleges is a recognized accrediting agency by the U.S. Department of Education.

Additionally:

Branford Hall Career Institute is licensed by the New Jersey Department of Education and New Jersey Department of Labor and Workforce Development.

Memberships:

Branford Hall Career Institute is an active member of the:

- New Jersey Private Career School Association (PCSA/ NJ)
- Better Business Bureau (BBB)
- National Association of Student Financial Aid Administrators (NASFAA)
- Alpha Beta Kappa National Honor Society

Facility Descriptions & Locations

The **Jersey City campus** consists of 37,072 square feet of floor space, which is divided into classrooms, laboratories, library, administrative offices and a student break area. Parking is available at nearby parking lots that charge an hourly fee. We encourage all students and employees to use public transportation which is easily accessible. Classrooms and labs are designed for a maximum capacity of up to 30 students. The equipment used for training consists of computers, relevant software, scanners, and medical equipment and instruments. All facilities are fully accessible to students with disabilities.

Admissions

Admissions Requirements

Branford Hall Career Institute admits to its certificate programs only individuals who have a minimum of a high school diploma or a GED state equivalent. Additionally, applicants must produce a copy of high school diploma/ GED certificate. Veterans must provide a copy of their high school diploma or GED equivalent. All applicants must interview with a representative of the Admissions Department, and submit an application form prior to acceptance.

Applicants will be charged a \$20 application fee and must complete an enrollment agreement. Applicants must complete the enrollment agreement prior to notification of acceptance. Once accepted, prospective students receive a copy of their enrollment agreement signed by the Campus Director.

Felony Disclosure

Please be advised that if you have been convicted of a felony, you may not be eligible for certain clinical experiences, internships, or certifications associated with our educational programs. Those with non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

Notice to Applicants & Students

Premier Education Group does not discriminate on the basis of disability in its programs and activities in violation of Section 504 of the Rehabilitation Act, as amended and the implementing regulations (Section 504). Programs and activities subject to the nondiscrimination provisions of Section 504 include admissions and recruitment, treatment of students, academic adjustments (academic requirements, course examinations, and auxiliary aids), financial and employment assistance to students, and non-academic services. The person responsible for coordinating our efforts to comply with Section 504 is the Campus Director or designee; who is also the person responsible for (1) explaining to applicants and students how to obtain information about the process to secure academic adjustments and (2) receiving requests for academic adjustments.

Transfer Credit Policy

Transfer of Credit within Premier Education Group Campuses

Premier Education Group (“Premier”) students may be granted transfer credits towards their total program hours/credits where the transfer credit is from one of Premier school to another Premier school (e.g., transferring from Branford Hall to Harris School).

- A. The Education Department at the school will review transcripts to determine what hours/credits, if any, can be transferred. Students that returns or transfers into a new program or new program version may be granted transfer credit towards the total program hours/credits from one Premier school to another.
- B. Transfer credits will count as hours/credits attempted and completed for Satisfactory Academic Progress (SAP) calculation and in the Cumulative Grade Point Average (CGPA). This means a passing grade and non passing grade will be part of the SAP and CGPA calculations.
- C. PEG Courses that are being transferred from one enrollment at the school to a new enrollment due to program changes, schedule changes, and reentry/reenroll activity will show on the transcript with the original grade earned, including “F” and “W”’s and will also calculate for GPA and SAP using the original grade. This includes same school codes.
- D. Skill Assessment Test. Premier students returning one year or more will be required to take a skills assessment test, even if the student only needs to complete an externship. All Skill Assessment tests will be documented and graded. If the student fails the test, the student will audit or re-take the course.
 - a. Medical Assistant - Hands on Skill Assessment
 - b. Massage Therapy - Hands on Skill Assessment

- c. Personal Fitness Trainer - Hands on Skill Assessment
 - d. All other programs will have a written Skill Assessment
 - e. All skills assessments must be documented and graded
- E. Course was completed no more than 5 years prior to date of request. Courses older than this may or may not be accepted for transfer, and an appeal justifying the recognition of these courses must be submitted.

Transfer of Credit from an Institution other than a Premier School

Like other higher education institutions, Premier may accept credits from other schools or colleges as long as the institution is recognized by the US Department of Education. The Prospective students may be granted transfer credit up to 25% of the total program credits from an outside institution.

- A. The Education Department at the school will review transcripts to determine what hours/credits, if any, will be granted. This determination must be made before the student starts. Note that transfer hours/credits will not be included in the calculation of eligibility for Federal Title IV financial aid.
- B. The student must submit:
 - a. Official Transcript (signed with the school seal)
 - b. A catalog of the institution, which describes the courses for which transfer hours/credits is sought.
- C. Hours/credits will be considered for transfer hours/credits toward graduation if the following criteria are met prior to starting school:
 - c. Official transcript and catalog with course descriptions are reviewed

- d. Course is adjudged equivalent in content, hours and credits
 - e. A Grade Point Average (GPA) of 2.0 (C) or better was achieved
 - f. Course was completed no more than 5 years prior to date of request
- D. All courses transferred from another institution will be marked with a “T”

Notes for Credit Transfers (both from a Premier school or from a USDOE recognized institution)

- A. Students will be charged on a pro-rata credit for tuition based on number of hours remaining in the program.
- B. Any courses for which a student requests transfer credit must have been completed within the past 5 years.
- C. Students may appeal the transfer credit decision by writing to Premier’s Education Specialist at:

**Premier Education Group
545 Long Wharf Drive, 5th Fl
New Haven, CT 06511**

Transfer of Credit From Branford Hall

The school makes no representation or guarantee regarding transfer of credits to other institutions. Acceptance of transfer credit is always at the discretion of the receiving institution. Students planning to attend another institution should check the policy of that institution regarding transfer credits. In the event a student is considering transferring to a new institution the school will provide guidance and assistance. This may include a review of charges and financial aid refunds, as well as providing transcripts, applicable syllabi, and catalogs.



Tuition & Fees

The tuition, application fee, registration fees, and textbook fees for all programs are as stated in the catalog addendum. The non-refundable application fee is due after completion of the Enrollment Agreement for admission to Branford Hall Career Institute. Any adjustments made to the program tuition due to transfer credit, proficiency credit, or failure to complete the program in the required amount of time, will be adjusted at the current hourly rate. The current hourly rate is determined by dividing the program tuition by the number of credit hours in the program.

Payment of Tuition & Textbooks

Payment of the total direct program cost (tuition, lab fees, and textbooks) may be made through one of the following methods:

1. Advance Payment in Full - A student may elect to pay the direct program cost prior to the start date of the program. No interest will be charged.
2. Installment Payments - A student may make a down payment of 25% of the program cost prior to the start date of the program and then make equal monthly installment payments, as agreed upon with the Financial Aid Department. All payments are expected in accordance with the agreed-upon payment schedule.
3. Federal Grants and Loans - A student may apply for federal aid through the United States Department of Education. Funds are available to those who qualify.

Policy on Unpaid Debt

It is the policy of Branford Hall Career Institute that students or former students having any unpaid obligations for tuition or fees due to the school who have not made acceptable arrangements for settlement of obligations will be subject to the withholding of any grades, grade reports, transcripts or certificates and will not be able to participate in the internship or internship course or continue with the program until satisfactory settlement of unpaid debts.

Collections

Students in arrears with their monthly payments may be sent to a collection agency. In accordance with the terms of their enrollment agreement, interest and/or collection fees may be added to the balance owed.

Notice of Student Financial Aid Penalties for Drug Law Violations

Students who have been convicted for the possession or sale of illegal drugs for an offense that occurred or occurs while they are receiving federal student aid (such as grants, loans or work-study) may lose their eligibility for aid.

Financial Aid

The Branford Hall Career Institute is authorized by the United States Department of Education to participate in the Title IV Federal Student Aid Programs. To apply for financial aid, students must complete a Free Application for Federal Student Aid (FAFSA), which is available in the Financial Aid office and online at www.fafsa.ed.gov. Once the FAFSA has been processed by the Central Processing System, the school will receive an Institutional Student Information Record with an EFC that will indicate the extent of the student's eligibility for FSA funds. Eligibility for financial aid is determined using the federal need analysis formula. Funds are awarded based on the financial need of the student and the availability of funds. All funds are awarded confidentially and impartially.

Student Financial Aid Information

Branford Hall Career Institute is authorized to participate in the following Federal Student Aid (Title IV HEA) programs:

1. Federal Pell Grant
2. Supplemental Educational Opportunity Grant (SEOG)
3. William D. Ford Direct Loan Program (Subsidized and Unsubsidized Direct Loans)
4. Direct Parent Loan for Undergraduate Students (PLUS)
5. Federal Work Study Program (FWS)

GI Bill®/Educational Benefits

The New Jersey Department of Higher Education, under Title 38 United States Code, has approved the programs at Branford Hall Career Institute for veteran's educational benefits. To determine eligibility for VA benefits contact the Veterans Affairs Office to obtain the necessary application (VA Form 22-1990).

The school certifying official will certify enrollment using (VA Form 22-1999 or VA-ONCE).

It is the applicant's responsibility to contact the school's certifying official to initiate the payment of benefits. It is also the applicant's responsibility to notify the certifying official of change in program, withdrawal from a course or school, non-attendance, or other matters affecting academic status. To obtain an application call 1-800-827-1000 or log on to the national web site for a copy of the application: www.gibill.va.gov.
GI Bill®

Premier Education Grant

Branford Hall Career Institutes located in Parsippany and Jersey City, New Jersey make available the Premier Education Grant funds up to \$400,000 per year. In order to be eligible for an institutional grant, a candidate must meet the qualifying criteria, as well as meet the requirements for admission that applies to all students.

In 2009 PEG acquired these three schools, formerly know as Anthem Institutes. The pricing and financial aid packaging structure was very different than Premier's typical model. As a goodwill gesture to assure students were not financially overburdened by the necessary changes to the funding formulas for students, PEG instituted an institutional grant program to provide assistance for students with significant gaps in their funding. The Premier Education Grant (PGrant) is available to assist individuals who are experiencing difficulty funding their direct educational costs. The standard grant amount is \$1,000 per student. However, in the event the yearly allocation of Federal SEOG funds is exhausted and there are students with unpaid SEOG awarded these students will also be eligible for PGrant up to the amount of the unpaid SEOG. The requirements are:

1. Must meet the general admissions requirement for Branford Hall Career Institute
2. Must have applied for and been awarded and accepted all eligible financial aid resources available
3. Must have a balance owed to the school for the direct costs of the program after all Federal and other outside financial resources are applied

These grants will be apportioned throughout the year and can only be applied to institutional charges (tuitions, books and fees); the Campus Director and Financial Aid staff will be responsible for determining whether the applicant has met the eligibility requirements and the amount of the award. Recipients will meet with the Financial Aid Department where an award letter will be provided detailing the cost of attendance, the institutional grant, federal financial aid and any other funding sources.



Cancellation and Refund Policy

For a student who is dismissed or who withdraws from the program, a refund of tuition due to the student will be issued to the student and any overpayments will be returned within 45 days of the date of determination

New Jersey State Refund Policy

In calculating refunds of tuition paid in advance or sums due the school where tuition is paid on a weekly, monthly, or semester basis, the following shall apply:

- A. For courses of 300 hours or less, the school may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis
- B. For full-time attendance in courses exceeding 300 hours in length, the school may retain the registration fee plus:
 1. Ten percent of the total tuition if withdrawal occurs in the first week
 2. Twenty percent of the total tuition if withdrawal occurs in the second or third week
 3. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of twenty-five percent of the program
 4. Seventy percent of the total tuition if withdrawal occurs after twenty-five percent but not more than fifty percent of the course has been completed
 5. One hundred percent of the total tuition if withdrawal occurs after completion of more than fifty percent of the course
- C. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be based on:
 1. Ten percent of the total tuition in withdrawal occurs in the first 25 hours of scheduled attendance
 2. Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance
 3. After 75 hours of scheduled attendance the amount the school retains shall be calculated on the same basis as for full-time attendance
- D. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the materials fee shall be prorated. Plus other charges as shown on the enrollment agreement
- E. The calculations of refunds will be based on the effective date of termination
- F. Refunds will be processed no later than 45 days after the school determined withdrawal date. All other refunds (i.e., FFELP, FDSLPL, etc.) will be issued in accordance with applicable State and Federal mandates
- G. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment
- H. Special cases. In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, the school shall make a settlement, which is reasonable and fair to both parties
- I. Please note, students are responsible for any balance owed to Harris School of Business as a result of the repayment of Federal aid funds

Refunds

1. In calculating refunds of tuition paid in advance or sums due the school where tuition is paid on a weekly, monthly, or semester basis, the following shall apply:
 - a. For full-time attendance in courses exceeding 300 hours in length, the school may retain the registration fee plus:
 1. Ten percent of the total tuition if withdrawal occurs in the first week;
 2. Twenty percent of the total tuition if withdrawal occurs in the second or third week;
 3. Forty-five percent of the total tuition if withdrawal occurs after the third week but prior to the completion of twenty-five percent of the program;
 4. Seventy percent of the total tuition if withdrawal occurs after twenty-five percent but not more than fifty percent of the course has been completed; or
 5. One hundred percent Of the total tuition if withdrawal occurs after completion of more than fifty percent of the course.

- b. For part-time attendance in courses over 300 hours in length, calculation of the amount the school may retain in addition to the registration fee shall be based on:
 1. Ten percent of the total tuition if withdrawal occurs in the first 25 hours of scheduled attendance.
 2. Twenty percent of the total tuition if withdrawal occurs between 26 and 75 hours of scheduled attendance.
 3. After 75 hours of scheduled attendance the amount the school retains shall be calculated on the same basis as for full-time attendance.
 - c. In cases where other fees have been charged, the refund shall be based upon the extent to which the student has benefited. For example, the graduation fee shall be refunded; the materials fee shall be pro-rated. Plus other charges as shown on your enrollment agreement.
 - d. The calculations of refunds will be based on the effective date of termination.
 - e. Refunds will be processed and sent no later than 45 days after the school determined withdrawal date. All other refunds (i.e., FFELP, FDSLPL, etc.) will be issued in accordance with applicable State and Federal mandates.
2. Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.
 3. In conformance with Federal regulations, the policy of Branford Hall Career Institute is to distribute the proceeds of return to Title IV calculation to the origination sources in the following order, up to the net amount disbursed.
 - Unsubsidized Federal Stafford Program, Subsidized Federal Stafford Program, Federal PLUS Program, Federal Pell Grant Program, Federal SEOG, followed by Any other Title IV Program
 4. Please note, students are responsible for any balance owed to Branford Hall Career Institute as a result of the repayment of unearned Federal aid funds.
 5. Definition of withdraw or determination date : The date a student informs the school or their intent to withdraw or the date the school informs a student they are withdrawn as a result of an expulsion. In cases where there is no communication from the student of their intent to withdraw and the student stops attending school, the Date of Determination will be 14 calendar days from the last date of attendance

Return of Title IV Funds

The return of Title IV funds as prescribed in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. The formula in brief is as follows:

1. The school will determine the withdrawal date and the percentage of the payment period attended
2. The school will determine the amount of Title IV aid for which the student was eligible.
3. The school will compare the amount of aid earned to the amount disbursed. If the amount disbursed exceeds the amount earned, this amount of Title IV aid must be returned.

In conformance with Federal regulations, the policy of Branford Hall Career Institute is to distribute the proceeds of return to Title IV calculation to the origination sources in the following order, up to the net amount disbursed:

- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal Direct PLUS Loan
- Federal Pell Grant Program
- Federal SEOG

Please note, students are responsible for any balance owed to Branford Hall Career Institute as a result of the repayment of Federal aid funds.

To obtain a refund of unearned tuition, students are requested to complete a Student Withdrawal Request, available from the school office.

Balanced Owed

Upon satisfaction of the Return to Title IV calculation with return of all unearned aid, the student may owe a balance to the school. Student Account Services will notify the student and set up a payment plan to cover any balance owed.

Courses & Academia

This catalog is an official publication of The Branford Hall Career Institute. The school reserves the right to make changes or revisions to this catalog at any time by means of official addenda; make changes in courses, methods, faculty, staff, provisions, or requirements described within this publication as may be deemed necessary in the best interest of the school and its students, and cancel any of its courses or programs due to insufficient enrollment.

Course Numbering

The alpha prefix of a course number designated in the program outline for each program of study stands for the type of course.

AH - Allied Health
CN - Computer Networking & Security
DD - Graphic Design & Animation
DF - Design Fundamentals
PD - Professional Development
ST - Surgical Technology
WD - Web Design

100 and 200 level courses are intended for students who are in their first and second level of postsecondary work. Lower level (100 - 200) courses may be taken in any order unless a prerequisite is indicated following the course description.

Determination of Credit Hours

The unit of measurement of instruction is semester credit hours. One semester credit hour equals a minimum of 15 clock hours of lecture, or 30 clock hours laboratory, or 45 clock hours of internship. A clock hour is defined as 60 consecutive minutes, of which a minimum of 50 minutes is dedicated to instruction.

Student/Teacher Ratio

The average student to faculty ratio is 15:1. The maximum ratio per each classroom:

Lecture classrooms - 30:1
Laboratory classrooms - 25:1

Statement of Work Outside of Class

Students are expected to perform learning activities outside of their class. Such out-of-class work enables students to master the competencies of the courses and leads toward the achievement of the program objective. Student work outside of class is typically stated and specified in the course outline section of each syllabus. More detailed information is provided in handouts, worksheets, and project specification documents.

School Hours

Full-time students enrolled in the day division of allied health programs attend classes Monday through Thursday from 8:30 am to 12:53 pm. The technical programs attend 9:00 am to 2:00 pm.

Students enrolled in the evening allied health programs attend classes Monday through Thursday 6:00 pm to 10:23 pm. The technical programs meet Monday, Wednesday and Thursday 6:00 pm to 11:00 pm. In addition the technical programs in Hamilton students will meet week two and week six on Tuesday. The technical programs in Parsippany and Jersey City will meet week one and week six on Tuesday.

Internships

Internships are required in the Health Claims Specialist and Medical Assistant programs offered at Branford Hall Career Institute. The purpose of the internship is to provide students with the opportunity to apply skills and gain valuable experience in a business, medical, or legal environment. Students generally are scheduled for the internship prior to the start of their last term. Due to scheduling, evening students are required to fulfill internship requirements during a day internship. Internships are non-paid. The Education Department and Career Services Department are available to provide information regarding the internship process for all students.

Grading

Grades, grade point equivalents, and sample GPA calculations are as follows:

Letter Grade	Percentage Equivalent	Grade Point Equivalent
A	93-100	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D-	60-62	0.67
F	0-59	0.0
S	Satisfactory Extern	0.0
W	Withdrawal	-
T	Transfer	-
P	Proficiency	-

Grade Point Average Calculation Example

2.0 credit hours x A- (3.67)	=	7.34
1.5 credit hours x C (2.0)	=	3.0
0.5 credit hours x A (4.0)	=	2.0
2.5 credit hours x B (3.0)	=	7.5
Total 6.5 credit hours		19.84

GPA: 19.84 divided by 6.5 = 3.05

Incomplete

The school does not offer incompletes as grade options.

Withdrawal

Students who withdraw from the school will receive a grade of W for any course they do not complete. W's will count towards the GPA. Students are not permitted to withdraw from an individual course. The credit hours associated with the W will not be counted towards Standards of Satisfactory Academic Progress (SAP). The student will have to retake the course to meet the requirements for graduation and at that time, the earned grade will be included in the GPA calculation and the credit hours will be used for Standards of SAP determinations.

Homework, Quizzes and Tests

Students are expected to complete tests, quizzes, and homework on the assigned dates. If students are absent on the day of a test or quiz or on the day an assignment is due, the assigned work or quiz must be completed within seven days of returning to school, or before the start of a new term (whichever comes first). Students who do not complete their work within this time frame will automatically receive a grade of zero for that assignment, quiz, or test. Instructors' classroom policies may be stricter than this makeup policy. In each course, students are required to adhere to the policies established by the course instructor.

Attendance

Class attendance and promptness are an important factor in a student's academic and professional success. An absence in class time is considered time missed, regardless of the reason. If a student must be absent, the student must notify the school before classes start for that day or evening. Students missing more than 20% of the cumulative total instructional hours of any given evaluation point, will be required to make-up hours. When a student's cumulative hours fall below 70%, the student will meet with an administrator in the Education Department and placed in Advisement Status.

Students must be on time for the start of class to avoid being marked absent the part of the class period they missed. Likewise, students must not leave class more than ten minutes before class ends to avoid being marked absent for the remainder of the class period.

Work, tests, or exams missed by reason of absence, tardiness, or early departure, regardless of the cause must be made up to the satisfaction of the instructor within one week of the date missed. Should the student know that he or she will be absent, it is the student's responsibility to get assignment from the instructors in advance so that the necessary work is completed before the student leaves or upon the student's return. Instructors have the right to deduct grade points on all work missed due to absences, tardiness, or early departures.

Make Up of Missed Classes

We offer students the opportunity to schedule make up classes. To be eligible for make up hours, a student must inform the school of his/her absence prior to the start of the first class scheduled for the day/evening school session. Students may only make- up 10% of each course and must provide acceptable documentation for the absence in order to qualify to be eligible to makeup work.

Students will be assigned the number of make up hours required and a set of exercises to be completed.

- Valid documented reasons: court appearances, doctor appointments, illness of student or family member, and car trouble.
- The missed hours of class(es) will be made up during the schools established schedule for make up.
- Make up time must be made up within one week for day and two week for evening of the absence. The Director of Education/Program Director is the only designated person who can make an exception to this policy.

Make-Up Work & Retests

All class work and homework assignments must be made up in accordance with a schedule to be arranged with the instructor and/or academic advisor. There will be no charge for make-up work. If a student is absent for a scheduled test, a make-up test may be taken after returning to school. However, Quizzes can not be made up if missed unless special circumstances are involved and only with the permission of the campus administration. All work must be completed by the end of the term and graded components of the course that not submitted for grading or completed will be marked with a zero at the end of the term. Make-up work, retests, or late assignments must be completed and turned in within 7 calendars days of the end of the term in order to be considered.

Academic Attendance & Dismissal

Branford Hall Career Institute reserves the right to dismiss or discontinue a student for failure to maintain standards of academic progress or failure to attend classes regularly and punctually.

Voluntary Withdrawal from School

Students who wish to officially withdraw from school should inform the Director of Education. Notification to an instructor does not constitute official notification. Tuition balances owed the school, after refund computation and (if applicable) Return of Title IV funds have been performed, must be paid by the student. Payment plans may be arranged through the Bursar's office. Students who withdraw from the school will receive a grade of W for any course work they did not complete.

Involuntary Withdrawal from School

Fourteen (14) consecutive days of absence resulting in interruption of training may require a student to drop and reenter at a later date. Students should meet with financial aid personnel to discuss the impact on their financial aid awards. The student may return to the program at a later date with the approval of the Director of Education. An interview, educational assessment, and/or possible written test may occur to determine the point in the program a student might reenter. If it is determined that the amount of learning lost while being away from study requires a student to repeat a prior course, then the student will be provided with this information prior to restarting classes.

Re-Entry

Any student who has withdrawn from school, or has been dismissed, may request re-entry. The request is to be addressed to the Education Department. The former student must demonstrate that any/all problems that caused withdrawal or dismissal has/have been corrected. A former student may reenter after a scheduled conference with the re-entry committee composed of the School Director, Director of Education, Program Director and/or teacher(s) of the program desired to reenter. During this conference, the institution will address with the student all the requirements to make academic progress. The granting of re-entry will be at the discretion of the committee based upon whether or not the former student has presented compelling evidence that he/she is capable of meeting Satisfactory Academic Progress and demonstrates the desire and ability to progress in and complete the program.

Student Returning Within 180 Days of Last Date of Attendance (LDA)

A student who returns to school within 180 days to the same program will not be charged any additional fees. Also, they will not be responsible for any tuition increase that may have occurred. Students who return to the same program at the same school campus within 180 days are considered to be in the

same payment period they were in at the time of the withdrawal for purposes of student financial awards. The student retains his or her original eligibility for that payment period.

Student Returning After 180 Days of Last Date of Attendance (LDA)

If a student returns to the same program after 180 days, or transfers into a new program at the same school campus, or transfers to a different school campus, then the student starts a new payment period for purposes of calculating their program costs and financial aid. The institution treats the credits remaining in the program as if they are the student's entire program. Also, the student will have their earned hours reevaluated to determine the amount of hours that are transferable upon re-enrolling. The student will be responsible for a new enrollment fee, lab fee, books and supplies fee and any increase in the tuition. See the Director for additional information regarding the school's Re-enrollment policy and procedures.

Graduation Requirements

Students enrolled in all programs are awarded certificates upon successful completion of all program and graduation requirements. Program and graduation requirements are as follows:

1. Minimum cumulative GPA of 2.0
2. Successful completion of all program courses and internships (i.e., students who receive a course grade of "F" for any course must repeat and pass the applicable course)
3. All fees and charges are paid
4. All resource materials borrowed from the school are returned
5. Minimum overall attendance requirement of 70% is required for all programs

Satisfactory Academic Progress (SAP) Policy

Process Overview & Responsibilities

Premier Education Group Schools employ proactive strategies for effective instruction, advisement, tutoring and intervention that effectively support each student's academic achievement and advance students toward their career goals. Students are expected to maintain Satisfactory Academic Progress (SAP) and progress toward graduation. Students are graded at regular intervals. The Education Department is responsible for calculating SAP for each enrolled student according to the SAP Standards outlined in this policy. The Financial Aid Office will review calculated SAP for each student to determine eligibility for Financial Aid.

Same As or Stricter Than

Premier Education Group Schools employ an early intervention plan aimed at helping students achieve their best. To that end, the Education Department monitors academic success at the end of each term and intervenes as appropriate to assist students at risk of not meeting SAP standards. Students who are at risk are evaluated at the end of each term and are counseled by the Education Department. The Education Department works with at risk students to develop an academic plan. At risk students must be placed on a PASS plan (Plan for Academically Successful Students) that will help them achieve the standards necessary to meet SAP standards by their next official evaluation point. Official SAP calculations are evaluated only to coincide with the evaluation points outlined in the SAP policy.

The SAP Policy is applied to all students regardless of receipt of Title IV Financial Aid. Students must maintain Satisfactory Academic Progress to:

- Remain in their enrolled program
- Remain eligible for Title IV Financial Aid
- Be eligible for graduation

Qualitative Measure

Students are expected to maintain a Cumulative Grade Point Average (CGPA) of at least 2.0 at the mid point of each academic year and at graduation.

Quantitative Measure

Students are expected to complete their program within 150 percent of the published length of the program. Quantitative progress is measured at the midpoint of each academic year.

Credit hour example would be a Medical Assistant program that awards 46 credits; the maximum number of credits a student can attempt and still graduate is 69 based on 150% of the program.

Quantitative progress is calculated by dividing the cumulative number of credit hours the student has completed by the cumulative number of credit hours attempted. For transfer students, credits accepted for transfer towards the students program will count towards both the credit hours earned and credit hours attempted categories. Pace is measured at midpoint of each academic year as follows:

- Upon completion of half the credit or clock hours and weeks in an academic year (whichever is greater), cumulative pace must be equal to or greater than 67%.
- Upon completion of the remaining credit or clock hours and weeks in the remainder of the academic year or remaining portion of a program, cumulative pace must be equal to or greater than 67%

Evaluation Periods

To ensure that students are making sufficient progress both quantitatively and qualitatively, SAP is officially evaluated at each mid point and end of each academic year.

Failure to Maintain Satisfactory Academic Progress

Upon determination that a student has not met the SAP requirements, they will be assigned one of three statuses. In all cases, these students will need to meet with an academic advisor to discuss their PASS plan.

Warning/Financial Aid Warning Status

Students who fail to meet either the qualitative or quantitative standards outlined above at the first evaluation point of an academic year will be automatically placed on warning/financial aid warning for the remainder of the academic year. The student will receive notification of this status and will be encouraged to meet with the Director of Education to discuss their PASS plan.

Students on warning will remain eligible for financial aid for the remainder of the academic year. Students can not be placed on financial aid warning for more than one payment period.

- **SAP Not Met** - Students who do not meet the SAP benchmarks for a second consecutive evaluation will be placed in a “SAP Not Met” status. They are ineligible for Title IV Aid. The student must meet with the Director of Education within 7 days to avoid potential dismissal.
- **SAP Probation** - Students in a “SAP Not Met” status will be notified in writing and given the opportunity to appeal. Successful Appeal will change their status to “SAP Probation” and they will regain Title IV eligibility.

Appeals

Students may appeal a determination they are not making SAP to the Director of Education to account for mitigating circumstances (i.e. family member’s death, illness etc.). To be eligible for an appeal, the Education Department must determine that the student will be able to meet SAP standards by the end of the academic year and develop a PASS plan which, if followed ensures the student will be making SAP by the specified point in time. Students who successfully appeal a SAP determination will be placed on SAP probation and will remain eligible for aid for the remainder of the academic year. Students who do not successfully appeal remain ineligible for aid. Students may only appeal once per program. Students must submit a written appeal to the Director of Education within 7 calendar days after the beginning of the term. The Director of Education will respond to all appeals within 7 days of receipt of a request for SAP appeal. As with any Professional Judgment decision, appeals are only considered on a case-by-case basis, to account for unusual circumstances.

Documentation

As with any use of Professional Judgment, adequate documentation is critical. A student who appeals must submit information explaining why he or she failed to meet SAP Standards, and what has changed in his or her situation which will allow him or her to make SAP by the next evaluation point.

Academic Plans - Re-Establishment of SAP

Students who successfully appeal a determination that he or she is not meeting SAP standards must work with the Education Department to develop an academic success plan. Academic Success Plans must be developed on a student-by-student basis and designed in such a way that, if followed, the student will be meeting SAP standards by the next evaluation period. Plans may be as simple as a mathematical calculation that specifies the percentage of coursework the student must complete or as detailed as a course by course plan toward certificate completion.

Regaining Eligibility

A student not making SAP may re-establish eligibility for aid and SAP by meeting qualitative and quantitative components of the SAP policy.

Categories of Students

Students who are not recipients of Title IV aid are required to meet the standards of the SAP policy to remain in their enrolled program.

Impact of Grades

Failing Grades

Grades of F are counted as hours attempted but not achieved and have a 0.00 value toward GPA. Repetitions of courses are counted as hours attempted. However, both the original credit hours and subsequent repetitions must be calculated as credits attempted in the successful course completion percentage. A student may only fail and repeat the same course once unless there are extenuating circumstances that prevent the student from successfully completing the course. Extenuating circumstances will be determined by the Campus Director. Repeated courses may adversely affect a student's academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Withdrawals/Incompletes

Withdrawals are counted as attempted but not achieved. A student must withdraw from the entire program; a student cannot withdraw from a course. Students who withdraw from a program before the end of the term will be given a grade of "W". Premier Education Group schools do not assign "Incomplete" grades to individual classes. When the student is given permission to reenter the program, the determination is first made that the student will complete the program within the 150% timeframe. When a student reenters the program with less than a 2.0 CGPA, he/she will be put on Academic Advisement.

Audited Courses/Review Classes

Students auditing courses and/or reviewing classes will not earn a grade. Audited courses and review classes are not counted as hours attempted or achieved and are not graded.

Pass/Fail

Pass/Fail courses will be counted toward the quantitative progress only.

Completion of Certificate Requirements

A student who has completed all of the coursework for his or her certificate but has not received the certificate can not receive further financial aid for that program.

Notices

Updates to the Title IV SAP Policy will be published in updates to the Financial Aid Policy and Procedures Manual, School Catalog, and other manuals as applicable.

Transfer/Proficiency Credits

Transfer and Proficiency Credits, will be counted as hours attempted and hours earned, but will not be counted in the CGPA.

New Program

SAP starts over with a new program.

School Regulations & Policies

Student Conduct - Suspension and Dismissal

Branford Hall Career Institute reserves the right to dismiss or discontinue a student for breach of school rules and regulations, or for any cause that Branford Hall Career Institute deems necessary for the good of the school. Student conduct in the classroom and in the school must be professional. **The following list includes some, but not all, unacceptable behaviors:**

- Swearing
- Hostile arguing
- Striking & physical fighting
- Physical or Mental Intimidation
- Behaviors disruptive to teaching or learning
- Behaviors disrespectful to a faculty or staff member
- Violent behavior or threats of violence
- Behavior deemed harassing of any nature and/or discriminatory
- Deliberately infecting Branford Hall Career Institute computers with viruses
- Deliberately violating the computer network security system or gaining unauthorized access
- Theft of school or personal property
- Plagiarism
- Copyright Infringement (including unauthorized distribution of copyrighted materials)

Sexual Harassment

As an educational institution we are committed to maintaining an atmosphere of reciprocal respect. All members of the school community have a responsibility to ensure that the work and learning environment are free from sexual harassment. The Branford Hall Career Institute does not condone or tolerate sexual harassment of any kind and regards it as unacceptable behavior, subject to disciplinary measures. If a student at the Branford Hall Career Institute believes that he or she has been subjected to sexual harassment, or hazing he or she should inform the Director of Education or Campus Director immediately.

Violation of Student Conduct Policy

With regard to student conduct and perceived severity of misconduct, any staff member has the right to immediately dismiss a student engaging in the aforementioned behaviors. The student will be suspended from school for the remainder of the day. Any tests, quizzes, or homework assignments due in a class missed for reasons of suspension will receive a grade of zero and will not be allowed to be made up.

Should the student refuse to comply with the suspension and attempts to remain in class further disciplinary action will be taken. The staff member who dismissed the student will submit an Incident Report to the Director, or the Director's designee, who will investigate the incident.

When the student returns to school the following day, the Director or designee will meet with the student to discuss the incident. Should the investigation reveal that the student's conduct was not inappropriate; the student will be allowed to make up any tests, quizzes, or homework assignments for grades and will receive attendance credit for the hours missed during suspension.

The Director will take further action, if necessary. The Incident Report will become part of the student's permanent file.

Academic Honesty

Academic honesty is expected of all students. Violations of academic honesty including, but not limited to those listed below may result in disciplinary measures up to, and including dismissal from the school. These are serious offenses, which undermine the integrity and mission of Branford Hall Career Institute and are treated as such.

Plagiarism is defined as the use of another person's words or ideas without acknowledgment. The sources for plagiarism are books, papers written, articles, internet, references, journals and media sources.

Paraphrasing the words of another individual is also considered plagiarism.

Cheating is defined as intentional use and/or attempted uses of trickery, artifice, deception, breach of confidence, fraud or misrepresentation of one's academic work.

Fabrication is defined as the intentional and unauthorized falsification, and or invention of any information or citation in any academic exercise.

Alcohol & Drugs

Branford Hall Career Institute's standards of conduct clearly prohibit the unlawful possession, use, sale, or distribution of alcohol and/or illicit drugs on its property, or as part of any school function. Should a student act in violation of this policy, disciplinary measures up to, and including dismissal from the school, and notification of appropriate law enforcement authorities, will ensue. In addition, if the student wishes to remain enrolled at Branford Hall Career Institute, the student may be required to undergo professional counseling.

CORI/SORI and Drug/Alcohol Screening Statement

Externship and employment agencies/companies may require a Criminal/Sexual Offender Records Information (CORI or SORI) check. The externship site may decline the student's application for externship. In addition, students may be required to participate in drug and alcohol screening as part of the externship process.

Dress Code

To foster an environment of professionalism and career preparation, students must adhere to the school's general dress code as well as codes specific to their programs. A detailed dress code can be found in the school.

Family Educational Rights and Privacy

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99), students are provided with certain rights associated with their education records. These rights include the right to inspect and review the student's education records; the right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights; and the right to file with the Department of Education a complaint pursuant to 34 C.F.R §§ 99.63, 99.64 concerning alleged failures by Branford Hall Career Institute ("BHCI") to comply with the requirements of FERPA.

FERPA also provides students with the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA does not require such consent. FERPA allows schools to disclose education records containing personally identifiable information without student permission to the following third parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interests. School officials are defined as those persons employed by BHCI in an administrative or academic position (including faculty and staff), whose position requires access to the records to fulfill their job responsibilities;
- Other schools to which a student is transferring or already enrolled;
- Specified officials or representatives of the school for audit or evaluation purposes (such as auditors or attorneys);
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;

- The disclosure is information designated as "directory information." For these purposes, "directory information" includes the student's Name, Address; Telephone listing; Email address; Photograph; Program of study; Dates of attendance; Enrollment status; Degrees, honors and rewards received; and the most recent educational agency or institution attended;
- Accrediting organizations;
- Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1986;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- Appropriate parties in the case of certain violations of school policy and/or state and federal law; and
- Federal, State, and Local authorities pursuant to specific federal and state laws, including but not limited to, the Department of Veteran Affairs and the Internal Revenue Service in compliance with the Taxpayer Relief Act.

Students have the right to refuse to permit the school to designate any or all of the information defined above as "directory information" by submitting a request in writing to the Financial Aid office.

Students who wish to examine their academic files may make an appointment with the Director of Education to do so. A student has the right to challenge and request correction of any item in the student's education record. Such requests must be made in writing and sent to the Director of Education or School Director for consideration.

FERPA is administered by:

Family Compliance Office
United States Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Student Services

Branford Hall Career Institute offers many services to assist students in the pursuit of their new career. **The school does not, at any time, promise or guarantee employment to students.**

Advising

Advising is an important part of the Branford Hall Career Institute community. At Branford Hall Career Institute, the vital function of advising is provided by Program Directors, lead instructors and faculty in Education, Career Services and Financial Aid departments. Advising services include academic, attendance, financial aid and/or career advising.

Part-time Employment Services

Bulletin boards with part-time employment listings are located by the Career Services Director's office or on a prior assigned hallway.

Resource Center

The Library Resource Center includes computers with Internet access for research purposes.

Career Services

The Career Services Department assists graduates in securing employment within their fields of study by providing employment referrals and training on career search techniques. The Career Services Department works closely with the Career Development instructors to ensure that students are given the most updated career information and are properly prepared for their career search. This is achieved by instructing students on how to conduct an effective career search.

Topics include:

- Goal setting
- Resume and cover letter writing
- Informational interviewing, networking
- Career search methods, interviewing techniques
- Follow-up

Exit Interview

Prior to graduation, every student is required to complete an exit interview with the Career Services Department. While the exit interview is mandatory prior to graduation, all students are encouraged to meet with Career Services early and often throughout their program to discuss individual career strategies and objectives.

Graduate Services

The resources of the Career Services Department are available to students and graduates in good standing. Communication and cooperation are required for an effective career search. Graduates are encouraged to contact Career Services on a weekly basis to review their individual career search. While the Career Services Department will do everything it can to assist graduates in finding employment, graduates should remember that this is only one resource.

Some of the services available to graduates include:

- Resume and cover letter writing assistance
- "Mock" interviews,
- Employment referrals
- Individual career guidance throughout the career search.

Records are maintained on all graduates and surveys of alumni are used to assist with updating and improving curricula.

A successful career search incorporates several resources for developing employment opportunities. Therefore, graduates should seek interviews and opportunities on their own in addition to efforts with Career Services. The resources of the Career Services Department are available to all alumni throughout their careers.

Branford Hall Career Institute can not promise or guarantee employment to any student or graduate.

Miscellaneous

Parking

Students park at their own risk. Branford Hall Career Institute will not be responsible for loss or damage to personal property.

Other Services

This is not a comprehensive list, but merely some items that are commonly asked about by students. If you would like to know what services the school offers, or what the school can do to assist you, please do not hesitate to contact a school representative.

- Extended enrollment
- Leave of absence.
- Remedial classes or classes with non-punitive grades.
- Advanced standing
- Life experience

Equal Opportunity

Branford Hall Career Institute does not discriminate on the basis of race, age, color, religion, national and ethnic origin, or handicap status in its recruitment, enrollment, or employment practices.

Student Safety

The Branford Hall Career Institute provides its students with a secure and safe environment. The school complies with the various federal, state and local building codes and fire marshal regulations. Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any student's personal belongings that are lost, stolen or damaged on or off school property or during school activities. The school has no responsibility or obligation with respect to any altercations or disputes between students, whether on or off the school's premises nor for any damages or injuries arising there from.

Students should immediately report any medical, criminal, or other emergency occurring on school premises to the Campus Director or any other school employee. On receipt of any report of medical or criminal emergency, the school will obtain the services of medical or law enforcement professionals. In the event of a criminal emergency, the student may be required to confirm in writing the details of the criminal emergency reported. Students are encouraged to promptly and accurately report all crimes that occur on school premises or during any school activities to school officials and appropriate police agencies.

Campus Security

In compliance with the Student Right to Know Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, Branford Hall Career Institute provides campus crime statistics and procedures for reporting and deterring criminal activity to a Federal website. Students may secure the crime data by going to www.ope.ed.gov/security. Click on Open the Campus Security Statistics, go to the State Section and pick the school's State, click on search at the bottom of the screen, and pick the School. Students unable to access this information are advised to see their Campus Director to obtain a printed copy.

Cell Phone Usage

The Branford Hall Career Institute strives to maintain an environment that is conducive to maximizing student learning. Cell phone usage/texting in the classroom is disruptive to that environment, and therefore is limited to the student lounge or outside of the building. Cell phones can be kept on silent or vibrate for emergency notification purposes only.

Completion/Graduation and Other Consumer Information Data

Consumer information is available on the College Navigator Website. By using College Navigator, prospective students, students and others can gain access to statistical information regarding student body diversity, placement in employment, graduation and retention rates, and other data. To access this information access the following URL: <http://nces.ed.gov/collegenavigator>

Once on the site, simply search for Branford Hall Career Institute. Click on the State section and pick your state and city. Then click on “search” at the bottom of screen and then pick your school. Any student or staff member not able to access this information is advised to see their Campus Director to obtain a printed copy.

National Certifications

All students are encouraged to obtain national certifications if available, however, Premier Education Group, LP and its campuses make no representation with regard to the likelihood of job placement, salary, or industry wide certification of its graduates. Ask your school for more information.

Change of Program

A student may change from one program to another, if circumstances permit, with the approval of the Education Department. The student will be charged for the completed portion of the first program in addition to the new program charges. A student requesting a change should see the Director of Education. Measurement of SAP will start over in the new program.

Changes

Branford Hall Career Institute reserves the right to change its policies and procedures, calendar, courses, programs, personnel, daily schedule, costs of education, and any other school activity at any time. Notice of such changes will be provided appropriately.

Changes to Curriculum

The school may, at any time at its discretion, vary the sequence of courses in any program of study, revise the curriculum content of any program of study or any course in any program of study, and change the number of credit hours in any program of study or any course in any program of study having received approval if as required by all pertinent regulatory agencies.

Changes to Class Schedule

At any time prior to the start of any program course(s) that the student is registered to take in any term, the school may:

1. Change the start date of that term,
2. Assign the student a new class schedule
3. Cancel the program or course.

If the school cancels the program, the student's enrollment agreement is canceled as well.

At any time following the start of any program for any courses that the student is registered to take in any term the school may:

1. Merge the student's class into one or more other sections of the same course,
2. Divide the student's class into more than one section within the same program,
3. Change the meeting days or time of the student's class
4. Cancel and reschedule the course.

These modifications to the schedule are not viewed as altering the program and the enrollment agreement remains in place.

Unannounced School Closure

In the event of an Unannounced School Closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development's Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is 609-292-4287.

Grievance Procedure

Informal Grievance Procedure

The informal procedure encourages the student to discuss their concern with the Director of Education. The purpose of the informal grievance procedure is to allow for misunderstandings to be aired and resolved and to provide an opportunity to attempt to resolve the concern prior to the formal grievance process. If there is no resolution within ten days then the student takes their grievance to the formal grievance process. The Director of Education will notify the appropriate staff in writing when a complaint is not resolved at the informal level.

Formal Grievance Procedure

Students who have grievances may first try settling them with the Education Department. Should satisfaction not be obtained, students may appeal decisions to the Campus Director. Should satisfaction not be obtained by the decisions or directives of the administrators, students may file formal complaints with the corporate administration. Please send complaints to Erika Winnans, Vice President of Academic Services:

**545 Long Wharf Drive, 5th Floor
New Haven, CT 06511
Tel: (203) 672-2300
Fax: (203) 672-2323**

Formal complaints may be submitted to:

**New Jersey Department of Labor and Workforce Development
School Approval Unit
1 John Fitch Plaza
P.O. Box 110
Trenton, NJ 08625-0110**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained online at www.accsc.org.



Programs of Study

Health Claims Specialist

900 Hours - 31.0 Semester Credits
30 Weeks - Day / 56 ¼ Weeks - Evening

Objective: The Health Claims Specialist program provides students with a solid professional foundation in the field and enables them to become a vital member of the health care team and contribute to the overall financial business activities of the health care facility. Students in this program acquire a working knowledge of coding systems, coding principles and rules, government regulations, and third-party payer requirements to ensure that diagnoses, services, and procedures documented in patient medical records are coded accurately for reimbursement and statistical and research purposes.

Career Opportunities: Graduates of the certificate program are prepared to seek entry-level positions such as: Medical Records and Health Information Technicians as well as Medical Secretaries. Such employment environments include but are not limited to clinics, consulting firms, government agencies, hospitals, insurance companies, nursing facilities, home health agencies, and physician offices.



Internship: The internship is undertaken following the successful completion of all concentration classroom training and consists of 180 clock hours, averaging eight hours a day. Students work in a medical office or hospital. During the internship the student is allowed to perform the skills taught during the classroom portion of training. This internship is unpaid.

Course		Lecture Hours	Lab Hours	Extern Hours	Semester Credits	Prerequisites
100ADV	Advanced Coding	10	65	-	2.5	100DC, 100PC
100AP	Anatomy and Physiology	75	-	-	3.5	Co-req: 100MT
100DC	Diagnostic Coding	10	65	-	2.5	
100EHR	Electronic Health Records	30	45	-	3.0	
100INS	Insurance	10	35	-	1.5	
100MLE	Medical Law and Ethics	30	-	-	1.0	
100MOP	Medical Office Procedures	30	45	-	3.0	
100MOS	Medical Office Skills	10	65	-	2.5	
100MSO	Microsoft Office Applications	10	35	-	1.5	
100MT	Medical Terminology	75	-	-	3.5	Co-req: 100AP
100PC	Procedural Coding	10	65	-	2.5	
101INT	Internship	-	-	180	4.0	All courses
Total		300	420	180	31.0	

Medical Assistant

900 Hours - 31.5 Semester Credits
30 Weeks - Day / 56 ¼ Weeks - Evening

Objective: Medical Assisting is one of the nation’s fastest growing careers based on projections published by the US Bureau of Labor Statistics. Increased complexities within the medical field, changes in health care standards and current economic conditions have all contributed to the growing need for trained health care professionals. The Medical Assisting program introduces students to anatomy and physiology of the body systems, medical terminology, and required clinical and administrative skills needed to seek an entry-level Medical Assistant position. Students will engage in “hands on” training in clinical and administrative procedures such as injections, venipuncture, telephone techniques, filing and preparation of medical records.

Career Opportunities: Graduates of the program earn a Certificate and are qualified for entry-level positions as: Medical Assistants, Medical Secretaries, and Medical and Clinical Laboratory Technicians.



Internship: After successful completion of all classroom training, the student will then complete an internship within a healthcare facility. Through the internship experience the student will gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting.

Course		Lecture Hours	Lab Hours	Extern Hours	Semester Credits	Prerequisites
100AP	Anatomy & Physiology	75	-	-	3.5	Co-req: 100MT
100BIC	Billing, Insurance, & Coding	10	35	-	1.5	
100EHR	Electronic Health Records	30	45	-	3.0	
100INT	Internship	-	-	180	4.0	All courses
100MLE	Medical Law & Ethics	30	-	-	1.0	
100MOP	Medical Office Procedures	30	45	-	3.0	
100MOS	Medical Office Skills	10	65	-	2.5	
100MT	Medical Terminology	75	-	-	3.5	Co-req: 100AP
100PH	Pharmacology	45	-	-	2.0	
200CLATPE	Clinical Procedures: Aseptic Techniques/ Patient Exams	10	65	-	2.5	
200CLEKPH	Clinical Procedures: EKG & Phlebotomy	10	65	-	2.5	200CLATPE
200CLSEC	Clinical Procedures: Specialty Exams & CPR/ First Aid	10	65	-	2.5	200CLATPE
Total		335	385	180	31.5	



Course Descriptions

Health Claims Specialist

100ADV Advanced Coding

75 Hours/2.5.5 Credits

Lecture: 10 Hours

Lab: 65 Hours

Out of Class Work Hours: 18.75

This course provides an overview, as well as guidelines, pertaining to the Radiology section (including Nuclear Medicine and Diagnostic Ultrasound), the Pathology and Laboratory sections of CPT and an overview and guidelines for the Endocrine and Nervous systems. An overview and the guidelines for HCPCS Level II codes will also be covered with the dissection of an operative report and translation into diagnostic and procedure codes.

Prerequisites: 100DC, 100PC

100AP Anatomy and Physiology

75 Hours/3.5 Credits

Lecture: 5 Hours

Out of Class Work Hours: 18.75

This course discusses the physical basis of life, and is concerned with the chemical and cellular organization, structure and functions of cells and tissues, included is an exploration of various related pathologies. Throughout the course, the study of the structure and function of the human body, related to each body system on a level of increased complexity, is studied. The body systems include the integumentary, skeletal, muscular, immune, lymphatic, cardiovascular/circulatory, urinary, digestive, respiratory, nervous, endocrine and reproductive systems. The complimentary nature of structure and function is investigated, as well as continued understanding of specific pathologies. Career Services information will be provided.

Co-Requisite: 100MT

100DC Diagnostic Coding

75 Hours/2.5 Credits

Lecture: 10 Hours

Lab: 65 Hours

Out of Class Work Hours: 18.75

This course emphasizes the basic transformation of verbal descriptions of diseases, injuries, and procedures into numeric designations (coding) by the provider rendering medical care. Today medical codes are utilized to facilitate payment of health services to evaluate utilization patterns, and to study the appropriateness of health care costs. To be fairly and adequately reimbursed in a timely fashion by third party payers, physicians and their reimbursement specialists must understand and correctly use these codes.

100EHR Electronic Health Records

75 Hours/3.0 Credits

Lecture: 30 Hours

Lab: 45 Hours

Out of Class Work Hours: 18.75

This course will cover the usage and management of health information and the electronic health record (EHR). Students will be introduced to the use of health information and the EHR for any setting within the health care industry from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. Students will utilize hands on application of medical records software system components in order to apply these applications to the real medical office setting. Career Services information will be covered.

100INS Insurance
45 Hours/1.5 Credits

Lecture: 10 Hours
Lab: 35 Hours
Out of Class Work Hours: 11.25

This course is designed to introduce the student to the 10 steps of the medical billing cycle which includes the basics of medical insurance both government and private, insurance terminology, medical coding systems, documentation and claim filings, payment processing, insurance appeals, as well as collection processes involving both patients and insurance carriers. The course covers both outpatient physician and inpatient/outpatient hospital situations.

100MLE Medical Law and Ethics
30 Hours/1.0 Credits

Lecture: 30 Hours
Out of Class Work Hours: 7.5

This course acquaints students pursuing the health and legal professions with issues involving medicine, law, and ethics. In addition Career Services will be covered.

100MOP Medical Office Procedures
75 Hours/3.0 Credits

Lecture: 35 Hours
Lab: 45 Hours
Out of Class Work Hours: 18.75

This course teaches students basic medical office procedures. Topics include: medical office accounting systems, patient ledger cards, professional fees, credit arrangements, petty cash, posting of daily patient charges, making bank deposits, billing practices, delinquent collection practices, payroll for the medical office, filing in a medical office, and proper telephone techniques for the medical office. In addition, this course is designed to introduce the student to the process by which a company will recruit medical staff, the orientation process for new staff, the training process for new hires, staff evaluations, staff records, and the process of dismissing an employee. Additional Career Services information will be provided.

100MOS Medical Office Skills
75 Hours/2.5 Credits

Lecture: 10 Hours
Lab: 65 Hours
Out of Class Work Hours: 18.75

This course enables students to learn correct position and techniques, alphabetic keys, number keys and special symbol keys. This course further introduces and simulates situations using computerized software. Students learn to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically. In addition Career Services will be covered.

100MSO Microsoft Office Applications
45 Hours/1.5 Credits

Lecture: 10 Hours
Lab: 35 Hours
Out of Class Work Hours: 11.25

This course will introduce the basics of working with files and the programs used to create them. It will cover the utilization and application of Microsoft Excel®, creating a presentation using PowerPoint®, and integration of Office 2010® programs. Students will also learn word processing concepts and vocabulary. The Microsoft Word® software is used to learn the hands-on functions and features of word processing. Formatting for business documents will be stressed. Keyboarding practice continues for development of speed and accuracy to the highest possible level. Effective file management techniques will be presented.

100MT Medical Terminology**75 Hours/3.5 Credits**

Lecture: 75 Hours

Out of Class Work Hours: 18.75

This course provides students with a comprehensive background of medical root words, prefixes and suffixes. The course gives instruction on body structure, colors, oncology, anatomical planes and regions and provides students with the study of medical terms for the following body systems: integumentary, nervous, and eye and Ear senses. Students will study of medical terms and abbreviations. Topic areas for medical terminology include the following systems: endocrine, cardiovascular, lymphatic, musculoskeletal, respiratory, gastrointestinal, urinary, male reproductive system, female reproductive system, and obstetrics and neonatology. In addition Career Services will be discussed.

Co-Requisite: 100AP

100PC Procedural Coding**75 Hours/2.5 Credits**

Lecture: 10 Hours

Lab: 65 Hours

Out of Class Work Hours: 18.75

This course provides further utilization of the methodology of coding utilizing CPT procedural coding. The methodology and guidelines for Evaluation and Management codes, Anesthesia codes, procedural codes involving all body systems and the use of modifiers will be discussed. Also included in this course is an overview, as well as the guidelines, pertaining to the Surgery section of the CPT.

101INT Internship**180 Hours/4.0 Credits**

Extern: 180 Hours

This course is designed to allow a student the opportunity to apply practical office, software application and communication skills as well as clinical experience in a healthcare environment focusing on personal attributes, job readiness, workplace dynamics and allied health professions and credentialing.

Prerequisite: All courses

Medical Assistant

100AP Anatomy and Physiology

75 Hours/3.5 Credits

Lecture: 75 Hours

Out of Class Work Hours: 18.75

This course discusses the physical basis of life, and is concerned with the chemical and cellular organization, structure and functions of cells and tissues. Included is an exploration of various related pathologies. Throughout the course, the structure and function of the human body, related to each body system on a level of increased complexity, is studied. The body systems include the integumentary, skeletal, muscular, immune, lymphatic, cardiovascular/circulatory, urinary, digestive, respiratory, nervous, endocrine and reproductive systems. The complimentary nature of structure and function is investigated, as well as continued understanding of specific pathologies. Career Services information will be provided.

Co-Requisite: 100MT

100BIC Billing, Insurance & Coding

45 Hours/1.5 Credits

Lecture: 10 Hours

Lab: 35 Hours

Out of Class Work Hours: 11.25

This course introduces medical assisting students to various kinds of billing systems and medical insurance, as well as giving a brief overview of codes for procedures, codes for diseases, methods of payments, and the use of the CPT, ICD-10-CM, and HCPCS coding books.

100EHR Electronic Health Records

75 Hours/3.0 Credits

Lecture: 30 Hours

Lab: 45 Hours

Out of Class Work Hours: 18.75

This course will cover the usage and management of health information and the electronic health record (EHR). Students will be introduced to the use of health information and the EHR for any setting within the health care industry. This ranges from acute, ambulatory, long term, home health, specialty, population health, and personal health that encompass the continuum of care. Students will utilize hands on application of medical records software system components in order to apply these applications to the real medical office setting. Career Services information will be covered.

100INT Internship

180 Hours/4.0 Credits

Extern: 180 Hours

This course is designed to allow a student the opportunity to apply practical office, software application and communication skills as well as clinical experience in a healthcare environment focusing on personal attributes, job readiness, workplace dynamics and allied health professions and credentialing.

Prerequisite: All courses

100MLE Medical Law and Ethics

30 Hours/1.0 Credit

Lecture: 30 Hours

Out of Class Work Hours: 7.5

This course acquaints students pursuing the health and legal professions with issues involving medicine, law, and ethics. In addition Career Services will be covered.

100MOP Medical Office Procedures

75 Hours/3.0 Credits

Lecture: 30 Hours

Lab: 45 Hours

Out of Class Work Hours: 18.75

This course teaches students basic medical office procedures. Topics include: medical office accounting systems, patient ledger cards, professional fees, credit arrangements, petty cash, posting of daily patient charges, making bank deposits, billing practices, delinquent collection practices, payroll for the medical office, filing in a medical office, and proper telephone techniques for the medical office. In addition, this course is designed to introduce the student to: the process by which a company will recruit medical staff, the orientation process for new staff, the training process for new hires, staff evaluations, staff records, and the process of dismissing an employee. In addition, Career Services information will be provided.

100MOS Medical Office Skills**75 Hours/2.5 Credits**

Lecture: 10 Hours

Lab: 65 Hours

Out of Class Work Hours: 18.75

This course enables students to learn correct position and techniques, alphabetic keys, number keys and special symbol keys. This course further introduces and simulates situations using computerized software. Students learn to input patient information, schedule appointments, and handle billing. In addition, students produce various lists and reports and learn to handle insurance claims both on forms and electronically. In addition Career Services will be covered.

100MT Medical Terminology**75 Hours/3.5 Credits**

Lecture: 75 Hours

Out of Class Work Hours: 18.75

This course provides students with a comprehensive background of medical root words, prefixes and suffixes. The course gives instruction on body structure, colors, oncology, anatomical planes and regions and provides students with the study of medical terms for the following body systems: integumentary, nervous, and eye and ear senses. Students will also study medical terms and abbreviations. Topic areas for medical terminology include the following systems: endocrine, cardiovascular, lymphatic, musculoskeletal, respiratory, gastrointestinal urinary, male reproductive system, female reproductive system, and obstetrics and neonatology. In addition Career Services will be discussed.

Co-Requisite: 100AP

100PH Pharmacology**45 Hours/2.0 Credits**

Lecture: 45 Hours

Out of Class Work Hours: 11.25

In this course students will learn origins, classifications, administration and use of medications. Students will review pharmaceuticals related to each body system. Drugs for the pediatric and geriatric patients are also covered. Basic mathematical concepts will be utilized to develop student's knowledge and skills in pharmaceutical calculations. Further Topics include: systems measurement, abbreviations, pharmaceutical calculations, resource materials usage, parts of a prescription and medication administration competencies. In addition Career Services will be covered.

200CLATPE Clinical Procedures: Aseptic Techniques/Patient Exams**75 Hours/2.5 Credits**

Lecture: 10 Hours

Lab: 65 Hours

Out of Class Work Hours: 18.75

The Clinical Laboratory classes are taught through theoretical knowledge and hands on skills. Topics include: surgical asepsis, minor office surgery, medical asepsis and infection control, including OSHA and CLIA guidelines, safe behavior in clinical settings, charting and medical history, physical measurements and vital signs, assisting with physical examinations, special senses, medical specialty exams, and rehabilitative practices.

200CLEKPH Clinical Procedures: EKG & Phlebotomy**75 Hours/2.5 Credits**

Lecture: 10 Hours

Lab: 65 Hours

Out of Class Work Hours: 18.75

This course expands on the theoretical knowledge and skills in clinical laboratory procedures. Topics include: EKG and hematology.

Pre-Requisites: 200CLATPE

200CLSEC Clinical Procedures: Specialty Exams & CPR/First Aid**75 Hours/2.5 Credits**

Lecture: 10 Hours

Lab: 65 Hours

Out of Class Work Hours: 18.75

Students further their theoretical knowledge and skills in clinical laboratory procedures. Topics include: collecting, handling and examination of urine specimens, the respiratory system, nutrition, the female reproductive system, the male reproductive system, medication administration, injections, other clinical simulations, CPR, and First Aid. The course covers final certification exam review.

Pre-Requisites: 200CLATPE

Schedule of Tuition & Fees

Program	Health Claims Specialist	Medical Assistant
Application Fee	\$20	\$20
Registration Fee	\$100	\$100
Tuition	\$13,990	\$13,990
Lab Fee/Other	\$910	\$620
Books & Supplies	\$1,480	\$1,015
Total	\$16,500	\$15,745

Term Schedule & Holiday Calendar

Day

Start Date	Graduation Date
900 Hours: MA, HCS	
1/16/2019	8/9/2019
2/18/2019	9/13/2019
3/25/2019	10/18/2019
4/29/2019	11/22/2019
6/3/2019	1/3/2020
7/8/2019	2/7/2020
8/12/2019	3/13/2020
9/16/2019	4/17/2020
10/21/2019	5/22/2020
11/25/2019	6/26/2020

Evening

Start Date	Graduation Date
900 Hours: MA, HCS	
1/16/2019	3/13/2020
2/18/2019	4/17/2020
3/25/2019	5/22/2020
4/29/2019	6/26/2020
6/3/2019	7/31/2020
7/8/2019	9/4/2020
8/12/2019	10/9/2020
9/16/2019	11/13/2020
10/21/2019	12/18/2020
11/25/2019	1/29/2021

2019 Campus Holidays

New Year's Day	January 1, 2019
Martin Luther King Jr. Day	January 21, 2019
Good Friday	April 19, 2019
Memorial Day	May 27, 2019
Independence Day	July 4, 2019
Labor Day	September 2, 2019
Thanksgiving	November 28-29, 2019
Christmas	December 25, 2019

Staff

Key Administrative Staff	
Peter Karas	Campus Director
Fredrica Evans	Director of Education
Jeffrey Barlatier	Director of Admissions
Josette Lewis-Barnett	Director of Financial Aid
Tracey Haynes	Career Services Advisor

Corporate Staff Listing	
Dr. Nicholas V. Hastain	CEO
Tim James	President
Michele Sinusas	Chief Information Officer
Paul Somogyi	Vice President of Information Technology
Ruthann Wolverton	Senior Vice President of Student Outcomes
April Lupinacci	Vice President of Compliance and Licensure
Erika Winans	Vice President of Academic Services
Carole Heininger	Regional Vice President of Operations
Wade Charlton	Regional Vice President of Operations
Shannon Guida	Executive Student Finance Director
Karen Kendall	Student Accounts Manager

