

2020 - 2021 Catalog

branford hall



career institute

Amityville, NY

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Amityville, New York



Branford Hall Career Institute

1100 North Broadway
Amityville, NY 11701
Tel: (631) 608-9113
Fax: (631) 638-8119
www.branfordhall.edu

Programs Offered

Medical Assistant
Medical Billing & Coding

Hours of Operation

Monday - Thursday
8:30 am - 10:00 pm

Friday
8:30 am - 5:30 pm

Saturday
9:00 am - 1:00 pm

Accreditation

This campus is accredited by:
Accrediting Council for Continuing Education and Training (ACCET)
1722 N Street NW
Washington, DC 20036
Tel: (202) 955-1113

This catalog is current; however Branford Hall Career Institute reserves the right to make changes in course content, equipment, materials, organization, policy, tuition, and curriculum as circumstances dictate, subsequent to publication. The institution expects its students to have knowledge of the information presented in this catalog and in other school publications; therefore, students should review approved catalog for factual information.

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Welcome

Branford Hall Career Institute is an accredited private vocational school with over a 45-year history of providing career education in the field of Allied Health. 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 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 study only the subjects they need for their careers. When you think about it, a Branford Hall 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 careerfocused education. In January 2002, CEC changed its name to Premier Education Group (PEG).

Branford Hall Career Institute's Chicopee campus opened on October 15, 1999 and relocated to Springfield in February 2002 where they currently offer programs in Medical Assistant, Medical Billing and Coding and Massage Therapy. In late 2005 the Springfield Tech learning site opened its doors offering courses in Heating, Ventilation, Air Conditioning and Refrigeration (day program), Heating, Ventilation, Air Conditioning Technician (evening program), and Culinary Arts. In early 2009 new programs were added; Professional Fitness Trainer and Computer Network Management.

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.

Mission Statement

The mission of Branford Hall Career Institute is to provide an educational environment characterized by high expectations and staffed by individuals who are compassionate, supportive, creative, and effective. By recognizing the uniqueness of all students, we will assist each to achieve his/her potential.

We believe students should be given the opportunity to receive a high quality education for the career best suited to their abilities, interests, and ambitions. To this end, the administration and faculty have dedicated themselves to the following objectives:

- To prepare students to meet the diverse requirements their career choices demand.
- To prepare students to become self-sufficient and economically independent.
- To help students develop proper work habits, professional attitudes, and increased confidence.
- To offer sound business, allied health, and technical training in short-term programs.
- To assist graduates in securing entry-level employment in their chosen fields of study.
- To provide business, industry, government, and professionals with well-trained personnel.

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.

Facilities & Equipment

Branford Hall Career Institute's Amityville Campus is located in a stand-alone building. The school occupies approximately 23,000 square feet consisting of seventeen medical laboratories/ classrooms equipped with a variety of equipment. The building houses a group of administrative offices in addition to a library equipped with internet access.

Facilities for the Handicapped

Branford Hall Career Institute facilities are accessible to the handicapped. Branford Hall Career Institute follows ADA guidelines in providing reasonable accommodations for all such applicants.

Facility Descriptions & Locations

The **Branford, CT campus** is located directly off Route 1, at One Summit Place, Branford, CT.

The **Southington, CT campus** is housed in a recently renovated three-story office complex in downtown Southington, between I- 84 and I-691.

The **Amityville, NY campus** is located at 1100 North Broadway in Amityville, NY. Phone number is 631-608-9113

Commuting Cost

There are buses which run throughout the Suffolk/ Nassau areas for the Amityville Campus. Please refer to the transit authority for fares. Free parking is available at the school for students who drive.

Hours of Operation

The Branford Hall Career Institute is open Monday to Thursday from 8:30 a.m. to 10:00 p.m. Friday from 8:30 a.m. to 5:30 p.m.; and Saturday from 9 a.m. to 1 p.m.

Admissions

Admissions Requirements

Branford Hall Career Institute seeks students with a desire to enter the growing fields of HV AC/R service technician, Allied Health as Medical Assistants as well as Medical Billers and Coders. Students need to demonstrate an ability to benefit from training as demonstrated by successful completion of the entrance examination process.

Students will be accepted who are at least 17 years of age and have received a high school diploma (HSD) or equivalent (GED). The school reserves the right to reject applicants on the basis of a personal interview and a review of the applicant's background. Documentation of High School graduation or GED record, is required. The student will be required to furnish the school with one of the following:

- High School Diploma - school representative will photocopy the original student diploma/or high school transcript and include the copy as part of the student's file.
- GED record - school representative will photocopy the original GED Diploma, or results report and include the copy as part of the student's file
- College Diploma-School representative will photocopy the original student diploma or college transcript and include a copy as part of the students' file.
- Copy of a completed Department of Defense form DD-214 indicating that the applicant completed high school during his/her armed forces service.

An official copy of the student transcript along with immunization records must be received by the Registrar's office.

Enrollment Dates

All programs have rolling start dates. Student may enroll up to the first day of class, based on availability.

Wonderlic Entrance Exam

Prospective students who have received a high school diploma or GED will be required to take a Wonderlic Exam. A minimum score of 13 must be achieved to be eligible for registration in Medical Assistant and Medical & Billing Coding.

Ability to Benefit

Branford Hall does not accept ATB student. All prospective students must possess a high school diploma or GED.

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 education programs. Those with other non-felonious criminal backgrounds may also find it difficult to secure employment within a health care setting.

Office Hours

Candidates for admission are invited to visit the school for a personal interview and a tour of the school facilities. Applicants interested in enrolling should telephone or visit the school and make an appointment for an interview.

The Admissions staff is available from Monday through Thursday from 9:00 a.m. to 8:00 p.m., on Friday from 9:00 a.m. to 5:30 p.m., and Saturday from 9:00 a.m. to 1:00 p.m.

Advanced Standing

The campus does not recognize the status of Advanced Standing.

Section 504 Of The Rehabilitation Act (See 34 CFR 104.8)

Premier Education Group and its schools are committed to full compliance with the requirements of Section 504 of the Rehabilitation Act and its implementing regulations (34 C.F.R. Part 104 in general and in particular subpart E relating to postsecondary education institutions) and Title III of the Americans with Disabilities Act (ADA) and its implementing regulations (34 C.F.R. Part 36). Section 504 specifies that no qualified person with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives Federal financial assistance. Title III of the ADA prohibits public accommodations (including undergraduate private schools or other places of education) from engaging in discrimination on the basis of disability. Consistent with Section 504 and ADA, Premier Education Group and its schools do not discriminate against qualified individuals with disabilities on the basis of disability in its programs and activities.

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 Theresa Donohue. She is also the person responsible for explaining to applicants and students how to obtain information about the process to secure academic/non-academic adjustments and receiving requests for academic adjustments.

Course Numbering

The course numbering system uses an alpha numeric or letter identifier. The alpha portion of the number identifies the subject area while the numeric portion determines the course difficulty level.

Program Delivery

All program and courses offered at Branford Hall Career Institute are residential.

Foreign Students

Branford Hall Career Institute is authorized under Federal Law to enroll non-immigrant alien students. However, proof of work authorization will be needed to complete externship.

Comparable Program

Students may receive comparable program information related to tuition, fees, and program length by contacting the Accrediting Council for Continuing Education and Training (ACCET) at 1722 N Street NW, Washington, DC 20036, (202) 955-1113

Purpose of the Admissions Interview

The admissions interview will enable our Admissions Representative to evaluate the applicant's potential for success in our programs. The interview also enables the applicant to obtain valuable career information to help them make a decision on the choice of training and program of study. However, the responsibility for any decision or action taken will be that of the applicant assuming they meet the criteria.

Orientation Session

An orientation session for new students is held prior to the start of each program. Students will receive advanced notification of the orientation date and time. A Student Handbook/Orientation Guide will be distributed at the orientation, and Branford Hall Career Institute's rules and regulations will be discussed. It is each student's responsibility to become familiar with the rules and regulations in the handbook as well as in this catalog.

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

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. All other programs will have a written Skill Assessment

- c. 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.



Financial Aid & Scholarships

Tuition & Fees

A \$100.00 non-refundable registration fee is charged when an application is submitted. Tuition differs from one program to another. Program and tuition information are available in the Admissions Office and are included in the back of this catalog. Fees and tuition are stated in the Enrollment Agreement. Upon satisfactory completion of the program and discharge of all financial obligations, students will be awarded a certificate.

Financial Aid

Students who enroll in Branford Hall Career Institute programs and who qualify for financial aid are eligible to apply for student loans and Title IV funding by the Federal Government. Amounts of financial aid will vary based on the length and cost of programs, as well as financial need. With the assistance of the financial aid office, students will complete a Free Application for Federal Student Aid (FAFSA). These programs include:

- Federal Pell Grants
- Subsidized and Unsubsidized Stafford Loans
- Parent Loans for Undergraduate Students (PLUS)
- Supplemental Education Opportunity Grants (SEOG).

Note: A grant is financial aid students do not repay. A loan is borrowed money students must repay with interest.

Information and applications may be obtained by contacting Branford Hall Career Institute's Financial Aid Office.

Eligibility Requirements

Student financial aid applicants must satisfy certain eligibility requirements in order to be able to receive and continue to use financial aid. These requirements include, but are not limited to:

- Fulfillment of all admission requirements;
- Submission of all documentation requested by the school or lender (s) or both;

- Maintain satisfactory academic progress in accordance with school policy;
- Completion of "aid specific" requirements, such as verification of income, taxes paid, household size as well as loan counseling; and
- Remain a student in good academic standing

Payment Plans

Personal balances left after applying financial aid awards can be paid in full or be made into an installment plan for the duration of the program. A request for an installment plan may be submitted to the Financial Aid Officer for review by the school. All decisions for approval or denial of payment plan requests will be based upon documented ability to pay by the applicant. Information may be obtained by contacting the Financial Aid Office.

Service Charge

In the event that a personal check rendered for payment of obligations is returned by the bank for insufficient funds or for any other reason, a \$25.00 bookkeeping fee will be charged in addition to the bank charge.

Veteran's Benefits

The Financial Aid Office at Branford Hall Career Institute has many of the Veteran's Administration forms. The Financial Aid Officer will assist National Guard Members, Reservists, Veterans, and eligible dependents in applying for educational benefits due them.

Suffolk County Department of Labor

We are currently under contract to accept Suffolk County Department of Labor referred participants.

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.

Cancellation and Refund Policy

Tuition & Other Charges - Period of Obligation

Following the start of classes, the institution will establish a ledger of tuition and other charges incurred by the student, as shown on the front side of the enrollment agreement. Tuition charges, as outlined below, will be applied in one or more parts called periods of obligation, depending on the length of the program. The period of obligation set by the school is 450 instructional hours. Programs less than 450 hours will have tuition charged in full in one part, while programs longer than 450 hours but equal to or less than 900 hours will have tuition charges applied across two periods of obligation, while programs greater than 900 hours will have tuition charges spread across three or more periods of obligation depending on how many 450-hour periods are needed. The institution, for the sake of clarity, will create a ledger card detailing the entire cost of the program with each period of obligation clearly marked so that the students can understand and verify the full and complete cost of the program as shown on the front side of this agreement. For the benefit of the student the institution will secure financial aid or complete financial planning to cover all periods of obligation. The student is obligated to pay the charges attributed to the period of obligation at the beginning of each period of obligation unless other financing arrangements have been made. By way of an example, a program with tuition costs of \$9,100 that is 910 hours in length will have three periods obligation. The first two periods of obligation will be 450 hours in length, and appear on the ledger card as \$4,500 charges, while the last period of obligation will be 10 hours in length and cost \$100. By way of an example, if a student attending a 900-hour program was scheduled for 450 hours of classes and began the 451st hour, the student would be obligated for tuition charges relating to the first and second period of financial obligation.

Institutional Refund & Cancellation Policy

The school will provide a full refund of all monies paid if the student cancels the enrollment agreement within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) of signing it. If the student pays any fees in advance of the first class session, and if the 72-hour cancellation privilege period has passed, and if the student decides not to attend the program by not showing for classes, or if the enrollment is rejected by the school, the school will refund all monies paid less the application fee.

If it becomes necessary for the class to be canceled or delayed prior to the start of classes, the student will have the option of accepting the delay and joining the next scheduled class start or requesting a full refund of all monies paid, including non-refundable application fee.

In the event of withdrawal by the student after expiration of the 72 hour cancellation privilege or dismissal by the school, the school shall retain the application and registration fees, the non-refundable cost of the textbooks required by the classes attended and issued to and used by the student, and a prorated portion of tuition and laboratory fees/ other, based upon the last day of attendance and the number of program hours the student was scheduled for through the last day of attendance.

The pro-ration is calculated as follows, from the last date of attendance:

- A. If the departure from the program occurs during the first week of class or 7 calendar days, tuition charges withheld will not exceed 10 percent of the stated tuition to a maximum of \$500.00.

- B. After the first week of class and through 60 percent of the period of financial obligation, charges retained will not exceed a pro-rata portion of tuition for the training period completed, plus 10 percent of the unearned tuition for the period of training not completed, up to a maximum of \$1,000.00. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation.
- C. For subsequent periods of financial obligation, charges retained will not exceed a pro-rata portion of tuition charged for the period of obligation. The proration is based on the number of hours scheduled through the students last day of attendance divided by the total number of hours in the period of obligation. After 60 percent of the period of financial obligation is completed, the school may retain the full tuition for this period of obligation. Students are responsible for full payment for any previously completed periods of obligation.

We will return refunds within 45 days of date of determination of withdrawal or cancellation. The date of determination used for withdrawal or cancellation will be:

- 1. Withdrawal
 - a. Date the school received notification from a student of their intent to withdraw, or
 - b. The last date of attendance, if student is dismissed or expelled by school, or
 - c. 14 days following last day of attendance in the event the student has not communicated their intent to withdraw and has failed to attend classes for 14 consecutive days.
- 2. Cancellation - In the case of a cancellation of enrollment due to a failure to attend or class delay or cancellation request, the date of notification or originally scheduled start date is used, whichever is sooner.

The tuition charges will be attributed on the basis of periods of financial obligation, as stated above, which is equivalent to 450 hours of training or the balance of training hours remaining in the program if less than 450 hours. In no case will the period of obligation for students extend more than 12 months, and in most cases the period of financial obligation (450 training hours) will be between 15 and 40 weeks in length.

New York State Quarters Refund Policy

- A. A student who cancels within seven days of signing the enrollment agreement receives all monies returned, except \$25.00 of the non-refundable registration fee and any textbooks received. Thereafter (more than seven days after signing the enrollment agreement), a student will be liable for:
 - 1. The remaining portion of the non-refundable registration fee (\$75.00), plus
 - 2. The cost of any textbooks or supplies accepted
 - 3. Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

- a. First Quarter

If termination occurs school will charge prior or	
during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

- b. (Sbsequent Quarters

If termination occurs school will charge prior or	
during the first week	0%
During the first week	25%
During the second week	50%
During the third week	75%
After the third week	100%

Program Quarters

Medical Assistant 960 hour program

Day -3 quarters, weeks per quarter divided into intervals of 11/11/10

Medical Billing and Coding 960 hour program

Day-3 quarters, weeks per quarter divided into intervals of 11/11/10

ACCET Refund Policy

- A. If the departure from the program occurs within three class days, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition to a maximum of \$500.00.
- B. After the first week of class and through 50 percent (50%) of the period of training and financial obligation, charges retained will not exceed a pro-rata portion of tuition for the training period completed, plus 10 percent of the unearned tuition for the period of training not completed
- C. After 50 percent (50%) of the period of training and financial obligation is completed, the school may retain the full tuition.

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 Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Unsubsidized Direct Stafford Loan
- Subsidized Direct Stafford Loan
- Federal PLUS 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.

Academic Policy & Regulations

Academic Year

The academic year for Branford Hall Career Institute varies according to the program and whether it meets during the day or evening. Please see the Program Start & End Dates section of this catalog for additional details. The Federal Financial Aid definition of a full academic year is 900 clock hours, 30 weeks.

Standard of Conduct & Dress

All students will be responsible for abiding by the rules, regulations, and procedures of Branford Hall Career Institute as set forth in this catalog and the Student Handbook/Orientation Guide. They will also be expected to conduct themselves at all times in an acceptable manner consistent with the best interests of the Institution and the student body.

Students in all programs are expected to dress in their respective uniform consistent with the guidelines set forth in the Branford Hall Career Institute handbook under dress code, which each student receives in advance of his/her entrance date. Students are expected to dress in a manner consistent with the standards of business in preparation for their careers. The Institution reserves the right to dismiss students who are out of dress code.

Students are expected to be mature and businesslike in their relationships with members of the staff and student body. The following list includes some, but not all, unacceptable behaviors:

- Behavior disruptive to teaching or learning,
- Behavior disrespectful to a staff member,
- Failure to comply with staff instructions,
- Hostile arguing, violent behavior or threats of violence,
- Theft, damage to private property belonging to the school, another student or staff member,

- Dishonesty, cheating, plagiarism, or providing false information,
- Violating the law on school property, thereby harming the school's reputation, and
- Using, possessing, selling, dispensing or under the influence of illegal substances while on school property.
- Copyright Infringement (including unauthorized distribution of copyrighted materials.)
- Using the Branford Hall Career Institute Network for unauthorized peer-to-peer file sharing.

The above mentioned behaviors are unacceptable and can lead to expulsion from the Institute.

Academic Honesty

Academic honesty is expected of all students. Violations of academic honesty such as cheating, plagiarism, paraphrasing, and fabrication are serious offenses, which undermine the integrity and mission of Branford Hall Career Institute and may result in the student being expelled from the Institution.

Plagiarism is defined as the use of another person's words or ideas without acknowledgement. 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.

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 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 the Campus director to obtain a printed copy.

Measurement of Instruction in Clock Hours

The unit of measurement of instruction at Branford Hall Career Institute is clock hours.

Definition of a Clock Hour

A clock hour is defined as 60 consecutive minutes of which a minimum of 50 minutes is dedicated to instruction.

Class Schedules

Day students are required to attend classes Monday-Friday, 9 a.m. to 3 p.m. Evening students are required to attend classes Monday-Thursday, 6 p.m. to 10 p.m. Due to the complexity and academic rigor required by a student in progressing academically through the program, students can not be permitted to attend both day and evening classes.

Report Cards

A report of each student's grades is issued upon completion of each course.

Grading System

The following grading scale is followed for all certificate program students:

Grade	Grade Point	Numerical Equivalent	Explanation
A	4.0	90-100%	Excellent
B+	3.5	85-89%	Very Good
B	3.0	80-84%	Good
C+	2.5	75-79%	Above Average
C	2.0	70-74%	Average
D	1.0	65-69%	Below Average
F	0.0	Below 65%	Failing
S	0.0	-	Satisfactory
W	-	-	Withdrawal/Terminated
T	-	-	Transfer Credit

* Please note, any medical laboratory classes require a minimum grade of C (70 percent). If a C is not achieved in a laboratory class the student will be required to re-take the laboratory class.

Make-Up Work

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. For purposes of make-up hours, only ten hours may apply towards attendance. All hours MUST be made up within the module

Grade Appeal

Students may appeal to the instructor and follow the chain of command (e.g. instructor, chairperson, Director of Education) for review of their grades or academic status.

The appeal must be made in writing within the first 5 days of new module. The Director of Education's decision will be final. A grade appeal received after the first week of the new module will not be accepted.

Change of Program

A student may change from one program to another, if circumstances permit, with the approval of the Director of Education. A student requesting a change should see the Education Department.

Recognition of Outstanding Scholastic Achievement

Quarterly, any student maintaining a cumulative GPA of 3.0-3.49 will be placed on the Dean's List. Students who are maintaining a cumulative GPA of 3.5-4.0 and 90 percent attendance will be placed on the President's List. Students with a combination of a 4.0 cumulative GPA along with 100 percent attendance (with no make-up hours) will be placed in the President's Club. A certificate is given to all eligible students.

Graduation Requirements

In order to qualify for a certificate, students must meet the following requirements at the end of a program:

- Final grade point average (GPA) of 2.0 or higher,
- Satisfactory record of attendance, minimum attendance rate of 80 percent per class
- Fulfillment of financial obligations to the school,
- Achievement of an adequate level of performance in each skill area required for graduation, and, successful completion of all externship hours
- Passing grades in all courses attempted

Upon graduation all students earning a grade point average of 3.0 and an attendance percentage of 90 percent or better will graduate with honors.

Re-Entry Policy & Procedure

All students have the right to re-apply for re-enrollment; however, this process is in place to determine the successful outcome(s) for each student applying to return to Branford Hall Career Institute. There are three exceptions to this rule. 1. A student must not be in default 2. Must not have been expelled 3. Lastly, the student must not have been dismissed due to academic performance and cannot complete the program within the 1.5 times the program length of the program.

Student returning WITHIN 180 days from their last date of attendance:

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 awards. The student retains his or her original eligibility for that payment period.

Student returning AFTER 180 days from their last date of attendance:

If a student returns to the same program after 180 days, transfers into a new program at the same school campus, 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; and new program requirements, (if your program has been discontinued).

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 Satisfactory Academic Progress 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
- To 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 18 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. 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. However, SAP is unofficially evaluated at the midpoint of every module to ensure for greater success in reaching both quantitatively and qualitatively measures.

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.

1. **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.

2. **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.

3. **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. Students must maintain 85% attendance in the instructional hours offered during the probationary period, or be subject to dismissal.

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 Director of Education 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.

Maximum Program Length

A student must complete his/her program in a period of time not to exceed 1.5 times the normal program length. For example, a student enrolled in a 960-hour program must complete all program requirements within 1,440 hours. Hours attended in a class that a student fails, or withdraws from, count toward the maximum program length.

Attendance

Students are required to achieve a minimum attendance rate of 80 percent of the total clock hours of each course in which they are enrolled in order to graduate. However, students must complete 90 percent of their first payment period before they achieve eligibility for 2nd disbursements of Financial Aid.

Withdrawals

In the event of a student's withdrawal or dismissal prior to the completion of the program, the tuition charge will be computed as set forth in the Cancellation and Refund Policy. A student will be expected to complete an exit interview with the Education Department and the Business Office. A grade of "F" will be given only if the student is enrolled beyond the add/drop period. During the add/drop period, if a student withdraws or is terminated a grade of "W" will be given. (The add/drop period is defined as the first 5 days of the course), (The add/drop period does not affect the refund calculations).

If a student withdraws from a course, the hours attempted for that course will count towards a student's maximum time frame and calculation of successful course completion percentage.

The failure of a student to notify the Director of Education in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

Course Repetitions

When a student receives an "F" grade in a course, the student will be required to repeat the class. Every attempt will be made to re-schedule the student into the course in which the fail occurred. The Institution may allow a student to continue within his/her current class as long as the class failed is not a prerequisite for subsequent courses that will be taken before the failed course is retaken. The student's graduation date will be extended. Branford Hall permits this to occur, however a student must understand the following:

- When a class is retaken for credit, both grades will appear on the final transcript, however only the higher grade will be used to calculate the Grade Point Average on the final transcript.
- In determining minimum academic achievement and successful course completion, the amount of clock hours attempted will include both the first and second attempt of the class.
- No additional tuition is charged for retaking a class(es).
- If a student retaking a class(es) subsequently withdraws or is dismissed during the second attempt of the same course, the student may be permanently dismissed from the program.
- Date of graduation will be extended
- Re-Scheduled class(es) are subject to availability

All hours attended are used for calculation of the refund policy. Additionally, students will be responsible for purchasing textbooks and workbooks that have been updated.

Mitigating Circumstances

The school reserves the right to make exceptions on a discretionary basis to any of its stated administrative policy actions based on specific mitigating circumstances which may exist with regard to students. If the school determines that mitigating circumstances prevent students from meeting any of the administrative standards or criteria, alternative arrangements for meeting standards or criteria may be made on an individual basis by the Re-entry Committee.

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

Attendance Policy

Attendance

Fourteen consecutive days of absence resulting in interruption of training will require a student to drop and apply for re-entry at a later date. Since employers will expect employees to report to work regularly and promptly, Branford Hall Career Institute believes that students should follow a similar policy with class attendance. It is important that students use their time at Branford Hall to develop proper work habits and attitudes. Due to the intensive nature of Branford Hall's programs, it is imperative that students maintain regular attendance in order to derive maximum benefit.

Students arriving to class late, leaving early and/or returning late from any scheduled break will result in a student being docked one hour for any scheduled hour of class.

Attendance is taken at the beginning of every class meeting. Students are expected to notify instructors about anticipated absences or tardiness. Students are responsible for making up work missed because of absence or tardiness. Students may be required to make up time by attending tutorial sessions (as available) outside normal school hours. In accordance with the Branford Hall philosophy, students must attend courses regularly and punctually. Attendance will be strictly monitored. Students may make-up missed hours of a course as per a schedule set up by the Director of Education or Department Chairperson within the module.

Course Attendance

A student must be in attendance a minimum of 80 percent of each scheduled course to ensure that Satisfactory Academic Progress is maintained. A student who drops below 80 percent attendance in any course will be required to attend mandatory make-up sessions. A student below 80 percent attendance in any course is subject to advisement or dismissal. If a student completes a course with less than 80 percent attendance, an F will be issued, and the student will need to repeat the class.

Career Services

Graduate Placement Assistance/ Career Services Department

All graduates in good financial standing are entitled to receive assistance from the Career Services Department upon completion of their programs. While the school does not guarantee employment, a reasonable effort will be made to assist all graduates to secure training-related employment in a position of their choice.

- Assistance in preparing a professional resume
- Instruction in techniques of interviewing and conducting an active job search
- Assistance with completing application and employment forms
- Making contacts with employers to identify job openings
- Marketing resumes on the student's behalf and endeavoring to promote job interviews with prospective employers
- Assisting students by faxing their resumes and providing references to employers when asked
- Follow-up and documentation of interviews, job search activity, job placement and retention.

Full participation by the student is necessary to achieve positive results. It is only through the combined efforts of the student and the school that job placement for graduates is accomplished. The Career Services Department has established procedures outlining the student's responsibilities in the job placement process, a copy of which is given to graduating students.

Continuous Placement Assistance

Eligibility for continuous assistance from the Career Services Department is given to all former graduates who have cooperated with the policies and procedures of the school's Career Services Department. If more than a year has elapsed since attending Harris, graduates in need of assistance are advised to personally meet with the Director of Career Services or his/her designee in order to update the school about their current skills and job search goals. While the school continually gives assistance as needed to all graduates in good standing who request it, the best job opportunities are available to those who possess current software skills at the time of seeking a job. Therefore, considering the rapidity with which software programs change in the hiring community, graduates need to make efforts to remain current with software programs in order to achieve desired salary goals and gain maximum benefit from the continuous placement assistance offered by the school. Harris School of Business does not guarantee employment.

Eligibility for placement assistance from the school may be withdrawn if a graduate has been repeatedly uncooperative with the Career Services Department's procedures or efforts, failed to provide the school with job placement information when requested, or conducted his or her job search in an unprofessional manner which negatively affected the reputation of the school and its graduates.

Miscellaneous

Student Activities

Many activities and events are planned at Branford Hall Career Institute throughout the year.

Resources

Branford Hall Career Institute offers a Library and Information Resources Network (L.I.R.N). All students are given a guide to accessing the L.I.R.N. resources at orientation.

Graduation Ceremonies

Formal graduation ceremonies are held for all students who have successfully completed their programs and fulfilled all academic requirements of their program including externship prior to graduation ceremony. Family and friends are invited to attend (Number of guests, may be limited).

Leaves of Absence

Branford Hall Career Institute does not offer a leave of absence. Students who are unable to progress normally towards the completion of their program of study must be withdrawn, but are able to return based on the guidelines established in this catalog.

Copyright Infringement Policy

Unauthorized distribution (downloading or uploading) of copyrighted material over the Internet, including peer-to-peer file sharing, is considered copyright infringement. Copyrighted material that may not be shared without authorization includes recorded music (often in the form of MP3 or MP4 files), movies, television shows, digital books, or magazines. Copyright infringement may subject a student to civil and criminal liabilities.

Alcohol & Drugs

Branford Hall Career Institute 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.

Grievance Procedure

Branford Hall Career Institute wants its students to be satisfied with both their training and learning environment. It is important that students inform the school of any concerns they may have regarding any aspect of their educational experience. Students seeking to resolve problems should contact the instructor in charge. If unresolved, they should contact the Department Chair or Director of Education. Request for further action may be directed 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**

After this step, unresolved complaints may be forwarded to:

**Accrediting Council for Independent Colleges and Schools 750
First Street, NE - Suite 980
Washington, D.C. 20002-4241
Tel: (202) 336-6780**

**New York State Education Department
Bureau of Proprietary School Supervision
99 Washington Avenue
Room 1613 OCP
Albany, New York 12234**

**New York State Education Department
Bureau of Proprietary School Supervision
116 W 32nd Street
5 Floor
New York, New York 10001-3212**

Student Complaint/Grievance Procedures - New York State Method

In the event of a complaint the student should contact the instructor and if the complaint is not resolved, then the Department Chair. If the complaint is still not resolved the student should contact the Director of Education next, and then the Campus director if the issue is not resolved. The student also has the right to contact the New York State Education Department according to the following procedures:

1. If you are or were a student or an employee of a Licensed, Private, or Registered Business School in the State of New York and you believe that the school, or anyone representing the school, has acted unlawfully, you have a right to file a complaint with the New York State Education Department.
2. If you would like to make complaints about the conduct of the school including: advertising standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents you should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.
4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the Campus director.

We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you take to attempt to resolve your complaint.

New York Tuition Reimbursement Fund

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, you may be eligible for a refund of all tuition expenses which you have paid. If you withdraw from the school prior to completion and file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law of the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations.

To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision, New York State Education Department, 116 W. 32nd Street, New York, NY 10001 or call (212) 643-4760. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form.



Programs of Study

Medical Assistant

960 Hours

32 Weeks/Day - 60 Weeks Evening

The Medical Assistant program is a 32- week day program of instruction or a 60 - week evening program of instruction. The program prepares the student for an entry-level position in health care that allows the students to assist the doctor through laboratory tests, learn the operation of diagnostic equipment and prepare case histories and medical reports. Medical Assistants understand that they are an integral part of the healing process.

The student prepares for entry level positions by learning to perform venipuncture take and mount an EKG, prepare a patient for examination, and performs basic diagnostic laboratory procedures with medical equipment commonly found in a doctor's office or medical laboratory. In addition, students will learn to prepare insurance forms and medical case histories.



Students spend approximately 30 percent of their time in a lab environment, which emphasizes the material covered in lecture and homework. The training is designed to prepare students for an entry-level position as a Medical Assistant in a physician's office, medical clinic, or other related facility.

Course		Hours	Prerequisites
MA101	Laboratory Procedures	100	MA104A, MA104B
MA102A	Laboratory Skills	40	MA104, MA104B
MA102B	Phlebotomy	60	MA104A, MA104B
MA103	Medical Keyboarding Skills	100	
MA104A	Medical Terminology	40	
MA104B	Anatomy & Physiology	60	
MA105	Medical Administrative Skills	100	
MA106A	EKG	70	MA104A, MA104B
MA106B	Pharmacology	30	MA104A, MA104B
MA107	Clinical Skills	100	MA104A, MA104B
MA108	Communication Skills	100	
MA109	Externship	160	All courses
Total		960	

Note: MA109: Externship: requires an externship at an outside facility. Transportation to and from the externship site and all costs incurred with transportation are the responsibility of the student. Branford Hall Career Institute and the clinical facility require all students to have a physical exam and current immunizations prior to working in the clinical setting. The student is responsible for the cost of this physical and obtaining any immunization that may be required.

All medical forms must be completed and signed by a physician within 30 days of enrollment but not more than one year since date of last physical.

Medical Billing & Coding

960 Hours

32 Weeks Day

Medical Billing and Coder's are professionals that prepare, submit and/or process insurance claims for doctor's offices, hospitals, extended care facilities, diagnostic centers, insurance companies and other health related facilities. The program has a 32-week daytime schedule or a 60-week evening schedule.

The student prepares for entry level position by gaining exposure to the terminology, insurance forms, diagnostic and procedural codes, and procedures involved in processing medical insurance claims.

Through exposure to medical law, the student becomes familiar with the legal responsibilities as a Medical Biller and Coder.



Course		Hours	Prerequisites
MA103	Medical Keyboarding	100	
MA104A	Medical Terminology	40	
MA104B	Anatomy & Physiology	60	
MB101	Communication Skills	100	
MB102	Health Insurance	100	
MB103	Coding Principles	100	
MB201	Medical Billing and Coding Applications	100	MA103, MA104A, MB103
MB202	Medical Insurance Processing	100	MA104, MB101
MB300	Medical Billing and Coding Externship	160	All courses
Total		960	

Note: MB300: Externship requires an externship at an outside facility. Transportation to and from the externship site and all costs incurred with transportation are the responsibility of the student. Branford Hall Career Institute and the clinical facility require all students to have a physical exam and current immunizations prior to working in the clinical setting. The student is responsible for the cost of this physical and obtaining any immunization that may be required.

All medical forms must be completed and signed by a physician within 30 days of enrollment but not more than one year since date of last physical.

The background of the page features a close-up, slightly blurred view of several open books. The pages are white and stacked, creating a sense of depth. Two prominent yellow bookmarks are visible, one in the upper middle and one in the lower middle, both pointing towards the center. The overall lighting is soft and warm, highlighting the texture of the paper.

Course Descriptions

Medical Assistant

MA101 Laboratory Procedures **100 Hours**

OSHA, CLIA mandates, Blood Borne pathogens standards, microscope usage, urinalysis procedures, microbiology procedures and sanitation, disinfection and sterilization procedures will be covered. Included in this course will be the urinary system and immune system along with the associated terminology for those systems. Minor surgery procedures will be introduced.

Prerequisite: MA104A, MA104B

MA102A Laboratory Skills **40 Hours**

In this course, the student will learn the principles of OSHA standards, CLIA, and Blood Borne Standards. Blood and its components are covered in detail. Hematological testing, coagulation studies, serological testing will be identified. Identification of serum components and their relationship to disease various profiles and therapeutic drug monitoring will be included.

Prerequisite: MA104A, MA104B

MA102B Phlebotomy **60 Hours**

Phlebotomy procedure and equipment supplies are utilized. Other studies include blood analyzing equipment, quality control and quality assurance. Students will learn how to collect blood samples through capillary puncture, venipuncture and butterfly set-up with a syringe.

Prerequisite: MA104A, MA104B

MA103 Medical Keyboarding Skills **100 Hours**

Students will be introduced to learning computer basics and mastering the keyboard. Typing of various medical reports, collection letters and general medical correspondence are mastered. Prerequisite: NONE

MA104A Medical Terminology **40 Hours**

Students will learn the anatomical structures of the body, body planes, cells and tissues. Proper medical terminology, language, and abbreviations will be introduced and utilized throughout this course.

Prerequisite: MA104A, MA104B

MA104B Anatomy and Physiology **60 Hours**

This course will explore the integumentary system, skeletal and muscular systems, the nervous system, special senses, reproductive system, digestive system and endocrine system are explored along with their related terminology. Diseases and disorders of each of these systems are also covered in this course.

Prerequisite: MA104A, MA104B

MA105 Medical Administrative Skills **100 Hours**

Included in this course is patient reception, setting up and maintaining the financial record (ledger cards) of the patient, filing, bookkeeping skills including accounts receivable, accounts payable and payroll procedures will be covered. Other topics include: Billing, Coding and Health Insurance. A medical billing program is introduced.

MA106A EKG **70 Hours**

This course will cover the circulatory and respiratory systems with their related terminology. Diseases and disorders of both systems are covered. Electrocardiography equipment, supplies and procedural considerations are covered. Other topics include: Identification of various heart arrhythmias, cardiopulmonary resuscitation, cardiac emergencies, halter monitoring and stress testing.

Prerequisite: MA104A, MA104B

MA106B Pharmacology **30 Hours**

This course is designed to introduce students to the basic pharmacology. Course study will include identification of origins and classification of drugs. The administration and uses of medications will also be explored.

Prerequisite: MA104A, MA104B

MA107 Clinical Skills **100 Hours**

The student will prepare medical records; perform vital signs, height and weight, visual acuity and pulmonary function testing. They will identify exam positions, draping procedures and prepare for assisting the physician with various specialty exams. Assisting with minor surgical procedures, care of wounds, dressing and bandaging are included.

Prerequisite: MA104A, MA104B

MA108 Communication Skills **100 Hours**

This course will explore the psychology of success, how to develop good customer service skills, along with discussion of the law and ethics, including HIPPA, aspects of the medical profession. Also included will be: Telephone techniques, verbal and nonverbal communication skills, and appointment scheduling.

MA109 Externship **160 Hours**

The 160 hours of externship are performed in medical facility that the student has been assigned. During their time on externship the student observes how a medical facility operates. Proper medical terms and abbreviations will be utilized. Performing various duties, both administrative and clinical, of a medical assistant. At the end of the each week the student is evaluated on their performance.

Prerequisite: MA101, MA102A, MA102B MA103, MA104A, MA104B, MA105, MA106A, MA106B, MA107, MA108

Medical Billing & Coding

MA103 Medical Keyboarding Skills **100 Hours**

Students will be introduced to learning computer basics and mastering the keyboard. Typing of various medical reports, collection letters and general medical correspondence are mastered. Prerequisite: NONE

MA104A Medical Terminology **40 Hours**

Students will learn the anatomical structures of the body, body planes, cells and tissues. Proper medical terminology, language, and abbreviations will be introduced and utilized throughout this course.

MA104B Anatomy and Physiology **60 Hours**

This course will explore the integumentary system, skeletal and muscular systems, the nervous system, special senses, reproductive system, digestive system and endocrine system are explored along with their related terminology. Diseases and disorders of each of these systems are also covered in this course.

MA108 Communication Skills **100 Hours**

This course will explore the psychology of success, how to develop good customer service skills, along with discussion of the law and ethics, including HIPPA, aspect of the medical profession. Also included will be: Telephone techniques, verbal and nonverbal communication skills, and appointment scheduling.

MB101 Health Insurance **100 Hours**

This course is designed to familiarize students with the health care language of the rapidly changing insurance industry. Insurance terminology, types of insurance, eligibility and benefit structures will be covered, as well as workers compensation, managed care plans, and cost containment issues. Medical law and ethics pertaining to health care providers and insurance companies, and careers in the medical billing/health claims processing fields will also be discussion topics.

MB102 Medical Administrative Procedures 100 Hours

This course prepares students to meet the challenges of the changing workplace and to solve typical problems that arise in the business office. Problem solving, decision-making, and handling conflict will enhance the student's ability to handle multiple tasks and manage difficult situations in the workplace. This course will emphasize the importance of communication and interpersonal skills.

MB103 Coding Principles 100 Hours

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 the student will:

1. Understand and list the purpose of the ICD-10-CM
2. Apply coding conventions when assigning codes
3. Identify characteristics of Vol. 1, 2, and 3
4. Demonstrate use of the ICD-10-CM
5. External injury, late effects, burns, AIDS, fractures, and pregnancy

MB201 Medical Billing and Coding Applications 100 Hours

This course 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.

Prerequisite: MA103, MA104, MB103

MB202 Medical Insurance Processing 100 Hours

This course is designed to familiarize students with the health care language of the rapidly changing insurance industry. Insurance terminology, types of insurance, eligibility and benefit structures will be covered, as well as workers compensation, managed care plans, and cost containment issues. Medical law and ethics pertaining to health care providers and insurance companies, and careers in the medical billing/health claims processing fields will also be discussion topics. An in-depth study and practical application of the processing of claims submitted on CMS 1450 forms. Defined is the diversity in types of services as well as payer specific requirements. Complicated coding logic and technique is simplified. A systematic practice pattern is designed in the use of ICD-10-CM diagnostic and procedural coding along with CPT-4 coding.

Prerequisite: MA104, MB101

MB300 Externship 160 Hours

This course allows health claims specialists' students into the health care environment theoretical and practical office skills, medical coding and claims processing skills.

Prerequisite: MA103, MA104A, MA104B MA108, MB101, MB102, MB103, MB201, MB202

Schedule of Tuition & Fees

Program	Medical Assistant	Medical Billing & Coding
Hours	960 Hours	960 Hours
Tuition	\$13,916	\$13,916
Registration Fee (Non-Refundable)*	\$100	\$100
Estimated Cost of Books/Materials	\$1,210	\$1,800
Lab Fees	\$750	\$500
Total	\$15,976	\$16,316

* \$25.00 Non-refundable/\$75.00 Refundable if a student cancels within 7 days of signing the Enrollment Agreement.

Branford Hall Career Institute reserves the right to adjust tuition fees.

Corporate & Campus Staffing

Key Administrative Staff	
Theresa Donohue	Campus President
Danielle Ferrante	Program Director
Jeannine Vallone	Director of Admissions
Stacy Dee Zager	Director of Career Services
Audra Jones	Director of Financial Aid

Corporate Staff Listing	
Dr. Nicholas V. Hastain	Chief Executive Officer
Michele Sinusas	Chief Information Officer
Michael Kaczynski	VP and General Counsel
Paul Somogyi	Vice President of Information Technology
Ruthann Wolverton	Senior Vice President of Student Outcomes
Tony McPeck	Vice President of Marketing
Erika Winans	Vice President of Academic Services
April Lupinacci	Vice President of Compliance and Licensure
Wade Charlton	Regional Vice President of Operations
Shannon Guida	Executive Student Finance Director

Campus Calendars

Day

Start Date	Graduation Date
960 Hours: MA, MBC	
1/24/2020	9/4/2020
2/18/2020	9/25/2020
3/12/2020	10/23/2020
4/6/2020	11/13/2020
4/29/2020	12/4/2020
5/22/2020	1/4/2021
6/17/2020	1/29/2021
7/13/2020	2/17/2021
8/5/2020	3/12/2021
8/28/2020	4/9/2021
9/23/2020	4/30/2021
10/16/2020	5/21/2021
11/10/2020	6/18/2021
12/8/2020	7/9/2021

Evening

Start Date	Graduation Date
960 Hours: MA, MBC	
1/9/2020	3/5/2021
2/25/2020	4/23/2021
4/8/2020	6/4/2021
5/21/2020	7/16/2021
7/7/2020	9/3/2021
8/19/2020	10/15/2021
10/5/2020	12/3/2021
11/18/2020	1/14/2022

2020 Campus Holidays

New Year's Day	January 1, 2020
Martin Luther King Jr. Day	January 20, 2020
Good Friday	April 10, 2020
Memorial Day	May 25, 2020
Independence Day	July 3, 2020
Labor Day	September 7, 2020
Thanksgiving	November 26-27, 2020
Christmas	December 25, 2020

Additional Requirements by Program

Medical Assistant

In order to be eligible for clinical intern/externship, all Medical Assistant students must provide evidence of the following:

1. Proof of Immunization which may include but is not limited to:
 - a. MMR
 - b. Varicella
 - c. Tetanus (within 10 years)
 - d. PPD
 - e. Hepatitis B
2. Medical Clearance Form completed by a physician
3. Criminal Background checks may be required by a clinical intern/externship site
4. Drug Testing may be required may be required by a clinical intern/externship site

Medical Billing & Coding

In order to be eligible for clinical intern/externship, all Dental Assistant students must provide evidence of the following:

1. Criminal Background checks may be required by a clinical intern/externship site
2. Drug Testing may be required may be required by a clinical intern/externship site
3. Flu Vaccine may be required by the intern/externship site

Certification, Licensing, Registration, or Examination Eligibility and Requirements by Program

Upon completion, or, where applicable, during the course of the program in which a student is enrolled, the student is eligible to take the certification exam appropriate to their program listed below:

Medical Assistant Program		
Certification Exams Available at No Additional Cost to the Student:		
Test	Administered By	Information
Nationally Certified Medical Assistant (“NCMA”)	National Center for Competency Testing (“NCCT”)	https://www.ncctinc.com
First Aid & CPR Certification	American Heart Association (“AHA”)	www.heart.org
Other Eligible Exams (Additional Cost for Student):		
Registered Medical Assistant (“RMA”)	American Medical Technologists (“AMT”)	www.americanmedtech.org
Medical Billing & Coding Program		
Certification Exams Available at No Additional Cost to the Student:		
Test	Administered By	Information
Nationally Certified Insurance & Coding Specialist (“NCICS”)	National Center for Competency Testing (“NCCT”)	https://www.ncctinc.com

Medical Assistant

Nationally Certified Medical Assistant (“NCMA”)

To be eligible to sit for a National Center for Competency Testing (NCCT) certification exam and receive certification, each candidate must:

- Possess a high school diploma or the equivalent, such as the General Education Development (GED) test or other equivalency test recognized by the candidate’s state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request.)
- Successfully complete a training program
- Candidates must successfully complete a training program in the health field covered by the NCCT certification exam offered by an accredited or state-recognized institution or provider.

Registered Medical Assistant Exam (RMA)

RMA applicants shall meet the following eligibility requirements to be eligible to sit for the RMA exam through American Medical Technologist (AMT) based on Education:

1. Education

- Applicant shall be a recent graduate of, or be scheduled to graduate from, either an accredited medical assisting program or a medical assistant program that is housed within an accredited institution, provided that in the latter case the program include a minimum of 720 clock-hours (or equivalent) of training, including 160 hours of clinical externship (or as required by state law).

Additional Requirements:

- Accredited: Program or institution is accredited by a regional or national accreditation agency approved by the US Department of Education, the Council for Higher Education Accreditation, or otherwise approved by the AMT Board of Directors.
- Applicants must have graduated from their academic programs within the past four years. Applicants whose date of graduation is four

years or more prior to the date of their application must also provide evidence of relevant work experience for at least three of the last five years.

Medical Billing & Coding

Nationally Certified Insurance & Coding Specialist (“NCICS”)

To be eligible to sit for a National Center for Competency Testing (NCCT) certification exam and receive certification, each candidate must:

- Possess a high school diploma or the equivalent, such as the General Education Development (GED) test or other equivalency test recognized by the candidate’s state of residency, or diploma and official transcript reflecting equivalent education as evaluated by the American Association of Collegiate Registrars and Admissions Officers for secondary education (if documents are not in English, a translation into English from a translation service approved in the United States for legal or government documents must be available upon request.)
- Successfully complete a training program
 - Candidates must successfully complete a training program in the health field covered by the NCCT certification exam offered by an accredited or state-recognized institution or provider.

Preparation for Certification

All programs offered by the institution are geared toward preparing students for the certification exams for each program. The Medical Assistant and Medical Billing and Coding programs utilize Health Education Systems, Inc. (“HESI”) to assess students’ readiness for the certification examination toward the end of their program. The student readiness is assessed using question formats and an exam content outline matching the latest CMA, RMA, CCMA, CBCS, CEHRS and NCMA exams. HESI Exams will help identify strengths and weaknesses and provide individualized remediation to address knowledge deficits prior to taking the certification examination. In addition, students currently enrolled or graduated from the Medical Assistant and the Medical Billing and Coding programs are eligible to attend a certification review class offered by the institution at no additional cost to the student or graduate.

