

# Catalog Addendum

**branford hall**



career institute

**Branford, CT**

Revised: March 25, 2019

# Premier Education Group Policy on Temporary Leave of Absence - Extern/Internship Only

## Purpose of Policy:

This policy was developed to address current intern/externship students, as well as potential intern/extern students, unable to begin or continue the intern/externship portion of their program. The policy only applies to students who are unable to start or continue on site due to the Intern/Extern sites decision to suspend their participation in the program until the COVID19 virus and threat has been neutralized. No leave of absence will extend beyond 180 days per Federal guidelines.

**Note:** A student's decision to not participate in Intern/Extern during this time is not grounds for approval of a LOA.

This policy will be implemented throughout all Premier Education Group schools until such time as it is determined that normal operations can resume and sites reopen.

## Steps for Requesting a Leave of Absence ("LOA"):

1. Documentation must be received by the campus from the potential site or existing site informing the school that the site is temporarily suspending their participation as an intern/externship site due to the COVID-19 outbreak.
  2. Student must submit a request in writing to the campus for a temporary leave of absence. This writing request can be mailed, or emailed to the attention of the campus administration
  3. Once request has been received at the campus-level, the request is forwarded to Education Help at [educationhelp@pegschools.com](mailto:educationhelp@pegschools.com) for final approval.
  4. Education Help will provide the campus with a decision in writing and will forward the documentation to Registrar Help to implement the status change on the student.
- \* It is the Campus' responsibility to stay in touch with and track their Intern/Externs or Potential Intern/Externs while on a temporary leave of absence.

# VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
- Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

It is the student's responsibility for payment of the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

# Extern Sites

Employer	Address	City	State	Zip
Community Health Center	114 E. Main St	Clinton	CT	06413
Dr. Beth Collins - Plastic Surgery	2614 Boston post Rd	Guilford	CT	06437
Eye Physicians and Surgeons	1236 Main Street	Branford	CT	06405
Dr. Sheri Roguski	145 Durham Rd	Madison	CT	06443
Dr. Asis	1435 Chapel St	New Haven	CT	06511
Dr. Deutsch	86 New London Turnpike	Norwichtown	CT	06360
Dr. Ikekpeazu	385 Main Street	West Haven	CT	06516
Dr. Lam	173 Montewese St	Branford	CT	06405
Dr. Serle Epstein	6 Woodland Rd	Madison	CT	06443
Fairfield Family Medical Care	525 Tunxis Hill Rd	Fairfield	CT	06825
First Aid Immediate Care	900 White Plains Rd.	trumbull	CT	06611
Gatsro Associates of Fairfield Countys	425Post Road	Fairfield	CT	06606
Hamden High School	240 Dixwell Av	Hamden	CT	06514
Internal Medicine of West Haven	764 Campbell Ave	West Haven	CT	06516
Middlesex Orthopedic Surgeons	410 Saybrook Road #100	Middletown	CT	06457
Milford Medical & Aesthetic Care	849 Boston Post Road	Milford	CT	06460
Moshe Hasbani, MD	136 Sherman Avenue	New Haven	CT	06511
Mount Carmel Medical Center	3690 Whitney Avenue	Hamden	CT	06518
New Haven Medical Center	77 Grand Avenue	New Haven	CT	06513
New Haven Oral Surgery	310 Main Street	East Haven	CT	06512
Paul Deutsch, MD	86 New London Turnpike	Norwich	CT	06360
St Vincent's Center for Wound Healing	115 Technology Drive	trumbull	CT	06611
Yale Primary Care Center	789 Howard Avenue	New Haven	CT	06513

