

GENY

**CATALOG
2019**



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Volume #10
January 2019

TABLE OF CONTENTS

General and Institutional Information-----	3
Administration-----	4
Instructors-----	4
School Calendar-----	5
Admissions Requirements-----	5
Facilities and Equipment-----	6
Academic Courses-----	7
Details of Academic Programs and Curricula	
Individual Courses-----	8-13
Internships-----	13
Academic Policies	
Leave of Absence-----	14
Academic Standards-----	14
Attendance Standards-----	14
Course Completion-----	14
Transcripts-----	14
Student Services	
Advisement and Student Support-----	15
Placement Assistance-----	15
Credit for Prior Learning-----	16
The Family Educational Rights and Privacy Act (FERPA) -----	16
Standards of Student Conduct-----	16
Suspension or Dismissal-----	16
Tuition and Fees-----	16-17
Refund Policy-----	17
Consumer Information -----	18-19

Welcome to GENY!

GENY was founded in 2007 as a private co-educational school that is licensed by the New York State Education Department. We provide up-to-date training in the fields of Accounting, Graphic Design, and preparation for Nursing Certification. We also offer programs in practical ESL (English as a Second Language) to international students. Our programs are designed to prepare students to enter the rapidly changing global job market and are taught by instructors who are professional and experienced in their respective areas of specialization.

We are proud of the fact that GENY has achieved recognition from the following institution:

- Licensed by the New York State Education Department, Bureau of Proprietary School Supervision (BPSS)
- The school is authorized under federal laws to accept non-immigrant international students in F-1 VISA status according to the Student & Exchange Visitor Program (SEVP)

School Mission

GENY's primary mission is to provide students with a quality multi-dimensional education that enhances their English language proficiency and career opportunities. Historically, our service to student learning was organized around a well-established identity as a thriving business school in New York City with an increasingly successful language program. At present, on a regular basis we offer several levels of ESL instruction, TOEFL iBT Exam Preparation, Business English, and ESL for Nurses. Students in our Continuing Education certificate programs can expect to enhance their global competencies and economic competitiveness. We continually monitor the trends and Best Practices in Global Education in order to keep our curriculum relevant. In addition to providing student-centered learning in the classroom, we take advantage of the many cultural experiences that New York City offers.

General and Institutional Information

This Catalog is an official publication of the school. It provides information about academic programs, activities, and services, as well as a helpful summary of school policies and procedures. Information concerning admission, academic regulations and requirements, and student services are included, also included is a list of our current faculty. Every effort has been made to publish a catalog that is as complete and accurate as possible. Some information is subject to change at any time.

**GENY is a DBA for HLR Partners, Inc.
an Incorporation**

Officers of the School

James Y. Kim, PDSO
Kyle Herbert, Director

Faculty

All Instructors are licensed or certified by the New York State Department of Education

<i>Instructor</i>	<i>Subjects</i>
An, Juwen	Graphic Design, Web Design
Andolfo, Thomas	ESL
Ganes, Visham	Bookkeeping, Accounting
Geissler, Peter	Graphic Design, Web Design
Herbert, Kyle	ESL, TOEFL
Mete, Emine	ESL
Leo, Brian	ESL
Munar, Ana	US Medical Laws & Ethics, Nursing ESL
Plumb, Chloe	ESL
Robertson, Darlene	NCLEX PREP, Medical Terminology
Rozzelle, Hasaan	Graphic Design, CAD
Russo, Patricia	ESL
Shin, Namsub	K. TOEFL
Smith, Theodore	ESL
Whisnant, Frances	ESL

School Calendar

Holidays for 2019

New Year's Holiday	January 1
Martin Luther King's Day	January 15
President's Day	February 19
Memorial Day Holiday	May 25 - 27
Independence Day Holiday	July 4 - 7
Labor Day Holiday	Aug 31 – Sept 2
Columbus Day	October 14
Thanksgiving Holiday	November 28 – December 1
Winter Break Holiday	December 23 – December 31

Admissions Requirements

Prospective students should call, write or come in person to the Office of Admissions at GENY to obtain information about admissions and general application material. Applicants should complete the Admissions Application form and forward it to an Admissions Representative.

Certain programs and courses may require a High School Diploma, a GED, or taking the BEST Literacy ESL placement examination (Form B). Other programs and courses may require only previous computer experience. Please see the enclosed Admissions Requirements Listing for entrance requirements for specific courses.

All Intensive English Classes start on a rolling basis throughout the year. Contact an Admissions Advisor for the current schedule of upcoming classes.

All overseas / Initial Status ESL students and any Change of Status / Reinstatement ESL students accepted into GENY are required to enroll in a Morning ESL program for the duration of six months (450 hours) in order to ensure that they have the best possible opportunity to fulfill GENY's academic standards and USCIS regulations.

As of January 2, 2015 GENY adjusted this policy as follows:

Overseas / Initial Status students and Change of Status (B1/B2 or J-1) may change from Morning ESL to Afternoon, Evening, or Weekend ESL after three months (225 hours) if this is agreed to and payment made when the student is first enrolled. Reinstatement students must remain in Morning ESL for six months (450 hours). For all these students, transfer out is possible only after six months.

Facilities and Equipment

GENY occupies a modern, air-conditioned space of 8,000 square feet with 3 ESL classrooms, 4 Computer lab classrooms, a library classroom, staff offices, a kitchen, supply and storage rooms, and a public area. We are conveniently located in midtown Manhattan, with subway stations for lines 1,2,3,7 and A,C,E,N,Q,R nearby. New York Penn Station is only one block away. The building is equipped with ADA accessible elevators and toilet facilities.

- **Hardware**

- ❖ 60 Dell Workstations
- ❖ 10 Intel Pentium-Based IBM Compatible Servers
- ❖ 5 Sun Sparc 20 Super Station
- ❖ T1 Frame Relay Internet Access, Time Warner fiber optic cable
- ❖ 1 Catalyst 5519 Switch Supervisor Engine III
 - 1 10/100 Ethernet 12 Port
 - 1 ATM OC- 3 Lane Module
 - 1 ATM Switch processor L 1010
- ❖ 1 Catalyst 5190 Switch Supervisor Engine I
 - 10/100 Ethernet 12 Port
- ❖ 1 Cisco 7204 Network Processing Engineer 200
 - 1 Input/ Output Controller
 - 1 PCMCIA Flash Memory, 20M
 - 1 ATM Enhanced OC-3 Multimode Port Module
- ❖ 1 Cisco 4000 4 Serial Port
- ❖ 1 Cisco 4000 8 Serial Port
- ❖ 2 Cisco 2501
- ❖ 3 Cisco 2503 1 Bri Port
- ❖ 1 Cisco 2504 1 Bri Port, 1 Token Ring Port
- ❖ 2 Cisco 2511 Access Server
- ❖ 4 Cisco 2513 1 Token Ring Port

Broadview Networks telephone and Internet access and WiFi

TV / DVD, 4 projectors, 4 CD players

The Quarters / Floor Plan was recently approved by BPSS on 02/26/2016.

Academic Courses

GENY offers the following **Intensive English Courses**:

	<u>Total Hours</u>
ESL three months	225
ESL six months	450
TOEFL iBT Preparation	150
Korean TOEFL iBT Preparation	450
IELTS Preparation Course	200
Business English: 6 months	450
American Accent Training	36

CONTINUING EDUCATION

NCLEX-RN Preparation Course	120
Medical Terminology	50
Intermediate Graphic Design	144
Intermediate Web Design	210
Introduction to Photoshop	36
Introduction to Illustrator	36
Introduction to InDesign	36
Introduction to After Effects	36
Computer-Aided Design for Fashion I	36
Computer-Aided Design for Fashion II	36
Color Theory for Designers	192
Macromedia Flash MX 2004: Rich Media Design	12
Macromedia Flash MX 2004: Application Development	18
Macromedia DreamWeaver MX 2004: Website Development	18
Macromedia DreamWeaver MX 2004: Dynamic Application Development	18
Bookkeeping	225
Introduction to Financial Accounting	150
Introduction to Business Law	150

NEW as of 2015

Amazon E-Commerce	144
Drawing Basics	150
Painting 1 and 2	72
Introduction to Marketing Management	144
Managerial Accounting	144
Intermediate Accounting	144
Medical Office Assistant	150
Microsoft Office Professional	150
Phlebotomy Technician	100
Electrocardiography (EKG)	60

Please see an Admissions Advisor for course descriptions and other details.

Details of Academic Courses and Curricula

We provide several paths for certification and test preparation. We offer instructor-led courses with tests, projects, and sample exams to help students prepare for professional development.

American Accent Training

Total Hours: 36

This course is designed to help students identify and minimize pronunciation problems with vowels and consonants. Students also will learn rules for recognizing and using common American speech patterns including syllable stress, linking, and speech reduction.

Prerequisites:

- BEST Test Oral 29

ESL One Year Accelerated Program

Total Hours: 900, each level is 300 hours Beginner, Intermediate, and Advanced Levels

This program is designed to enhance students' ability to read, write, and speak English, primarily by boosting their grammar, vocabulary, and confidence level. Our classes incorporate content that is based on daily experiences, including those encountered on visits to places such as supermarkets, pharmacies, post offices, and restaurants. The sophistication and difficulty of content increase as students progress through the ESL program. Three-Day weekend students have 12 hours of traditional learning and 6 hours of project-based learning, including oral presentations.

Prerequisites:

- BEST Test (Oral & Written)

Business English: 1 Month

Total Hours: 75

This short course is designed to give students a basic understanding of the use of English in business situations. Students will also learn to develop an effective business writing style.

Prerequisites:

- BEST Test (Oral & Written) 33 or completed GENY ESL level 3

Business English I: 2 Months

Total Hours: 150

This course is designed to help students further understand the world of business and get the language skills needed in the global market. Students will practice different forms of business writing as well as review grammar and sentence structure.

Prerequisites:

- BEST Test Written 60 Oral 72

Business English II: 2 Months

Total Hours: 150

This course is designed to help students analyze business type and business market to develop a business plan. Students will learn the keys for success from analysis of real examples of successful and failed companies.

Prerequisites: BEST Test Written 65 Oral 84

BUSINESS ENGLISH *Total Hours: 450* Business English 1 and 2 + Case Studies

English Speaking and Listening: 1 Month (for Tourists)

Total Hours: 75

This course is designed to help students improve their daily communication skills in social settings. Students will demonstrate English language use at a level closer to that of native speakers upon completion of the course.

Prerequisites:

- BEST Test Oral 29

NCLEX-RN Preparation Course

Total Hours: 120

NCLEX-RN is a licensure examination that measures the competencies of the entry-level registered nurse and assures the ability of this newly licensed individual to perform safely and effectively. The course will review all the topics covered in the exam. The test plan is practice-based and is revised every three years.

Prerequisites:

- 2nd year RN student with a GPA of 3.0 or B

Medical Terminology

Total Hours: 50

This short course is designed to help students preparing for a career in the medical field, teaching the most frequently used terms and vocabulary. It also assists foreign students to become familiar with those medical terms before taking professional exams.

Prerequisites: HSD/GED OR CPA_t FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

IELTS Preparation Course

Total Hours: 200

IELTS, which stands for International English Language Testing System, is a test of English language proficiency. It is an internationally owned and globally recognized direct English language assessment test of the highest quality and integrity. It is readily available throughout the world. This course help you prepare for the four parts of the test, which include speaking, reading, listening and writing.

Prerequisites:

- BEST (Oral & Literary) and a minimum test score of 42

TOEFL Exam Preparation: ETS iBT

Total Hours: 150 Korean TOEFL: 216 Hours

TOEFL stands for Test of English as a Foreign Language. This course provides iBT test preparation to students testing at the intermediate level. TOEFL test preparation allows students to use their professional

experience and skills; it also assists them in pursuing additional opportunities in the United States. This course is offered as an alternative to nursing students who need proof of English Proficiency.

Prerequisites:

- BEST (Oral & Literacy) -- a minimum test score of 58; **Korean** – Oral 76, Literacy 25

Introduction to Photoshop

Total Hours: 36

Adobe Photoshop is an essential tool for expressing ideas visually through computer-aided fashion design. It is the market leader for commercial bitmap image manipulation, and probably the most well-known piece of software produced by Adobe Systems. This will benefit fashion designers in their development of mood boards, presentations and page layout. This course will provide individuals with an introduction to software, allow for practices of your own ideas, and it will be a chance to explore its many possibilities. Our goal is to link the academic with the professional environment of the workplace.

Prerequisites:

- HSD/GED OR CPAt FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

Introduction to Illustrator

Total Hours: 36

Adobe Illustrator is another essential tool for computer-aided fashion design. Like Photoshop, Illustrator is a well-known piece of software produced by Adobe Systems. Fashion designers can derive great benefits from utilizing this software in the development of mood boards, presentations, and page layout. This course serves as an introduction to the software. The course will provide students with the opportunity to put their ideas to practical use. Our goal is to link the academic environment with the professional workplace.

Prerequisites:

- HSD/GED OR CPAt FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

Introduction to InDesign

Total Hours: 36

Adobe InDesign software lets you design and preflight engaging page layouts for print or digital distribution, with built-in creative tools and precise control over typography. Integrate interactivity, video, and audio for playback on tablets, smartphones, and computers. This course will enable students to create and preview digital magazines, newspapers, and catalogs with engaging elements such as 360 degree object rotation and image panoramas for a wide variety of illustrations.

Prerequisites:

- HSD/GED OR CPAt FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

Introduction to After Effects

Total Hours: 36

This is an introductory course for creating motion graphics and visual effects. After Effects allows users to animate, alter, and composite media in 2D and 3D space with various built-in tools and third-party plug-ins, as well as individual attention to variables like parallax and user-adjustable angle of observation. Students will learn all the features to edit videos post-production.

Prerequisites:

- HSD/GED OR CPAt FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

Computer Aided Design for Fashion I

Total Hours: 36

This course is designed to help students of fashion design utilize computer software to design textile and clothes styles. The skills learned in class will greatly facilitate the student's development of mood boards, presentations, and page layout. This course will provide individuals with an introduction to the software application. As with Introduction to Illustrator, the goal of this course is to link the academic environment with the professional workplace.

Prerequisites:

- HSD/GED OR CPA_t FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42
- Familiarity with PC

Computer Aided Design for Fashion II

Total Hours: 36

This course is designed to further improve the student's capabilities in using computer software in fashion design. Student will learn how to integrate all of their software applications skills into the portfolio development process. After taking this course, students should be able to present a complete and neat portfolio to prospective employers.

Prerequisites:

- HSD/GED OR CPA_t FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42
- Familiarity with PC

Color Theory for Designers

Total Hours: 192

This course prepares students for College admission as an applied arts major. Special topics include the relativity of color, color "deception," intervals and transformation, color systems, and color boundaries.

Prerequisites:

- Graphic Design, Web Design, or Fashion Design

Flash MX2004: Application Development

Total Hours: 18

This short course is designed for students without prior programming skills, who are new to Flash (or those who have used it only to create rich media), and want to use it to create applications and/or learn ActionScript. ActionScript Editor is now customizable, allowing student to configure text display properties (font, size, and color), syntax coloring, and toolbox panel content.

Prerequisites:

- HSD/GED OR CPA_t FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

Flash MX2004: Rich Media Design

Total Hours: 12

This short course is for students who are new to Flash (or who have used it only to build applications) and want to use it to build rich media that effectively use animation, sound and video. From this course, student will learn how to edit, manipulate, and animate video object. It will give students the ability to use scripting to make their videos interactive.

Prerequisites:

- HSD/GED OR CPA_t FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

Flash MX2004: Application Development for Programmers

Total Hours: 24

This twenty four-hour course is for experienced programmers who are new to Flash and want to learn how to create applications with Flash. Student will learn how to work with new graphic design capabilities such as Bezier curves, transformation tools, and pixel-level snap control. Student will also learn how to create database-driven web applications with Flash interface and retrieve data from XML files.

Prerequisites:

- HSD/GED OR CPAt FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

Dreamweaver MX 2004: Website Development

Total Hours: 18

Macromedia Dreamweaver MX 2004 website application is an easy, powerful, and open authoring tool that every member of the development team can use to quickly build robust websites and Internet applications. It provides rich, powerful CSS support and lets you work within one environment to easily create and manage any professional website, whether it's built using HTML, XHTML, XML, web services, ColdFusion, ASP.NET, ASP, JSP, or PHP.

Prerequisites:

- HSD/GED OR CPAt FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

Dreamweaver MX 2004: Dynamic Application Development

Total Hours: 18

Macromedia Dreamweaver MX 2004 dynamic application development is the most powerful development tool that every member of the development team can use to build sophisticated websites and Internet applications. It provides students with the skills to link web pages with database, as well as build a tour price calculator and shopping cart.

Prerequisites:

- HSD/GED OR CPAt FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42
- Completed Dreamweaver MX 2004: Website Development

Bookkeeping

Total Hours: 225

This course will help you understand the essential activity of keeping track of your business finances on a daily basis. You will learn to record all transactions, including debits, credits, and total accounts, on computer spreadsheets and databases, using specialized accounting software. Students will also learn to compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payables and receivables, and profits and losses.

Prerequisites:

- HSD/GED OR CPAt FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

Introduction to Financial Accounting

Total Hours: 150

Financial accounting is the field of accountancy concerned with the preparation of financial statements for decision makers, such as stockholders, suppliers, banks, employees, government agencies, owners, and other stakeholders. Students of this course will learn how to prepare accounting information for people outside the organization or those not involved in the day-to-day operations of the company.

Prerequisites:

- HSD/GED OR CPA_t FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42
- Bookkeeping

Introduction to Business Law

Total Hours: 150

This course introduces business law to enable the better understanding of its jurisdiction and procedures under the American legal system. Students will study basic principles of the laws of contracts, agency, partnership, corporations, and limited liability companies, as well as employment and intellectual property.

Prerequisites:

- HSD/GED OR CPA_t FORM B SCORE OF: RDG 44; LANG 43; NUM SKILLS 42

Program completion depends on the number of required classes and the scheduled hours for each class; various programs run from six weeks to 15 months.

The maximum number of students in a classroom for each program is twenty, with the exception of evening and three-day weekend ESL classes.

GENY does not discriminate on the basis of sex, race, ethnic origin or religion.

Internships/ Externships

Course-related internships / externships are available to interested students in certain fields like Web Design and standardized Health Care programs only if every student in the cohort group participates. These internships provide applicants with the opportunity to gain valuable work experience and to become more viable in the job market.

Academic Policies

Leave of Absence

Students are expected to attend all scheduled classes and laboratories. In cases of prolonged illness, accident, death in the family, or other special circumstances that make attendance impossible, the student or someone assigned by the student may request in writing a Leave of Absence (LOA) – for a maximum of 4 weeks. Leaves of Absence are approved at the discretion of the Director and may be granted only once per enrollment agreement. In order to be approved for a LOA, the student must show an average of 80% attendance for the past three months.

Academic Standards

Course grades are based on class participation, tests, practical assignments and projects. The following is the GENY grading scale:

Letter Grade	Percentage	GPA Points	Meaning
A (+ or -)	90 – 100	4	Excellent
B (+ or -)	80 – 89	3	Good
C (+ or -)	70 – 79	2	Satisfactory
D	65 – 69	1.5	Poor
F	64 or below	0	Fail
Other grades: W = Withdrew INC = Incomplete			

In order to maintain satisfactory academic progress, a student must achieve an average passing grade in each course and must attend at least 60% of scheduled class hours. An Incomplete grade is given at the discretion of the instructor in cases of documented emergency.

Attendance Standards

Regular attendance is required for all classes and is recorded by instructional hour, which is defined as fifty minutes of classroom instruction. In all sessions, students who arrive after 45 minutes are marked “late”; if a student leaves before the class ending time, the instructor notes this on the roster and the administration determines the percentage of time spent in class.

Non-attendance does not release a student from tuition obligations. Students must attend at least 60% of scheduled course hours. ESL students can make up four (4) classes per month; for students in professional classes maintaining satisfactory academic progress, including generally good attendance, GENY will provide the opportunity for makeup work, without additional charge, to remedy deficient hours. Students with chronic poor attendance run the risk of being dismissed.

Course Completion

To complete requirements for a Certificate, students must have achieved an average passing grade, have attended at least 60% of class hours, and have met all financial obligations to the school. For ESL, progress from level to level is based on a standardized test, and / or evaluation by the Director according to the instructor’s comments and recommendations.



Transcripts

Official transcripts of a student’s academic record will be issued only upon the submission of a written request from the student and will be sent directly to the school or other authorized party. A fee of \$10 dollars is assessed for each official transcript. GENY reserves the right to withhold the transcript of any student who has not satisfied his or her financial obligations to the school. There is no charge for an unofficial transcript (student copy).

Student Services

Advisement and Student Support

All GENY instructors and staff are dedicated to student success. Instructors are available to help with academic questions or problems. The school administration will clarify any issues regarding school policies or requirements, as needed.

Credit for Prior Learning

Anyone enrolling in a GENY program may request credit for previous relevant education or training.

All credits earned at accredited colleges, universities, and vocational schools will be evaluated for transfer to GENY non-ESL certificate programs, as long as the student has earned a C or better and the course is equivalent to the one offered at GENY. The administration will evaluate the transcripts after the student has been admitted and has confirmed the intention to enroll.

Transferable credits will be limited to 30% of program course hours and must have been earned within the past five years. In addition to transcripts, students shall provide catalog and syllabi (or course outlines). To request a transfer of credit or appeal transfer of credit decisions, the student must fill out the appropriate forms available in the Admissions office. There are no fees associated with either the request or the appeal.

Credit is given at the discretion of the school. If credit is granted, the student's course length will be shortened and tuition will be adjusted accordingly. Prospective students are advised to consult an Admissions Representative to confirm the transferability of specific credits.

The Family Educational Rights and Privacy Act

The Family Rights and Privacy Act of 1974 (FERPA), as amended, grants to students certain rights, privileges, and protections relative to individually identifiable student education records which the school maintains. Specifically, these include the rights to:

- Inspect and review the student's education records;
- Request the amendment of such records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to the disclosure of personally identifiable information contained in the student's education records, to the extent that GENY's disclosure policy permits.

GENY reserves the right to disclose the following information related to a student, which is considered directory information: the students' name, class year, date/place of birth, major field of study, participation in any organization, dates of attendance at GENY, certificate and award received, the most recent previous educational institution attended by the student, and other similar information.

Standards of Student Conduct

To maintain an effective learning environment, all students must abide by certain standards of conduct. Any person disobeying any of the following rules and regulations is subject to suspension or dismissal.

1. Students are expected to conduct themselves courteously and professionally at all times. Students may be dismissed for incidents including, but not limited to, theft, cheating, interference with school operations, disorderly or abusive behavior, possession of a dangerous instrument or weapon or the use or threat of physical force.
2. Students must obey directives issued by GENY instructors or staff when they are acting in their official capacities regarding copyright infringement policies.
3. The possession, use or distribution of illegal drugs, alcohol or other controlled substances on school premises or as part of any school activity is strictly prohibited and will result in dismissal.
4. GENY is a smoke-free facility. Smoking is prohibited on school premises.
5. Students are responsible for damage to equipment resulting from deliberate misuse or vandalism.
6. Each student is required to obtain a Student ID card by submitting an electronic photo to the Front Desk Receptionist..

7. Students are welcome to borrow school materials (Diskettes, CD's, Video's, etc.) overnight, with the written permission of an Administrator.
8. Students are not permitted to install personal software on any computer.
9. GENY assumes no responsibility regarding personal equipment of any kind that is lost at the school.
10. Software viruses are harmful to all GENY students. Any student who knowingly installs, imports, programs or propagates a software virus is subject to dismissal and a charge for damages.
11. All students must bring assigned textbooks to class. Students may buy their textbooks through the school for the Textbook Fee listed in the Enrollment Agreement or purchase them on their own.
12. Students should be familiar with the information in the School Catalog, which is available on the GENY website.

Suspension or Dismissal

The COO reserves full power to dismiss or suspend a student for any conduct that impedes, obstructs, or interferes with the orderly and continuous administration and operation of the school in the use of its facilities or in the achievement of its purpose as an educational institution.

The Director or any Administrator may in an emergency temporarily suspend a student for cause, pending a hearing to take place within not more than (7) school days. Prior to the commencement of a temporary suspension of a student, the school shall give such student oral or written notice of the charges against him/her and, if she/he denies them, the school shall forthwith give such a student an informal oral explanation of the evidence supporting the charges and the student may present informally his/her explanation of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, he or she will be dismissed without a warning notice or opportunity for denial and explanation.

Tuition and Fees

Program / Course	Hours	Tuition	Reg. Fee	Books
American Accent Training	36	\$550	\$50	\$50
Bookkeeping	225	\$2,500	\$100	\$300
Business English	450	\$2,100	\$100	\$50
ESL Three Months (morning, afternoon, evening, weekend)	225	\$1,200	\$100	\$50
ESL Six Months (morning, afternoon, evening, weekend)	450	\$1,900	\$100	\$50
Business Law	150	\$2,500	\$100	\$100
Computer-Aided Design For Fashion I	36	\$750	\$50	\$50
Computer-Aided Design For Fashion II	36	\$750	\$50	\$50
DreamWeaver MX 2004 Web Site Development	18	\$300	\$30	\$50
DreamWeaver MX 2004 Dynamic Application Development	18	\$300	\$30	\$50
ESL Accelerated One Year Program	900	\$8,000	\$100	\$200
Financial Accounting Fundamentals	150	\$2,500	\$100	\$50
Flash MX 2004 Application Development for Programmers	24	\$400	\$40	\$50
Flash MX 2004 Application Development	18	\$300	\$30	\$50
Flash MX 2004 Rich Media Design	12	\$200	\$20	\$50
Color Theory for Designers	192	\$3,900	\$100	\$200

IELTS Preparation Course	216	\$3,000	\$100	\$100
Introduction to After Effects	36	\$750	\$50	\$50
Introduction to InDesign	36	\$750	\$50	\$50
Introduction to Illustrator	36	\$750	\$50	\$50
Introduction to Photoshop	36	\$750	\$50	\$50
Medical Terminology	50	\$1,000	\$50	\$50
Microsoft Office Professional	150	\$2,500	\$100	\$50
NCLEX-RN EXAM Preparation Course	120	\$3,000	\$100	\$50
TOEFL EXAM Preparation	150	\$1,700	\$100	\$50
Korean TOEFL	216	\$1,700	\$100	\$50

Other Charges and Fees

Dishonored Check Fee - \$ 35.00

Official Transcript Fee - \$10.00

Late Payment Penalty – One percent (1%) of the amount due for each month or any part thereof.

Repair or Replacement – Full cost of repair or replacement of any equipment partially or completely damaged due to the student’s negligence or willful destruction.

For overseas students who request an F-1 student visa, the initial application fee for admission is \$200.

Transfer International Students with an F-1 visa, \$100 application fee.

Local students (no I-20), \$50 application fee.

Payment of Tuition and Fees

Each term, tuition and fee payments are due in full from all students at the time of registration, unless a payment plan has been arranged. Payment may be made by cash, check, money order or credit card (All major Credit cards accepted). The Business Office collects all payments, and checks should be made payable to “GENY”.

Refund Policy

(A) A student who cancels within 7 days of signing the enrollment agreement will have all monies refunded with the exception of the non-refundable registration fee.

(B) Thereafter, liability for tuition will be as of the student’s last date of actual attendance:

1. The non-refundable registration fee plus
2. Tuition liability as of the student’s last date of physical attendance. Tuition liability is according to the agreements below. Total tuition liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

(a) Mini-program Schedule

<u>If the student withdraws:</u>	<u>School May Keep</u>
0% - 15% of the program.....	0%
16% - 30% of the program.....	25%
31% - 45% of the program.....	50%
46% - 60% of the program.....	75%
Thereafter.....	100%

(b) ESL Program Quarter Schedule

<u>If the student withdraws:</u>	<u>School May Keep</u>
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%

(c) Other programs Term Schedule

<u><i>If the student withdraws:</i></u>	<u><i>School May Keep</i></u>
Prior or during the first week.....	0%
During the second week.	20%
During the third week.....	35%
During the four week	50%
During the fifth week	70%
After the fifth week	100%

- (C) In the case of a student’s prolonged illness, an accident, or other unusual circumstances that make it impractical to complete the course, the school shall make a settlement, which is reasonable and fair to both parties. A full refund will be given if the school rejects an applicant. Official termination data and percentage of course completed will be based on last date of physical attendance and total hours offered. Fees and charges paid to the school for goods and services that have not been provided by the school and accepted by the students shall be refunded within 45 days from the last date of attendance.
A Certificate of Completion and Transcript will be issued only when the students has met all requirements including the satisfying of all monetary obligations. GENY does not offer any formalized Job Placement or Career Assistance services.
- (D) A student is entitled to a full refund of tuition and non-instructional and general fees in the event that a course is withdrawn by the school or the student’s registration is canceled.
- (E) In the event of a student leaving the program, a pro-rated refund of tuition will be granted.
- (F) The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due Pursuant to Section 5192 of the Education Law.

Any student wishing to withdraw or cancel registration should notify an Admissions Representative at GENY, 519 8th Avenue, 2nd floor.

Consumer Information

Tuition Reimbursement Fund: A Message to all students

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses, which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the Bureau of Proprietary School Supervision, you may be eligible to receive a tuition refund if BPSS is able to provide factual support that your complaint is valid and they determine that there was a violation of Education Law or the Commissioner’s Regulations as specified in Section 126.17 of the Commissioner’s Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the Bureau of Proprietary School Supervision, New York State Education Department, 116 West 32nd Street, 5th Floor, New York, NY 10001 or telephone (212) 643-4760 or email: bpss@mail.nysed.gov. The staff of BPSS will assist you in the preparation of a tuition reimbursement form.

Complaint Procedures

All students are encouraged to discuss concerns, academic issues or complaints with the GENY staff and instructors. Problems involving classroom or academic matters should first be discussed directly with the Instructor involved. Questions about non-academic matters should be discussed with an appropriate member of the administration. Unresolved concerns should be referred in writing to the Director. The Director will make appropriate inquiries and recommend a resolution within five days of receiving such a complaint.

- (A) Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted promptly in writing with complete details to the Director by the individual, organization or department making the charge.
- (B) The Director or his or her designee, will conduct a preliminary investigation in order to determine whether any disciplinary actions should be taken, and if so advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within five (5) calendar days of the filing of the complaint, the Director, or designee, shall take one of the following actions.
- (1) Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that complaint has been dismissed.

- (2) Refer the matter to conciliation. If a matter is referred to conciliation, the accused student shall receive a copy of the notice and appear in front of a school chosen mediator.
 - (3) Prefer formal disciplinary charges, which may lead to dismissal from a program or from the school.
- (C) All students have the right to complain directly to the State Education Department. A copy of “What you should know about Licensed Private Schools and Registered Business Schools in New York State”, a pamphlet issued by the State Education Department is available upon request.

Disclosure Statement

The students should be aware that some information in the catalog might change. It is recommended that students considering enrollment check with the school Director to determine if there is any change from the information provided in the catalog. This catalog contains information on the school’s teaching, personnel and course/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that new courses not yet listed in this catalog may be available at the time that a student enrolls in the school, and that the teaching personnel listed in the catalog may have changed. It is again recommended that students check with the school Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

NOTE: OED Completion rates for the Academic Year from July 1, 2016 to June 30, 2017 are attached in hard copy or available on line in GENY’s Public Folder.