

ELYON COLLEGE

CATALOG

2017 – 2018

**1400 West 6th Street
Brooklyn, NY 11204
Tel. (718) 259-5600
www.elyon.edu**

Updated Sept. 2017

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MESSAGE FROM THE PRESIDENT

Welcome to Elyon College. Thank you for choosing Elyon College in building your educational and professional future.

Elyon programs are designed for the mature student, and will provide the educational key for success in the challenging and competitive world of the 21st century.

Elyon College affirms the belief that every human being has the potential to reach enormous heights. Dreams and aspirations can be fulfilled when personal commitment is combined with dedicated support from family, friends and mentors. Elyon College is committed to enable personal hopes and career-related goals to be achieved in an atmosphere of trust and support.

I look forward to working with you for the benefit of Elyon College.

Sincerely,

*Chaim A. Waldman
President*

IMPORTANT INFORMATION

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the College Admissions Office to determine if there is any change from the information provided in the catalog.

2017-2018 CALENDAR

Fall, 2017

Thurs.	June 1	Registration Opens
W-W	Aug. 30-Sep. 6	Orientation
Thurs	Sep. 7	Classes Begin (All Programs)
W-F	Sep. 20-22	Rosh Hashanah, no sessions
Fri.	Sep. 29	Erev Yom Kippur, no sessions
Tu-M	Oct. 3-16	Succot, no sessions
Th-M	Dec.14-18	Chanuka, no sessions
Thurs.	Dec. 21	Classes End (Judaic Studies)
Thurs.	Dec. 28	10 th of Teves, no sessions
Tues.	Jan. 9	Classes End (Accounting)

Spring, 2018

Fri.	Dec 1	Registration Opens
Tu-M	Dec.19-25	Orientation (Judaic Studies)
Mon.	Dec. 25	Classes Begin (Judaic Studies)
M-W	Jan. 8-10	Orientation (Accounting)
Wed.	Jan. 10	Classes Begin (Accounting) W-F
	Feb. 28-Mar. 2	Purim, no sessions
Tu-M	Mar. 20-Apr. 9	Passover, no sessions
Wed.	April 25	Classes End (Judaic Studies)
Tues.	May 15	Classes End (Accounting)

Summer 2018

Sun.	April 1	Registration Opens
M-Th	April 23-26	Orientation (Judaic Studies)
Thurs.	April 26	Classes Begin (Judaic Studies)
Sun-Th	April 29-May 10	Israel Trip, no sessions
M-W	May14-May16	Orientation (Accounting)
Wed.	May 16	Classes Begin (Accounting)
Th-M	May 17-21	Shavuoth, no sessions
Tues.	June 26	Classes End (Judaic Studies)
Thurs.	June 28	Classes End (Accounting)

Classes at Elyon College generally commence for the Fall Semester during September – October, for the Spring Semester during January – February, and for the Summer Semester during May - June. These time frames for the start dates may vary. Classes are planned according to demand.

Special calendar accommodations may be made for students who observe certain religious holidays. Any changes to the class schedule will be announced in advance.

NON-DISCRIMINATION

Elyon College shall adhere to all applicable non-discrimination laws and regulations. The College shall admit students of any age, race, color, religion, creed, disability, national or ethnic origin, or gender or orientation to all the rights, privileges, programs and activities generally accorded or made available to its students and shall not discriminate on the basis of race in administration of its educational policies, admission policies, scholarship and loan programs and athletic or other school administered programs.

MISSION AND PHILOSOPHY

Elyon College firmly believes that every individual was created by G-d to contribute to this world in a meaningful fashion through the maximum utilization of his/her particular abilities and talents. Therefore, our College has been designed to foster within each student a sense of self-esteem and a desire to make a positive change in society at large. We challenge our students to achieve their utmost and inculcate them with the knowledge and skills that fully actualize their potential, developing their respect for productivity and love for lifelong learning.

At our College, we believe that, in order to achieve utmost self-actualization and self-sufficiency, an individual must have the training that will lead to meaningful and constructive employment. We teach students the skills necessary to utilize their talents and become gainfully employed and successful in their ongoing educational endeavors, higher education or academic pursuits. Students are encouraged to develop a sense of social responsibility and become active participants in our global community, thereby making a positive difference in society.

The mission of Elyon College is two-fold: to prepare individuals for service as Jewish community workers and leaders, as well as to prepare individuals for careers in the field of business. This is accomplished in an atmosphere that promotes self-development and a commitment to contributing selflessly to others. Consistent with its stated mission, Elyon College supports the following goals and objectives:

- To provide educational opportunities through a concentrated and structured program of study that prepares students for education-related careers and community leadership
- To provide educational opportunities that enable students to acquire the required skills that will allow them to gain employment in the fields of accounting and business technology.
- To maintain the programs that are directly related to the mission of the college, since they will prepare students for gainful employment, further their education, and achieve their career goals in a supportive and caring learning environment. Elyon College students will learn to be proud of their capabilities, responsible citizen's and ready, willing and able to become meaningful contributors to their communities. □ To encourage caring, commitment, service professionalism and ethical practices.
- To develop and offer curricula that provide an integral sequence of courses leading to the acquisition of coherent, reliable, and current knowledge
- To incorporate learning experiences that foster the ability to think critically, to work cooperatively, and utilize effective communication skills
- To maintain on-going contact with the community through organizations and agencies
- To monitor programs on a continuous basis to assess their outcomes
- To provide the foundations that will enable Elyon College graduates to pursue education at four-year institutions and instill a strong commitment to lifelong learning
- To offer students close personal attention and advisement to ensure individual success
- To provide graduates with assistance with job placement, and opportunities for continued education
- To provide appropriate student services, including financial aid, academic advising, career placement, and other relevant support
- To foster the development of a highly qualified faculty that has a strong educational background and significant practical experience
- To support the academic achievement of all students and to allow students, who choose and qualify, to accelerate through the Associate Degree and Certificate programs
- To facilitate the academic programs with appropriate facilities, up-to-date equipment and timely access to learning resources.

In a supportive and caring learning environment, Elyon students will learn to be proud of their capabilities, responsible citizens, and ready, willing and able to become meaningful contributors to their communities.

INTRODUCTION

ELYON COLLEGE: AN EXCITING EDUCATIONAL OPPORTUNITY

Purpose of Elyon College:

The purpose of Elyon College is to provide educational services for the community at large. Elyon College was founded on the principle that a skilled professional has a better chance of finding meaningful employment in today's competitive marketplace.

Elyon College creates a challenging, educational atmosphere for both traditional and non-traditional students. Here instructors and staff work closely together to provide an academic and vocational training experience for students that seek to fulfill their dream of an exciting career with potential for growth.

Elyon College welcomes students from all walks of life and from all educational backgrounds. It is our goal to challenge individuals to develop their full potential as well as contribute as well-rounded individuals to the community at large.

STATEMENT OF OWNERSHIP

Elyon College is owned and operated by Elyon College.

Elyon College is an IRS 501(c) (3) not-for-profit institution.

New York State Authorization

Elyon College's curricula are registered by the New York State Education Department, 89 Washington Avenue, Albany, New York 12234 (Telephone: 518.474.2593).

Elyon College is authorized by the Board of Regents of the University of the State of New York to grant the following degrees:

- Associate in Science in Judaic Studies
- Associate in Applied Science in Business Technology
- Certificate in Judaic Studies
- Certificate in Accounting and Business Technology

Accreditation

Elyon College is accredited by the Accrediting Council for Continuing Education & Training (ACCET), 1722 N Street, NW, Washington, DC 20036, Phone: (202) 955-1113, Fax: (202) 955-1118 or (202) 955-5306

A Brief History of Elyon College

Elyon College was granted its provisional charter by the New York State Board of Regents on March 20, 2012.

Elyon College began with high school seniors who took advanced courses for college credit under the auspices of Elyon College during the September 2012-June 2013 academic year.

Since then our programs have grown and we have graduated students in the AAS Degree Program in Accounting and Business Technology and in the AS Degree Program in Judaic Studies (for Education and Leadership).

FACILITIES

Elyon College is located at: 1400 W. 6 Street., Brooklyn, N.Y. 11204

The telephone number is: (718) 259-5600

Elyon College is located in the heart of a well-preserved residential neighborhood, in close proximity to a shopping district and numerous conveniences. We are situated within short walking distance of the B4, B5 and B6 bus lines, as well as the N train, which connects directly to the D train. We are also easily reached by the Belt Parkway (Bay Parkway exit) and the Prospect Expressway.

Facilities of the College occupy the space in the building at 1400 West 6th Street. The entire 3rd floor is designated for College operations and contains spacious and well-designed classrooms, up-to-date computer laboratories, administrative and counseling offices, and library. There is also a student cafeteria/gym on the lower level and offices on the first floor. During evening hours and weekends additional classrooms and auxilliary space is available for the use of Elyon College on the second floor. The overall environment has been conceived with the express purpose of stimulating intellectual and personal growth.

Elyon College is open to students and staff during the hours of 8:30 a.m. to 5:00 p.m., Sunday to Friday, except during the winter months when the building will close at 1p.m. on Fridays. Monday to Thursday the building is open from 6:00 pm to 10:00 pm when there are evening sessions. Please note that the hours that Elyon College is open on Fridays, Sundays, and evenings may depend upon if classes are scheduled during those times. Please check with the College's office for the precise hours of operation. Visitors to the College must check-in with the receptionist.

COLLEGE POLICIES

ATTENDANCE

Elyon College believes that student attendance in class is critical for the successful completion of its programs. Students who are absent for unspecified reasons will be contacted to ascertain the reason for their absence. Students who exhibit irregular attendance may cause their grades to decline and their continued enrollment at the College may be in jeopardy. It is the student's responsibility to make up any missed course work. Student attendance is taken into consideration in assigning grades, and students are so informed. Students must maintain an 80% cumulative attendance rate in order to graduate. Absences for more than ten percent of scheduled classes may result in failure, grade reduction, other academic sanctions or disciplinary measures. The student is responsible for supplying verification for the following excusable absences: personal illness or disabling injury, birth/death in the family, personal/family crisis or late start registration. Excused absences still count as an absence when calculating the 80% percent attendance required for graduation.

Students who are absent for 1 or more weeks will be advised and notified that she/he has reached a dangerous level of absences. These students are required to discuss with his/her instructor how the missing classes and work can be made up. All missing work must be made up in order to bring the attendance to the satisfactory level. Students who are absent for 2 or more consecutive weeks or 10 percent of scheduled classes without notifying the school of the causes of the absence will be automatically withdrawn from Elyon College.

Tardiness or Early Leave – Coming habitually late to class or leaving early can be disruptive to all. Students are considered late if they come 10 or more minutes after class has begun, and they are considered as leaving early if they leave 10 or more minutes before class is over. Our goal is to prepare students for the business world, a community where punctuality is a key to success. Three tardies or early leaves is equal to one absence.

Leave of Absence – Elyon College does not grant leaves of absence to students.

DEPORTMENT/DEMEANOR

Personal Appearance - Personal appearance is extremely important in facilitating acceptance by other educational professionals. A professional appearance aids in establishing confidence and trust. The appearance of one individual is often generalized to the entire college.

Professional Conduct - Students are expected to conduct themselves in a manner consistent with the function of an institution of higher education and are required to abide by the standards of academic honesty, ethics, and professional conduct. Students are professional trainees and representatives of Elyon College.

Elyon College takes pride in preparing students for positions in the professional community. Therefore, it is expected that students will conduct themselves in a manner consistent with the highest educational and business standards.

Any student may be subject to suspension or expulsion for any conduct that violates the College's policy or that may be, at the College's discretion, detrimental to the College's reputation. The administration does not need to give further reason.

Inappropriate behavior of any kind, including the use of alcohol, illegal drugs, or evidence of cheating can lead to dismissal. Dismissal can be effected after only one such incident. The decision to dismiss a student will be that of the College.

The College shall not be under any liability for the expulsion; tuition of the student shall be refunded in accordance with the terms of the stated refund clause.

DRESS CODE

At Elyon College, we are very proud of our College and our students. One of our main objectives is to assist the student in becoming employable, and we prepare the student academically and professionally from the first day of classes. Therefore, we ask the students to dress in business appropriate attire. What is business attire? For the ladies, blouses and skirts are business attire. For the men, slacks and shirts are appropriate. Neatness is the key to conservative business dress.

STUDENT RIGHTS AND RESPONSIBILITIES

Elyon College is committed to preparing students to meet the highest standards of ethical and moral responsibility.

All students are expected to observe standards of social conduct and courtesy and to wear appropriate attire. The use of profanity, alcoholic beverages or drugs on College property is not permitted at any time.

Each student is responsible for compliance with the rules and regulations contained in this catalog and the Student Handbook. Failure to read and comply with the College rules and regulations does not relieve the student from liability.

SANCTIONS CAN RESULT FROM ANY OF THE FOLLOWING OFFENSES:

1. Academic cheating or plagiarism

2. Knowingly furnishing false information to the College
3. Intentionally obstructing and/or forcibly preventing others from exercising their rights
4. Failure to comply with directions of duly authorized and identified College officials acting in performance of their official duties.
5. Theft or damage to College premises or property, or theft of or damage to property of any person on College premises
6. Use of language or actions likely to provoke or encourage physical violence against any person on College premises or at a College sponsored or supervised function.
7. Smoking in College buildings at any time
8. Use of and sale of unlawful drugs and/or alcoholic beverages on the grounds and/or facilities of the College – described in greater detail in the Student Handbook
9. Gambling on College premises
10. Smoking

In compliance with the New York City Clean Indoor Air Act and Elyon College's intent to provide a safe and healthful work environment, smoking is prohibited in all College facilities. This applies to private offices as well as all public areas. This policy applies equally to all students and employees and will be strictly enforced.

Disclosure of Student Records

With a few exceptions identified in the following paragraphs, Elyon College cannot release information concerning students to prospective employers, government agencies, credit bureaus or other third parties without the written consent of the student. Students and alumni applying for jobs, credit, admission to other colleges, etc., must provide the College with signed and dated written consents to release their records, specifying the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom disclosure may be made.

Elyon College has identified the following categories of information as “directory information” which, at the College’s discretion may be released without the consent of the student: the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded.

A student may request that directory information not be released without his or her written consent. Such requests must be made to the Registrar and must include the student’s name, address, date and signature.

NOTIFICATION RIGHTS UNDER FERPA WITH RESPECT TO STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford students 18 years of age or older certain rights with respect to their educational records.

1. Students enrolled at Elyon College shall have the right to inspect and review the contents of their education records, within a reasonable amount of time but not more than 45 days after the institution receives the request for access. Students may request to review their education records by submitting a written request identifying the record(s) the student wishes to review to the

Director of Administration. The institution will arrange for access and notify the student of the time and place where the records may be inspected.

2. Parental access to a student's record will be allowed by Elyon College without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
3. A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.
4. Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to the Director of Administration, and must identify the part of the record the student wants changed and the reason for the requested change stated fully.
5. Directory information is student information that the institution may release to third parties without the consent of the student. Elyon College has defined directory information as the student's name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to the Director of Administration within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
6. The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is required by law.
7. A student who believes that Elyon College has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Drug Abuse Prevention Policy

The abuse of drugs and alcohol has a detrimental effect on health, impairs decision-making ability and may result in unintended behavior and consequences. Hence, the unlawful possessions, use or

distribution of illegal drugs and/or alcohol by students or Elyon College employees on College property or as part of any school related activities is strictly prohibited.

Disciplinary sanctions consistent with local, state and federal law will be imposed on students and staff who violate this policy. Students found guilty of violating the Drug Abuse Prevention Policy are subject to legal penalties and the following action:

- 1-The students will be dismissed from the College.
- 2-The student's file will be appropriately annotated and will be retained.
- 3-The right to request a refund of any monies will be forfeited. Students can be referred to outside agencies for help.

Policy on Substance and Alcohol Abuse

The United States Department of Education has issued regulations implementing the provisions of the DrugFree Colleges and Communities Act Amendments of 1989. These regulations require that Elyon College distribute to you annually, in writing, the information as detailed in the Student Information Handbook concerning the possession, use, or distribution of alcohol and illicit drugs in the College. Students can be referred to outside agencies for help.

Unlawful Harassment or Discrimination

Elyon College is committed to adhering to and providing an environment that is free of discrimination and unlawful harassment. Actions, jokes, words or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, or any other legally protected characteristic will not be tolerated. Sexual harassment is a form of conduct that is demeaning to another person and is strictly prohibited. Specifically, the College prohibits:

Unwelcome sexual advances.

Requests for sexual favors.

All other verbal and physical conduct of a sexual or otherwise offensive nature.

Engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including dismissal for students and termination of employment for faculty and staff.

Reasonable Accommodation for Students with Disabilities

Elyon College is committed to the principle that every qualified individual should have an equal opportunity to enroll at the College and complete a degree. In compliance with the Americans with Disabilities Act, the Institute will make reasonable accommodations for students with disabilities.

Students with disabilities not readily discernable and who are requesting reasonable accommodation must submit a statement describing any limitations from a physician who is a specialist in the area of disability. Students with learning disabilities who are requesting reasonable accommodations must submit either a diagnostic report from a physician or clinical psychologist who is a specialist in learning disabilities.

Students are encouraged to request reasonable accommodations at the time they enroll in Elyon College.

Campus Security Policy

Due to its limited size, Elyon College does not employ campus security personnel. Faculty and staff are to take whatever measures legally permissible to protect themselves and students in the event of a safety or security emergency.

Many parents are concerned about the safety of their sons and daughters when they are attending College. Elyon College understands the concerns of all persons attending our College. We accept the responsibility to employ and continually update security measures to ensure that our students enjoy their time at Elyon College and are as free as possible from any threats to their safety and well being.

The cooperation and involvement of students, staff and faculty is essential for any college to be safe. All persons must assume responsibility for their personal belongings by taking simple, common sense precautions. The college does not assume responsibility for any student's or employee's personal belongings.

Elyon College vigorously enforces college rules and ordinances regulating drinking, the use of controlled substances and weapons. (See sections regarding alcohol and substance abuse.)

Firearms and dangerous weapons of any kind are not permitted anywhere in the College. Intentional use, possession or sale of firearms or other dangerous weapons is strictly forbidden. Usage, sale or possession of such instruments are violations which will be treated in the same manner as the treatment and handling of those found in possession of, or selling a controlled substance.

Elyon College has a CCTV system that monitors those who enter the College and who are in classrooms and hallways. Visitors must be buzzed in by receptionist and must check in at the administrative office, which is adjacent to the entrance. All doors are alarmed. Motion detectors are strategically located in the third-floor hallway, the computer lab and our administrative office. The College is also equipped with an intercom system.

As required by the U.S. Department of Education, Elyon publishes all known occurrences of crimes committed on campus. These statistics are available in the Director of Administration's office, on our website www.elyon.edu and are also part of the orientation materials.

If a crime is committed, a police report must be completed and filed. Students are required to report any and all occurrences of a crime to Elyon College's personnel. If a sexual assault occurs on campus, the victim and witnesses to the crime must report the incident to Elyon College administration.

Student Grievance and Complaint Procedures

The aggrieved student should bring the matter to his or her professor if it involves a classroom issue. If it is not resolved, the student should contact the Associate Dean for Academic and Student Affairs.

If the student is not satisfied at this level or if the student for some reason feels unable to bring the matter first to the attention of the teacher and/or Associate Dean, the matter should then be brought to the attention of the President. The President may be contacted in person or in writing.

It is hoped that anyone with a complaint about the school, faculty or staff would seek to resolve this complaint with the administration. If the complaint cannot be resolved with the administration, the student may appeal to Elyon College Board of Trustees, 1400 West 6th Street, Brooklyn, N.Y. 11204, 718-2595600. However, if complaint still goes unresolved, it may be filed with the New York State Education Department, State Education Building, 89 Washington Avenue, Albany, New York 12234 or the Accrediting Council for Continuing Education & Training (ACCET), 1722 N Street, NW, Washington, DC 20036, Phone: (202) 955-1113, Fax: (202) 955-1118 or (202) 955-5306

ACADEMIC POLICIES

Every effort is made by the College to monitor a student's academic performance throughout the term. Students are given verbal notice at mid-semester of their academic progress and at the end of each semester, a notice is issued to every student indicating whether the student's academic status in each course is satisfactory.

At the end of the term, students are issued a final report which denotes the grade point average (G.P.A.) they earned during the term.

In order to graduate from our College, students must attain a cumulative grade point average of 2.0 (C) or greater.

Letter Grade	Percentage Equivalency	Grade Point Equivalency
A+	97.5-100	4.0
A	92.5-97.4	4.0
A-	90-92.4	3.7
B+	87.5-89.9	3.4
B	82.5-87.4	3.0
B-	80-82.4	2.9
C+	76-79.9	2.5
C	70-75.9 2.0	
D	65.0-69.9 1.0	
F	64.9 or below	0.0
W	Withdraw	NA
WF	Withdraw/Fail	0.0
I	Incomplete	NA

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to properly monitor and document SAP. These standards are applicable to all students enrolled in our Educational Programs and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students

SAP standards are established by the faculty in consultation with the Associate Dean for Academic and Student Affairs. Students must maintain SAP according to the set standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid. The SAP policy for Title IV, HEA students is consistently applied and identical to the school's actual measurement used to monitor qualitative and quantitative standards, as well as maximum time frame for students enrolled in the same educational programs who are not receiving Title IV aid. The Financial Aid Administrator reviews the Title IV SAP policy to ensure it meets all

federal requirements. The Associate Dean for Academic and Student Affairs notifies the Financial Aid Office if the school changes academic policies.

EVALUATION PERIODS: At each formal SAP evaluation point at the end of each semester, or payment period the school checks:

- Qualitative Measure (grade based)
Remedial course work may be part of or separate from regular qualitative measure
- Quantitative Measure (Pace)
- Maximum time frame.

ACADEMIC YEAR DEFINITION: Semesters must be at least 30 weeks with a minimum of 24 credits per year.

QUALITATIVE MEASURE: The qualitative measure, used to determine SAP, is based on grades. Elyon College uses a graduated standard, as shown in the chart below. Consistent with the minimum standards of many of New York’s higher education institutions, Elyon College will require that a student has earned a cumulative grade point average (G.P.A) of 2.0 or higher to graduate. Elyon staff checks each semester to be sure the student can graduate on time.

Elyon College only enrolls full-time students to its daytime degree programs, with the exception of Elyon's summer semester which may enroll part-time students in its daytime degree programs. Elyon College may also allow for some exceptions under special circumstances such as illness or financial difficulties.

ACADEMIC PROGRESS STANDARDS FOR PROGRAMS

End of Semester	Minimum Cumulative GPA	Minimum Cumulative Credits Completed	Probation Permitted
1	1.25	9	Yes
2	1.50	18	Yes
3	1.75	27	Yes
4	1.85	39	No
5	1.90	51	No
6	2.00	60	

Quantitative Measure: The SAP policy contains a Pace measure. Students must progress through the program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of the program. Programs are designed to enable full-time students to complete all

requirements for graduation in four semesters, a semester consists of 15 weeks of study. The majority of the College students should complete the program in two years.

The maximum time for a student to complete a program:

Normal Credits	Normal Time frame 60 weeks	Maximum credits 90 credits	Maximum time frame 60 90 weeks,
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Checking SAP: Student's SAP evaluations, whether after each semester, annually or less often than each semester, **MUST OCCUR AT THE END OF EACH SEMESTER (PAYMENT PERIOD)**. Official evaluation cannot be less than a payment period.

Elyon's programs are longer than one academic year and the college will evaluate at the end of each semester. Each evaluation will include qualitative, quantitative and maximum timeframe standards. At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

FINANCIAL AID WARNING:

The school evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will automatically be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with the institution's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods.

The Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning period, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be **ineligible** for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

APPEAL PROCESS

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition Elyon for reinstatement of title IV aid eligibility.

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Associate Dean for Academic and Student Affairs, who will meet with the Financial Aid Director to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any

unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Associate Dean for Academic and Student Affairs will provide a decision in writing within ten (10) business days.

FINANCIAL AID PROBATION

If Elyon approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school, or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for title IV aid.

In the academic plan, the school determines the minimum grade point average the student must achieve and the number of credits that the student may take.

An academic plan can be changed, if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- Personal situation or emergency.

All documents concerning a written appeal of a SAP evaluation must be kept in the student file, including the school's written determination of such appeal and details of any academic plan that may be developed.

REINSTATEMENT OF TITLE IV, HEA AID

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

Students who encounter academic difficulties and/or have a pattern of unexcused absences are required to meet with the Associate Dean for Academic and Student Affairs. They will discuss ways to improve

the situation and agree on a specific academic plan of action, which the student will follow in order to attain or return to good academic standing.

ACADEMIC PROBATION

Failure to achieve a cumulative grade point average of "C" (2.0) or better results in the student being placed on academic probation for the following semester. Students will be notified in writing that they are on academic probation. A conference is held between the Associate Dean for Academic and Student Affairs and the student, at which the student is informed of what is required to pass the course.

Academic probation lasts one semester. At the end of the probation semester, the student's academic performance is again reviewed and the student will be notified in writing of his/her status. If the student has not raised her/his cumulative grade point average to a "C" (2.0) or better, she/he will be dismissed unless the student can justly prove that mitigating circumstances caused her/his failure to achieve the "C" average, in which case the average must be subsequently rectified in the following semester. A determination of whether mitigating circumstances warrant continuation for the student shall be that of the College. During the term of probation, the student is still eligible to receive financial aid.

Indication of academic probation is designated on the student's official transcript.

LATE REGISTRATION

Late registration may be accepted up to five schedules days after the start of the semester. Changes to a program or course may be accepted during the first two weeks of the semester. A student who registered late for a course or program or changed a course or program will not be penalized for missed classes resulting from such late entry into the class or program provided that he/she has successfully completed all missed assignments and demonstrates mastery of subject matter by mid-semester.

COURSE ADDITION OR DELETION

Students must receive administrative permission to add or drop a course. A course may be dropped from the student's schedule only during the first two weeks of a semester. At that point, the student receives a "W" grade (no penalty). Students who add a course will be responsible to complete any missed classwork or assignments.

In all cases of adding and dropping a course, a drop/add form must be completed by the student and approved by the Dean/Associate Dean for Academic and Student Affairs at his/her discretion.

WITHDRAWAL FROM A COURSE

A student may withdraw from a course during the first two weeks of a semester. The student will receive a "W" on her/his transcript. This grade bears no grade point equivalent, and is not added into the end-of-term average for a student. However, if the student withdraws beyond the first weeks she/he receives a "WF" for the course. A "WF" carries the grade point equivalent of "0" and is calculated in the final grade point average of the student. A student who withdraws at any point but does not file an Add-Drop form will receive a failing grade of "WF".

INCOMPLETES FOR INDIVIDUAL COURSES

A grade of incomplete is given when a student, who has been making satisfactory progress in a course, experiences an unexpected hardship or illness making it impossible for her/him to complete the course requirements.

If a student received an "I" in a given course at the end of the term, she/he is required to remove this condition to the satisfaction of her/his instructor by the end of the first month of the following term. Failure to do so will result in a failing grade for the course.

REPEATING COURSES

If a student receives a failing grade in a required course, she/he must retake the course. If the course is a part of a sequential series, the student will not be allowed to move to the next part of the sequence until a passing grade is obtained in that course.

If the student repeats the failed course and improves her/his grade, the "F" grade will be supplanted by the improved grade. The improved grade will be the grade used in determining the cumulative grade point average of the student.

If the student receives a failing grade in a non-required course, she/he has two choices:

1. If she/he repeats the elective, an improved grade will supplant the failed grade and will be used in determining the cumulative grade point average.
2. If she/he does not choose to repeat the elective, the "F" grade will remain on the transcript and will be used in the determination of the cumulative grade point average.

TRANSFER CREDIT

Elyon College will accept transfer credits from colleges and universities that are accredited by a nationally or regionally recognized accrediting agency. Requests for transfer credits should be made to the Dean for Academic and Student Affairs or the Associate Dean for Academic and Student Affairs. Students will need to present an official transcript and a catalog course description from the institution at which the course(s) was taken. Only transfer credits with a grade of C or better are accepted, unless the credits are from one of the institutions with which Elyon College has articulation/partnership agreements. Then any passing grade at that institution will be accepted provided that the student has maintained an overall GPA of 2.0 (C) or better at Elyon College. A maximum of 50% transfer credits is permitted. All transfer courses must be applicable and comparable with corresponding courses in the students' chosen degree or certificate program at Elyon.

Elyon College has articulation/partnership agreements with Brooklyn College-CUNY, Mercy College, Touro College, New York Institute of Technology and Excelsior College. Courses credits from these colleges are automatically accepted at Elyon College, as long as they are comparable to Elyon College courses. The purpose of these articulation/partnership agreements is to enable Elyon College graduates to seamlessly transfer to these institutions and allow course credits from Elyon College to be articulated and accepted at the aforementioned colleges as long as they align to a prospective student's chosen baccalaureate degree requirements.

Elyon college's associate degrees and courses have been previously reviewed by these higher education institutions, found to be comparable to their courses, and may be used to fulfill a student's course requirements in order to achieve baccalaureate degrees. Transfer of credits from Elyon College to any college is dependent on the unique transfer policy of each college and must be discussed with admission authorities. The admission application of each Elyon transfer student is evaluated on an individual

basis. Elyon College cannot guarantee the outcome of a graduate's application to these colleges. Additional information may be obtained from the office of the Dean for Academic Affairs.

Credits may also be obtained through the College Level Examination Program (CLEP) where a minimum score of 50 is required in order for the credits to be considered. Students may also demonstrate proficiency by taking and passing competency exams or courses approved by agencies such as the American Council on Education (ACE) or the National College Credit Recommendation Service of the State University of New York (NCCRS – SUNY). Students achieving scores of 4 or 5 on advanced placement AP tests may also qualify for credits toward their degree or certificate. A maximum of 50% of the required credits may be obtained using any of the above methods. To appeal transfer of credit decisions, students may follow the Elyon College student grievance policy as delineated in the Elyon College Catalog. Transfer of credit into Elyon College does not reduce the per semester tuition cost for a student. However, it will lessen the number of courses and/or semesters needed to complete the degree or certificate program, which will reduce the total cost of tuition for the degree or certificate program.

Please be aware that any adjustment in tuition may alter financial aid eligibility. Elyon College does not charge a fee for granting transfer credits, but testing organizations may charge a fee. To request credits be transferred from Elyon College to another institution, a current Elyon College student needs to submit a request to the Dean for Academic and Student Affairs or to the Associate Dean for Academic and Student Affairs. Graduates of Elyon College will be charged a fee of \$10 for this service.

REQUIREMENTS FOR GRADUATION

In order to graduate from Elyon College, a student must attain a cumulative grade point average of 2.0 "C" or greater and have maintained an 80% or better cumulative attendance record. In order to graduate from a degree program each student is required to complete a supervised 30 hour (non credit bearing) community service/work practicum. Upon successful completion of the Degree program, students are awarded an AAS Degree in Accounting and Business Technology, or an AS Degree in Judaic Studies by the New York State Board of Regents on behalf of Provisionally Chartered Higher Education Institutions. Likewise upon successful completion of the Certificate program, students are awarded a Certificate in Accounting and Business Technology, or a Certificate in Judaic Studies.

ACADEMIC YEAR

The academic year at Elyon College consists of three terms for daytime and evening programs. Terms are 15 weeks of scheduled classes in length and commence in the Fall, Spring and Summer. Students are urged to check with the admissions office for the precise date when classes start for the Fall, Spring, and Summer terms.

SCHEDULE CHANGES

The College reserves the right to cancel, change or reschedule classes, at its discretion, as needed, for proper college administration. College closing due to inclement weather will be posted on the WOR Radio Website, www.wor710.com, or students may call the WOR College Closing Hotline at (877) 871-9208 and follow the prompts to get to Elyon College. In general, if the New York City public high schools located in Brooklyn will be closed due to inclement weather or other unusual circumstances, then Elyon College will also be closed.

ADMISSIONS

REQUIREMENTS FOR ADMISSION

In order for students to qualify for admission to Elyon College, applicants must provide evidence of high school graduation or its equivalent (G.E.D.). Elyon College is an equal opportunity employer and follows the same policies in accepting applications from potential students. The college is open to all students without regard to race, color, religion, age, sex, creed, sexual orientation, disability or marital status. A personal interview is required, as well as documentation of High School graduation or G.E.D. Applicants may be required to either take the Elyon College Entrance Exam or to take the ASSET or COMPASS exam and submit an essay. This will be determined during the interview. Elyon College reserves the right to reject the admission of any applicant who, at any time in the course of the admission process, exhibits any conduct or behavior that is deemed inimical to the reputation of the College.

ADMISSION PROCESS

The admission process of Elyon College consists of the following:

1. Applicants must complete and submit the Elyon College Application for Admission. Any document submitted by a candidate in support of an Application for Admission will be retained by the College and not returned to the applicant.
2. Applicants must submit a copy of a high school diploma, or a final transcript or GED or equivalent before class starts. If the applicant has not yet graduated, he/she must submit a copy of the most recent report card or transcript indicating that he/she is about to complete his/her high school studies.
3. Individuals seeking admission to the College are required to participate in an interview. The interview with the Admissions and Judaic Studies Program Coordinator or the Director of Administration will provide an opportunity for the candidate to gain specific information about the College and allow the candidate to clarify academic and career goals. In the course of the interview, the applicant will become more familiar with the College's programs, the academic expectations, the financial aid programs (if applicable), student services and the registration procedures. This interview will help the College ascertain student readiness for college level study.
4. Elyon College requires an entrance exam for each student. Elyon may require an ASSET or COMPASS exam along with an essay or Elyon College's specially developed entrance exam to determine student's academic readiness for higher education and ascertain that the student has the current knowledge to successfully complete the programs. A minimum score of 35 in reading, 35 in writing and 33 in the numerical section on the ASSET Exam OR a minimum of 25 in pre algebra, 62 in reading and 32 in writing on the COMPASS Exam will be required. If the student takes the Elyon College developed entrance exam they will need a minimum combined average score of 65 with no less than a 55 on any individual section that they are required to take. Those seeking admission to the AAS Degree or the certificate program in Accounting and Business Technology must take the Math and English sections of the Elyon College Entrance Exam. Those seeking admission to the Judaic Studies certificate program (for Education and Leadership) must take the Judaic Studies section of the entrance exam, and

those seeking admission to the AS Degree in Judaic Studies (for Education and Leadership) must take all three sections of the entrance exam (Math, English and Judaic Studies).

5. If applicants have attended other degree granting institutions, they should arrange to have the College send those official transcript(s) directly to Elyon College.
6. Applicants with credentials from countries other than the United States, and written in languages other than English, must present a notarized translation of the relevant documents. Applicants with foreign credentials may have their transcripts evaluated by a recognized nationwide evaluation service, or provide acceptable documentation certifying their high school graduation.
7. A student can start the semester up to 5 scheduled class days after the start of the semester and the student will be given the opportunity to make up the missed hours. The student will also be responsible to complete the missed class work.
8. Students who wish to audit Elyon College sessions must apply to the College following the procedure as delineated above for matriculated students. They must fill out an application, present a high school diploma or a final transcript, and have an interview with the Admissions and Judaic Studies Program Coordinator. They also have to take the Elyon College entrance exam or any of the other exams that could be required of students applying for full matriculation. If accepted, there will be a per semester charge with no scholarship or financial aid available. These students will not earn credits for these classes. Passing these courses with a grade of “C” or better will result in transferable credits to Elyon College.

Students with Disabilities :

The school complies with the Americans with Disabilities Act of 1990 in that it provides reasonable accommodations for persons with disabilities. If enrolled under training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements.

If you are interested in attending the School but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the School, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

Note: In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations

Financial Arrangements:

*Students may not be accepted for enrollment if they cannot prove credit worthiness. Please see “Method and Terms of Payment”.

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

HIGH SCHOOL STUDENTS

Elyon College has set forth the following criteria for interested and qualified high school students to take Elyon certified courses for college credit:

1. Students must currently be in grades 11 or 12.
2. Students must have a cumulative 3.0 (B) 80% high school GPA in math, and English.
3. Students must have a cumulative GPA of 2.0 (C) 70%.
4. Students must be recommended by the high school principal.
5. Students must present evidence that the parent or guardian approves of this decision.

Exceptions to the above criteria may be granted to students with demonstrated superlative academic abilities on an individual basis.

Students taking dual enrollment courses must meet any prerequisite criteria established by the College.

ADMISSION DECISIONS AND ENROLLMENT

Applicants will have their credentials reviewed. If satisfactory, the Admissions and Judaic Studies Program Coordinator or the Director of Administration will notify applicants of the decision shortly after the required materials have been submitted, reviewed and evaluated.

Once admitted, applicants will be asked to:

- a) complete an enrollment form and
- b) send in a deposit/registration fee to reserve a place in the entering class. The deposit is applied to the first semester’s tuition. The registration fee is not refundable should an applicant decide not to enroll.

All applicants born on or after January 1, 1957 are required under New York State Health Law to provide written evidence of their immunization against measles, mumps and rubella. Students lacking this documentation will not be permitted to attend.

STUDENT BODY

The composition of the students at our College mirrors the outside world. Elyon College accepts students from all walks of life. Young and old, traditional and non-traditional students all attend with the common, unifying interest of obtaining skills which lead to a job and the requisite knowledge to continue their pursuit of higher education.

TRANSCRIPT SERVICE

Official transcripts are available from the Director of Administration and should be requested in writing.

Graduates will receive two free transcripts, after which a processing fee of \$10 is charged.

BOOKS AND SUPPLIES

Students are responsible for obtaining and paying for the required textbooks. All required textbooks for curricula may be purchased by the student if available, through the College. On occasion students may also rent the necessary textbooks from the College at the beginning of each semester and return them in good condition at the end of the semester. Students will be required to pay the full price for all unreturned and/or damaged books. The College reserves the right to request a deposit to cover replacement costs of the books, should they not be returned in good condition. Supplies should be purchased by the student on his/her own. The cost for textbooks will be approximately \$450 per semester.

TUITION PAYMENT and COSTS

Tuition and Fees Payments for Programs of Study – Students are charged a per semester rate as follows:

AAS Degree in Accounting And Business Technology: \$6,560 for the Fall semester (Full Time), \$6,560 for the Spring semester (Full Time) and \$3280 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be \$16,400. If a student chooses to complete the degree program over the duration of 2 years they will be charged for each semester at the full time or part time rate depending on the number of credits taken during a semester.

AS Degree in Judaic Studies (for Education and Leadership): \$6,560 for the Fall semester (Full Time), \$6,560 for the Spring semester (Full Time) and \$3280 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be \$16,400. If a student chooses to complete the degree program over the duration of 2 years they will be charged for each semester at the full time or part time rate depending on the number of credits taken during a semester.

Certificate in Accounting and Business Technology: \$6,260 for the Fall semester (Full Time), \$6,260 for the Spring semester (Full Time) and \$3130 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be \$15,650. If a student chooses to complete the certificate program in one and one-half years they will be charged for each semester at the full time or part time rate depending on the number of credits taken during a semester.

Certificate in Judaic Studies (for Education and Leadership): \$6,260 for the Fall semester (Full Time), \$6,260 for the Spring semester (Full Time) and \$3130 for the Summer semester. The total cost for the Fall, Spring and Summer semesters will be \$15,650. If a student chooses to complete the certificate program in one and one-half years they will be charged for each semester at the full time or part time rate depending on the number of credits taken during a semester.

Students who wish to audit Elyon College sessions will be charged \$2,300 for the Fall Semester, \$2,300 for the Spring semester, and \$1,500 for the Summer semester, with no scholarship or financial aid available. The total cost for the Fall, Spring and Summer semesters will be \$5,750.

Maintenance of Active Student Status: If a student has completed their class time but still has some exams, papers or transfer credits to complete, the student may pay a fee of \$300 per semester to maintain active student status and complete their work.

The first semester tuition payment is due on the day of registration and by the start of any subsequent semesters. However, a plan, such as monthly installments, may be arranged, but semester tuition must be fully paid by the 10th week of each semester. Elyon College only enrolls full-time students to its daytime degree programs, with the exception of Elyon's summer semester which may enroll part-time students to its daytime degree programs. Elyon College may also allow for some exceptions under special circumstances such as illness or financial difficulties. A full time student is a student who takes a minimum of 12 credits in each semester. Part time students take less than 12 credits per semester. However a full time student may take up to a maximum of 18 credits in a semester at no additional cost. The cost of books is approximately \$450.00 per semester.

Payment may be made by check, money order, cash or credit card. Each student should discuss alternate payment plans with the Director of Administration prior to the start of classes. Failure to meet financial obligations may result in the delay of instruction and/or dismissal of the student, withholding of academic records and/or transcripts, at the discretion of the College, until all financial obligations have been met.

Elyon College school administration may decide to pursue collection of delinquent accounts through a collection agency. A student must be in good financial standing in order to continue his/her studies and to graduate.

A \$100 non-refundable Registration fee is charged by the College upon enrollment. Tuition and fees are due on the day of registration unless alternative arrangements with the Director of Administration office have been made. Failure to meet financial obligations will result in delay of instruction and/or dismissal of the student at the discretion of the College.

The College does not offer housing and food services. The estimated cost for room and board for an independent student is \$9,360 per semester and for a dependent student it is \$3,840 per semester. Other living expenses are approximately \$3,960 per semester.

REFUND POLICY FOR CURRICULA OFFERED

The following tuition refund policy is approved by The New York State Education Department:

CANCELLATION AND REFUND CLAUSE

- A. Student who cancels within 7 days of signing the enrollment agreement or is rejected by the college, or has a program cancelled or is a "no show" receives a full refund, with the exception of the non-refundable registration fee.
- B. Thereafter, the student will be liable for:
 - 1. The non-refundable registration fee, plus
 - 2. The cost of any textbooks or supplies accepted, plus
 - 3. Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

(a) First Semester

If termination occurs College may keep

Prior to or during first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After the fifth week	100%

(b) Subsequent Semesters

If termination occurs College may keep

During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After the fourth week	100%

Refunds will be paid within forty-five (45) calendar days from the documented date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student.

The following tuition refund policy is approved by The Accrediting Council for Continuing Education & Training (ACCET):

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution’s attendance, conduct, or Satisfactory Academic Progress policy. If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance.

Cancellations:

1. Rejection of Applicant: If an applicant is rejected for enrollment by an institution, or if a prospective international student has his/her visa application rejected, a full refund of all monies paid must be made to the applicant, less a maximum application/registration fee of \$200 if such charges are clearly itemized in the enrollment agreement as non-refundable.
2. Program Cancellation: If an institution cancels a program subsequent to a student’s enrollment, the institution will refund all monies paid by the student.
3. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid, less a maximum application/registration fee of \$200, if such charges are clearly itemized in the enrollment agreement as being non-refundable, and any actual housing costs incurred by the institution. The only exception is for an international student who is recruited outside of

the United States or its territories, receives an I-20 from the institution, enters the country, and subsequently cancels prior to the start of class or is a no-show. In this event, an institution may only retain a maximum total of \$500 for any non-refundable charges clearly identified and itemized in the enrollment agreement, including any application/registration fee, courier fees, and travel cancellation insurance.

4. Cancellation After the Start of Class (Optional Student Trial Period): An institution may consider a withdrawal as a cancellation or no show (for example, within the first week of the program) provided this process is fully delineated in writing as part of the refund policy and provided to all students at or before enrollment. A student who is considered a cancellation or no-show under such a policy must have all charges refunded and all payments returned to the individual or the applicable funding source less the maximum allowable application/registration fee of \$200, if such charges are clearly noted in the enrollment agreement as being non-refundable. In no event may a student be treated differently based on the source of funding or the timing of disbursements or payments. Cancellations processed in accordance with the above section are not treated as a start by ACCET and, therefore, do not negatively impact the institution's completion rate.

5. Withdrawal or Termination after the Start of Class and after the Cancellation Period:

- a. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- b. During the first week of classes, tuition charges withheld will not exceed 10 percent (10%) of the stated tuition up to a maximum of \$1,000.
- c. After the first week and through fifty percent (50%) of the period of financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed, up to a maximum of \$1,000. Institutions that do not retain any unearned tuition may assess an administrative fee associated with withdrawal or termination not to exceed \$100.
- d. After fifty percent (50%) of the period of financial obligation is complete, the institution may retain the full tuition for that period.
- e. While ACCET requires that tuition be listed on the enrollment agreement, some states require that an institution list the tuition for an entire program on an enrollment agreement even when the institution only financially obligates the student for a portion of the entire program. When calculating a refund, the percentage of tuition retained by the institution must be based on the portion of the program the student was attending through his or her last date of attendance when the student dropped, not the tuition charged for the entire program listed on the enrollment agreement.

A comparison of the two policies will be made to determine which policy is more beneficial to the student and the student's account will be adjusted according to the refund that is most advantageous.

TREATMENT OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS

The 1998 Reauthorization of the Higher Education Act requires colleges to calculate how much Title IV Funds a student earns based on a percentage of their attendance prior to their withdrawal. The amount of Title IV funds earned is calculated by dividing the number of hours the student attended by the number of hours in the payment period. This is the percentage of federal dollars earned by the student. Up through the 60% point in each payment period a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. If this percentage is greater than 60%, the student earns 100% of their Title IV funds for that payment period. The unearned portion of

federal aid funds received must be returned to the appropriate aid program in accordance with the order of return of funds as mandated by law. This calculation may result in the student owing the College money based on the College refund policy as previously stated.

STUDENT SERVICES

Orientation

All new students attend an orientation session before formal classes begin. Traditionally, this is held a few days before College opens. It is designed to acquaint students with the policies of the College, as well as encourage a pleasant atmosphere where students, faculty, and staff meet for the first time.

Advisement

Since at this time we are a relatively small college, most of the advisement is carried out by the Associate Dean for Academic and Student Affairs, the Admissions and Judaic Studies Program Coordinator, and faculty. Academic help is provided through peer tutoring. Outside tutors will be recommended when necessary, and remediation help is available by instructors and various online resources.

A referral list of available student support provided by various community social and health service agencies is available at the schools administrative office. Students are provided with the information as to where they can access these services, as needed.

The Associate Dean for Academic and Student Affairs guides Elyon students to fulfill their requirements and, if qualified, accelerate their progress toward graduation by ensuring they take the appropriate courses from colleges such as Excelsior College or other certified online courses or proficiency exams whose credits can be transferred into Elyon College. The Associate Dean may also guide the students in their selection of courses required for the attaining of a Baccalaureate Degree. The administration is committed to helping those students who wish to accelerate through the Elyon College degree program and to the students' timely achievement of their academic and vocational goals.

Students who encounter academic difficulties and/or have a pattern of unexcused absences are required to meet with the Associate Dean for Academic and Student Affairs. They will discuss ways to improve the situation and agree on a specific academic plan of action, which the student will follow in order to attain or return to good academic standing.

Library and Computer Lab with Internet Connectivity

Elyon College Library and Computer Lab offer a wide array of services, reflecting its academic setting and current curricula, to Elyon College students, faculty and staff. Our library print collection consists of about two thousand books. Most of these books are in the circulation area and are available for borrowing. Reference books provide helpful information on general and specific topics. The Elyon College community has access to electronic resources; both scholarly articles and full-text books are available. Reference service is also available for students in their research projects. A complete copy of the Copyright policy is available in the catalog or at:

www.elyonlibrary.org and is posted in the library, the main office and the computer lab.

Placement Assistance Service

Elyon College was founded on the principle of assisting students in seeking meaningful employment upon program completion. To that end, Elyon College employs an assistant for placement and outreach dedicated to offering students, graduates and alumni career development services. While placement cannot be guaranteed, every effort will be made to assist our graduates in finding employment.

Through a career development seminar offered at the College, students learn to develop job strategies, set career goals, write resumes, acquire interviewing skills and secure job referrals. They also learn to prepare and present themselves for business.

The ultimate responsibility for placement, however, falls upon the student themselves. Their own efforts are necessary for the College's assistance to be effective. This includes preparation of draft resumes, availability for orientations and job-referrals, and students own job-seeking efforts.

Community Service/Work Practicum

The purpose of the community service/work practicum is to instill communal responsibility in the students and promote a sense of the workplace.

The community service portion consist of volunteering in community organizations or associations in order to engage in human service activities that will enhance and improve other peoples lives.

The work practicum portion consists of participation in education workshops, observations and critique of classroom lessons, and delivering a well-organized, well-thought out lesson to his/her peers. This gives students a chance to hone their communication and organizational skills and to have practical first-hand experience in a real world setting.

The Judaic Studies AS Degree (for Education and Leadership) requires a non-paid, non-graded, noncreditbearing community service/work practicum totaling 30 hours. The students may divide their time between community service in an appropriate organization or association and a work practicum and observation in an educational setting.

The Accounting and Business Technology AAS Degree students are required to complete a 30-hour community service practicum.

Students are permitted to fulfill their 30 hour requirement by opting to divide their time either by in one or both of he affore mentioned options.

Students are permitted to fulfill their community service throughout the duration of the time that they are enrolled at Elyon College and can do so concurrently with their program coursework. However, the work practicum is generally completed toward the end of the academic program.

To fulfill this requirement students will have to do a total of 30 hours of community service/work practicum in addition to their regulare studies.

The practicum is non-paid, non-graded, and non-credit bearing.

Rentals of Textbooks and Calculators

Elyon College provides students with the opportunity to rent textbooks and graphing calculators. The fee to rent a textbook is \$40; the fee to rent a calculator is \$50. If a student returns the textbook or the calculator in a good usable condition half the rental fee is returned to the student. The determination of the good usable condition of the returned items is at the college's sole discretion.

Extra Curricular Activities

Extra curricular activities consist of holiday celebrations such as Chanuka and Purim parties, weekend retreats, and school trips. Also, in the past two years, our students participated in a very successful Europe and Israel trip.

Graduation Ceremony

One graduation ceremony may be held each year for graduates from all programs. We encourage students to invite family and friends. A collation is served following the ceremony.

FINANCIAL AID

Elyon College will assist students and their families to meet the cost of education by making sure that comprehensive financial aid information is made available. Students will be apprised of all available federal, state and other aid sources. They will be required to submit the relevant financial aid forms on or before enrollment. The Administration will track the Financial Aid packaging of every eligible student and, where necessary, assist students to address aid problems that may be encountered.

College procedures will assure that the College maintains all necessary Financial Aid records required by federal and state statutes and regulation that govern grant and loan programs. The Financial Aid Office will be responsible for all relevant student Financial Aid records.

Please note that the amount of all grants change. Students should inquire with the financial aid personnel to ascertain the exact amounts.

THE TUITION ASSISTANCE PROGRAM (TAP)

Tuition Assistance Program (TAP) awards are available to New York State students who are enrolled fulltime at the College. Award amounts are based on NYS taxable income and are received by filing an application for each award year (July 1 through June 30) of attendance at the College. The maximum amount a student may receive is \$4,000 per year. Amounts received are applied against tuition charges only and need not be repaid. To receive TAP in subsequent semesters, a student must maintain satisfactory academic progress and meet all HESC eligibility requirements.

THE FEDERAL PELL GRANT PROGRAM

The Pell Grant awards are Federal Aid awards available to students who are enrolled at least half time at the College. The Pell Grant provides up to \$5,920 for each undergraduate year. Amounts received are grants for educational expenses and need not be repaid. Pell Grants are not available to students who have received a bachelor's degree. Application for the Pell Grant must be made each award year (July 1 through June 30) that the student is in attendance. Award amounts are based on factors including federal income tax return information, non-taxable income, and parent and student financial resources.

STUDENT ELIGIBILITY REQUIREMENTS

Financial Aid is distributed to students based on their computed financial need as determined by the Financial Aid applications filed.

Your "financial need" is the difference between the cost of education (tuition, fees, room and board, transportation and personal expenses) and the total contribution expected from your family. Your family contribution is based on an analysis of the Financial Aid application. Among the items

considered are family income, the number of family members, number of family members in college, assets, and your own resources such as savings and Veterans Benefits for which you may qualify.

The eligibility requirements for the State Assistance program in New York include the following:

- New York State resident for one year;
- U.S. citizen or permanent resident alien;
- Enrollment in a TAP eligible program at Elyon College;
- Not in default on a Federal student loan;
- Maintain satisfactory academic progress;
- U.S. High School graduate, or pass Ability to Benefit (ATB) exam;

The eligibility requirements for **Federal** Assistance programs include the following:

- High School graduate/Pass Ability to Benefit (ATB) exam
- Enrolled/Accepted for enrollment;
- Citizen, national, or permanent resident;
- At least a half-time student;
- Maintain satisfactory academic progress;
- Not in default on any federal loan;
- Do not owe a repayment on Federal or State grants at any college;
- Sign a Statement of Educational Purpose;
- If required, register with the selective service;
- File a federal Financial Aid Application;
- Be free of Drug Abuse;
- Complete/Receive a Financial Aid Transcript for any college(s) attended.

***Please note: enrollment in other than approved or registered courses may jeopardize a student's eligibility for certain student aid awards. The above may not be a complete list. More information may be obtained from the financial aid office.

DISTRIBUTION OF FINANCIAL AID

All student aid grants (TAP/Pell) are credited to your account as received every semester that you are enrolled as a student in an eligible program.

OTHER SOURCES OF FINANCIAL ASSISTANCE

Students should consult the Financial Aid officer for the availability of additional Financial Aid. Some notfor-profit organizations may offer limited financial assistance to help defray the cost of tuition to needy students who are pursuing higher education.

LOSS AND REINSTATEMENT OF STUDENT ELIGIBILITY

Academic Eligibility for Financial Aid Purposes:

A student must maintain a cumulative grade point average of "C" (2.0) or better for continued eligibility in State Financial Aid programs.

At the end of every semester, the student's grade point average will be evaluated for compliance. If the student fails to achieve the "C" (2.0) cumulative G.P.A., she/he will be placed on academic probation for one term. During the probationary term, the student will be allowed to receive financial aid benefits.

At the end of the probationary period, the student's cumulative G.P.A. is again reviewed. If the student has not raised her/his grade point average to a 2.0 or better, she/he will be dismissed at the discretion

of the College unless she/he can prove that mitigating circumstances were responsible for her/his failure to achieve the required G.P.A. of 2.0 (C). It is the College's decision which determines whether the student's circumstances shall warrant continuation.

One-Time Waiver:

If the student ends her/his probationary term, and still has not achieved the satisfactory grade point average, the College may allow the student to continue in the College and use Financial Aid privilege through the use of a one-time waiver.

The one-time waiver allows the student to receive TAP in this "second" probationary term.

This waiver is a once-in-a-lifetime privilege and cannot ever be used again at this institution or any other. Only the gravest of circumstances allows the student to use the one-time waiver. The decision to grant the waiver is that of the College's Academic Dean.

Details concerning use of the one-time waiver would be available in the College's Financial Aid Office.

A student may appeal administrative determinations in the aforementioned progress requirements. This appeal should be in writing and forwarded to the Academic Dean.

REINSTATEMENT OF FINANCIAL AID AFTER DISMISSAL OF STUDENT BY COLLEGE

If a student is dismissed by College officials due to academic deficiencies (see segment on Academic Progress under Academic Policies) and later wishes to re-enter, she/he can regain the use of financial aid benefits by being readmitted to the institution after an absence of one year. Additionally, the student must meet the institution's academic entrance requirements.

COMPLAINT PROCEDURE

It is hoped that anyone with a complaint about the College, faculty or staff would seek to resolve this complaint with the administration. However, if the grievance is not settled at the college level, the complaint may be filed with the New York State Education Department, State Education Building, 89 Washington Avenue, Albany, New York 12234 or the Accrediting Council for Continuing Education & Training (ACCET), 1722 N Street, NW, Washington, DC 20036, Phone: (202) 955-1113, Fax: (202) 955-1118 or (202) 9555306

Return of Title IV Funds, HEA Policy

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

PROCEDURES:

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The Elyon College's HEA Federal fund programs according to the policies listed below.

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

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

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

In the case of a program that is measured in credit hours, the student does not complete all the days in the payment period that the student was scheduled to complete, the student is considered to have withdrawn.

If a student ceases attendance (drops or withdraws) from all his or her title IV eligible courses in a payment period or period of enrollment, the student must be considered withdrawn for title IV purposes.

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA). The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to offer a post withdrawal disbursement that is not credited to the student's account within 30 days of the date of determination. A post-withdrawal disbursement must be made to the student's account within 180 days of the date of determination.

Payment Period: For a student in an eligible program in semesters, and measures progress in credit hours, the payment period is the semester.

Rounding:

Enter dollars and cents using standard rounding rules to round to the nearest penny. Final payment amounts that the school and student are each responsible for returning may be rounded to the nearest dollar. Percentages are calculated to four decimal places and rounded to three decimal places.

Reentry within 180 days: A student who reenters a credit hour program within 180 days of his/her withdrawal is immediately eligible to receive all Title IV funds that were returned when the student ceased attendance.

If a student reenters after the 180 days, the student is considered a transfer student and enters a new payment period.

Withdraw Before 60%

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

Withdraw After 60%

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

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

Scheduled Breaks:

Institutionally scheduled breaks of five or more consecutive days are excluded from the Return calculation as periods of nonattendance and therefore, do not affect the calculation of the amount of federal aid earned. This provides for more equitable treatment of students who officially withdraw near the end of a scheduled break. In those instances at an institution not required to take attendance, a student who withdrew after the break would not be given credit for earning an additional week of funds during the scheduled break but would instead earn funds only for the day or two of training the student completed after the break. If a break occurs prior to a student's withdrawal, all days between the last scheduled day of classes before a scheduled break and the first day classes resume are excluded from both the numerator and denominator in calculating the percentage of the term completed.

Determining a Student's Withdrawal Date at a school required to take attendance:

The Calculation Formula:

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

Calculate the percentage of Title IV, HEA aid earned:

- a) **Determine the percentage of the period completed:**
Divide the calendar days completed in the period by the total calendar days in the period (excluding scheduled breaks of five days or more **AND** days that the student was on an approved leave of absence).

COMPLETED DAYS

TOTAL DAYS IN THE PAYMENT PERIOD = % EARNED

(Rounded to one significant digit to the right of the decimal point, ex. 44.93 = 44.9 %.) If

this percentage is greater than 60%, the student earns 100%.

- b) If this percent is less than or equal to 60%, proceeds with calculation.

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

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

100% minus percent earned = UNEARNED PERCENT

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

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

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

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

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

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

Order of Return

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

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

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

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for

tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. You must have the student's permission to disburse a loan as a post-withdrawal disbursement.

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

Institution Responsibilities

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

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

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

Overpayment of Title IV, HEA Funds

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

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

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

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when a student withdraws are separate from any refund policy that Elyon College may have to return to the student due to a cash credit balance. Therefore, Students may still owe funds to the school to cover unpaid institutional charges. The College may also charge students for any Title IV, HEA program funds that they were required to return on the student's behalf.

If a student does not already know what the College refund policy is, he/she may ask Elyon's Finance Office for a copy.

CURRICULA

Elyon College offers two Degree-granting programs and two Certificate programs. The degrees to be awarded are for the following:

- Judaic Studies, (for Education and Leadership) AS Degree (Hegis Code 5603.00) 60 Semester Credits (915 Clock Hours)**
- Judaic Studies, (for Education and Leadership) Certificate (Hegis Code 5603.00) 36 Semester Credits (540 Clock Hours)**
- Accounting and Business Technology AAS Degree (Hegis Code 5002.00) 60 Semester Credits (1005 Clock Hours)**
- Accounting and Business Technology Certificate (Hegis Code 5002.00) 36 Semester Credits (615 Clock Hours)**

PROGRAM DESIGN

The Degree programs are designed to provide graduates with the knowledge and skills that will enable them to perform successfully in their chosen careers as well as to continue their formal education at the Baccalaureate level.

Each of the programs is established on a foundation of essential educational competencies, critical and analytical thinking skills, as well as personal qualities. Basic competencies in reading and writing are reinforced and listening and speaking skills are enhanced. Each of the curricula also fosters skills in critical analysis, gathering and synthesizing data, problem solving, and decision making.

The maximum certificate/degree (non auditing) student to teacher ratio is 38 to 1 for all lecture courses and 30- to 1 for all lab courses in each of the programs offered.

Description of the calendar semester system that will be used and what constitutes a full-time schedule in a semester.

A semester is comprised of fifteen weeks of scheduled classes. All courses earn three [3] credits. Therefore, a course meets consecutively excluding holidays, or cancellations due to inclement weather or unforeseeable circumstances.

15 classroom clock hours via lecture mode = one credit

30 classroom clock hours via lab mode = one credit

45 clock hours of work-based activities = one credit.

Anyone pursuing a full-time academic program must carry a minimum of twelve credits per semester.

Number of hours of classroom instruction and amount of out-of-class work required for each credit earned in a Semester.

The Fall semester begins in early September. The Spring semester begins in early January. The Summer semester begins in early July. A specific academic schedule with specific dates will be published on a yearly basis. It is evident that in order to succeed academically one must study prior to attending the classroom lectures, discussions and demonstrations. For a course meeting for forty-five [45] contact hours, a student should prepare for a minimum of ninety [90] hours of additional work, e.g. homework or research.

Accounting and Business Technology AAS Degree Program

Course Number/ Course Title	Prerequisites	Lecture		Laboratory		Total	
		Clock Hours	Semester Credits	Clock Hours	Semester Credits	Clock Hours	Semester Credits
ENG 101/Composition I	None	45	3			45	3
ENG 201/Composition II	ENG 101	45	3			45	3
MAT 101/College Algebra	None	45	3			45	3
PHL 101/Logic and Critical Thinking*	None	45	3			45	3

PHL 201/Jewish Philosophy I*	None	45	3			45	3
HIS 101/World Civilization I	None	45	3			45	3
HIS 102/World Civilization II **	HIS 101	45	3			45	3
HIS 103/American History **	None	45	3			45	3
BIO 101/ Human Biology **	None	45	3			45	3
BUS 101/ Introduction to Business	None	45	3			45	3
ENG 202/ Business Communication	ENG 101	45	3			45	3
CIS 101/Introduction to Computers	None	30	2	30	1	60	3
CIS 201/Office Suite Applications	CIS 101	15	1	60	2	75	3
MAT 201/Statistics	None	45	3			45	3
ACC 101/Principles of Accounting I	None	45	3			45	3
ACC 102/Principles of Accounting II	ACC 101	45	3			45	3
ACC 103/Computerized Accounting I	ACC 101	15	1	60	2	75	3
ACC 104/Computerized Accounting II	ACC 103	15	1	60	2	75	3
ACC 201/Intermediate Accounting I	ACC 102	45	3			45	3
ACC 202/Cost Accounting	ACC 102	45	3			45	3
ACC 203/Internal Auditing	ACC 201	45	3			45	3
ACC 204/Not-for-Profit Accounting	ACC 102	45	3			45	3
ACC 205/ Income Taxation	ACC 102	45	3			45	3
TOTALS		795	53	210	7	1005	60

*These courses are electives and students will only take one of the two courses. Therefore, only one of these clock/credit hours was included in the total count.

**These courses are electives and students will take only one of the three courses. Therefore, only one of these clock/credit hours was included in the total count.

Accounting and Business Technology Certificate Program

Course Number/ Course Title	Prerequisites	Lecture	Laboratory	Total
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		Clock Hours	Semester Credits	Clock Hours	Semester Credits	Clock Hours	Semester Credits
ENG 101/Composition I	None	45	3			45	3
MAT 101/College Algebra	None	45	3			45	3
BUS 101/Introduction to Business	None	45	3			45	3
CIS 101/Introduction to Computers	None	30	2	30	1	60	3
CIS 201/Office Suite Applications	CIS 101	15	1	60	2	75	3
ENG 202/Business Communications	None	45	3			45	3
ACC 101/Principles of Accounting I	None	45	3			45	3
ACC 102/Principles of Accounting II	ACC 101	45	3			45	3
ACC 103/Computerized Accounting I	ACC 101	15	1	60	2	75	3
ACC 201/Intermediate Accounting I	ACC 102	45	3			45	3
ACC 203/Internal Auditing	ACC 201	45	3			45	3
ACC 205/ Income Taxation	ACC 102	45	3			45	3
TOTALS		465	31	150	5	615	36

Judaic Studies Degree Program (For Education and Leadership)

Course Number/ Course Title	Prerequisites	Lecture		Laboratory		Total	
		Clock Hours	Semester Credit	Clock Hours	Semester Credits	Clock Hours	Semester Credits
ENG 101/ Composition I	None	45	3			45	3
SPE 101/Speech	None	45	3			45	3
ENG 201/ Composition II*	ENG 101	45	3			45	3
PHL 101/Logic and Critical Thinking*	None	45	3			45	3
MAT 101/ College Algebra	None	45	3			45	3
BIO 101/ Human Biology	None	45	3			45	3

CIS 101/ Introduction to Computers	None	30	2	30	1	60	3
HIS 101/World Civilization I	None	45	3			45	3
EDU 101/ Foundations of Education	None	45	3			45	3
EDU/ECE 102/ Educational Psychology	None	45	3			45	3
EDU 103/ Educational Methodology	None	45	3			45	3
EDU 104/Literacy and the Bicultural Community	None	45	3			45	3
EDU/ECE 105/ Child Development	None	45	3			45	3
HEB 101/ Hebrew I	Ability to read & write simple Hebrew or 2 years of high school Hebrew	45	3			45	3
HEB 201/ Hebrew II	HEB 101	45	3			45	3
HIS 104/Modern Jewish History	None	45	3			45	3
JUD 101/ Bible I	2 years of high school Bible study	45	3			45	3
JUD 201/ Talmud I	2 years of high school Bible study	45	3			45	3
JUD 103/ Halachic Codes I	2 years of Jewish high school Halachic studies	45	3			45	3
PHL 201/Jewish Philosophy I	None	45	3			45	3
JUD 102/Bible II**	JUD 101	45	3			45	3
JUD 202/Talmud II**	JUD 201	45	3			45	3
JUD 104/Halachic Codes II**	JUD 103	45	3			45	3
PHL 202/Jewish Philosophy II**	PHL 201	45	3			45	3

TOTALS		885	59	30	1	915	60
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*These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

**These courses are electives and students will take only one of the four courses. Therefore, only one of these clock/credit hours was included in the total hours.

Judaic Studies Certificate Program (For Education and Leadership)

Course Number/ Course Title	Prerequisites	Lecture		Laboratory		Total	
		Clock Hours	Semester Credits	Clock Hours	Semester Credits	Clock Hours	Semester Credits
PHL 101/ Logic and Critical Thinking*	None	45	3			45	3
HEB 101/ Hebrew I	Ability to read & write simple Hebrew or 2 years of high school Hebrew	45	3			45	3
HEB 201/ Hebrew II	HEB 101	45	3			45	3
EDU 101/ Foundations of Education	None	45	3			45	3
EDU/ECE 102/ Educational Psychology***	None	45	3			45	3
EDU 103/ Educational Methodology****	None	45	3			45	3
EDU 104/ Literacy and the Bicultural Community*****	None	45	3			45	3
EDU/ECE 105/ Child Development***	None	45	3			45	3
JUD 101/ Bible I	2 years of high school Bible study	45	3			45	3
JUD 201/ Talmud I	2 years of high school Bible study	45	3			45	3
JUD 103/ Halachic Codes I	2 years of Jewish high school Halachic studies	45	3			45	3

HIS 104/ Modern Jewish History	None	45	3			45	3
PHL 201/ Jewish Philosophy I*	None	45	3			45	3
JUD 102/ Bible II**	JUD 101	45	3			45	3
JUD 202/ Talmud II**	JUD 201	45	3			45	3
JUD 104/ Halachic Codes II**	JUD 103	45	3			45	3
PHL 202/ Jewish Philosophy II	PHL 201	45	3			45	3
TOTALS		540	36			540	36

*These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

**These courses are electives and students will take only one of the three courses. Therefore, only one of these clock/credit hours was included in the total hours.

***These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

****These courses are electives and students will take only one of the two courses. Therefore, only one of these clock/credit hours was included in the total hours.

REGISTERED EDUCATIONAL PROGRAMS:

Accounting and Business Technology - AAS Degree 60 semester credits

The degree program in Accounting and Business Technology provides basic accounting and business office skills, using major word processing, spreadsheets and database packages. Students will be introduced to computer technology and will learn both office business practices and procedures. Students will also gain knowledge and skills in business communication. The graduates will also benefit from an understanding of the role of computers and their functions in the world of accounting, business and commerce. Most importantly, graduates will be well versed in basic concepts of accounting procedures and the application of accounting principles in the operation of businesses and organizations. Graduates will be prepared for positions such as Accounting Clerk, Accounting Assistant, Accounting Associate, Accounts Payable Specialist, Accounts Payable Clerk, Bookkeeper, Business Technology Specialist, or Office Administrator with expertise in Business Technology.

GENERAL EDUCATION CORE

18 credits

Communication Skills:

- ENG 101 Composition I 3 credits
- ENG 201 Composition II 3 credits

Quantitative Skills:

- MAT 101 College Algebra 3 credits

Critical Thinking:

- Elective - Choose one of the following 3 credit courses:

- PHL 101 Logic & Critical Thinking or
- PHL 201 Jewish Philosophy I **Natural** 3 credits

and Social Sciences:

- HIS 101 World Civilization I 3 credits
- Elective - Choose one of the following 3 credit courses:
- HIS 102 World Civilization II or
- HIS 103 American History or
- BIO 101 Human Biology 3 credits

GENERAL BUSINESS CORE

15 credits

General Business:

- BUS 101 Introduction to Business **Business** 3 credits

Communication:

- ENG 202 Business Communications **Computer** 3 credits

Skills:

- CIS 101 Introduction to Computers 3 credits
- CIS 201 Office Suite Applications **Business** 3 credits

Quantitative Skills:

- MAT 201 Statistics 3 credits

ACCOUNTING MAJOR

27 credits

- ACC 101 Principles of Accounting I 3 credits
- ACC 102 Principles of Accounting II 3 credits
- ACC 103 Computerized Accounting I 3 credits
- ACC 104 Computerized Accounting II 3 credits
- ACC 201 Intermediate Accounting I 3 credits

<input type="checkbox"/>		
<input type="checkbox"/>		
	ACC 202 Cost Accounting	3 credits
	ACC 203 Internal Auditing	3 credits
<input type="checkbox"/>	ACC 204 Not-for-Profit Accounting	3 credits
<input type="checkbox"/>	ACC 205 Income Taxation	3 credits
<input type="checkbox"/>	CDS 101 Career Development Seminar	non credit
<input type="checkbox"/>	CRS 101 Client Relations Seminar	non credit
<input type="checkbox"/>	INT 101 Community Service Practicum 30 hours	non credit

Important please note:

The availability of certain educational offerings may depend on facts such as the number of students interested in a particular program or course. Students are advised to check with the Dean/Associate Dean regarding program/course availability before making enrollment decisions.

Accounting and Business Technology - Certificate 36 semester credits

The certificate program in Accounting and Business Technology is designed to enable graduates to be successful in a variety of business settings where accounting and technology skills are essential. Students are introduced to computers and learn office business practices and procedures. Students also gain knowledge and skills in communication. Certificate recipients will develop computer skills and acquire a general knowledge of accounting principles and business practices in order to make them effective in their chosen careers. Graduates will be prepared for positions such as Accounting Clerk, Accounting Assistant, Accounts Payable Clerk, Bookkeeper, Business Technology Specialist.

GENERAL EDUCATION CORE 9 credits

Communication Skills:

<input type="checkbox"/>	ENG 101 Composition I	3 credits
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Quantitative Skills:

<input type="checkbox"/>	MAT 101 College Algebra	3 credits
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Business Communication:

<input type="checkbox"/>	ENG 202 Business Communications	3 credits
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GENERAL BUSINESS CORE 9 credits

General Business:

<input type="checkbox"/>	BUS 101 Introduction to Business	3 credits
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Computer Skills:

<input type="checkbox"/>	CIS 101 Introduction to Computers	3 credits
--------------------------	-----------------------------------	-----------

<input type="checkbox"/>	CIS 201 Office Suite Applications	3 credits
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ACCOUNTING MAJOR 18 credits

<input type="checkbox"/>	ACC 101 Principles of Accounting I	3 credits
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<input type="checkbox"/>	ACC 102 Principles of Accounting II	3 credits
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<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>	ACC 103 Computerized Accounting I	3 credits
<input type="checkbox"/>	ACC 201 Intermediate Accounting I	3 credits
<input type="checkbox"/>	ACC 203 Internal Auditing	3 credits
<input type="checkbox"/>	ACC 205 Income Taxation	3 credits
	CDS 101 Career Development Seminar	non credit
	CRS 101 Client Relations Seminar	non credit

Important please note:

The availability of certain educational offerings may depend on facts such as the number of students interested in a particular program or course. Students are advised to check with the Dean/Associate Dean regarding program/course availability before making enrollment decisions.

Judaic Studies - AS Degree 60 semester credits For Education and Leadership

The degree program in Judaic Studies features preparation in the field of Judaic related studies and education. However, it is not intended as a formal theological program. However, it is not intended as a formal theological program. The core general education and computer literacy courses are foundational and are an important component of the program of study. Integral to the proposed program is knowledge of Jewish history, heritage, culture, and tradition, as well as the communication skills and methodologies necessary to function effectively with the Jewish community, members including with those who are adolescents, disabled, elderly, and indigent. Graduates will be able to work successfully in a variety of settings including Jewish community organizations and associations, Jewish Day Schools, synagogues and community centers. Graduates will be prepared for positions such as Early Childhood Teacher, Head Start Teacher Assistant, Pre-school Teacher, Teacher Assistant, Kindergarten Teacher, Teacher K-12 in Hebrew Day Schools, Education Program Assistant, Judaic Studies Adult Education Teacher, Assistant to Clergy, and Assistant to School Principal.

GENERAL EDUCATION CORE

21 credits

Communication Skills:

<input type="checkbox"/>	ENG 101 Composition I	3 credits
<input type="checkbox"/>	SPE 101 Speech	3 credits

General Education Elective:

Choose one of the following 3 credit courses

<input type="checkbox"/>	ENG 201 Composition II or	
<input type="checkbox"/>	PHL 101 Logic & Critical Thinking <i><u>Quantitative</u></i>	3 credits

Skills:

<input type="checkbox"/>	MAT 101 College Algebra <i><u>Science:</u></i>	3 credits
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<input type="checkbox"/>	BIO 101 Human Biology	3 credits
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Computer Skills:

-
-
- CIS 101 Introduction to Computers Social 3 credits

Sciences:

- HIS 101 World Civilization I 3 credits

JUDAIC AND EDUCATIONAL CAREER STUDIES 39 credits

- EDU 101 Foundations of Education 3 credits
- EDU/ECE 102 Educational Psychology 3 credits
- EDU 103 Educational Methodology 3 credits
- EDU 104 Literacy and the Bicultural Community 3 credits
- EDU/ECE 105 Child Development 3 credits
- HEB 101 Hebrew I 3 credits
- HEB 201 Hebrew II 3 credits
- HIS 104 Modern Jewish History 3 credits
- JUD 101 Bible I 3 credits
- JUD 201 Talmud I 3 credits
- JUD 103 Halachic Codes I 3 credits □ PHL 201 Jewish Philosophy I 3 credits
- Judaic Studies Elective:
- Choose one of the following 3 credit courses
- JUD 102 Bible II or JUD 202 Talmud II or
- JUD 104 Halachic Codes II or PHL 202 Jewish Philosophy II 3 credits
- CDS 101 Career Development Seminar non credit □ CRS 101 Client Relations Seminar non credit
- INT 102 Community Service/Work Practicum in Education 30 hours non credit

GENERAL EDUCATION CORE 9 credits

Critical Thinking:

- Elective: Choose one of the following 3 credit courses PHL 101 Logic & Critical Thinking or PHL 201 Jewish Philosophy I 3 credits

Language Skills:

- HEB 101 Hebrew I 3 credits
- HEB 201 Hebrew II 3 credits

JUDAIC AND EDUCATIONAL CAREER STUDIES 27 credits

- EDU 101 Foundations of Education 3 credits
- Elective: Choose one of the following 3 credit courses EDU/ECE 102 Educational Psychology or

□

□

EDU/ECE 105 Child Development

3 credits **Important
please**

note:

The availability of certain educational offerings may depend on facts such as the number of students interested in a particular program or course. Students are advised to check with the Dean/Associate Dean regarding program/course availability before making enrollment decisions.

Judaic Studies - Certificate 36 semester credits For Education and Leadership

The certificate program in Judaic Studies will feature preparation in the field of Judaic related studies and education. Integral to the proposed program is knowledge of Jewish history, culture, and tradition. Certificate recipients will be able to work successfully in a variety of settings including Jewish community organizations and associations, Jewish Day Schools, synagogues and community centers. Graduates will be prepared for positions such as Teacher Assistant, Teacher Assistant K-12 in Hebrew Day Schools, Judaic Studies Adult Education Teacher, and Assistant to Clergy.

- Elective: Choose one of the following 3 credit courses
 - EDU 103 Educational Methodology or
 - EDU 104 Literacy and the Bicultural Community 3 credits
- JUD 101 Bible I 3 credits
- JUD 201 Talmud I 3 credits
- JUD 103 Halachic Codes I 3 credits
- HIS 104 Modern Jewish History 3 credits
- PHL 202 Jewish Philosophy II □ Judaic Studies Elective: 3 credits
 - Choose one of the following 3 credit courses
 - JUD 102 Bible II or
 - JUD 202 Talmud II or
- JUD 104 Halachic Codes II 3 credits
- CDS 101 Career Development Seminar non credit
- CRS 101 Client Relations Seminar non credit

Important please note:

The availability of certain educational offerings may depend on facts such as the number of students interested in a particular program or course. Students are advised to check with the Dean/Associate Dean regarding program/course availability before making enrollment decisions.

COURSE DESCRIPTIONS

ACCOUNTING

ACC 101 Principles of Accounting I None

3 credits Prerequisite:

This course covers the fundamental principles and practices of accounting. Topics covered are the uses of accounting information and financial statements to measure business transactions, to measure business income, and to complete the accounting cycle. A comparison is developed between computer and manual systems for preparing and controlling supporting documents, procedures, and journals. Procedures for measuring and reporting for liquid assets, inventories, long-term assets and liabilities are presented.

ACC 102 Principles of Accounting II ACC 101

3 credits Prerequisite:

This course strengthens and expands the student's understanding of the fundamental principles and practices of accounting as applied to partnerships, corporations, and management accounting. Topics covered are partnerships, contributed capital, retained earnings, corporate income statements, long-term liabilities, statements of cash flow, special reports for financial statement analysis, international accounting, long-term investments, management accounting, operating costs, cost allocations, product costing, quality and performance evaluation.

ACC 103 Computerized Accounting I ACC 101

3 credits Prerequisite:

Students will maintain a complete set of accounting books using an accounting software package. Emphasis will be on maintaining the highest standards of accounting practice within the framework of a computerized system.

ACC 104 Computerized Accounting II Prerequisite: ACC 103

3 credits

Students will maintain a complete set of accounting books using an accounting software package. Emphasis will be on inventory and job costing within the framework of a computerized system. Skills learned in this course will be reinforced in later accounting courses.

ACC 201 Intermediate Accounting I ACC 102

3 credits Prerequisite:

This course builds on the foundations covered in the Principles of Accounting I & II. The accounting students will be given the opportunity to deepen, expand, and strengthen their understanding of accounting principles and procedures. Topics covered are financial accounting, accounting information systems, income statements, balance sheets, reports and controls for cash, receivables, and assets. The reporting is for depreciation and impairments. Liabilities are also covered.

ACC 202 Cost Accounting ACC 102

3 credits Prerequisite:

Cost accounting as a tool for planning and controlling the operation of a business is covered in this course. The conceptual, analytical, and practical aspects of cost accounting are emphasized. The cost

accounting cycle is studied with special attention to job order cost accounting, process cost accounting, cost-profit/volume analysis, budgeting and standard accounting, allocation of joint and by-product and variable absorption costing.

ACC 203 Internal Auditing
ACC 201

3 credits Prerequisite:

The purpose of the course is to introduce students to the scope of auditing and to enhance students' knowledge of internal auditing practices used by internal auditors which provides essential service to management. This course will allow students to display critical thinking, writing and presentation skills necessary for careers in corporations and government. Covered are stockholder equities, securities, investments, leases, taxation, and full disclosure in financial reporting

ACC 204 Not-for-Profit Accounting
ACC 102

3 credits Prerequisite:

This course is a study of the concepts and accounting standards for governmental and nonprofit organizations. It also includes preparation and analysis of comprehensive annual financial reports for these agencies.

ACC 205 Income Taxation
ACC 102

3 credits Prerequisite:

The course provides the students with a fundamental knowledge of the laws concerning federal taxation for individuals and the preparation of the related tax returns. Tax return reporting procedures and basic tax planning are explored.

GENERAL EDUCATION

BIO 101 Human Biology
Prerequisite: None

3 credits

This human biology course covers genetics, human systems, and ecology and seeks to relate the content to the students' lives and to issues in society. Emphasis is placed on developing students' scientific literacy, and clarifying how biotechnology is applied in the real world today.

ENG 101 English Composition I
None

3 credits Prerequisite:

This course is the first part of the standard two-semester sequence of first year college composition. Students will read significant works of fiction and poetry. They will learn to analyze these readings in depth and to write essays based on them. This process of writing includes pre-writing activities such as organizing and analyzing as well as proofing and re-writing to produce the final draft. Consideration of the intended audience and purpose of the essay are explored as determinants of style and organization of the essay. Grammar and syntax are discussed as needed.

ENG 201 English Composition II
Prerequisite: ENG 101

3 credits

A continuation of ENG 101. This course provides a dual focus: Intensified work in writing and an introduction to the following techniques: scientific reports, definitions, technical descriptions, instructions, abstracts, proposals, letters and resumes.

HIS 101 World Civilization I
None

3 credits Prerequisite:

This is the first of a two-course sequence in world civilization. This course covers the earliest origins of human civilization to the weakening of the old political systems in the late 18th Century, circa 1774. In addition to traditional interest in political systems, this survey considers the development of science, industry, human rights, and the arts. The scope of study is global in that all civilizations are studied.

HIS 102 World Civilization II
Prerequisite: HIS 101

3 credits

This is the second of a two-course sequence in world civilization. The syllabus covers the period from the threshold of modernity (late 18th century) to the present. In addition to traditional interest in political systems, this survey considers the development of science, industry, human rights, and the arts. The scope of study is global in that all civilizations are studied

HIS 103 U S History
Prerequisite: None

3 credits

This course will study US history from the Civil War to the present. Topics include the Civil War and Reconstruction, immigration, industrialism, Populism, Progressivism, World War I, the Jazz Age, the Great Depression, the New Deal, World War II, the Cold War, the post-Cold War era, and the United States at the beginning of the twenty-first century.

MAT 101 College Algebra
None

3 credits Prerequisite:

This course is a concentrated study of the topics traditionally found in College Algebra. The topics include a review of algebraic expressions, polynomials, equations, problem solving, and graphing. Major topics include polynomial equations and inequalities, functions and graphs, polynomial and rational functions. Exponential and logarithmic functions, and topics in analytic functions are also covered.

PHL 101 Logic & Critical Thinking
None

3 credits Prerequisite:

This is a course on the fundamentals of thinking, the ways in which we think about problems, express thoughts, and critique arguments.

SPE 101 Speech
Prerequisite: None

3 credits

This course helps the student develop effective skills in public speaking and communication. The student learns how to generate topics, organize ideas, and master elements of audience psychology. The student will be required to prepare, deliver, and critique speeches in class and acquire the skills to effectively lecture or lead discussions in the classroom and in organizational settings.

BUSINESS & TECHNOLOGY

BUS 101 Introduction to Business
None

3 credits Prerequisite:

The organization and practices of business and industry are studied and analyzed. Emphasis is placed on the historical development, objectives, methods of operation, and the interrelationships of

management, labor and government. New developments and trends are used as case studies in how change affects the total business environment.

CIS 101 Introduction to Computers

3 credits

Prerequisite: None

Students will learn the terms and concepts of computer technology. They will have an extensive introduction to computer productivity tools – the operating system, the internet, word processing, spreadsheets, and database. The students will also learn the social, legal, and historical impact of computer technology.

CIS 201 Office Suite Applications 3 credits Prerequisite: CIS 101

Students will gain proficiency using the major office packages [word processing, spreadsheets and database] so they will be able to take the MOS (Microsoft Office Specialist) exams at the expert level. By passing the certification exams at the expert level, the students will have demonstrated their expertise in these packages for future employers.

ENG 202 Business Communications 3 credits Prerequisite: ENG 101

This course presents common principles of communication and then applies those principles to business communication. The inter-relationships among the creative, logical and critical aspects of business communication are explored. Projects include the construction of letters, memos, e-mail, corporate programs and reports. Oral as well as written communications are required, as students solve problems in business situations and then express themselves.

MAT 201 Statistics 3 credits Prerequisite: None

This course introduces statistics. This course includes measures of central tendency and dispersion, graphs, normal distributions, sampling distributions and hypothesis testing..

JUDAIC AND EDUCATIONAL STUDIES

EDU 101 Foundations of Education 3 credits Prerequisite: None

This course provides a broad and comprehensive overview of the foundations of education within the context of the broader community environment. It also includes discussion of the roles that multifaceted schools, companies, and organizations (profit and non-profit) play in best servicing the myriad needs of their respective communities in teaching or administrative capacities.

EDU/ECE 102 Educational Psychology 3 credits Prerequisite: None

This course provides basic information for prospective teachers/educators. It is a source of practical ideas about instructional techniques. It also explores developmental stage theories and assorted learning theories.

EDU 103 Teaching Methodology 3 credits Prerequisite: None

This course will instruct aspiring teachers of children in kindergarten through grade six on various teaching methodologies, and educational approaches for effective childhood learning. It will prepare future educators to create and maintain a disciplined classroom as well as instruct and assess standard

elementary school curriculum. Teachers learn how to create lesson plans, develop and assess tests and provide both one-on-one and group instruction.

**EDU 104 Literacy and the Bicultural Community Prerequisite: None
3 credits**

Student will learn various levels of teaching literacy, including preschool, reading and writing in the content areas, and different approaches to teaching reading and literature. Special attention will be given to teaching literacy in a bicultural classroom and in a bicultural community. In addition, emphasis is placed on the unique socio-economic and cultural dynamics, and services needed and provided within the community.

EDU/ECE 105 Child Development 3 credits Prerequisite: None

This course will cover child development from the beginnings of life. It will include prenatal development, physical and perceptual development, cognitive development, language development and social and emotional development.

**HEB 101 Hebrew I 3 credits Prerequisite:
Ability to read and write simple Hebrew (as determined by entrance exam) or
2 years of high school Hebrew**

This course is for beginners, focusing on reading comprehension, with special emphasis on basic principles of Hebrew grammar.

HEB 201 Hebrew II 3 credits Prerequisite: HEB 101

Focuses on high-level reading comprehension of adapted and authentic texts, as well as on an intensive review of the verbs and verb system.

HIS 104 Modern Jewish History 3 credits Prerequisite: None

Survey of modern Jewish History from the French Revolution through modern Zionism until the establishment of the State of Israel. The political, cultural, and religious life of the Jews will be studied and discussed in class.

JUD 101 Bible I 3 credits Prerequisite: Two years of high school Bible study

An introductory course to the Hebrew Bible, with special emphasis on developing textual and exegetical skills. The course focuses on the first five books of the Bible, with special attention given to Biblical prose narrative.

JUD 102 Bible II 3 credits Prerequisite: JUD 101

This second introductory course in the Bible focuses on the historical books of the second part of the tripartite Hebrew Bible. The historical books of Joshua through Kings - known in the Hebrew tradition as "the former prophets" - as well as the book of Chronicles will be presented, together with an overview of the standard medieval commentaries.

**JUD 103 Halachic Codes I 3 credits
Prerequisite: Two years of Jewish high school Halachic studies.**

Extensive readings in the history and application of Jewish law and Sabbath observance.

JUD 104 Halachic Codes II 3 credits Prerequisite: JUD 103

A survey of Jewish liturgy with special emphasis on the halachic obligations involved, with special attention to the prayers and blessings.

JUD 201 Talmud I 3 credits Prerequisite: Two years of high school Bible study

An introduction to Talmudic analysis and to the laws governing the reading of Shema, daily prayer, and other blessings as recorded in the first tractate of the Babylonian Talmud. Another tractate of the Talmud expounding on a particular area of Talmudic discourse and analysis may be selected by the academic administration and faculty. Students will be advised in advance of the choice of the Talmudic subject/tractate.

JUD 202 Talmud II 3 credits Prerequisite: JUD 201

This is a second course in elementary Talmudic analysis and focuses on the laws governing marital obligations as recorded in the Babylonian Talmud tractate Ketubbot, as well as historical sources from medieval manuscripts as found in the Cairo Genizah.

PHL 201 Jewish Philosophy I 3 credits Prerequisite: None

Students are guided in readings from various Jewish philosophers, with particular emphasis on the ethical system of Bahya ben Joseph ibn Pakuda (11th cen.) as presented in his Hovot Ha-Levavot (Duties of the Heart) or other similar texts such as Derech Hashem by Rabbi Moshe Chaim Luzzato, Tomer Devorah by Rabbi Moshe Cordevero, and other later era Jewish philosophers.

PHL 202 Jewish Philosophy II 3 credits Prerequisite: PHL 101 or PHL 201

Examination of various philosophical and theological concepts underlying the Pentateuchal commandments, as understood by medieval and modern Jewish scholars.

Elyon College offers a variety of not-for-credit seminars as well as community service/work practicums to assist students in their quest of career development skills and in their efforts to obtain appropriate employment.

CDS 101 Career Development Seminar non-credit Prerequisites: None

Students will learn how to successfully market themselves and obtain gainful employment. Subjects covered include the preparation of resumes, cover letters and interview techniques.

CRS 101 Client Relations Seminar non-credit Prerequisite: None

This seminar teaches students how to effectively provide courteous customer service, the effects of customer service on business success and how to deal with difficult customer encounters.

**INT 101 Community Service Practicum 30 hours
non-credit**

Prerequisite: none

The purpose of the community service practicum is to instill a communal responsibility in the students;

Students are permitted to fulfill their community service practicum throughout the duration of the time that they are enrolled at Elyon College and can do so concurrently with their program coursework. Students may not be paid for providing these services. Written verification that the student participated in the community service is required from the organization or association, and comments are elicited from community service.

INT 102 Community Service/Work Practicum

**30 hours
non-credit**

Prerequisite: none

The Judaic Studies (for Education and Leadership) AS Degree provides a non-paid, non-graded, noncreditbearing practicum of 30 hours total. The students are required to complete 15 hours of community service in an appropriate organization or association and 15 hours of a work practicum/observation in an educational setting.

The purpose of the service portion of the practicum is to instill a communal responsibility in the students; the purpose of the work practicum is to promote a sense of the workplace.

THE PUSUIT OF STUDIES AT THE BACCALAUREATE LEVEL

If a student wishes to pursue higher education at the Baccalaureate level, Elyon College has articulation agreements with several four-year degree-granting institutions which have agreed to accept the credits obtained at Elyon College toward a bachelor's degree.

WAIVING OF SOME REQUIRES COURSES

Prerequisites and required courses may be waived and credits granted by demonstrating equivalent knowledge and competency by exam, such as CLEP, successful completion of comprehensive AP courses, or other comparable exam or course approved by organizations such as the National College Credit Recommendation Service (SUNY) or the American Council on Education. However, a minimum of fifty per cent of required degree and certificate credits must be earned through attendance at Elyon College classroom courses.

ELYON COLLEGE BOARD OF TRUSTEES

Dr. Seymour Lachman – Chairman of the Board

Chaim A. Waldman – President

David Reich, Esq. - Vice Chair

Menachem Halberstam – Secretary

Eli Garber, CPA – Treasurer

Estelle Weiner - Recording Secretary

Elyon College is an IRS 501(c)(3) not-for-profit institution

ELYON COLLEGE ADMINISTRATION

Rabbi Chaim A. Waldman

President/CEO

Professor and Chair – Dept. of Judaic Studies

Undergraduate/Rabbinic Ordination, Mesivta Tiferes Jerusalem, N.Y. M.S.
in Ed., Fordham University, N.Y.
M.S.W., Social Work, Touro College, N.Y.

Rabbi, Dr. Samuel Kohn

Dean for Academic and Student Affairs – (on medical leave)

Ph.D., Mathematics, Belfer Graduate School of Science, Yeshiva University, N.Y. M.A.,
Mathematics, Yeshiva University, N.Y.
M.S., History, Yeshiva University, N.Y.
B.A., Mathematics, Yeshiva University, N.Y.
Undergraduate/Rabbinic Ordination, Yeshiva Rabeinu Yitzchok Elchanan, Yeshiva University, N.Y.

Margie Nussbaum

Associate Dean for Academic and Student Affairs

Professor, History & Hebrew

M. A., Teaching English as a Second Language, Hunter College, CUNY
B.A, History, Brooklyn College, CUNY, B.A., French, Brooklyn College, CUNY

Mina Steinharter

Admissions and Judaic Studies Program Coordinator

Assistant Professor, Judaic Studies

Advanced Teachers Certificate, Reb. B. David's Teacher's Seminary, New York, N.Y.

Vladimir Strizhevsky

Director of Information & Library Services,

Chief Librarian and Information Specialist M.A.,

English Literature, Mercy College, N.Y.
M.L.S., Queens College, CUNY
B.A. in Accounting, York College, CUNY, NY.

Malky Gut

Director of Administration

Teachers Seminary, Bais Yaakov D'Rav Wolf, Bnei Brak, Israel

Esther E. Kahn

Assistant Dean of Administrative Operations

Professor, Mathematics

Accreditation Coordinator

B.A., M.A., Mathematics, Hunter College, CUNY

Peter Lazis

Financial Aid Officer (proposed)

M.S., Mechanical Engineering, Polytechnic Institute, Kiev, Ukraine

Leon Fundo

Director of Placement and Outreach (proposed)

M.A., Pedagogies and Languages, Moscow State Teachers University, Moscow, Russia B.A.,
English and Education, Moscow State Teachers University, Moscow, Russia

Esther Miller

Community Service/Work practicum Supervisor

Teacher Certificate, Bais Rivka Seminary, Israel

High School Teacher Certification (B.A.) Beit Hasefer Hagavoha Le'morim, Hebrew University, Israel

Chaya Blumenfeld

Assistant for Placement and Outreach

Teacher's Diploma, Yavne Teachers College, Cleveland, OH

Stan Livetskiy

Network Administrator

B.A., Electronics Engineer, Polytechnic University of Ukraine, Kiev, Ukraine

Certificate, Networking and New Allied Telesyn Products, Kvazar-Micro Education Center, Kiev, Ukraine

Certificates –MCP, MCP+Internet, MCSE, Administering Microsoft Windows NT 4.0, Supporting

Microsoft Windows NT 4.0-Core Technologies, Microsoft Authorized Training Center

ELYON COLLEGE FACULTY

Renee Finkelstein

Professor, Accounting

B.S., Accounting, Brooklyn College, CUNY CPA

New York

Rabbi David Gibber

Assistant Professor, Judaic Studies

Advanced Rabbinic Degree/Ordination (Master's Level), Beth Medrash Gevoha of America, Lakewood, N.J.

Eli Goldberg

Assistant Professor, Technology

B.A., Accounting, Touro College, New York, NY

M.B.A., Management Information Systems, Baruch College, CUNY

Rebecca Goldstein

Adjunct Professor, Speech

B.A., Touro College, New York, NY

M.A., Speech and Hearing Sciences, Touro College, New York, NY

Jack Lachman

Professor and Chair - Department of Accounting

M.B.A, Finance, Long Island University, N.Y. CPA

New York

Benjamin Langer

Adjunct Professor, Accounting

B.A., History, B.E. Classroom Education, University of Toronto, Canada CPA

New York

Aneli Layson

Adjunct Professor, English

B.A., M.A., English, Ben Emeritus, University of San Agustin, Philippines

Miriam Lefkowitz

Adjunct Professor, Accounting B.S,

Accounting, Touro College, N.Y.

CPA New York

Rose Frances Lefkowitz

Adjunct Professor, Biology & Education

B.A., Health Sciences, Brooklyn College, Brooklyn, N.Y.

B.S., Medical Record Administration, Downstate Medical Center, New York, N.Y.

M.P.A., Health Policy, Planning & Administration, New York University, New York, N.Y.

Ed. D., Instructional Leadership, Learning styles, Saint John's University, New York, N.Y.

Rivka Marcus

Professor, Education, Judaic Studies

M.A., Education, John Carroll University, Cleveland, Ohio

B.A., Education, Touro College, N.Y.

Doreen G. Marvin

Assistant Professor, English

M.A. in English as a Second Language, Adelphi University, N.Y.

B.A., English, Empire State College, N.Y.

B.A., History, Rutgers University, Camden, N.J.

Malka Miller

Adjunct Professor, Education

M.A., Education, Penn State University, University Park, PA.

B.A., Psychology, Touro College, Brooklyn, N.Y.

Joan Silberman

Adjunct Professor, Technology

M.A., Computer Science, Brooklyn College, CUNY

B.A., Psychology, M.A., Education, Brooklyn College, CUNY

Chaya Stark

Adjunct Professor, Education

M.S., Special Education, Adelphi University, New York, NY New

York state License, special Education

Keith Tong

Adjunct Professor, Mathematics

B.S., Mathematics, M.S., Statistics, University College London (UCL)

Meirav Veig

Adjunct Professor, Judaic Studies

M.A., Judaic Studies, Seminar Merkaz Bais Yaakov, Israel

B.A., Math and Judaic Studies, Seminar Merkaz Bais Yaakov, Israel

Ada Weingarten

Adjunct Professor, Computer Science

Teacher's Certificate, Michlalah Jerusalem College for Women, Jerusalem, Israel

B.S., Computer Science, Brooklyn College, CUNY

M.S., Computer Science, Columbia University, New York, NY

Rabbi Jerome S. Widroff

Assistant Professor, Judaic Studies

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B.A. in Hebrew Language and Geography, Hebrew University, Jerusalem, Israel

ADVISORY BOARD

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ELYON COLLEGE COPYRIGHT POLICY

- The Elyon College Copyright Policy establishes guidelines regarding the Fair Use of copyrighted material, usage of multimedia and copyrighted works in the classrooms, and information regarding the Digital Millennium Copyright Act.
- This policy is based upon United States Copyright Law, Title 17, U.S. Code, 1976. The copyright law of the United States governs the making of photocopies or other reproductions of copyrighted material.
- This policy applies to all members of the Elyon College community, including faculty, staff, students and alumnae.
- Compliance with this policy is the responsibility of every member of the Elyon College community. This policy has been approved by the faculty of Elyon College and by the President of Elyon College.

GENERAL INFORMATION

Copyright grants to the author or originator the sole and exclusive privilege of creating multiple copies of literary or artistic productions and publishing and selling them. Copyright protection exists for original works in various modes of expression, including:

- literary works;
- musical works, including any accompanying words;
- dramatic works, including any accompanying music;
- pantomimes and choreographic work;
- pictorial, graphic, and sculpture work; □ motion pictures and other audiovisual works; □ sound recordings.

COPYRIGHT PROTECTIONS AND FAIR USE PRINCIPLES

- The copyright holder has important and exclusive rights. In general, any usage of copyrighted materials requires permission from, and potentially payment of royalties to, the copyright holder, unless the usage falls within an exemption in the law, such as the Fair Use exemption.
- The principle of Fair Use offers additional access privileges in educational settings, but the fact of a Fair Use of a copyrighted work depends upon the circumstances of the usage.
- When Elyon College community members use a copyrighted work in their teaching or research, they must determine whether they might depend upon the Fair Use exemption.

A proper determination of Fair Use requires taking into consideration the following factors:

1. The purpose and character of the copied material usage (nonprofit, educational, or commercial purposes).
2. The nature of the copyrighted work, with special consideration given to the distinction between a creative work (a musical score or a short story), a material originally developed for classroom consumption (a workbook page or a textbook chapter), and an informational work (photocopies made of a newspaper or newsmagazine column). The latter are more likely to be considered a Fair Use than the former ones.

- 3. The proportion of the larger work that is copied and used in relation to the copyrighted work as a whole.
- 4. The effect of the usage on the potential market of the copyrighted work. This factor is regarded as the most critical in determining Fair Use.

COPYING MATERIALS FOR INSTRUCTIONAL USAGE

Under certain conditions specified in copyright law, a photocopy or other reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a photocopy or reproduction for purposes in excess of Fair Use, that user may be liable for copyright infringement.

- The distribution of the same photocopied materials to students in a class without the publisher's prior permission as a general should not occur every semester.
- Only one copy is distributed for each student, which must become the student's property.
- The materials include a copyright notice on the first page of the portion of material photocopied.
- The students are not assessed any fee beyond the actual cost of the photocopying.
- The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course.
- The effect of copying the material should not be detrimental to the market for the work. □ In general, the library should own at least one copy of the work.

GENERAL GUIDELINES FOR PRINT AND ELECTRONIC RESERVE

- One chapter from a book.
- One article from a journal issue or newspaper.
- Multiple excerpts from a single book or journal issue will be accepted only if the total length of the submission is 10% or less of the total length of the book or journal issue.
- A short story, short essay, or short poem.
- A chart, diagram, drawing, graph, cartoon, or picture.

DISPLAYING MEDIA ON CAMPUS

- Users must secure public performance rights prior to showing a copyrighted work on campus, unless the work was purchased with public performance rights attached. The only exemption to this requirement is for classroom showings.

CLASSROOM SHOWING

- Classroom usage or showing of a copyrighted video (VHS, DVD, Blu-ray) is permissible under the following conditions:
- The usage must be by instructors or by students.
- The usage is part of the curriculum for a specific course and is confined to members in a discrete course or other teaching activity.
- The entire audience is involved with the teaching activity.
- The showing takes place in a classroom or other instructional venue.
- The video is lawfully made; the person responsible has no reason to believe that the video was not lawfully made.

GUIDELINES FOR USING MULTIMEDIA SOURCES

- Existing multimedia (music, lyrics, music videos, motion media, photographs, and illustrations) can be incorporated into a student or faculty multimedia project. Students must credit the sources of the copyrighted works, display copyright notice and ownership information, and include notice of usage restrictions.
- The amount of the copyrighted work that a student may use in her/his educational multimedia project is restricted by specific portion limitations.
- Copyrighted Music, Lyrics, and Music Videos: up to 10%, but in no event more than 30 seconds.
- Motion Media Work: no more than 3 minutes.
- Photographs and Illustrations: no more than 5 images by an artist or photographer.
- For photographs or illustrations from a published collective work, no more than 10% or 15 images, whichever is less.
- Only two copies of the student educational multimedia project may be made, for reserve and preservation purposes.

DIGITAL MILLENNIUM COPYRIGHT ACT

- The Digital Millennium Copyright Act (DMCA) provides an opportunity for Internet service providers (ISP's) to shield themselves from liability for the actions of their users that infringe on the copyrights of others. As an ISP, Elyon College is potentially liable for monetary damages (plus attorneys' fees) if any of its users provide Internet access to material that infringes on the copyrights of others.

ELYON COLLEGE DMCA PROCEDURES

- If and when the College receives a notice from an agent or the copyright holder, the College will investigate the matter. Following receipt of a proper notification, the College will promptly take down the infringing material or block access to it. The College will promptly notify the user of the College's action. Such notification coupled with the removal of the material shields the College from liability for damages sought for the actions of the user. A member of the Library staff will contact the person responsible for a violation, and discuss the matter.
- In cases where a user disputes the accuracy of a claimed infringement, the user may provide a signed, written counter notification (made under the penalty of perjury) to the College.

ENFORCEMENT AND PENALTIES FOR INFRINGEMENT

Substantial penalties can be imposed for infringement of a copyright. An injunction to stop the infringement is most likely to be the first action. Payment of actual damages for financial loss suffered by the copyright owner may be required. Statutory damages, for which no actual damages need be proved, may be assessed. For an infringement the court may award damages between \$750 and \$30,000. If, according to the court, the infringement was willful, the penalty may be as high as \$150,000 per item.

Elyon College reserves the additional right to enforce violations of this policy. Failure to comply may result in suspension or termination in the case of employees or expulsion in the case of students.

Effective Date

This policy was approved by the faculty on March 10, 2015 and the President of Elyon College on March 10, 2015

Office Responsible for this Policy: Elyon College Library

APPLICATION FOR ADMISSION

APPLICANT INFORMATION

Last Name

First Name

M.I.

Street Address

City

State

Zip Code

County

Social Security Number

Date of Birth (mm/dd/yyyy)

Home Phone Number

Business Phone Number

Driver's License Number

State

EDUCATION

School/College Attended

City/State

From (mm/yyyy)

To (mm/yyyy)

Graduated (Yes/No)

EMPLOYMENT HISTORY

Employer Address From (mm/yyyy) To (mm/yyyy) Type of Work

REGISTRATION

Semester: Fall _____ Spring _____ Summer _____

Status: Full-time _____ Part-time _____

Attending: Day _____ Evening _____

SURVEY

Please indicate how you became interested in Elyon College:

College _____ Guidance Counselor _____ Business teacher _____
Former Student _____ Radio _____ Newspaper _____
Mailer _____ Agency Referral _____
Other _____

PERSONAL

In the event of emergency, please provide the following information:

Closest Relative Name

Relationship

Address

City, State, Zip Code

Home Phone Number _____

Work Phone Number _____

Employer _____

Address _____

Telephone _____

STATEMENT OF TERMS

In consideration of the undertaking by the Admission Office to process this form, I agree that the information furnished is accurate to the best of my knowledge. Elyon College agrees to treat all information contained herein and any additional information received from other sources in a confidential manner.

I authorize Elyon College to use my name and/or photograph for advertising or other promotional purposes. I agree to comply with the terms and conditions set forth in the College catalog and student handbook.

APPLICANT SIGNATURE _____ DATE _____

PARENT/GUARDIAN/SPOUSE _____ DATE _____
(Required from all students under 18 years of age.)

.....
.....

HIGH SCHOOL TRANSCRIPT RELEASE

I hereby certify that I am / am not a High School graduate.

(Circle whichever applies)

My signature below gives

my permission

(High School's Name)

to release a transcript of my grades to Elyon College, 1400 West 6 Street, Brooklyn, NY 11204.

I last attended / graduated from your High School in _____

(Circle whichever applies)

Date

APPLICANT SIGNATURE _____

DATE _____

ADDENDUM I

Additional Student Services

Our prayer and chavrusa schedule, subject review classes, and guest lecturer/enrichment sessions are part of the Elyon College non-graded, noncredit, enrichment training, learning program.

Although students are advised to participate, attendance is not mandatory and is not required for graduation. These offerings are part of our co-curricular services during which instructors are available to supervise and/or mentor. Although these supplementary offerings are not required, our students are encouraged to participate and most of them do.

As an additional student service, our computer lab and internet/library resources are available to our students whenever they are free, throughout the day and after class as needed.

ADDENDUM II

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
 - a) Name and location of the ACCET institution;
 - b) A detailed description of the alleged problem(s);
 - c) The approximate date(s) that the problem(s) occurred;
 - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
 - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and
 - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).

4. SEND TO: ACCETCHAIR,
COMPLAINT REVIEW COMMITTEE
1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306
Email: complaints@accet.org

Website: www.accet.org

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