Bramson ORT College
2016 Catalog Addendum

(Catalog 2015 – 2017)
## Programs of Study - Replace with below

Effective at time of catalog publication (October 2015)

### Programs of Study

A student admitted to the College is enrolled in a program leading to an Associate Degree, a Certificate, or a Diploma. Bramson ORT College offers Associate in Applied Science (A.A.S.) and Associate in Occupational Studies (A.O.S.) Degrees.

The below programs are currently registered by the New York State Education Department. **Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.**

<table>
<thead>
<tr>
<th>Programs</th>
<th>Credits</th>
<th>HEGIS Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate in Applied Science (A.A.S.)</strong></td>
<td></td>
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</tr>
<tr>
<td>Accounting</td>
<td>63</td>
<td>5002</td>
</tr>
<tr>
<td>Business Management</td>
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<td>5004</td>
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<tr>
<td>Computer Information</td>
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<td>Systems</td>
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<td>5101</td>
</tr>
<tr>
<td>Electronics Technology</td>
<td>63</td>
<td>5310</td>
</tr>
<tr>
<td>Game Design and Programming</td>
<td>63</td>
<td>5103</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>63</td>
<td>5214</td>
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<tr>
<td>Paralegal</td>
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<td>5099</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
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<td>5201</td>
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<tr>
<td><strong>Certificate Programs</strong></td>
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<tr>
<td>Electronics</td>
<td>30</td>
<td>5310</td>
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<tr>
<td>Junior Programmer</td>
<td>30</td>
<td>5103</td>
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<tr>
<td>Medical Office Assistant</td>
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<td>5005</td>
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<tr>
<td>Pharmacy Technician</td>
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<td>5214</td>
</tr>
<tr>
<td>Programmer (Intensive)</td>
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<td>5103</td>
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<tr>
<td>Renewable Energy</td>
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<tr>
<td>Technician</td>
<td>30</td>
<td>5310</td>
</tr>
<tr>
<td>Secretary</td>
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<td>5005</td>
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<td>Small Business</td>
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<tr>
<td>Management</td>
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<td>5005</td>
</tr>
<tr>
<td>Word Processing</td>
<td>30</td>
<td>5005</td>
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</tbody>
</table>

| **Associate in Occupational Studies (A.O.S.)** |         |              |
| Administrative Assistant                      | 63      | 5005         |

| **Certificate Programs**                      |         |              |
| Bookkeeper                                    | 30      | 5002         |
| Computer Operations                           | 30      | 5104         |
| Computer Sales                                | 30      | 5004         |
| Game Design and Programming                   | 30      | 5101         |
| Graphic Design                                | 30      | 5012         |

| **Diploma Programs**                          |         |              |
| Accounting                                    | 15      | 5002         |
| Business Management                           | 15      | 5004         |
| Computer Programming                          | 15      | 5103         |
| Electronics Technology                        | 15      | 5310         |
| Secretarial Studies                           | 15      | 5005         |

*Currently not eligible for Federal or New York State grants*
Facilities

Bramson ORT College is comprised of two campuses; the Main Campus is located at 69-30 Austin Street, Forest Hills and the Brooklyn Extension Center which is located at 8109 Bay Parkway, Bensonhurst. The Main Campus includes a Campus Annex on the 7th floor of 68-60 Austin Street, Forest Hills, which is located only a few hundred yards from the Main Campus. All locations provide for ready access to public transportation, being directly served by subways, city and commuter buses. Additionally, the Main Campus and the Campus Annex are both located adjacent to the LIRR. Subway routes E, F N, Q, and R have stops within short walking distance from each facility. Students enrolled at the Brooklyn campus can take the subway to the Forest Hills campus via the D and F trains. There are also public parking garages within walking distance of all three sites.

The Main Campus of Bramson ORT College occupies 33,000 square feet in the two buildings. Both locations are air-conditioned office buildings, have elevators and are handicapped accessible. Both locations have undergone recent upgrades and renovations and have been designed to make the educational experience extremely rewarding.

The Main Campus contains twelve classrooms, two medical labs, a pharmacy lab, two electronic labs and one computer lab.

The Annex houses the College’s library, tutoring center, faculty offices and a brand new computer lab that can be divided into two classrooms if necessary. This location is a brand new facility as of January 2016 and also contains a student lounge area, a lunch room and vending machines.

The Brooklyn Extension Center occupies 24,000 square feet on eight floors. The building is air conditioned, has elevators and is handicapped accessible.

Program Laboratories

Bramson Ort College has industry current laboratories and extensive computer resources that are dedicated for student use.

The College has recently upgraded the two medical labs and the pharmacy lab in the Main Campus. Students have access to a multitude of equipment and supplies in the medical labs including five examining beds, five EKG and Vital Signs machines, two phlebotomy chairs, two defibrillators, two computerized EKG machines and more.

Some of the equipment found in the pharmacy lab includes two medication carts, an electronic dispensing machine, an IV and solution sterilizing machine, computerized front desk and two medication preparation tables.

The Brooklyn Extension Center contains similar labs and equipment.
The electronics labs contain an average of fourteen high powered computers with high resolution projectors, sound systems and full printer access.

Students have access to advanced Graphic Design and Game Design computer labs. The Game Design labs feature high performance computers with centralized control. Game play center, animation software and high-definition projection systems are utilized in the labs. The Graphic Design labs consist of high-end design iMac’s with the latest industry-specific graphic software and access to professional Epson Design Printer and a 3D Printer.

All labs are designed to replicate a real world setting while allowing students to engage in hands-on learning. Instructors have access to computers and overhead projectors to enhance the learning experience.
Distance Education
Bramson ORT College offers online courses on a very limited, as needed, basis. Final exams must be taken on campus. Students need access to a computer with Internet browser software and an Internet Service Provider account to utilize the course management system Blackboard, access course material, turn in assignments, and communicate with the instructor and classmates.

Bramson ORT College course management software can be accessed at www.blackboard.bramsonort.edu. For further detail you can contact the Office of the Dean of Academic Services at 718.261.5800 ext. 1076.

There are currently no full programs offered in the distance learning format at Bramson ORT College.
TUITION AND FEES
12 to 18 credits   $5,400.00
Less than 12 credits   $450.00 (per credit)
(Any credits beyond 18 are charged the per credit fee)

FEES:
Application (non-refundable)   $  50.00 (one-time)
Registration                      * $100.00 (per semester)
Auditing                           $225.00 (per credit)
Credit by Exam                    $100.00 (per exam)
Student Activity & Services Fee   $  40.00 (per semester)
Foreign Student Processing Fee    $300.00 (one time and non-refundable)
Transcript Fee                    $  15.00 (per official transcript)
Technology Fee                    ** $100.00 (per semester)
Returned Check Fee                $  15.00 (per returned check)
Lab Fee                            $150.00 (MD 101, only one time)
Graduation Fee                    $100.00 (one time)
Estimated cost of books and supplies ***$480.00 (per semester)

Professional Certification Exam Fees****:

Pharmacy Technician (A.A.S.) Pharmacy Technician Certification Exam (PTC) Fee   $  95
Medical Assistant (A.A.S.) American Medical Technologists (AMT) Fee   $110
Electronics Technology-HVAC (A.A.S.) EPA Section 608 Certification Exam Fee   $  25
General Electronics Concentration Associate Electronics Technician (CETa)
  – Electronics Technology (A.A.S.) Certification Exam Fee   $  60
Electronics Technology
  - Renewable Energy Concentration (A.A.S.) NABCEP Entry Level PV Certification Exam Fee   $125
Computer Information Systems
  - Networking Concentration (A.A.S.) CEB Networking Concepts Certification Exam Fee   $195
Paralegal (A.A.S.) National Association for
  Legal Assistants Certification Exam   $275
* Student registration fee is refundable prior to the first day of classes
** Technology Fee will be charged to students enrolled in an Associate Degree, Certificate, or Diploma programs of study.
*** A detailed book listing for each program will be provided to all students upon enrollment and during orientation. Additionally, alternate purchasing options will be provided to students, including on-line, when available.
**** The registration cost of obtaining a professional certificate for students is included in the tuition of selected programs. While it is not compulsory, students are encouraged to take the professional certification associated with their degree at the appropriate time in the program. They must take the exam no later than six months after graduating from the program. The tuition fee covers the cost of one exam per student per academic program. Students must pay for the exam fees if they choose to take the exam more than once.

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<td>91</td>
<td>Graduation and Placement Rates - replace with below</td>
<td>January 2016</td>
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RETENTION AND GRADUATION RATES
The three-year graduation rate at Bramson ORT College for first-time full-time freshmen based on the Fall 2011 entering cohort is 28.7%.

The two-year graduation rate at Bramson ORT College for first-time full-time freshmen based on the Fall 2011 entering cohort is 17.4%.

The one-year retention rate for the Fall 2013-2014 first-time freshmen is 48%.
The one-year retention rate for the Fall 2012-2013 first-time freshmen is 45%.

PLACEMENT OUTCOMES
Bramson ORT College’s Placement Rate for Fall 2014 and Spring 2015 is 75%.
STUDENT GRIEVANCE PROCEDURE

Please note that this grievance procedure is intended for problems concerning a student’s recruitment, enrollment, attendance, education, financial aid assistance or career service assistance, or the educational process or other school matters. It does not apply to student complaints regarding discrimination issues related to civil rights, sexual harassment and disability. The Grievance Procedure for complaints regarding discrimination issues related to civil rights, sexual harassment and disability can be found in the Student Handbook.

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue his or her claim through this grievance procedure.

Bramson ORT College and the student agree to participate in good faith in this grievance procedure. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the College administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student’s claims.

Step 1
Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Department Chair.

Step 2
If the matter is not resolved to the student’s satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Dean.

Step 3
If the matter is not resolved to the student’s satisfaction in Step 2, the student’s next step is to submit a written, dated and signed statement to the College President. Within five (5) days of the President’s receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing
the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

**General**

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by Bramson ORT College. The time periods set forth in these procedures can be extended by mutual consent of the School and the student.

The student may also file a complaint with the State Education Department at Office of College and University Evaluation, 5N. Mezzanine, Education Building, 89 Washington Avenue, Albany, NY 12234, (518) 474-1551 concerning any grievance or complaint about the institution.
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<td>137</td>
<td>Executive Staff</td>
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</tbody>
</table>

Angela Nasimova, Director of Student Services  
Co – ADA/504 Coordinator  
B.A., Tashkent University

The following employee was hired on 01/04/2016:

David Yurman, Director of Institutional Research and Compliance  
M.B.A., Baruch College  
B.B.A., Pace University

PUBLIC DISCLOSURE
When trying to reach the New York State Education Department please use the following contact information:

New York State Education Department  
89 Washington Avenue  
Room 969 EBA  
Albany, NY 12234  
Telephone: (518) 474-1551 or (518) 474-3852  
FAX: (518) 486-2779  
E-mail: Accreditor@nysed.gov.
Pell Grant
The maximum Federal Pell Grant for 2016–17 (July 1, 2016, through June 30, 2017) will be $5,815.

Federal Direct Loans
The interest rate for 2015–16 (loans first disbursed on or after July 1, 2015, and before July 1, 2016) for Direct Subsidized Loans and Direct Unsubsidized Loans is 4.29%.

The interest rate for 2015–16 (loans first disbursed on or after July 1, 2015, and before July 1, 2016) for Direct PLUS Loans is 6.84%.

A loan origination fee of 1.068% is charged for Direct Subsidized Loans and Direct Unsubsidized Loans first disbursed on or after 10/1/15 and before 10/1/16.

A loan origination fee of 4.272% is charged for Direct PLUS Loans first disbursed on or after 10/1/15 and before 10/1/16.