



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES
Bureau of Proprietary School Supervision
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February 2, 2012

Dear Anthem Institute NYC Student:

The Bureau of Proprietary School Supervision (BPSS) was informed on Monday January 30, 2012, that Anthem Institute NYC (Anthem) school will be closing. The last day of classroom training is scheduled for March 19, 2012.

BPSS received this advanced notice from the school, as required under New York State's Education Law (Law). Since then we have worked with school administrators and they have worked with us on various student options, as required under the Law. The objective is to make any transition in your educational pursuits as smooth as possible, during this admittedly challenging period.

The options were presented to students during meetings on Tuesday, January 31, 2012. Additional written follow up information was given to students the following day. The options and additional information are below:

Option One: (Finishing at the NYC location): Students whose current schedules would allow them to complete all of their classroom work by March 19, 2012, may do so at Anthem's current school site and with the same teachers. Anthem Institute, Manhattan remains an accredited institution with ACCET and licensed by the NY State Education Department. Your diploma would be issued by Anthem Institute, Manhattan. Any additional support you need after your last day of class would be provided by Anthem's Jersey City campus.

Students in externships who would complete after March 19, 2012 and students needing Career Planning and Placement support would be serviced by Anthem Institute at: 40 Journal Square, Jersey City, NJ 07306; 201-876-3800.

[Note: For Allied Health students and day/afternoon Technical students, your last day of class in the current Anthem Institute, Manhattan campus would be Thursday, February 9, 2012. You could continue to follow all current and existing practices for externship.]

For evening Technical students, your last day of class in the current Anthem Institute, Manhattan campus would be Monday, March 19, 2012.

An individual meeting with Anthem NYC staff is not necessary as you have the prospect of graduating from the Anthem Institute, Manhattan location. However, if you do have questions or concerns please discuss them with your Program Chair.

Option Two: (Teachout- finishing training at Anthem's Jersey City location): Students who will not be able to complete all of their classroom work by March 19, 2012 may choose to enroll/transfer into Anthem's Jersey City campus. Your existing tuition, financial aid and all other terms and conditions of your enrollment and training would be honored at no additional financial cost to you.

You would receive credit and not need to retake any courses that you have already successfully completed. To as great an extent as possible Anthem will try to maintain your current schedules and session times. [Note: Check with Anthem representatives for updates on this subject.]

Anthem has also offered their Manhattan teachers employment at the Jersey City campus and hopes they will accept that offer. [Note: While there is no guarantee you would have the same teachers there would be more familiar faces there.]

Anthem Institute, Jersey City is an accredited institution with ACCSC and licensed by the NJ Department of Education. Your diploma would be issued by Anthem Institute, Jersey City. Any additional support you need after completing your training would be provided by Anthem's Jersey City campus.

Anthem realizes a teachout would be an additional commute for some or many of you. Therefore, Anthem will provide a transportation stipend of \$200 per month, at the first of each month that you are enrolled and attending courses at Jersey City. [Note: This stipend will not come from any student's financial aid package.]

Students who attempt the teachout at Jersey City will have up to one week (not longer) to assess how it works for you. If you are not happy with your educational opportunities after a week, Anthem will refund monies paid for school on your behalf to the funding sources, as required by New York Law. You will still have that week's transportation stipend.

Option Three: (Students who elect not to continue training): Some students may decide not to complete their classroom training or attempt the teachout. If so Anthem will refund monies paid for school on your behalf to the funding sources, as required by New York Law.

Typically, students who receive full refunds will not receive transcripts. If a student receives or insists on a transcript (especially an official transcript) the school may retain the cost of the training provided in accord with your enrollment agreement refund policy. This is because the transcript can allow a student to seek clock-hour transfer credit (a benefit) at a school of her/his choosing. It would be up to the prospective receiving school (*) to determine how much clock-hour transfer credit to grant a prospective student.

(*) While any such schools are not part of the Option Two teachout, a student may decide it is an acceptable pathway to pursue. The BPSS web site has helpful tips on "Choosing a School" at: www.acces.nysed.gov/bpss/students/student.htm

You are being presented with a lot of information. Please think carefully about your educational goals. Review and give due consideration to all of your options.

If you need further assistance or have additional questions, the New York State Education Department's representative in this matter is:

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Please check our BPSS web site for any updates: www.acces.nysed.gov/bpss/