



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

Bureau of Proprietary School Supervision  
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May 30, 2019

**Metropolitan Learning Institute, Jackson Heights  
Teach-out Options for Students**

Dear Former Student of Metropolitan Learning Institute – Jackson Heights Campus (“MLI-JH”):

The New York State Education Department’s (NYSED) Bureau of Proprietary School Supervision (BPSS) is aware that your school ceased operation on March 14, 2019. Prior to this occurrence, in an MLI letter dated March 6, 2019, students of Jackson Heights were given alternative options to consider which included the following:

1. To attend the new location of MLI in Brooklyn
2. Transfer to MLI’s Rego Park campus
3. Withdraw from the program and MLI

BPSS **did not approve** any of these options.

Accordingly, the following **updated options** are now available to you as a former student of the Jackson Heights school:

**Option 1: Participate in a Teach-out**

Metropolitan Learning Institute’s Rego Park Campus has been officially approved by BPSS to conduct a teach-out of all MLI’s Jackson Heights students. The school address, contact persons, and telephone numbers are listed below.

School Name:	School Address	Telephone
MLI – Rego Park	97-77 Queens Boulevard Rego Park, NY 11374	James Bruce; Olga Davidoff <a href="mailto:mliregopark@aol.com">mliregopark@aol.com</a> 718.897.0482

Please keep in mind the following points when considering a teach-out school:

- There is no extra cost to you as a student.
- The teach-out school will fulfill the terms of the original enrollment agreement signed by you at MLI-Jackson Heights school.

- You are only responsible for the balance of the tuition that you would have paid to the Jackson Heights school.
- The teach-out school will also evaluate you to determine appropriate placement within the course.
- Should you decide to take the teach-out, you can give the new school a try for one week of instruction. If you decide at the end of the week you do not wish to continue, you can still apply for **Option 2**. (It is important that you notify the teach-out school of your intention to withdraw from the school by the end of the first week.)

**For Those Jackson Heights Students that May Have Already Transferred to MLI Rego Park in March 2019:**

If you had already transferred to MLI's Rego Park school, you can continue your training at Rego Park with the understanding that all of the terms mentioned in Option 1 apply to your enrollment at Rego Park, including the option for a one-week trial. (Please see option 2 if you are requesting to cancel your enrollment under Option 1.)

It is important to note that by choosing to transfer to Rego Park, MLI should have provided you the option of a one-week trial to become acclimated to your new school. If you decided at the end of the first week's trial period that you did not wish to continue, you should have been given the opportunity to apply for a refund.

Since this one-week trial was not presented to you when you transferred in March 2019, you will now be given a one-week trial period. The one-week trial will be covered from June 3, 2019 to June 7, 2019. If you choose to request a refund at the end of the one-week trial period, you must do so by contacting your school administrator and providing them with your written request. If you choose to withdraw, you will not incur any financial liability as a result of your withdrawal and you would be entitled to your transcripts for the coursework completed.

All funds received by the school will be returned to their original sources. For some students, that will mean the school will return both Pell and TAP funding to the appropriate agencies. Any balances due will be written off by the school.

Please note that Jackson Heights students that transferred to Rego Park on or about March 14, 2019, and who have since graduated from Rego Park, will not be eligible to request refunds since they would have completed the training program in its entirety and are now deemed graduates.

Again, if you are choosing to request a refund, please let your school administrator know by close of the trial week on June 7, 2019.

## **Option 2: A Refund of All Prepaid Tuition**

Section 5007(4)(c) of the Education Law permits a student who was enrolled in a school at the time the school closes or ceases operation to apply for a refund of their prepaid tuition through the Tuition Reimbursement Account.

For those Jackson Heights students who have not transferred to Rego Park, and who may have been waiting for other teach-out options at a school besides Rego Park, please note that BPSS has not approved any other location as a teach-out school, other than MLI's Rego Park campus. Therefore, at this point, if you did not choose the teach-out option at MLI Rego Park, you would have no other choice but to request a full tuition refund.

Students who take a refund, either through option 1 after the trial period or through option 2, are entitled to their transcripts for the coursework completed.

You can initiate the "Refund" process by completing the BPSS complaint form. You can get this form by visiting [our website](#) to download a complaint form. Once you complete the complaint form, you can mail it to the BPSS address indicated on the complaint form, or email it to [BPSS@nysed.gov](mailto:BPSS@nysed.gov).

MLI will be responsible for processing your refund and returning all monies to appropriate sources. However, it is still important that you file a complaint with our office so that we can confirm that your refund has been secured.

Again, if you are choosing to request a refund, please let your school administrator know by close of June 7, 2019.

Whatever your decision, BPSS wishes you good luck in all your future endeavors.

Sincerely,

Richard A. Cohen  
Supervising Investigator