



School of Allied Health

School Catalog

Year 2025

Version 1.3

All Campuses

377 Oak Street
Suite 101
Garden City, NY 11530
Phone: 212-564-2351
Email: info@tiamedical.com

licensed by the New York State Education Department, Bureau of Proprietary School Supervision (BPSS)

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About Us

TIA School of Allied Health is a passionate training company. As an instructor founded company, we are focused and committed in providing the best learning experience with affordable prices.

Our optimized business processes have allowed us to offer excellent courses at the lowest prices in the city. We strive to provide an enriched learning environment. The major benefits to enrolling in our courses:

- Licensed by the New York State Education Department.
- Hands on training.
- Knowledgeable educational consultants concerned with your educational needs.
- State of the Art technology including large screen projectors and ample desk space.
- Ergonomic chairs to provide maximum comfort to our students.

Come and visit us to experience the next level of learning.

Mission Statement

The Mission of TIA School of Allied Health is to provide quality education in a safe and assuring environment. We assists our students in developing skills to become independent, mature and self-sufficient adults who will succeed and contribute to the community.

History

TIA School of Allied Health, established in 2018, is a New York City-based academic training institution dedicated to providing affordable, high-quality education in the healthcare sector. Founded by instructors passionate about personal career development, TIA offers hands-on training programs for roles such as Nurse's Aide/Assistant (CNA), Medical Assistant, EKG Technician, Phlebotomy Technician, and Medical Billing and Coding. The school emphasizes a supportive learning environment, aiming to equip students with the skills necessary to become independent and contributing members of the community.

Ownership Details

Institutional Ownership:

TIA School of Allied Health is legally owned and operated as a for-profit educational institution. The institution is registered under the New York State Education Department's Bureau of Proprietary School Supervision (BPSS), ensuring compliance with state laws governing proprietary schools.

Legal Name and Type of Entity:

The institution's legal name is TIA School of Allied Health. It operates as a privately owned proprietary school offering specialized healthcare training.

Names of Governing Board Members, General Partners, and/or Owners:

The institution is privately owned and led by Juan Estrella. The owner is committed to education and healthcare training and oversees the strategic direction and compliance of the school.

Non-Profit Status (if applicable):

TIA School of Allied Health is not a non-profit organization; therefore, it does not have a board of trustees. Instead, it operates under a for-profit model dedicated to providing affordable, high-quality healthcare education.

Affiliations:

The school maintains affiliations with national credentialing organizations such as the National Healthcareer Association (NHA) and Prometric (For our CNA program). These affiliations underscore its commitment to maintaining high educational standards and providing students with industry-recognized certifications.

Mission and Leadership Commitment:

Guided by a team of passionate educators and administrators, TIA School of Allied Health focuses on empowering students to become skilled, independent healthcare professionals contributing to their communities.

Facilities and Equipment

Main Campus (Garden City Campus):

Garden City, Long Island Campus: Situated at 377 Oak Street, Suite 101, Garden City, NY 11530.

Branch Campus (Manhattan City Campus):

Manhattan, NYC: Situated at 545 8th Ave, 4th floor, New York, NY 10018

Our Campuses features modern classrooms and state-of-the-art skills laboratories, providing students with hands-on training essential for their healthcare education. The facilities are designed to create a conducive learning environment, equipped with the latest medical training equipment to ensure students gain practical experience. Additionally, TIA School of Allied Health offers an e-learning portal, allowing students to access training videos, lectures, and online practice exams, thereby enhancing their learning experience.

Admission Requirements

Minimum Age of all applicants must be at least 18 years old and Level of Education:

Nurse's Aide/Assistant (CNA): Applicants must possess a high school diploma or equivalent (GED, TASC).

Phlebotomy Technician: A high school diploma or equivalent (GED, TASC) is required.

Medical Billing and Coding: A high school diploma or equivalent (GED, TASC).

Medical Assistant: Applicants must have a high school diploma or equivalent (GED, TASC).

EKG Technician: A high school diploma or equivalent (GED, TASC) is necessary.

Entrance Tests and Cut-off Scores:

No formal entrance examination or minimum cut-off score is required for admission. Admission decisions are based on verification of educational credentials and completion of all required documentation.

Other Relevant Factors:

Certified Nursing Assistant (CNA): Applicants must submit a physical health examination report prior to placement in a clinical externship, as required by the New York State Department of Health.

Medical Assistant (MA): Applicants must also submit a physical health examination report prior to placement in an externship.

For the most accurate and up-to-date information on admission requirements, it is recommended to contact the TIA School of Allied Health directly or visit their official website.

Summary of Conditions

Nurse's Aide/Assistant (CNA):

Potential Conditions: A felony conviction may impact a student's ability to complete clinical placements, meet state certification requirements, and obtain employment in the field.

State Requirements: The program requires a physical health examination to ensure students meet the health criteria for clinical work and state licensure.

Certification Impact: Applicants must meet all state requirements to sit for the CNA licensure exam, including submitting proof of immunizations and health clearance.

Externship facilities retain the right to bar a student from entering their facility if they feel they could be a danger to the residents.

Medical Billing and Coding:

Potential Conditions: While felony convictions may not directly prevent certification, employers may require background checks, and convictions could limit job opportunities.

State Requirements: There are no state licensure requirements for this program; however, certification exams like those offered by the AAPC or AHIMA may have additional eligibility criteria.

Medical Assistant:

Potential Conditions: Some employers may require background checks, and certain felony convictions could impact employability in the healthcare sector.

State Requirements: Certification exams like the CMA (AAMA) or RMA (AMT) may have specific eligibility criteria related to education and program accreditation.

Externship facilities retain the right to bar a student from entering their facility if they feel they could be a danger to the residents.

Admission Process

Initial Inquiry and Application:

Prospective students express interest in a program by contacting TIA School of Allied Health via phone, email, or in person.

Applicants complete an admission application form on our website or in person. They will select their desired program of interest.

Review of Eligibility Requirements:

Applicants are required to meet the minimum eligibility criteria, including:

High school diploma or equivalent (GED/TASC) for all programs.

Physical health examination for programs like the CNA (Certified Nurse's Aide/Assistant, Medical Assistant) program.

Submission of Documentation:

Applicants must submit the following:

Proof of education (high school diploma or equivalent).

Required health and immunization records (if applicable, such as for the CNA & Medical Assistant program).

Any other documents specified for the program.

Advising and Program Information:

Admissions review applicants' qualifications and provide details about the chosen program, including course content, requirements, and career outcomes.

Admissions also explain state requirements and potential barriers to certification or employment, such as criminal convictions.

Payment and Enrollment Agreement:

Accepted applicants complete an enrollment agreement and make payment arrangements for tuition and fees.

Orientation:

Students attend an orientation session on the first day of class to familiarize themselves with the school's policies, facilities, and program requirements.

Special Considerations:

The admission process for certain programs may include additional steps, such as:

Health and background checks for CNA and similar programs.

Admission Procedures for Students with Special Needs

Equal Opportunity Enrollment:

TIA School of Allied Health is committed to providing an inclusive educational environment. Students with special needs are encouraged to disclose their needs during the admissions process to ensure appropriate support is provided.

Assessment of Special Needs:

Admissions counselors work with applicants to understand their specific requirements. This may include reviewing documentation of disabilities, such as medical reports, Individualized Education Programs (IEPs), or 504 Plans.

Special Accommodations:

The institution may offer accommodations to support students in their enrollment and training process, including:
Modified classroom seating or equipment arrangements.

Access to assistive technologies or materials for students with visual, auditory, or mobility impairments.

Adjusted schedules or additional time for exams to meet individual needs.

For programs requiring hands-on training (e.g., CNA or Phlebotomy), accommodations may be arranged to ensure the student can fully participate in clinical or lab-based activities.

Collaboration with External Agencies:

TIA may collaborate with local or state agencies specializing in disability services to provide additional resources or accommodations.

Contact and Communication:

Applicants are encouraged to contact TIA School of Allied Health's admissions office to discuss their needs confidentially and ensure accommodations are in place before the start of their program.

Non-Discrimination Policy

TIA School of Allied Health does not discriminate on the basis of sex, race, color, ethnic origin, religion, age, disability, marital status, sexual orientation, or national origin in the administration of its admissions policies, educational programs, activities, or employment practices.

The institution is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA).

Enrollment for Non-Immigrant Foreign Students

TIA School of Allied Health welcomes all qualified applicants, including non-immigrant foreign students who are legally present in the United States. The institution does not issue Form I-20 and is therefore not authorized to enroll students seeking an F-1 or M-1 student visa. TIA School of Allied Health does not determine, verify, or monitor the immigration status of any student. Admission is based solely on meeting the school's standard entrance requirements, such as proof of education and completion of required enrollment documents.

Financial Assistance

TIA School of Allied Health does not participate in federal financial aid programs and does not offer grants, scholarships, or third-party funding. The school provides flexible in-house tuition payment plans to help students manage the cost of their education. All tuition must be paid directly to the institution according to the payment schedule outlined in the enrollment agreement.

Graduation Requirements and Certification

CNA:

REQUIRED: State CNA certification exam

REQUIRED: Be listed on the New York State Nurse Aide Registry.

OPTIONAL: Additional certifications, such as Basic Life Support (BLS) or CPR, which may enhance employability.

MA: While not required by the state, obtaining certification can enhance job prospects.

OPTIONAL: Certified Medical Assistant (CMA) by the American Association of Medical Assistants (AAMA).

OPTIONAL: Registered Medical Assistant (RMA) by American Medical Technologists (AMT).

OPTIONAL: National Certified Medical Assistant (NCMA) by the National Center for Competency Testing (NCCT).

EKG: Obtaining certification can demonstrate mastery of skills learned in class such as:

OPTIONAL: Certified EKG Technician (CET) by the National Healthcareer Association (NHA).

OPTIONAL: Electrocardiography (ECG) Technician certification from the National Certification Career Association (NCCA).

Phlebotomy: Obtaining certification can demonstrate mastery of skills learned in class such as:

OPTIONAL: Certified Phlebotomy Technician (CPT) by the National Healthcareer Association (NHA).

OPTIONAL: Phlebotomy Technician (PBT) by the American Society for Clinical Pathology (ASCP).

OPTIONAL: Registered Phlebotomy Technician (RPT) by American Medical Technologists (AMT).

Medical Billing and Coding: Certification is highly recommended to enhance employment prospects.

OPTIONAL: Certified Professional Coder (CPC) by the American Academy of Professional Coders (AAPC).

OPTIONAL: Certified Coding Specialist (CCS) by the American Health Information Management Association (AHIMA).

OPTIONAL: Certified Billing and Coding Specialist (CBCS) by the National Healthcareer Association (NHA).

TIA School of Allied Health provides exams and quizzes during the course, as well as study materials from official course textbooks, and slides to study from. The school also provides video demonstration as well as practical experience within the classroom and mock exams. The CNA labs are kept open during non-class hours for CNA practice, and there is on-site testing for Prometric's NY CNA Exam.

Records and Student Information Policy

TIA School of Allied Health guarantees students the right to access their educational records in compliance with the Family Educational Rights and Privacy Act (FERPA). The institution will not release personally identifiable information about an individual student without the student's written consent, except as permitted by law.

Copyright Infringement Policy and Legal Liabilities

TIA School of Allied Health strictly prohibits the unauthorized reproduction, distribution, or use of copyrighted materials, including textbooks, digital media, instructional videos, software, and any other intellectual property used in its programs. Students must comply with all provisions of the U.S. Copyright Act (Title 17, U.S. Code).

Unauthorized copying, sharing, uploading, or downloading of copyrighted materials—whether on campus computers, personal devices, or online platforms—may result in disciplinary action by the school, including suspension or termination, and may expose the student to civil and criminal penalties under federal law.

Civil penalties may include substantial monetary damages and legal fees, while criminal penalties can include fines and possible imprisonment for willful infringement. Students are expected to use all instructional materials solely for personal educational purposes and to respect the intellectual property rights of others at all times.

Academic Dishonesty

The purpose of this Policy is to maintain academic integrity, foster a fair and ethical learning environment, and uphold the principles of honesty and responsibility within our educational institution. This policy outlines the consequences of academic dishonesty and provides guidelines for promoting academic honesty among students, faculty, and staff:

Cheating:

The use of unauthorized materials, information, or aids during exams, quizzes, assignments, or any form of assessment.

Plagiarism:

Presenting someone else's work, ideas, or intellectual property as one's own without appropriate citation or acknowledgment.

Unauthorized Collaboration:

Collaborating with others on assignments or assessments without prior approval from the instructor.

Fabrication:

Falsification or invention of data, sources, or information to deceive instructors or academic staff.

Misrepresentation:

Providing false information to gain academic advantages or benefits.

Multiple Submission:

Submitting the same work for credit in multiple courses without explicit permission.

Impersonation:

Allowing someone else to assume one's identity during assessments or academic activities.

Sabotage:

Deliberate acts aimed at hindering the academic progress of others.

By attending school, students acknowledge and agree to abide by this Academic Dishonesty Policy, promoting a culture of academic integrity and trust among all members of the school community. If a student is caught in the act of Academic/Behavior Dishonesty, it will lead to termination, and no refund will be given back to the student.

Placement Assistance

CNA and Medical Assistant (MA) Programs:

Job placement services are provided to help graduates secure employment in their field of study.

Assistance includes connecting students with healthcare employers and facilitating introductions to potential job opportunities.

Services include:

Resume Preparation: Guidance on crafting professional resumes tailored to the healthcare industry.

Mock Interviews: Practice sessions to enhance interview skills and build confidence.

Non-Guarantee of Employment:

TIA School of Allied Health provides job placement assistance for the CNA and Medical Assistant programs, including resume support, interview practice, and employer introductions. Employment is not guaranteed. The EKG and Phlebotomy courses are short, skill-enhancement programs and are not tracked for job placement. Success in securing employment depends on individual effort, experience, and the local job market.

Student outcome data including completion rates, placement rates, and licensure pass rates are available upon request from the admissions office.

TIA graduates are entitled to assistance. However, the school cannot promise or guarantee employment or any specific salary to any student or graduate. Job placement in the Healthcare Field is very specialized and background checks are common.

Payment Plan Breakdown

When tuition is charged by term/quarter/mini-term, refunds are computed against the current period of financial obligation per BPSS/ACCET policy shown in the Refund and Cancellation Policy

Certified Nursing Assistant (CNA) – Garden City Campus and Manhattan Evening Schedules

Tuition: \$1,349 Registration Fee: \$50 Books/Uniform: \$100 Total: \$1,499

Payment Plan

Registration down-payment fee \$ 300.00

First day of class: pay \$ 300.00 to start the class.

Second week (first day): pay \$ 299.67 to continue in the class.

Third week (first day): pay \$ 299.67 to continue in the class.

Fourth week (first day): pay \$ 299.66 to continue in the class and remain eligible for the externship.

Certified Nursing Assistant (CNA) – Manhattan Weekday Morning and Weekend Schedules

Tuition: \$1,649 Registration Fee: \$50 Books/Uniform: \$100 Total: \$1,799

Payment Plan

Registration down-payment fee \$ 300.00

First day of class: pay \$ 374.75 to start the class.

Second week (first day): pay \$ 374.75 to continue in the class.

Third week (first day): pay \$ 374.75 to continue in the class.

Fourth week (first day): pay \$ 374.75 to continue in the class and remain eligible for the externship.

Medical Assistant (MA) – All Campus and schedules

Tuition: \$5,899 Registration Fee: \$100 Total: \$5,999

Payment Plan

Registration Down Payment: \$ 100 at enrollment.

Month 1: \$ 349.50 on the first day of class and \$ 349.50 on the second week (first day).

Month 2: \$ 349.50 on the first day of class and \$ 349.50 on the second week (first day).

Each month thereafter (starting Month 3): \$ 500 due on the first day of the month until the full balance of \$ 5,999 is paid in full (approximately 10 months total for a 56-week schedule or 12 months for a 75-week schedule). The final payment may be less than \$500 to bring the account to a \$0 balance.

Phlebotomy Technician (PHL) All Campus and schedules

Tuition: \$749 Registration Fee: \$50 Total: \$799

Payment Plan

Registration down-payment fee \$100.00

First day of class: Students must pay \$349.50 to start the class.

Second week (first day): Students must pay \$349.50 to continue in the class.

EKG Technician All Campus and schedules

Tuition: \$749 Registration Fee: \$50 Total: \$799

Payment Plan

Registration down-payment fee \$100.00

First day of class: Students must pay \$349.50 to start the class.

Second week (first day): Students must pay \$349.50 to continue in the class.

Medical Billing & Coding (MBC) All Campus and schedules

Tuition: \$1,449 Registration Fee: \$50 Total: \$1,499

Payment Plan

Down-payment fee: \$300.00

First day of class: \$300 payment required to start the class.

Second week (first day): \$300 payment required to continue in the class.

Third week (first day): \$300 payment required to continue in the class.

Fourth week (first day): \$299 payment required to receive the certificate of completion.

Courses

Certified Nursing Assistant – Garden City Campus (All Schedules)**Tuition:** \$1,349**Registration:** \$50**Books and uniform:** \$100**Total:** \$1,499**Total Hours:** 125**Duration:** 7-14 Weeks**Lecture Hours:** 75**Lab Hours:** 20**Externship / Internship Hours:** 30**Schedules:** Mon – Thu: 9am – 1:30pm or 6pm – 9:30pm. **OR** Sat – Sun: 10am – 6pm.**Refund Policy:** Quarter**Entrance Requirements:** High School Diploma\TASC\GED**Credential Awarded:** Certificate

The Nursing Assistant Program is an opportunity to learn skills and prepare for a career in the healthcare field. If you have a desire to help people, are comfortable working closely with clients while providing personal care, are willing to accept delegated tasks, and to work as a member of a team, then a career as a nursing assistant may be for you. Employment can be found in Nursing Homes, Hospitals, and through healthcare agencies.

This is a licensure program approved by the New York State Education Department and the New York State Department of Health. Upon successful completion of the course, students are eligible to take the New York State Nurse Aide Certification Examination administered by Prometric to obtain state licensure as a Certified Nurse Aide (CNA). TIA School of Allied Health is an authorized Prometric testing center, and the school assists all graduates with scheduling their state licensure examination upon completion of the program.

Class Size/Ratio: The maximum class size is 20 for lecture and 10 for labs/skills. The typical student-to-instructor ratio is 15:1 (lecture) and 10:1 (lab). Externship placements are assigned by the school based on site availability and clinical partner capacity.

Refund and Termination Policy: The course is 1 quarter, \$1,349 per quarter.

First Quarter		
If Termination Occurs	Percentage of Tuition refunded to the student	Amount Refunded to the student
Prior to or during the first week	100%	\$1,349
During the second week	75%	\$1,011.75
During the third week	50%	\$674.50
During the fourth week	25%	\$337.25
After the fourth week	0%	\$0
Second Quarter		
If Termination Occurs	Percentage of Tuition refunded to the student	Amount Refunded to the student
During the first week	75%	\$0
During the second week	50%	\$0
During the third week	25%	\$0
After the third week	0%	\$0

Certified Nursing Assistant – Manhattan Campus (Weekday Morning and Weekend)

Tuition: \$1,649

Registration: \$50

Books and uniform: \$100

Total: \$1,799

Total Hours: 125

Duration: 7-14 Weeks

Lecture Hours: 75

Lab Hours: 20

Externship / Internship Hours: 30

Schedules: Mon – Thu: 9am – 1:30pm or 6pm – 9:30pm. **OR** Sat – Sun: 10am – 6pm.

Refund Policy: Quarter

Entrance Requirements: High School Diploma\TASC\GED

Credential Awarded: Certificate

The Nursing Assistant Program is an opportunity to learn skills and prepare for a career in the healthcare field. If you have a desire to help people, are comfortable working closely with clients while providing personal care, are willing to accept delegated tasks, and to work as a member of a team, then a career as a nursing assistant may be for you. Employment can be found in Nursing Homes, Hospitals, and through healthcare agencies.

This is a licensure program approved by the New York State Education Department and the New York State Department of Health. Upon successful completion of the course, students are eligible to take the New York State Nurse Aide Certification Examination administered by Prometric to obtain state licensure as a Certified Nurse Aide (CNA). TIA School of Allied Health is an authorized Prometric testing center, and the school assists all graduates with scheduling their state licensure examination upon completion of the program.

Class Size/Ratio: The maximum class size is 20 for lecture and 10 for labs/skills. The typical student-to-instructor ratio is 15:1 (lecture) and 10:1 (lab). Externship placements are assigned by the school based on site availability and clinical partner capacity.

Refund and Termination Policy: The course is 1 quarter, \$1,649 per quarter.

First Quarter		
If Termination Occurs	Percentage of Tuition Refunded to the Student	Amount Refunded to the Student
Prior to or during the first week	100 %	\$ 1,649.00
During the second week	75 %	\$ 1,236.75
During the third week	50 %	\$ 824.50
During the fourth week	25 %	\$ 412.25
After the fourth week	0 %	\$ 0.00
Second Quarter		
If Termination Occurs	Percentage of Tuition refunded to the student	Amount Refunded to the student
During the first week	75%	\$0
During the second week	50%	\$0
During the third week	25%	\$0
After the third week	0%	\$0

Certified Nursing Assistant – Manhattan Campus (Weekday Evening)

Tuition: \$1,349

Registration: \$50

Books and uniform: \$100

Total: \$1,499

Total Hours: 125

Duration: 7-14 Weeks

Lecture Hours: 75

Lab Hours: 20

Externship / Internship Hours: 30

Schedules: Mon – Thu: 9am – 1:30pm or 6pm – 9:30pm. **OR** Sat – Sun: 10am – 6pm.

Refund Policy: Quarter

Entrance Requirements: High School Diploma\TASC\GED

Credential Awarded: Certificate

The Nursing Assistant Program is an opportunity to learn skills and prepare for a career in the healthcare field. If you have a desire to help people, are comfortable working closely with clients while providing personal care, are willing to accept delegated tasks, and to work as a member of a team, then a career as a nursing assistant may be for you. Employment can be found in Nursing Homes, Hospitals, and through healthcare agencies.

This is a licensure program approved by the New York State Education Department and the New York State Department of Health. Upon successful completion of the course, students are eligible to take the New York State Nurse Aide Certification Examination administered by Prometric to obtain state licensure as a Certified Nurse Aide (CNA). TIA School of Allied Health is an authorized Prometric testing center, and the school assists all graduates with scheduling their state licensure examination upon completion of the program.

Class Size/Ratio: The maximum class size is 20 for lecture and 10 for labs/skills. The typical student-to-instructor ratio is 15:1 (lecture) and 10:1 (lab). Externship placements are assigned by the school based on site availability and clinical partner capacity.

Refund and Termination Policy: The course is 1 quarter, \$1,349 per quarter.

First Quarter		
If Termination Occurs	Percentage of Tuition refunded to the student	Amount Refunded to the student
Prior to or during the first week	100%	\$1,349
During the second week	75%	\$1,011.75
During the third week	50%	\$674.50
During the fourth week	25%	\$337.25
After the fourth week	0%	\$0
Second Quarter		
If Termination Occurs	Percentage of Tuition refunded to the student	Amount Refunded to the student
During the first week	75%	\$0
During the second week	50%	\$0
During the third week	25%	\$0
After the third week	0%	\$0

Medical Assistant for Garden City and Manhattan Campus

Tuition: \$5,899

Books: Included in tuition

Registration: \$100

Total: \$5,999

Total Hours: 900

Duration: 56 – 75 Weeks

Lecture Hours: 480

Lab Hours: 120

Externship / Internship Hours: 300

Schedules:

- Mon - Thu: 9am – 1:30pm – 56 Weeks total
- Mon - Thu: 6pm – 9:30pm – 75 Weeks total
- Sat – Sun: 10am – 6pm – 65 Weeks total

Entrance Requirements: High School Diploma\TASC\GED

Refund Policy: Term

Credential Awarded: Certificate

As a Medical Assistant student, you will learn to perform clinical and non-clinical skills required to become a proficient healthcare professional. Once students have trained as a Medical Assistant they will be able to work in a variety of healthcare settings: medical offices, clinics and ambulatory care facilities. Students will learn to assist physicians during examinations and will be able to perform administrative duties such as medical insurance billing, coding and reports.

Class Size/Ratio: The maximum class size is 20 for lecture and 10 for labs/skills. The typical student-to-instructor ratio is 10:1 (lecture) and 10:1 (lab). Externship placements are assigned by the school based on site availability and clinical partner capacity.

The program is 900 hours with 600 hours of in-house skills and theory and an internship of 300 hours.

Medical Assistant Refund Calculation Information

Morning and Weekend Schedule (56-65 Weeks ≈ 4 Terms \$1,474.75 per term)

First Term

If Termination Occurs	Percentage of Tuition Refunded to the Student	Amount Refunded to the Student
Prior to or during the first week	100%	\$1,474.75
During the second week	80%	\$1,179.80
During the third week	65%	\$958.59
During the fourth week	50%	\$737.38
During the fifth week	30%	\$442.43
After the fifth week	0%	\$0.00

Subsequent Terms

If Termination Occurs	Percentage of Tuition Refunded to the Student	Amount Refunded to the Student
During the first week	80%	\$1,179.80
During the second week	65%	\$958.59
During the third week	50%	\$737.38
During the fourth week	30%	\$442.43
After the fourth week	0%	\$0.00

Evening Schedule (75 Weeks ≈ 5 Terms, \$1,179.80 per term)

First Term

If Termination Occurs	Percentage of Tuition Refunded to the Student	Amount Refunded to the Student
Prior to or during the first week	100%	\$1,179.80
During the second week	80%	\$943.84
During the third week	65%	\$766.87
During the fourth week	50%	\$589.90
During the fifth week	30%	\$353.94
After the fifth week	0%	\$0.00

Subsequent Terms

If Termination Occurs	Percentage of Tuition Refunded to the Student	Amount Refunded to the Student
During the first week	80%	\$943.84
During the second week	65%	\$766.87
During the third week	50%	\$589.90
During the fourth week	30%	\$353.94
After the fourth week	0%	\$0.00

Phlebotomy Technician for Garden City and Manhattan Campus

Tuition: \$749

Books: Included in Tuition

Registration Fee: \$50

Total: \$799

Total Hours: 60

Duration: 4-5 Weeks

Lecture Hours: 40

Lab Hours: 20

Schedules: Mon – Thu, 9am – 1:30pm or 6pm – 9:30pm. **OR** Sat – Sun: 10am – 6pm

Entrance Requirements: High School Diploma\TASC\GED

Refund Policy: Mini

Credential Awarded: Certificate

Students interested in pursuing a career as a Phlebotomy Technician, will able to demonstrate various methods of Phlebotomy such as; vacuum method for venous blood withdrawal, an auto let blood withdrawal for glucose level, the proper use of a centrifuge, proper use of a hemoglobinometer and obtain a hemoglobin level. In addition, students will learn the proper use of a glucometer to obtain a glucose level. Identify and label the parts of the most common diagnostic laboratory equipment, use basic skills in context of therapeutic and lab procedures. This course is offered for professional skill enhancement and **does not include job placement tracking.**

Class Size/Ratio: The maximum class size is 20 for lecture and 10 for labs/skills. The typical student-to-instructor ratio is 15:1 (lecture) and 10:1 (lab).

Refund and Termination Policy – \$749 Tuition, Mini refund policy for all schedules:

If Termination Occurs	Percentage of Tuition Refunded to the Student	Amount Refunded to the Student
0 – 15 % of the program completed	100 %	\$ 749.00
16 – 30 % of the program completed	75 %	\$ 561.75
31 – 45 % of the program completed	50 %	\$ 374.50
46 – 60 % of the program completed	25 %	\$ 187.25
After 60 % of the program completed	0 %	\$ 0.00

EKG Technician for Garden City and Manhattan Campus**Tuition:** \$749**Books:** Included in Tuition**Registration Fee:** \$50**Total:**\$799**Duration:** 4-5 Weeks**Lecture Hours:** 40**Lab Hours:** 20**Total Hours:** Clock – 60 / Credit - 0**Schedules:** Mon – Thu: 9am – 1:30pm or 6pm – 9:30pm. OR Sat – Sun: 10am – 6pm**Entrance Requirements:** High School Diploma\TASC\GED**Refund Policy:** Mini**Credential Awarded:** Certificate

Students interested in pursuing a career as an EKG Technician, will able to label the major internal and external structures of the heart; describe the major functions of the cardiovascular system. Identify the five types of blood vessels, label the electrical conduction of the heart and obtain a standard EKG rhythm strip. Describe and identify ECG characteristics of Sinus Rhythms, Atrial Rhythms, Junctional Rhythms, Ventricular Rhythms, Atrioventricular, AV Blocks, different components of Pacemaker Rhythm. This course is offered for professional skill enhancement and does not include job placement tracking.

Class Size/Ratio: The maximum class size is 20 for lecture and 10 for labs/skills. The typical student-to-instructor ratio is 15:1 (lecture) and 10:1 (lab).

Refund and Termination Policy – \$749 Tuition, Mini refund policy for all schedules:

If Termination Occurs	Percentage of Tuition Refunded to the Student	Amount Refunded to the Student
0 – 15 % of the program completed	100 %	\$ 749.00
16 – 30 % of the program completed	75 %	\$ 561.75
31 – 45 % of the program completed	50 %	\$ 374.50
46 – 60 % of the program completed	25 %	\$ 187.25
After 60 % of the program completed	0 %	\$ 0.00

Medical Billing and Coding for Garden City and Manhattan Campus

Tuition: \$1449

Books: Included in Tuition

Registration Fee: \$50

Total: \$1499

Total Hours: 90

Duration: 6 – 8 Weeks

Lecture Hours: 90

Schedules: Mon – Thu: 9am – 1:30pm or 6pm – 9:30pm **OR** Sat – Sun: 10am – 6pm

Entrance Requirements: High School Diploma\TASC\GED

Refund Policy: Mini

Credential Awarded: Certificate

Students will learn the essential skills needed to accurately and efficiently code medical procedures and diagnoses. They'll gain a deep understanding of the medical billing process, including how to submit claims to insurance companies and government programs. Accurate medical coding is critical to ensuring that patients receive the care they need while healthcare providers receive appropriate reimbursement. Hands-on training and real-world scenarios are provided.

Class Size/Ratio: The maximum class size is 20 for lecture. Labs are done during class with provided laptops or desktop computers.

Refund and Termination Policy \$1,449 Tuition, Mini refund policy for Weekday Morning and Weekend schedules:

If Termination Occurs	Percentage of Tuition Refunded to the Student	Amount Refunded to the Student
0 – 15 % of the program completed	100 %	\$ 1,449.00
16 – 30 % of the program completed	75 %	\$ 1,086.75
31 – 45 % of the program completed	50 %	\$ 724.50
46 – 60 % of the program completed	25 %	\$ 362.25
After 60 % of the program completed	0 %	\$ 0.00

Refund and Termination Policy: 1 Quarter at \$1,449 Per Quarter, refund policy for Evening Schedules:

First Quarter		
If Termination Occurs	Percentage of Tuition refunded to the student	Amount Refunded to the student
Prior to or during the first week	100%	\$1,349
During the second week	75%	\$1,011.75
During the third week	50%	\$674.50
During the fourth week	25%	\$337.25
After the fourth week	0%	\$0
Second Quarter		
If Termination Occurs	Percentage of Tuition refunded to the student	Amount Refunded to the student
During the first week	75%	\$0
During the second week	50%	\$0
During the third week	25%	\$0
After the third week	0%	\$0

Refund Policy

TIA School of Allied Health is licensed by the New York State Education Department, Bureau of Proprietary School Supervision (BPSS) and has applied for accreditation by the Accrediting Council for Continuing Education & Training (ACCET). The institution follows both the State and ACCET refund policies. In all cases of cancellation, withdrawal, or termination, the school follows both the State and ACCET refund policies and applies whichever results in the larger refund to the student.

State Refund Policy (BPSS)

This school follows the refund policy established in Section 5002 of the New York Education Law and the Commissioner's Regulations, Part 126.7.

A student who cancels within seven (7) days of signing the enrollment agreement but before instruction begins receives all monies returned, less the non-refundable registration fee.

After that time, a student will be liable for:

- The non-refundable registration fee, plus
- The cost of any books or supplies accepted, plus
- Tuition liability as of the student's last date of physical attendance.

Tuition liability is divided by the number of quarters, terms, or mini-terms in the program. Total tuition liability is limited to the term (or quarter/mini-term) during which the student withdrew or was terminated and any previous terms completed.

Mini Programs (1–6 weeks in length):

If Termination Occurs	School May Keep
0–15% of the program completed	0%
16–30% of the program completed	25%
31–45% of the program completed	50%
46–60% of the program completed	75%
After 60% of the program completed	100%

Quarter Programs (7–14 weeks in length):

If Termination Occurs	School May Keep
Prior to or during the first week	0%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

Term Programs (15–18 weeks in length):

If Termination Occurs	School May Keep
Prior to or during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%

If Termination Occurs	School May Keep
After the fifth week	100%

The student refund may be greater than the amounts above if ACCET's refund policy provides a higher refund.

ACCET Refund Policy

In accordance with ACCET Document 31 – Cancellation and Refund Policy, TIA School of Allied Health ensures that all refunds are fair, equitable, and timely.

1. Cancellation Prior to the Start of Class:

- If an applicant never attends class (no-show) or cancels the contract prior to the first scheduled day of class, all monies paid will be refunded within 45 calendar days, less any clearly identified non-refundable registration fee (maximum \$200).

2. Withdrawal or Termination After Class Begins:

- Refunds are based on the student's last date of attendance (LDA).
- If withdrawal occurs during the first week of classes, tuition withheld shall not exceed 10% of the stated tuition (up to \$1,000).
- After the first week and through 50% of the period of financial obligation, tuition retained must not exceed a pro-rata portion of tuition for the training period completed, plus 10% of the unearned tuition (up to \$1,000).
- After 50% of the period of financial obligation is completed, the institution may retain the full tuition for that period.
- Refunds are issued within 45 calendar days from the date of determination (DOD) — the date the student notifies the school of withdrawal or is terminated by the institution.

3. Program Cancellation by the School:

- If the school cancels a program after enrollment, all monies paid by the student are refunded in full.

4. Charges Other Than Tuition:

- All extra costs (books, supplies, lab fees, etc.) must be clearly stated and are refundable only if unused or returnable. Non-refundable items must be explicitly itemized in the catalog and enrollment agreement.

Determining the Applicable Refund

- The school will compute refunds under both the BPSS and ACCET policies.
- The student will receive the refund amount most beneficial under the two calculations.
- Refunds will be paid by check or credit card within 10 business days of the date of determination.

Process for Requesting a Refund

- A student may request a refund in person, by email, or through the school's online refund portal.
- The official date of request is the date the school receives the notice or online submission.
- Refunds are processed and issued 10 business days after calculation.
- Refund checks can be picked up at the front desk or mailed to the student's address on file.
- Credit card refunds are processed back to the original card used for payment.

Non-Refundable Fees

- Registration Fee (stated in the enrollment agreement)
- Books, uniforms, or supplies accepted by the student
- Any completed portion of tuition as determined by the applicable refund chart

Student Cancellation or Withdrawal

A student may cancel or withdraw at any time by notifying the school verbally, in writing, or through the online portal.

Written notification is not required but encouraged for accurate documentation. The date of determination for refund purposes is the earlier of the date the student provides notice or the date the school terminates the student under its attendance, conduct, or academic policies. A student absent for 14 consecutive calendar days (without an approved LOA) is administratively withdrawn as of the last date of attendance.

Institutional Termination

The school may terminate a student's enrollment for failure to meet academic, attendance, conduct, or financial obligations. The student will be entitled to any refund due under the applicable policy, based on the last date of attendance.

Summary Statement

This combined refund and cancellation policy ensures compliance with both New York State BPSS and ACCET Document 31. The school will always apply the policy that provides the greater refund to the student. Copies of the full ACCET and BPSS refund regulations are available upon request at the school's administrative office.

Process for obtaining a refund

1. Please visit the front desk registration and specify that you would like a refund. You can also email us at info@tiamedical.com or call us to request a refund.
2. We will calculate your refund based on the refund policy and issue a check back to you or refund the credit card you used to purchase the course.
 - a. Checks can be picked up at the front desk.
 - b. Checks are ready 10 business days after your refund request
 - c. Credit cards are refunded 10 business days after your refund request.

Rules and Regulations

1. School Hours: Mon – Thu.: 8:00 am – 9:30 pm, Friday-Sunday: 9:00 am – 6:00 pm,
2. Students are expected to cooperate with other students and faculty in a professional manner.
3. Students will be held liable for all damages to school facilities, property, or to other student's property.
4. The school is not responsible for your personal property, as well as your materials and textbooks once you receive them.
5. If you are absent for more than two days, report the reason to the office. Continued absence will mean cancellation of registration.
6. Students who violate school regulations or cause damage to school facilities, property, or to other student's property may be dismissed and/or may be held legal responsible to the fullest extent allowed by law.
7. Students skipping class or having others answer the roll for them will be suspended.
8. Students must follow the schedules and studies outlined by the instructor.
9. No smoking in the building.
10. Tuition payments must be made promptly as agreed at the time of enrollment. Students failing to make payments will be suspended.
11. Students are not allowed visitors during school hours.

Delinquent Tuition Collections Policy

Students are required to pay their tuition on time. Failure to do so will result in a \$25 dollar late fee added to their account. In order to collect delinquent tuition, TIA will inform the student of the delinquent either as a phone call or email. If tuition is continuously delinquent, another \$25 late fee will be added for each week that it is not paid. If the balance is not cleared by the time of the course's final exam, the student will not be allowed to take the final.

Attendance Policy

Regular attendance is required. Absences may occur, and make-up opportunities are available to assist you in keeping up with your scheduled progress. Every effort must be made to maintain 80% attendance. Any student who is absent more than 20% of the total number of instructional hours offered during the first half of the student's program, not including leaves of absence, and who has not maintained satisfactory academic progress shall be dismissed.

Students enrolled in Nursing Assistant (CNA) must attend 100% of the course hours. Students missing hours must complete make-up hours before receiving their certificate of completion. Students may not miss 16 hours or more of either course, as a student missing any amount over 16 hours would be dropped from the course.

Phlebotomy:

Minimum attendance of 80% of class sessions is required. Any absence or no-show for more than 12 hours of the class will lead to the student being withdrawn from the class.

EKG:

Minimum attendance of 80% of class sessions is required. Any absence or no-show for more than 12 hours of the class will lead to the student being withdrawn from the class.

CNA:

All missed course hours MUST be made up in order to graduate. Any student missing more than 16 hours will automatically be withdrawn from the course with a partial refund based on enrollment agreement. Tardiness, absences, and early dismissal will contribute to hours not attended. Make up hours are classified as any hours attended for a CNA class at a different date/time than your regularly scheduled classes.

Medical Assistant:

A minimum attendance of 80% of class sessions is required for each module. Tardiness, absences, and early dismissal reduce attended hours; make-up hours are not required for this program. Students are responsible for obtaining missed work from the instructor.

Medical Billing & Coding:

Minimum attendance of 80% of class sessions is required. Any absence or no-show for more than 12 hours of the class will lead to the student being withdrawn from the class.

Academic Progress

The student will receive a performance review at the end of each unit of the course, which will include progress and total hours to date. The following factors will be measured to determine academic progress:

- Theory work (test grades, homework, etc.)
- Practical work

Theory and Practical work will be graded according to the following scale:

95 – 100 A

85 – 94 B

76 – 84 C

70 – 75 D

69 and below F

Students must maintain a “D” grade average in order to be considered making satisfactory progress.

Academic progress is assessed for every 25% of the course completed.

Students who are found not to be making satisfactory progress receive a warning and are encouraged to meet with their instructor and in some cases administrative staff to assist them with getting back on track and resolving any impediments to their academic success.

Failure to hold an overall grade of 70 or above at the completion of the course is considered failure to achieve satisfactory academic progress. Such students will not receive a certificate of completion for the course.

The maximum time frame in which a student must complete the program may not exceed 150% of the published length of the program.

To re-attempt, the student must apply for enrollment and the course must be paid for again.

Satisfactory Academic Progress (SAP) Appeals Policy

At TIA School of Allied Health, students who fail to meet Satisfactory Academic Progress (SAP) standards have the right to appeal the determination. The appeals process is outlined below:

1. Submission of Written Appeal

Appeals must be submitted in writing by the student.

The appeal must include a detailed explanation of the circumstances that led to the failure to meet SAP standards and a clear description of what has changed that will enable the student to meet SAP standards by the next evaluation.

2. Supporting Documentation

Students must provide supporting documentation to substantiate their appeal. This may include medical records, a letter from a counselor, or other relevant evidence.

The appeal must include a definitive statement from the student explaining the reasons for not meeting SAP standards and the changes in their situation.

3. Time Frame for Submission

Appeals must be submitted within 10 business days from the date the student was notified of their SAP status.

4. Review of Appeal

Appeals will be reviewed by the School Director.

The decision-making process will consider the circumstances outlined in the appeal, the supporting documentation, and the likelihood of the student meeting SAP standards moving forward.

5. Notification of Decision

The institution will make a decision within 10 business days of receiving the appeal.

The student will be notified in writing of the decision, including any conditions or next steps required.

6. Academic Plan Requirement

If the appeal is granted, the student must work with the appropriate faculty to create an academic plan designed to ensure the student meets SAP standards by the next evaluation period.

The academic plan may include specific course schedules, tutoring, or other support measures to facilitate success.

Important Notes

Appeals without sufficient documentation or submitted outside the specified time frame will not be considered.

The decision of the appeal is final and binding.

By adhering to this policy, TIA School of Allied Health ensures a fair and consistent process for evaluating appeals while supporting students in achieving their academic goals.

Retake and Make-up

CNA require 100% attendance, and students must complete any missed hours through scheduled make-up sessions. For Medical Assistant, Phlebotomy, EKG, and Medical Billing & Coding programs, make-up hours are not required. However, students who maintain at least 80% attendance are responsible for obtaining any missed information from their instructor or classmates.

- In the case of CNA: students can make up hours by attending concurrently running CNA classes and completing the provided make-up form to be signed by the instructor proctoring the make-up hours.
- All make-up classes are free of charge.

Tardiness

If a student is late, they will be allowed to join the class; however, for CNA any missed time through scheduled make-up sessions to meet the 100% attendance requirement. For Medical Assistant, Phlebotomy, EKG, and Medical Billing & Coding programs, students who maintain at least 80% attendance are responsible for obtaining missed information from their instructor or classmates. If excessive tardiness continues, the student will be required to meet with the Director for further review.

Leaves of Absence

Students requesting a leave of absence must submit a leave of absence form for approval. If a student fails to return to school on the return date, the student will be dismissed. The student will be evaluated upon his/her return and placed at the appropriate part of the program based upon the amount of program content that the student still remembers. The allowed duration of leave shall be 180 days or half the program length, whichever is shorter.

Transfer of Credit Policy

TIA School of Allied Health does not accept transfer of credit from other institutions. Each program is designed as a complete training experience, and all coursework, lab practice, and externship requirements must be completed in full at TIA School of Allied Health. This policy ensures consistency in instructional quality and the integrity of the program outcomes. Credits and training hours earned at TIA School of Allied Health may not transfer to other institutions. Acceptance of credits is at the sole discretion of the receiving institution. Students should contact institutions they plan to attend to determine transferability.

Complaint Procedures:

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, method of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

TIA School of Allied health takes complaints of sexual and other unlawful discrimination, including sexual harassment, sexual assault and sexual violence very seriously. The School encourages students, employees and third parties who have experienced or know of an incident of sexual or other unlawful discrimination, including sexual harassment, sexual assault and sexual violence to speak with the School Director about what happened so that the School can respond appropriately. If any employee of this School experiences, observes or learns of an incident of unlawful discrimination, the employee must immediately report the incident to the School Director. There is no time limit for reporting discrimination. However, allegations should be reported as promptly as possible as a delay in making the report may make it more difficult for the School to investigate allegations. The School strongly encourages all individuals to seek assistance from a medical provider and or local law enforcement immediately after an incident of sexual violence.

Internal Student Complaint Process:

1. Informal: Discuss the concern with your instructor.
2. Written complaint to School Director: If unresolved, submit an email complaint to the School Director within 10 business days.
3. Review/Decision: The Director provides a written or oral decision within 3 business days.
4. Appeal: If unresolved, appeal in writing to the CEO within 5 business days; the CEO responds in 10 business days.
5. External agencies: If still unresolved, contact BPSS and/or ACCET (see Where to File Complaints). No retaliation is permitted.

The Tuition Reimbursement Fund

The Tuition Reimbursement Fund is designed to protect the financial interests of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this catalog. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment

The Tuition Refund and Cancellation Policy

All schools must have a tuition refund and cancellation policy for each program included in the catalog (see page 16) and in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this catalog.

Private School Agents

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent Identification Card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are

breaking the law if they try to interest students in enrolling in a particular school or group or schools. The name(s) of the agent(s) who enrolled a student must appear on the student's enrollment

agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if that agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this catalog.

College Credit Disclaimer Statement

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour and grade requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

Academic Calendar

CNA – Both Campuses

Startdate	Enddate	Day	Time	Location
Oct 27, 2025	Dec 4, 2025	Monday - Thursday	9am - 1:30pm	Garden City
Oct 27, 2025	Dec 18, 2025	Monday - Thursday	6pm - 9:30pm	Garden City
Nov 1, 2025	Dec 14, 2025	Saturday & Sunday	10am - 6pm	Garden City
Nov 10, 2025	Jan 8, 2026	Monday - Thursday	6pm - 9:30pm	Garden City
Dec 8, 2025	Jan 22, 2026	Monday - Thursday	9am - 1:30pm	Garden City
Dec 13, 2025	Jan 25, 2026	Saturday & Sunday	10am - 6pm	Garden City
Jan 3, 2026	Feb 15, 2026	Saturday & Sunday	10am - 6pm	Garden City
Jan 17, 2026	Mar 1, 2026	Saturday & Sunday	10am - 6pm	Garden City
Nov 1, 2025	Dec 14, 2025	Saturday & Sunday	10am - 6pm	Manhattan
Nov 10, 2025	Jan 8, 2026	Monday - Thursday	6pm - 9:30pm	Manhattan
Dec 1, 2025	Jan 29, 2026	Monday - Thursday	6pm - 9:30pm	Manhattan
Dec 1, 2025	Jan 15, 2026	Monday - Thursday	9am - 1:30pm	Manhattan
Dec 13, 2025	Jan 25, 2026	Saturday & Sunday	10am - 6pm	Manhattan
Jan 3, 2026	Feb 15, 2026	Saturday & Sunday	10am - 6pm	Manhattan
Jan 5, 2026	Feb 12, 2026	Monday - Thursday	6pm - 9:30pm	Manhattan
Jan 5, 2026	Feb 12, 2026	Monday - Thursday	9am - 1:30pm	Manhattan
Jan 17, 2026	Mar 1, 2026	Saturday & Sunday	10am - 6pm	Manhattan

Phlebotomy – Both Campuses

Oct 20, 2025	Nov 20, 2025	Monday - Thursday	6pm - 9:30pm	Garden City
Oct 20, 2025	Nov 13, 2025	Monday - Thursday	9am - 1:30pm	Garden City
Oct 25, 2025	Nov 22, 2025	Saturday & Sunday	10am - 6pm	Garden City
Nov 10, 2025	Dec 15, 2025	Monday - Thursday	6pm - 9:30pm	Garden City
Nov 24, 2025	Dec 30, 2025	Monday - Thursday	6pm - 9:30pm	Garden City
Nov 24, 2025	Dec 18, 2025	Monday - Thursday	9am - 1:30pm	Garden City
Nov 29, 2025	Dec 27, 2025	Saturday & Sunday	10am - 6pm	Garden City
Dec 1, 2025	Jan 8, 2026	Monday - Thursday	6pm - 9:30pm	Garden City
Dec 1, 2025	Dec 30, 2025	Monday - Thursday	9am - 1:30pm	Garden City
Jan 3, 2026	Jan 31, 2026	Saturday & Sunday	10am - 6pm	Garden City
Jan 5, 2026	Feb 5, 2026	Monday - Thursday	6pm - 9:30pm	Garden City
Jan 5, 2026	Jan 29, 2026	Monday - Thursday	9am - 1:30pm	Garden City
Oct 20, 2025	Nov 20, 2025	Monday - Thursday	6pm - 9:30pm	Manhattan
Oct 27, 2025	Nov 20, 2025	Monday - Thursday	9am - 1:30pm	Manhattan
Nov 1, 2025	Nov 29, 2025	Saturday & Sunday	10am - 6pm	Manhattan
Nov 3, 2025	Nov 27, 2025	Monday - Thursday	9am - 1:30pm	Manhattan
Nov 10, 2025	Dec 4, 2025	Monday - Thursday	9am - 1:30pm	Manhattan
Nov 24, 2025	Dec 18, 2025	Monday - Thursday	1:30pm - 6pm	Manhattan
Nov 29, 2025	Dec 27, 2025	Saturday & Sunday	10am - 6pm	Manhattan
Dec 1, 2025	Jan 8, 2026	Monday - Thursday	6pm - 9:30pm	Manhattan
Dec 1, 2025	Jan 1, 2026	Monday - Thursday	9am - 1:30pm	Manhattan
Dec 6, 2025	Jan 3, 2026	Saturday & Sunday	10am - 6pm	Manhattan
Dec 6, 2025	Jan 3, 2026	Saturday & Sunday	10am - 6pm	Manhattan
Jan 3, 2026	Jan 31, 2026	Saturday & Sunday	10am - 6pm	Manhattan
Jan 5, 2026	Jan 29, 2026	Monday - Thursday	9am - 1:30pm	Manhattan
Jan 5, 2026	Feb 5, 2026	Monday - Thursday	6pm - 9:30pm	Manhattan
Jan 10, 2026	Feb 7, 2026	Saturday & Sunday	10am - 6pm	Manhattan
Jan 12, 2026	Feb 5, 2026	Monday - Thursday	9am - 1:30pm	Manhattan
Feb 2, 2026	Feb 26, 2026	Monday - Thursday	9am - 1:30pm	Manhattan

EKG – Both Campuses

Oct 27, 2025	Nov 27, 2025	Monday - Thursday	6pm - 9:30pm	Garden City
Nov 8, 2025	Dec 6, 2025	Saturday & Sunday	10am - 6pm	Garden City
Nov 24, 2025	Dec 18, 2025	Monday - Thursday	9am - 1:30pm	Garden City
Dec 1, 2025	Jan 8, 2026	Monday - Thursday	6pm - 9:30pm	Garden City
Jan 5, 2026	Jan 29, 2026	Monday - Thursday	9am - 1:30pm	Garden City
Nov 1, 2025	Nov 29, 2025	Saturday & Sunday	10am - 6pm	Manhattan
Nov 3, 2025	Dec 1, 2025	Monday - Thursday	9am - 1:30pm	Manhattan
Nov 24, 2025	Dec 18, 2025	Monday - Thursday	1:30pm - 6pm	Manhattan
Dec 1, 2025	Jan 1, 2026	Monday - Thursday	6pm - 9:30pm	Manhattan
Dec 1, 2025	Dec 30, 2025	Monday - Thursday	9am - 1:30pm	Manhattan
Dec 6, 2025	Jan 3, 2026	Saturday & Sunday	10am - 6pm	Manhattan
Dec 6, 2025	Jan 3, 2026	Saturday & Sunday	10am - 6pm	Manhattan
Dec 8, 2025	Jan 15, 2026	Monday - Thursday	6pm - 9:30pm	Manhattan

Medical Assistant – Both Campuses

Jan 3, 2026	Mar 28, 2027	Saturday & Sunday	10am - 6pm	Garden City
Jan 5, 2026	One Day Class	Monday - Thursday	9am - 1:30pm	Garden City
Nov 10, 2025	Oct 22, 2026	Monday - Thursday	9am - 1:30pm	New York City
Nov 20, 2025	Dec 30, 2026	Monday - Thursday	9am - 1:30pm	New York City
Dec 6, 2025	Feb 28, 2027	Saturday & Sunday	10am - 6pm	New York City

Medical Billing and Coding – Both Campuses

N/A

School Facilities

Garden City Campus:

- The school is comprised of approx. 3,000 Sq. feet.
- 3 classrooms with 12-17 seats each.
- 2 Labs for practice of CNA, Phlebotomy, and EKG
- Receptionist area with seating for visitors
- Administrative room.
- The school is handicapped accessible.

Manhattan Campus:

- The school is comprised of approx. 8,000 Sq. feet.
- 6 classrooms with 10-20 seats each.
- 3 Labs for practice of CNA, Phlebotomy, and EKG
- Receptionist area with seating for visitors
- Administrative room.
- The school is handicapped accessible.

School Personnel

Name	Qualifications	Position	Contact
Andrew Ramdayal	Master's in Information	CEO	andrew@tiaedu.com
Joel Ortiz	Licensed Director	Director	Joelo@tia.edu
Hans Rodriguez	Licensed Agent	Administrator	hansr@tia.edu
John Cruz	Licensed Agent	CNA Program Administrator	Johnc@tia.edu
Selena Augustus	Licensed Agent	Assistant Director/Program Coordinator	Selenaa@tia.edu
Jessenia Lopez	Licensed Agent	Receptionist	Jessenial@tia.edu
Andrea Gramajo	Weekend Receptionist	Weekend Receptionist	NYCReceptionist@tia.edu

School Faculty:

All teachers are licensed and approved by the New York State Education Department.

Name	Qualifications	Programs taught
Julio Fernandez	Licensed Phlebotomist and Electrocardiograph Technician	Medical Assistant Phlebotomy EKG
Shobha Mohammed	Licensed Phlebotomist and Electrocardiograph Technician	Medical Assistant Phlebotomy EKG
Nina Justiniano	Registered Nurse	CNA Externship
Raven Tornabene	Licensed Phlebotomist	Phlebotomy
Sanjay Jain	Licensed Phlebotomist	Phlebotomy
Rodel Placino	Registered Nurse	CNA
Mineve Simon	Registered Nurse	CNA
Michelle Labour	Registered Nurse	CNA
Alexandra Szywald	Registered Nurse	CNA
Camille Brown	Licensed Phlebotomist	Phlebotomy
Samuel Santiago	Licensed Phlebotomist/ EKG	Phlebotomy EKG
Rod Armand	Licensed Phlebotomist	Phlebotomy
Evelyn Brown	Registered Nurse	CNA
Avae Cabral	Registered Nurse	CNA Externship
Elaine Days	Registered Nurse	CNA Externship
Mandy Edmunds	Registered Nurse	CNA
Jerrica Fraser	Licensed Phlebotomist	Phlebotomy

Joseph Reis	Licensed Phlebotomist	Phlebotomy
Ronda Richardson	Registered Nurse	CNA Externship
Raymond Mintz	Registered Nurse	CNA
Nadine Raman	Registered Nurse	CNA
Zubayer Ahmed	Licensed Phlebotomist	Phlebotomy

Where to File Complaints

Complaint, file a claim to the tuition reimbursement fund, or get additional

Information at:

New York State Education Department

Bureau of Proprietary School Supervision

116 West 32nd Street, 5th Floor

New York, NY 10001

Attn: Bureau of Proprietary School Supervision

<https://www.acces.nysed.gov/bpss/welcome-career-training-proprietary-schools>

(212) 643-4760

TIA School of Allied Health has applied for accreditation by the Accrediting Council for Continuing Education & Training (ACCET). Questions about the status of the application or complaints that cannot be resolved at the institution may be directed to ACCET

1722 N Street NW, Washington, DC 20036

(202) 955-1113

<https://accet.org/>

Accreditation is not a guarantee of job placement or licensure.

Student Complaints: *Students may first follow the school complaint procedure. If unresolved, students may contact **ACCET** at the address/phone above.*

School Hours and Holidays:

Monday – Thursday	8:30AM-10:00PM
Friday – Sunday	9AM-6PM

The School will be closed on the Following Holidays:

New Years Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and Day after
Christmas Day and Day after

Disclosure statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.