

# **SCHOOL OF ELECTRICAL EDUCATION**

**AN INSTITUTION DEDICATED TO PRODUCING  
MOTIVATED & WELL-TRAINED PERSONNEL  
FOR THE ELECTRICAL CONSTRUCTION  
& MAINTENANCE INDUSTRY**

**PUBLISHED JULY 2015**

## CORPORATE OFFICERS

YITZ GELB, PRESIDENT  
YEHUDIT GELB, VICE-PRESIDENT

## ADMINISTRATION

YITZ GELB                      CHIEF EXECUTIVE OFFICER; DIRECTOR  
ISRAEL GARBER              DIRECTOR; VP, STUDENT SERVICES

## INSTRUCTORS

YITZ GELB  
ARIAN HAMZARAI  
JOEL SANDEL

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## [2015 SCHOOL CALENDAR](#)

**8-hour NYC Electrician License renewal course is Sunday, October, 11, 2015**

**8-hour NYC Electrician License renewal course is Tuesday, October, 13, 2015**

## TABLE OF CONTENTS

<b>Acceptance.....</b>	<b>6</b>
<b>Admission Requirements.....</b>	<b>6</b>
<b>Application Fee.....</b>	<b>6</b>
<b>Attendance.....</b>	<b>4, 6</b>
<b>Books &amp; Supplies.....</b>	<b>7</b>
<b>Cancellation &amp; Refunds.....</b>	<b>7</b>
<b>Career Planning.....</b>	<b>7</b>
<b>Class Hours.....</b>	<b>4</b>
<b>Class Size.....</b>	<b>4</b>
<b>Counseling.....</b>	<b>5</b>
<b>Definitions.....</b>	<b>4</b>
<b>Dismissal.....</b>	<b>5</b>
<b>Early Dismissal.....</b>	<b>4</b>
<b>Grading System.....</b>	<b>6</b>
<b>Graduation Requirements.....</b>	<b>5</b>
<b>Lateness.....</b>	<b>4</b>
<b>Leave of Absence.....</b>	<b>7</b>
<b>Loss of Property.....</b>	<b>4</b>
<b>Make-up work.....</b>	<b>6</b>
<b>Payments.....</b>	<b>7</b>
<b>Policy/Process.....</b>	<b>6</b>
<b>Program Changes.....</b>	<b>5</b>
<b>Rules &amp; Regulations.....</b>	<b>4</b>
<b>Student Conduct.....</b>	<b>4</b>
<b>Tuition &amp; Expenses.....</b>	<b>7</b>
<b>Withdrawal.....</b>	<b>7</b>

**Class Hours** – Classes meet from 9:00 AM –6:00 PM.

**Attendance** – Students are required to attend classes as scheduled. The minimum attendance requirement is 100%. Students must notify the instructor prior to absences. A student with medical needs that will cause an absence should contact the School Director. There is no difference between excused and unexcused absences. A student that does not complete a course will be marked ‘Incomplete’ and will be required to take the entire course over at the tuition rate to be in effect at the new term.

**Rules & Regulations** – Students are responsible to know all rules and regulations as published in this catalog, posted on bulletin boards or orally announced. Ignorance of the rules will not exempt students from penalties arising out of non-compliance.

**Loss of Property** – S.E.E. does not assume any responsibility for loss of student property due to fire, theft or any cause whatsoever.

**Class Size** – The size of classes will be limited to 18 students. This will ensure an environment conducive to maximum learning potential, allowing students to feel more at ease about asking questions.

**Early Dismissal** – Students requesting early dismissal must present evidence for such need to the School Director, who will determine if Emergency Leave is warranted.

**Lateness** – ‘Late’ is marked 15 minutes after start of class.

**Student Conduct** – All students are expected to conduct themselves in a decent, respectful and courteous manner at all times and to all people and their property. Use of obscene and vulgar language or mannerisms will not be tolerated. All students are required to come dressed in proper work clothing. Under no circumstances is a student to come to class with an intoxicating beverage or illegal drugs, let alone under the influence of such substances. Violation of this rule could be grounds for expulsion from the course. (See Dismissal)

**Definitions:**

One clock hour is = 50 minutes of instruction.

**Program Changes** – S.E.E. reserves the right to modify, withdraw or add to any course(s) or curriculum offered, or to change the order or content of any program with the approval of Education Department.

**Graduation Requirements** – You must complete the program by attending the full 8-hour class, exclusive of coffee and lunch breaks, and all financial obligations to the school must be satisfied before awarding you a Certificate of Completion.

**Counseling** – N/A

**Dismissal** – The following reasons may be grounds for dismissal:

- Non-satisfaction of school's minimum academic requirements;
- The student enters the school with or under the influence of alcoholic beverages, illegal controlled substances, or weapons.
- The student's actions are harmful to staff or fellow students;
- Non-satisfaction of financial obligations to the school;

## **Admission Requirements**

**Policy** – S.E.E. will accept into the 8-hour renewal class only holders of a valid NYC Master or Special Electrician license, whether active or shelved.

**Process** – Familiarize yourself with all school requirements and curricula and jot down any questions that come to mind. These questions will be answered by the admissions staff.

**Application Fee** – There is a one-time, non-refundable application fee of \$25.

**Acceptance** – Notification of acceptance or non-acceptance will be sent to you via email.

**Attendance** – 100% attendance is mandatory.

**Grading System** – 100% attendance for the full 8 hours is required to be eligible to receive a Certificate of Completion. NYCDOB does not require a formal written or oral test of the material covered in order to qualify for a Certificate of Completion.

**Make-up Work** – N/A

**Satisfactory Progress** – N/A

**Career Planning & Placement** – N/A

**Tuition & Expenses** – Tuition and other costs are explained below. Tuition does not include books and handouts, if any. Absence from class will not be considered withdrawal and will not reduce financial obligation.

Tuition is \$245. Books and supplies, if any, are not included in tuition. Full payment is required in advance by start of first class.

**Cancellation & Refund Policies** –

- A student who cancels within 7 days of signing the enrollment agreement but before class begins, receives all monies returned with the exception of the non-refundable registration fee.
- Thereafter, a student will be liable for non-refundable \$25 application fee, plus the cost of books and supplies accepted, if any, plus tuition liability as of the student's last day of attendance. Tuition liability is determined by the percentage of the program offered to the student:

If Termination occurs School May Keep

0-15% of the program	0%
16-30% of the program	25%
31-45% of the program	50%
46-60% of the program	75%
After 60% of the program	100%

**Withdrawal** – a student withdrawing from the program must notify S.E.E. in writing of such intention. Refunds will be made within 30 days of the date of determination of withdrawal from program. All refunds will be calculated

from last date of attendance. The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due, pursuant to Section 5002 of the Education Law.

**Payments** – Check (personal, company), Visa, Mastercard or American Express credit card. Enrollment is finalized upon written communication from S.E.E.

**Leave of Absence** – If a student is forced to interrupt their program due to serious illness or some other circumstance deemed justifiable by Director, he/she will be permitted to repeat the course without additional charge. A leave of absence cannot be more than 30 days. Otherwise, student must withdraw and re-enroll when able to return to class on a full-time basis.

**Books and Supplies** – See “Tuition & Expenses” above.