



METROPOLITAN LEARNING INSTITUTE

Licensed by the New York State Education Department
Non-Profit Educational Organization

Main Campus
97-77 Queens Blvd., 9th Floor
Rego Park, NY 11374
Phone: (718) 897-0482
Fax: (718)897-5667

Extension Campus
8904 Fifth Avenue 4th Floor
Brooklyn, NY 11209
Phone: (718) 492-2120
Fax: (718) 492-2197

L123456789F2000

Date 4/4/2023

BOOK POLICY

Student: First LAST

With the rising cost of books, MLI has decided to assist its students with obtaining books. MLI will buy the books and each student will be required to pay \$10.00 per module.

You are required to sign below indicating that you were informed about this book policy and that you agree to make the regular payments.

STUDENT SIGNATURE: _____

DATE: _____



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DRUG ABUSE HANDBOOK AND DRUG PREVENTION PROGRAM ACKNOWLEDGEMENT FORM

Student: First LAST

I have received a copy of the Drug Prevention Program Handbook.
I understand that if I am a drug or alcohol offender, I will be
immediately dismissed from the school.
Possession, distribution or use of alcohol or illicit substances will bring
immediate Expulsion.

STUDENT SIGNATURE: _____

DATE: _____



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Rules and Regulations

Student: _____

First LAST

4/4/2023

Metropolitan Learning Institute reserves the right to implement and maintain a smoke and drug free learning environment for all students and staffs. The following rules are to be adhered to by all students, while attending classes and or having lunch within the school premises.

1. Student must wear appropriate attire during classroom hours.
2. Students must be on time on a daily basis and complete all assignments given by the teacher.
3. Students will maintain exceptional hygiene etiquette.
4. Excess lateness is not tolerated and can result in disciplinary action.
5. Under no circumstance is eating or drinking permitted in the classroom.
6. Beepers and cell phones must be turned off during classes.
7. Students must notify the Director of any leave of absence and/or employment opportunities, which will delay your schedule and or graduation.
8. Students must bring their assigned books on a daily basis to class.
9. Students are not permitted to bring their children to class.
10. Students must maintain their workstations clean and are responsible for their computer stations Any damage to your assign computer station should be reported immediately to your teacher.
11. Bathrooms must be maintained clean and in order.
12. Students must notify the program Director in order to make up any missed classes.
13. Students are held responsible during any absenteeism. Students must call the School when they are out.
14. Students must submit all supporting documentation mandated by the Federal Government guidelines prior to starting their classes.
15. No smoking or drinking any alcoholic beverages on school premises. Sexual harassment will result in immediate dismissal from School.

I clearly understand the information cited above, and will uphold all rules and regulations.

MLI reserves the right to determine the appropriate disciplinary action to be taken with anyone who fails to comply with the rules and regulations.

STUDENT SIGNATURE: _____ DATE: _____



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Admission Exit Interview

Academic and Career Advising Report

This student has met with the director of the institution on the following:

- _____ 1. The student understands the course offerings and the requirements for the Program.
- _____ 2. The student understands the institution's regulations, attendance policy, standards of satisfactory progress, and policies for student conduct and graduation requirements.
- _____ 3. The student has discussed his/her career interests as related to course(s) available.
- _____ 4. The student understands that counseling and tutoring is available for his/her use.
- _____ 5. The student has discussed his/her financial and personal situation concerning transportation, childcare, emotional support systems, etc.
- _____ 6. The student and Director have discussed the student's prospective benefits from his/her program of study, expectation for completion and motivation of the student toward training.
- _____ 7. The student and Director have discussed the importance of personal grooming good study habits, attendance and skill development.
- _____ 8. The student has not been promised employment upon graduation.

I have received a copy of the institution's catalog and am aware that I am responsible for following the institution's policies and regulations as stated in the catalog.

STUDENT'S SIGNATURE

DATE

I have interviewed this student and explained all of the items listed above

DIRECTOR'S SIGNATURE

DATE