



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

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OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES  
Bureau of Proprietary School Supervision  
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March 10, 2011

Dear New York Paralegal School Student:

In spite of efforts to help New York Paralegal School resume operation, the Bureau of Proprietary School Supervision took the final action of revocation of the school's registration to operate a registered business school in New York, effective February 23, 2011.

The school had been evicted prior to the revocation of its registration from its premises at 115 West 45<sup>th</sup> Street, New York City. Staff of BPSS were able to secure the school records and are preparing them for processing the many student complaints which will be filed.

Our efforts to effect an acceptable teach out for current students were unsuccessful. The additional terms and conditions the prospective teach out schools were requesting resulted in an unfavorable result for the students. Our decision to stop pursuing a teach out also resulted from our finding that many of the records were incomplete, particularly transcripts. Transfer under these circumstances to a teach out school would have been difficult and frustrating.

Only one option is available. It is available only to currently active New York Paralegal School students; it does not apply to past students or graduates. The refunds would be for those students who were either **self paying** or had secured **loans**.

**Option:** Request a refund of all prepaid tuition. The tuition you paid to the school is protected by the New York State Education Law. The refund will be processed from the Tuition Reimbursement Account (TRA). The processing will take some time. When an investigator contacts you for additional information, it is imperative that you respond in a timely manner so as to continue the processing.

In order to facilitate this processing, we are asking that you forward copies of any receipts you might have. We hope that these additional copies may supplement what we have.

Due to the conditions under which the school closed, it has been decided that all students receiving a refund will also receive a copy of the transcript that was on file with the school. This might be used for possible transfer credit to another institution.

To receive a refund, you must file a complaint form, found at <http://www.acces.nysed.gov/bpss/students/documents/ComplaintForm.pdf>

**WIA Students** For those students who were sponsored through Individual Training Account vouchers, we are in contact with the New York City Small Business Services (SBS) to determine what options you might have. As soon as this information is available, an additional letter will be posted.

Although we do not yet know the status of the funds provided by SBS on your behalf, you are still entitled to receive a copy of your transcript. This should also be done through the complaint process; please access this information from our web site as noted above.

**Recent Graduates** If you are a student who has completed your studies at NYPS, you are entitled to your transcript and/or certificate. Please complete a complaint form as described above for us to respond to your request.

Staff at Bureau of Proprietary School Supervision